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I. General Information

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

General Brown Central School District Directory

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Office</td>
<td>779-2300, Option 9</td>
<td>639-6916</td>
</tr>
<tr>
<td>District Clerk – Mrs. Debra Bennett</td>
<td>779-2300, Option 9, Option 1</td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>779-2300, Option 9, Option 2</td>
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</tr>
<tr>
<td>Junior-Senior High School</td>
<td>779-2300, Option 1</td>
<td>639-3444</td>
</tr>
<tr>
<td>Brownville/Glen Park Elementary</td>
<td>779-2300, Option 2</td>
<td>788-6976</td>
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<tr>
<td>Dexter Elementary</td>
<td>779-2300, Option 3</td>
<td>639-6845</td>
</tr>
<tr>
<td>Bus Garage</td>
<td>779-2300, Option 5</td>
<td></td>
</tr>
<tr>
<td>Tax Collector – Mrs. Donna Keefer</td>
<td>779-2300, Option 9, Option 4</td>
<td></td>
</tr>
</tbody>
</table>

Board of Education
Dr. Sandra Young Klindt, President
Miss Natalie Hurley, Vice President
Mr. Daniel Dupee II
Mrs. Jamie Lee
Mrs. Kelly Milkowich
Mrs. Tiffany Orcesi
Mr. Albert Romano, Jr.

Administration

Jefferson-Lewis BOCES
  District Superintendent – Mr. Stephen J. Todd 779-7000
  Bohlen Technical Center Principal – Ms. Joanne Witt 779-7200

General Brown Central School District
  Superintendent of Schools – Mrs. Barbara Case 779-2300, Option 9, Option 1
  Assistant Superintendent – Mrs. Lisa Smith 779-2300, Option 9, Option 1
  Director of Student Services – Mrs. Melissa Nabinger 779-2300, Option 4

Jr.-Sr. High School Principal – Ms. Nicole Donaldson 779-2300, Option 1, Option 1
Jr.-Sr. High School Assistant Principal/Athletic Director – Mrs. Laurie Nohle 779-2300, Option 1, Option 4
Junior-Senior High School Faculty & Staff

**Art**
Mr. Malcolm Jones

**Counseling**
Mrs. Jennifer Augliano (A-I)
Mrs. Bridget Grimm (J-Z)
Mrs. Katie Larkin-Ledbury (School Psychologist)
Mr. Matthew Milkowich (Student Assistance Counselor)
Mrs. Andrea Swan (Grades 7-8)

**Cafeteria Staff**
Mr. James Nevers, Food Service Director
Mrs. Jeanie Tufo
Mrs. Cheryl Byerly
Mrs. Terry Crump
Ms. Krista Fein
Mrs. Melissa Gibson-Weeks
Mr. Phillip Tyler
Mrs. Shelly Wells
Mrs. Kristina Wheeler

**Custodial Staff**
Mr. Joseph Getman, Head Custodian
Mr. Lanz Ellingsworth
Mr. Thomas Manos
Mr. Brian Oatridge
Mr. Randy Smith
Mr. Christopher Snider

**Driver Education**
Mr. Joseph Bush

**English**
Mrs. Sabrina Dettmer
Mr. Matthew Fiske
Ms. Lindsay Hanson
Miss Lindsay Labiando
Mrs. Michelle Lamon
Mrs. Jennifer Ramie
Mrs. Ellen Sheen

**English as a New Language**
Mrs. Amy O’Riley

**Family and Consumer Sciences**
Mrs. Hannah Cottrell
Health
Miss Melissa Zehr

Languages Other Than English
Mr. Jose Bernier (Spanish)
Miss Stephanie Karandy (Spanish)
Ms. Julia Nieves-Soto (Spanish)
Mrs. Jannell Pickeral (French)

Library Media Center
Mrs. Carrie LaSage

Music
Mrs. Marietta Kitto (Vocal Music)
Mrs. Frances Seymour (Instrumental Music)

Math
Mrs. Janelle Ferris
Mr. Philip Jenner
Mrs. Susan Menapace
Mrs. Jolie Rose
Ms. Katie St. Pierre

Nurse
Mrs. Tana Gunn

Office Staff
Mrs. Christine Doldo, Assistant Principal/Athletics Office
Ms. Shellie Miner, Guidance Office
Mrs. Deanna Oliver, Main Office

Physical Education
Mr. Nicholas Elkin
Mr. Thomas Frears
Mrs. Lisa Lennox

Related Services
Mrs. Rachel Wisner (Speech Therapy)

School Aides
Mrs. Kathy Gardner
Mrs. Colleen Hurley
Mrs. Angela Kittle
Mrs. Connie LaClair
Mrs. Kristy Makuch
Mrs. Kendra Matthews
Mrs. Ashley Morrow
Ms. Stephanie Shorkey
Science
Mr. William Covey
Ms. Lisa Fowler
Mr. Robert Jaspersohn
Mr. Matthew McCarthy
Ms. Maria Mesires
Mrs. Jennifer Nelson
Mr. Dustin Newvine
Mrs. Melissa Ruscio

Social Studies
Mr. James Blunden
Mr. James Covey
Mrs. Lisa Kessler
Mr. Brian Nortz
Mr. Eric Phillips
Miss Kaycee Simpson

Special Education
Ms. Karen Crosby
Mrs. Janel Smith
Mrs. Lisa VanBrocklin
Mr. Robert Wells
Mrs. Tina Zehr

School Resource Officer
Mr. Paul Mendez

Teaching Assistants
Ms. Marjorie Cuddeback
Mrs. Casilda Peckham
Mr. Casey Raines
Mrs. Amy Smith

Technology
Mrs. Elizabeth Stephens

2019-2020 School Calendar
September 3  Superintendent’s Day - No Students
September 4  Superintendent’s Day - No Students
September 5  School Opens

October 5  Homecoming Dance
October 14  Columbus Day - No School

November 8  Quarter 1 Report Cards Distributed
November 11  Veterans’ Day - No School
November 21 & 22  Parent-Teacher Conferences
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 27-29</td>
<td>Thanksgiving Holiday - No School</td>
</tr>
<tr>
<td>December 7</td>
<td>Winter Semi-Formal Dance</td>
</tr>
<tr>
<td>December 11</td>
<td>Junior High Winter Concert</td>
</tr>
<tr>
<td>December 17</td>
<td>Senior High Winter Concert</td>
</tr>
<tr>
<td>December 23-31</td>
<td>Christmas Holiday - No School</td>
</tr>
<tr>
<td>January 1 &amp; 2</td>
<td>New Year’s Day/Christmas Holiday - No School</td>
</tr>
<tr>
<td>January 3</td>
<td>Superintendent’s Day - No Students</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King, Jr. Day - No School</td>
</tr>
<tr>
<td>January 21-24</td>
<td>Regents Exams</td>
</tr>
<tr>
<td>January 31</td>
<td>Quarter 2 Report Cards Distributed</td>
</tr>
<tr>
<td>February 7 &amp; 8</td>
<td>Musical Production</td>
</tr>
<tr>
<td>February 17</td>
<td>Presidents’ Day - No School</td>
</tr>
<tr>
<td>February 18-21</td>
<td>Winter Recess - No School</td>
</tr>
<tr>
<td>March 13</td>
<td>Superintendent’s Day - No School</td>
</tr>
<tr>
<td>March 25-27</td>
<td>NYS ELA Exam</td>
</tr>
<tr>
<td>April 21-23</td>
<td>NYS Math Exam</td>
</tr>
<tr>
<td>April 24</td>
<td>Quarter 3 Report Cards Distributed</td>
</tr>
<tr>
<td>April 10-17</td>
<td>Holiday/Spring Recess - No School</td>
</tr>
<tr>
<td>May 2</td>
<td>Junior-Senior Prom</td>
</tr>
<tr>
<td>May 14</td>
<td>Junior High Spring Concert</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>May 27</td>
<td>Senior High Spring Concert</td>
</tr>
<tr>
<td>June 1</td>
<td>NYS Science Exam</td>
</tr>
<tr>
<td>June 3</td>
<td>US History &amp; Government Regents Exam</td>
</tr>
<tr>
<td>June 17-25</td>
<td>Regents Exams</td>
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<tr>
<td>June 18</td>
<td>Senior Awards Night</td>
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<tr>
<td>June 26</td>
<td>Graduation</td>
</tr>
<tr>
<td>July 1</td>
<td>Quarter 4 Report Cards Mailed Home</td>
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### Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 a.m. - 8:31 a.m.</td>
<td>1st period</td>
</tr>
<tr>
<td>8:34 a.m. - 9:19 a.m.</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:22 a.m. - 10:03 a.m.</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:06 a.m. - 10:47 a.m.</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:50 a.m. - 11:31 a.m.</td>
<td>5th Period</td>
</tr>
<tr>
<td>11:34 a.m. - 12:15 p.m.</td>
<td>6th Period</td>
</tr>
<tr>
<td>12:18 p.m. - 12:59 p.m.</td>
<td>7th Period</td>
</tr>
<tr>
<td>1:02 p.m. - 1:43 p.m.</td>
<td>8th Period</td>
</tr>
<tr>
<td>1:46 p.m. - 2:27 p.m.</td>
<td>9th Period</td>
</tr>
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### Two Hour Delay Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:50 a.m. - 10:18 a.m.</td>
<td>1st Period</td>
</tr>
<tr>
<td>10:21 a.m. - 10:50 a.m.</td>
<td>2nd Period</td>
</tr>
<tr>
<td>10:53 a.m. - 11:21 a.m.</td>
<td>5th Period</td>
</tr>
<tr>
<td>11:24 a.m. - 11:52 a.m.</td>
<td>6th Period</td>
</tr>
<tr>
<td>11:55 a.m. - 12:23 p.m.</td>
<td>7th Period</td>
</tr>
<tr>
<td>12:26 p.m. - 12:54 p.m.</td>
<td>8th Period</td>
</tr>
<tr>
<td>12:57 p.m. - 1:25 p.m.</td>
<td>9th Period</td>
</tr>
<tr>
<td>1:28 p.m. - 1:56 p.m.</td>
<td>3rd Period</td>
</tr>
<tr>
<td>1:59 p.m. - 2:27 p.m.</td>
<td>4th Period</td>
</tr>
</tbody>
</table>
Announcements
Announcements will be made daily on the public address system at 8:34 a.m. and 2:27 p.m. Announcements must be e-mailed to the main office prior to the scheduled time for announcements. Announcements must be endorsed by an advisor or faculty member or by the principal.

School Hours
The normal school day is from 7:50 a.m. to 2:30 p.m. Any student remaining in the school after 2:30 must be under the supervision of a faculty member. There are only three reasons for remaining after school:

1.) working with a teacher/making up classes
2.) participating in athletics/extracurricular activities
3.) being assigned to after school detention

Students are not permitted in the building after regular school hours unless supervised (evenings, weekends, or vacation periods).

Communicating with the School
It is important that the home and school make every effort to communicate openly and frequently. The junior-senior high school staff will meet this need through our reporting procedures and formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments which might influence the student's performance at school. If, as parents, you are uncertain of anything, please do not hesitate to contact the school by telephone to schedule an appointment or speak on the phone. Most staff members are available for conferences at 2:35 p.m. Email is another convenient way to keep in contact with your child’s teachers. We would be pleased to meet with you whenever you have any concerns about your child.

Planners
Each student will receive a planner at the beginning of the school year from the District. It is meant to help students organize and keep track of their responsibilities. It also includes hallway pass pages. The planner must be carried at all times, and students may not tear out the hallway pass pages of their assignment books. If a student loses their planner, they may purchase a new one in the Guidance Office.

After School Bus
There is a 3:00 p.m. bus available for those students who are involved in extracurricular activities, are staying with staff for extra help, or are assigned to after school detention. Late bus transportation is not available for students who want to "hang out." If you need to stay with a teacher, check with that teacher prior to dismissal. If you stay after school, you must be under a teacher’s supervision.
II. Conduct Expectations & Discipline

General Brown CSD Code of Conduct

Definitions: for the 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., “cyberbullying”). 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. Cyberbullying 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 email 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; or
- 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, and references of self through names and pronouns.

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, and facsimiles of such

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 as 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:
1. Recognize that the education of their child(ren) is a joint responsibility of the parent(s) / guardian(s) and the school community.
2. Send their child(ren) to school ready to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are legal.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
6. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their child(ren) understand them.
8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Help their child(ren) deal effectively with peer pressure.
10. Inform school officials of changes in the home situation that may affect student conduct or performance.
11. Provide a place for study and ensure homework assignments are completed.

**Teachers**
All district teachers are expected to:
1. 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.
2. 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.
3. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher’s attention in a timely manner.
4. Be prepared to teach.
5. Demonstrate interest in teaching and concern for student achievement.
6. Know school policies and rules, and enforce them in a fair and consistent manner.
7. Communicate to students and parent(s) / guardian(s):
   a. Course objectives and requirements
b. Marking / grading procedures

c. Assignment deadlines

d. Expectations for students

e. Classroom discipline plan

Administrators

All district administrators are expected to:
1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal to resolve grievances.
3. Evaluate all instructional programs on a regular basis.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved in a fair, consistent, and timely manner.
6. 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.
7. 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.
8. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
9. 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:
1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about educational trends relating to student discipline.
4. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved in a fair, consistent, and timely manner.
5. 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.
6. 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.
7. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a principal’s attention in a timely manner.

**General Brown School Board of Education**

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

1. 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.

2. 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.

3. 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:

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

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

3. Conduct him/herself/themself, 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.

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

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

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

7. 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:

1. To have a safe, healthy, orderly and courteous school environment;
2. 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);

3. 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;

4. To have school rules available for review, and whenever necessary, an explanation by school personnel;

5. To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed;

6. In all disciplinary matters, to have the opportunity to present his/her/their version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanctions.

7. 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. 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,

This does not rule out the possibility of discipline for off-campus conduct violative of this code when such conduct endangers the health or safety of pupils within the educational system or adversely affects the educative process. The District reserves the right to discipline in appropriate cases for such off-campus conduct.
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. Forgery;
8. Inappropriate language or gestures;
9. Lying;
10. Pass abuse;
11. Leaving class without permission;
12. Leaving school without permission;
13. Missing or skipping detention;
14. Inappropriate public displays of affection;
15. Possessing and/or wearing obscene material;
16. 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.);
17. Deliberately disrupting or preventing the peaceful and orderly conduct of instruction and other activities authorized by General Brown;
18. Refusing any reasonable direction of any school official, faculty, or staff member in charge of a particular area or event;
19. Refusing to leave any building or facility after being directed to do so by an authorized administrative officer, member of the faculty, or staff member;
20. Violating traffic or parking regulations of the General Brown School District;
21. 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;
22. Entering into any private office of an administrative officer, member of the faculty, or staff member, without permission;
23. Entering upon or remaining upon school property unless engaged in an activity authorized by the school official in charge of an area or event;
24. Willfully inciting others to commit any acts herein prohibited with specific intent to incite them to do so;
25. Smoking, possessing, the distribution of, or using chewing tobacco or similar tobacco products, E-cigarettes or E-cigarette paraphernalia on school property is prohibited. (Board Policy 103);
26. 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 or substance deemed illegal by the penal law;
27. Possessing, under the influence of and/or distributing any look-a-like firearm or dangerous weapon and/or any look-a-like drugs (including but not limited to synthetic cannabinoids);
28. 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;
29. 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;
30. Use, possess, manufacture, sell, distribute or be under the influence of alcohol or other substances, or use or possess drug paraphernalia or facsimiles of such on school property or during a school event (see Alcohol, Tobacco, and Substance Policy 527);
31. Falsely reporting an incident;
32. Cheating on class work or exams to include using unauthorized electronic devices during State and local assessments; plagiarism
33. Gambling;
34. Vandalism; skateboarding;
35. Truancy;
36. 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;
37. Other insubordinate or disorderly behavior;
38. 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;
39. 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
40. Any other conduct which would constitute a violation of the law.

Student Dress Code
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 clothing shall be deemed inappropriate and unacceptable on school grounds, in school vehicles and at school functions:

General Guidelines:
A student’s dress, grooming and appearance, make-up and accessories shall:
1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. 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.
3. Ensure that any area typically covered by undergarments should not be exposed. (No underwear as outerwear.)
4. 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 playground; playing kickball, etc.) OR during Science Labs, Home & Careers, and Technology classes. Cleated shoes will be allowed when exiting and returning to the locker room only.
5. 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:
1. 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.
2. 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:
· Hoodies may not be worn with the hood pulled up.
· 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.

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:

a. Verbally abusive language;
b. Profanity; cursing;
c. 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;
d. Loud, disruptive speech;
e. Sexually suggestive or indecent or vulgar language;
f. Threats of violence;
g. 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.

Determination of Violation

1. 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. A staff member shall order the offender to immediately stop the prohibited action and refer the offender to an administrator.
   b. 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.
   c. If necessary, the person in charge (faculty member, staff, or any school official) shall request the assistance of police and civil authorities.
   d. 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.
   e. 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.

2. 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:
   a. 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).
   b. Such responsible official will conduct an investigation immediately and decide whether a violation has occurred and if the violation requires immediate action.
   c. If immediate action is required to preserve the normal functioning of the school, the responsible official will then order the prohibited activity to cease.
   d. If the prohibited activity stops, further action as set forth below will then be taken.
   e. 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 for All Students Act Coordinator (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 DASA Coordinator 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 for All Students Act (DASA) Coordinator(s)). The name(s) and contact information for the Dignity Act Coordinator(s) shall be as follows:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Donaldson</td>
<td>Jr. - Sr. High School</td>
<td>779-2300, Option 1</td>
</tr>
<tr>
<td>Joseph O'Donnell</td>
<td>Brownville-Glen Park Elementary</td>
<td>779-2300, Option 2</td>
</tr>
<tr>
<td>David Ramie</td>
<td>Dexter Elementary</td>
<td>779-2300, Option 3</td>
</tr>
</tbody>
</table>

**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 reoccurrence, 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:

1. Verbal warning
2. Written warning
3. Written notification to parent(s)/guardian(s)
4. Behavior modification through training/retraining
5. Time out
6. Probation
7. Reprimand
8. Revocation of automobile privileges
9. Suspension from social or extracurricular activities
10. Suspension of other privileges
11. Exclusion from a particular class
12. Alternative instruction
13. Involuntary transfer
14. Building principal conference
15. Suspension
16. Superintendent Hearing
17. Permanent suspension
18. 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 penalties 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**

1. **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 abridges 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 student.

**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.
2. 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 Students with Disabilities
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 of Education 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.

**Guidelines of Conduct**

1. **Study Hall Conduct**

   Please follow the guidelines listed below to ensure that the study hall environment is conducive to student learning:

   1. Be respectful to others, including the person facilitating the study hall.
   2. Arrive in study hall on time and be in your assigned seat before the bell rings.
   3. Bring all materials with you.
   4. Ask permission to talk quietly to others.
   5. Expect that students will be allowed to sign out to visit the restroom one student at a time.
   6. Students will not be allowed to sign out to the cafeteria.
   7. Students that are on the failure list are unable to sign out to any location without a pre-signed pass.

2. **Library Conduct – C. Gerard Hoard Media Center**

   1. **Study Hall sign out:** Students may sign out from study hall for the media center. Students have three minutes to move from study hall to the media center. Upon entering the media center, students must present their pass and sign in at the front desk. To reduce hall traffic there are no locker passes from the library. No one may leave the library without permission or a signed pass.

   2. **Pre-signed passes:** A pre-signed pass is issued by teachers for makeup tests and reference work which need to be completed for that instructor’s class. These passes should be given to the study hall teacher at the beginning of the period. Students need pre-signed passes to use the media center after school.
3. **Reference only:** When classes are using the media center, student access from study hall will be limited. When this is necessary, an announcement will be made.

4. **Borrowing books:** Books may be borrowed for a period of two weeks. At the end of two weeks, if a book has not been returned, an overdue notice will be given to the student involved. All books (except those on a reserve list) may be renewed for a two week period. Books must be brought to the media center for renewal. When returning books and magazines, place them in the book depository. Nothing is to be taken from the media center without being signed out (i.e. books, magazines, pamphlets, catalogs, dictionaries, newspapers and audio visual materials).

   General Brown utilizes an electronic circulation system. Procedures for signing out books are listed below:
   1) Bring the book you wish to sign out to the front desk.
   2) Ask a media center staff member to scan the book for you.
   3) Your book will be scanned and returned to you with the due date indicated.

5. **Talking:** Since the media center is to be a quiet place for work and reading, there is to be no talking at any time without permission from the center staff. Students are encouraged to use the library for group work and group study but are asked to use designated areas for this purpose. Students can sign out a group study area with the staff at the circulation desk.

6. **Lost or damaged materials:** Students must pay for all lost or damaged books. If the book is found later, the money will be returned.

7. **Computer use:** The computers in the media center are available to students for school-related work. Students in the media center computer lab are expected to be quiet and respectful of others, equipment, and property (see the *Acceptable Use Policy for Computer Network and Internet Use*). Computer use priority will be given to classes in the media center and students with projects or homework to complete.

3. **Hallway Conduct**
   After 7:50 a.m. no one should be in the corridors without a signed pass from a teacher. Be courteous to other students and staff members.

4. **Grounds and Building Conduct**
   Be respectful of the school property, buildings, and grounds.

5. **Cafeteria Rules**
   1. Breakfast is served from 7:30 a.m. until 7:45 a.m. and during first period and second period (until 9am) each morning. These breakfast periods are not to be used for social periods. **All students who come to breakfast must eat breakfast.** Students may only eat breakfast in the cafeteria once per day. Student drivers may come directly to the cafeteria. Bus students will be dismissed from the buses at 7:30 a.m.. Only those students who are purchasing breakfast will be allowed off the buses or in the building before 7:40 a.m..
   2. All students will eat in the cafeteria even if they bring their own lunch. Students with lunches from home may purchase a la carte items. Any student not wishing to eat lunch must still go to the cafeteria during his/her regular assigned lunch period.
   3. Junior high school students will sit in an area separate from the senior high school students during lunch. The cafeteria monitors will assign these areas.
4. Students may not have take-out food delivered to school.

5. The Nutrikids cash register system allows students to put money on their accounts. Students should keep their accounts paid up or paid ahead. If you charge one day, it should be paid for the following day. Charging should not be a regular or planned procedure. Charging is a privilege for emergencies. You may only charge for a full breakfast or lunch. No extras may be purchased if you have more than $10.00 in charges.

6. Be sure you leave your table clean. Be considerate and clean up after yourself if you should spill food.

7. No backpacks of any type may be brought through the cafeteria line during any meal service.

8. Do not beautify yourself at the cafeteria tables.

9. Talk should be kept to normal tones.

10. Leaning back in your chair, hand wrestling, pushing tables, and throwing food or other materials are the types of behavior not permitted.

11. Each student must take his/her turn in the cafeteria line. Do not ask another student to buy your food or milk.

12. Return your trays, dishes, and silverware to the dish room window after discarding of trash in the trash can. Do not throw cafeteria equipment into the trash.

13. Push your chair under the table quietly when you leave.

14. Students will not be allowed to leave the cafeteria before the bell unless permission has been secured from one of the supervisors in charge.

15. The after-school snack program will run from 2:30 p.m. until 3:00 p.m. All regular cafeteria rules will apply during this service period.

Follow the directions given by cafeteria supervisors at all times!

6. Student Driver Conduct

1. Parent consent must be secured for all driving privileges.

2. Students should obey all traffic laws and be courteous at all times when operating a motor vehicle. Violations of school driving regulations may result in the loss of the driver’s privileges on school property.

3. Permission to drive automobiles to school will be granted only after the proper parent permission forms and yellow cards are completed and approved by the school administration. All student-driven vehicles must be registered in the Assistant Principal’s office. Approved student drivers will be issued a parking permit that should be placed in the rear driver’s side window.

4. Student vehicles should be parked only in the student parking lot by the new gym. All vehicles are to be locked when parked. Student-operated vehicles are not to be parked in the circular drive in front of the school.

5. Students who drive to school may carry only those students as passengers who have registered with a blue card in the Assistant Principal’s office. It will be necessary to attend “student driver” meetings for students who secure permission to drive to school.

6. Snowmobiles and ATVs, to include three-wheelers, four-wheelers and dirt bikes are not allowed on the school grounds at any time without permission from the office.

7. Vehicles operated in the school parking lots and driveways are not to be driven over 10 miles per hour. Obey the person on duty in the parking lot area at all times. School buses
and pedestrians have the right of way at all times. Report any motor vehicle accidents on school property immediately to the principal’s office.

**Tardy procedure for late drivers**
- Any driver arriving after 7:50 a.m. will need to sign in with the main office.
- Any driver who is late without a signed legal excuse will incur the following actions:
  1. eight tardies – loss of driving and riding privileges for 10 school days
  2. 12 tardies – loss of driving and riding privileges for the rest of the semester
- These actions will be ongoing throughout each semester. At the end of the semester each driver’s past record of tardies will be terminated. Each driver will start each semester with zero tardies on his/her record.
- At the beginning of the school year, each driver and rider will have to have a form signed by the parent/guardian to drive or ride. The parent/guardian will not only have to sign to give permission, but also to assure that they have read and understand the tardy policy.

*Failure to comply with school driving regulations can cause your permission to drive to school to be suspended.*

**Cell Phones and Electronics**

A color system is used to organize when and where electronics (including cell phones, smart watches, tablets, etc.) can be used. This helps students understand that there are some locations and times when the use of electronic devices is not acceptable. The purpose of these boundaries are to maintain an academic focus and preserve a safe school environment.

**Red Zone:** While in a RED ZONE, student use of any personal electronic device is restricted. Red zones are defined as follows:
- **Instructional Classrooms (including the library, computer lab, gym, junior high study halls) and Offices:** Devices must be disabled by the time the bell rings, which signifies the start of instructional time, and must stay that way unless the teacher designates their use for educational purposes only.
- **Bathrooms, Locker Rooms, ISS:** Use is strictly prohibited.

**Green Zone:** While in a GREEN ZONE, student use of any personal electronic device is allowed under the assumption of responsible use. Green zones are defined as follows:
- **Cafeteria, Buses, Hallways between periods (3 minutes only), and High School Study Halls:** Headphones or earbuds are required in all green zones when listening to music or video to prevent distractions to others. However, they may NOT be worn in your ears while in the hallways for safety reasons and audio should be turned off.

*Photos and videos may not be taken during the regular school day without permission from administration unless it is part of a class activity in which students will have teacher permission. Recordings must also have the permission of those being recorded and intent must be communicated.*
Refusing to surrender a phone or personal electronic device to a staff member when asked will be considered insubordination and, per our Code of Conduct, the student may receive consequences.

If a student is observed using a cell phone or personal electronic device during an assessment without authorization, a zero will be assigned for the assessment, the student’s parent will be notified by the teacher, and an additional consequence may be assigned as outlined below.

Disruptive use of these items will result in the loss of this privilege. The school is not responsible for lost, stolen or damaged electronics.

**Cell Phone/Electronics Violations**
1st Offense - Phone or electronic device confiscated. Student receives a warning. The device may be picked up at the Assistant Principal’s office at the end of the day.  
2nd Offense- Phone or electronic device confiscated. After school detention will be assigned. The device may be picked up at the Assistant Principal’s office at the end of the day.  
Subsequent Offenses- Phone or electronic device confiscated. Consequences will be assigned. Consequences continue to progress with each infraction. The device must be picked up at the Assistant Principal’s office by a parent/guardian.

**Disciplinary Code**
The following behaviors will not be tolerated at General Brown Jr.-Sr. High School. Administration will determine the consequence for each action. The decision is at the discretion of the administration dependent upon individual events and circumstances.

<table>
<thead>
<tr>
<th>Incident Category</th>
<th>Definition</th>
<th>Behavior Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dishonesty</td>
<td>Being academically dishonest, including cheating or plagiarism</td>
<td>● Copying homework, quizzes, tests etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Presenting as your own work that is not yours</td>
</tr>
<tr>
<td>Bus Referral (JSHS)</td>
<td>Violating the Bus Code of Conduct</td>
<td>● Changing seats</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Throwing things</td>
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<td></td>
<td></td>
<td>● Name calling</td>
</tr>
<tr>
<td>Disruption of Education</td>
<td>Engaging in behavior causing an interruption in a class or activity</td>
<td>● Sustained loud talking</td>
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<tr>
<td></td>
<td></td>
<td>● Yelling, or screaming</td>
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<tr>
<td></td>
<td></td>
<td>● Noise with materials</td>
</tr>
<tr>
<td>Driving/Riding/Parking infraction</td>
<td>Violating the Student Driver Code of Conduct</td>
<td>● Speeding</td>
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<tr>
<td></td>
<td></td>
<td>● Unauthorized riders/parking</td>
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<tr>
<td></td>
<td></td>
<td>● Lack of paperwork on file</td>
</tr>
<tr>
<td>ECP Violation</td>
<td>Engaging in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, cameras.</td>
<td>● Violating zone rules</td>
</tr>
</tbody>
</table>
| Falsely Reporting an Incident | Knowingly reporting or spreading falsehoods | Made-up threats  
Rumors which affect school/student safety |
|-------------------------------|---------------------------------|-----------------|
| Forgery | Signing a person’s name without that person’s permission or knowledge | Hall passes  
Office notes  
Permission slips |
| Gambling | Using tokens, currency, or monetary exchange during gameplay | Poker chips  
Currency |
| Harassment/DASA/Cyber-bullying | Delivering disrespectful messages* (verbal or gestural) to another student, faculty, or staff member which include threats and intimidation obscene gestures, pictures, or written notes | Threats  
Intimidation  
Obscene gestures  
Pictures  
Written notes |
| Horseplay | Playing roughly or boisterously | Pushing  
Wrestling  
Jostling  
Poking |
| Inappropriate Displays of Affection | Engaging in consensual, yet inappropriate, physical gestures/contact of an intimate nature | Kissing  
Groping |
| Inappropriate Language or Gestures | Engaging in instance of inappropriate language and/or gestures | Swearing  
Name calling |
| Insubordination | Refusing to follow directions of a faculty or staff member, or any action that willfully violates a written policy or procedure | Talking back  
Arguing |
<p>| Left class without permission | Leaving room without permission |
| Left school without permission | Leaving school property without permission |
| Lying | Delivering a message, verbally or otherwise, that is untrue and/or deliberately violates rules |
| Missed or skipped class | Missing class without permission |</p>
<table>
<thead>
<tr>
<th>Misuse of computer</th>
<th>Engaging in inappropriate use of computer</th>
<th>Unauthorized account use, Keyboard abuse, File placement, Unsanctioned coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass abuse</td>
<td>Deliberately misusing the planner passes or pass privileges</td>
<td>Taking longer than necessary to get to locations, Not signing out of study hall/cafeteria, Using another student’s planner</td>
</tr>
<tr>
<td>Possession of weapon look-alike</td>
<td>Possessing a look-alike weapon/object that appears readily capable of causing bodily harm</td>
<td>Fake guns, Fake knives</td>
</tr>
<tr>
<td>Skipped or missed detention</td>
<td>Failing to attend detention as assigned</td>
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<tr>
<td>Tardy</td>
<td>Arriving late to class or the start of the school day</td>
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</tr>
<tr>
<td>Theft or Possession of Stolen Property</td>
<td>Taking or possessing any and all items not belonging to oneself without permission or knowledge of the owner</td>
<td></td>
</tr>
<tr>
<td>Threats</td>
<td>Threatening by verbal or nonverbal communication, stance, and/or actions</td>
<td>Verbal threats, Posturing, Gun gesture by hand, Written threats</td>
</tr>
<tr>
<td>Truancy</td>
<td>Being absent from all or part of the school day without permission</td>
<td></td>
</tr>
<tr>
<td>Use or possession of tobacco, e-cigarette, or look-alike</td>
<td>Using, possessing, selling, or sharing any tobacco product, tobacco replacement project, or imitation</td>
<td>Cigarettes, E-cigarettes, Nicotine gum</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Destroying or disfiguring school property, school premises, school buses, or any property owned by a student, faculty or staff member</td>
<td>Writing on bathroom walls, Destroying landscaping, Puncturing bus seats</td>
</tr>
<tr>
<td>Verbal or Physical Confrontation</td>
<td>Verbally attacking, or physically striking, pushing, shoving or punching</td>
<td>Taunting, Fist-fighting, Slapping</td>
</tr>
</tbody>
</table>

**SSEC Violations (Required by NYS)**

1. Homicide | Any intentional violent conduct that results in the death of another person |
<table>
<thead>
<tr>
<th>2a. Forcible Sex Offenses</th>
<th>Sex offenses involving forcible compulsion and completed or attempted sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with or without a weapon including but not limited to penetration with a foreign object, rape and sodomy; or resulting from forcibly touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2b. Other Sex Offenses</td>
<td>Other non-consensual sex offenses involving inappropriate sexual contact, including, but not limited to, touching another student on a part of the body that is generally regarded as private, which includes, but is not limited to, the buttocks, breasts, and genitalia, removing another student’s clothing to reveal underwear or private body parts, or brushing or rubbing against another person in a sexual manner. Other sex offenses shall also include, but not limited to conduct that may be consensual or involve a child who is incapable of consent by reason of disability or because he or she is under 17 years of age, provided that such term shall not include consensual sexual conduct involving only students, and/or non-students 18 years of age or under, unless at least one the individuals participating in the conduct is at least four years older than the youngest individual participating in this conduct.</td>
</tr>
<tr>
<td>3a. Assault-Physical Injury</td>
<td>Impairment of physical condition or substantial pain and includes, but is not limited to, black eyes, welts, abrasions, bruises, cuts not requiring stitches, swelling and headaches not related to a concussion</td>
</tr>
<tr>
<td>3b. Assault-Serious Physical Injury</td>
<td>Physical injury which creates a substantial risk of death or which causes death or serious and protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ and requires hospitalization or treatment in an</td>
</tr>
</tbody>
</table>
emergency medical care facility outside of school, including but not limited to, a bullet wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.

| 4a. Weapons Possession Only: Routine Security Check | Possession of one or more weapons (see list below) secured through routine security checks. **Weapons** means one or more of the following dangerous instruments:  
- i. firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paintball gun;  
- ii. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;  
- iii. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;  
- iv. a sandbag or sandclub;  
- v. a slingshot or slingshot;  
- vi. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nunchuck, or shirken;  
- vii. an explosive, including but not limited to, a firecracker or other fireworks;  
- viii. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;  
- ix. an imitation gun that cannot be easily distinguished from a real gun;  
- x. loaded or blank cartridges or other ammunition; or  
- xi. any other deadly or potentially dangerous object that is used with the intent to inflict injury or death. |

| 4b. Weapons Possession: Other | Possession of one or more weapons at a school function or on school property which are not discovered through a routine security check, including but not limited to, weapons found in possession of a student or |
| 5a. Material Incidents of Discrim/Harass/Bullying | A single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, as defined in Commissioner’s regulation §100.2(kk)(1)(viii). Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Commissioner’s regulation 100.2(kk)(1)(viii) provides that harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse that either: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition shall include acts of harassment or bullying that occur on school property, at a school function, or off school property where such act creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. |
| ○ Bullying is defined as a form of unwanted, aggressive behavior that involves a real |
or perceived power imbalance and that is repeated, or has the potential to be repeated, over time.

- Please note the following “elements of bullying” do not solely determine whether an incident is material.
  - **Imbalance of power:** An imbalance of power involves the use of physical strength, popularity, or access to embarrassing information to hurt or control another person.
  - **Repetition:** Bullying typically repeated, occurring more than once or having the potential to occur more than once.
  - **Intent to Harm:** The person bullying has the goal to cause harm. Bullying is not accidental.
  - **Discrimination** not specifically defined in the Dignity Act. However, it would include any form of discrimination against students prohibited by state or federal law such as, for example, the denial of equal treatment, admission, and/or access to programs, facilities, and services based on the person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity), or sex. It should be noted that Educational Law §3201 and 3201-a prohibit
<p>| | |</p>
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<tbody>
<tr>
<td>discrimination in the form of denial of admission into or exclusion from any public school on the basis of race, creed, color, national origin, and sex.</td>
<td></td>
</tr>
<tr>
<td><strong>5b. Cyberbullying</strong></td>
<td>Harassment or bullying that occurs through any form of electronic communication, (Ed. Law §11[8]) including, but not limited to, cell phones, computers, and tablets, or other communication tools, including social media sites, text messages, chat rooms, and websites.(See definition of harassment or bullying as defined in 5a. and Commissioner’s regulation 100.2(kk)(1)(viii))</td>
</tr>
<tr>
<td><strong>6. Bomb Threat</strong></td>
<td>A telephoned, written or electronic message that a bomb, explosive, or chemical or biological weapon has been or will be placed on school property.</td>
</tr>
<tr>
<td><strong>7. False Alarm</strong></td>
<td>Causing a fire alarm or other disaster alarm to be activated knowing there is no danger, or through false reporting of a fire or disaster.</td>
</tr>
<tr>
<td><strong>8. Use, Possession, or Sale of Drugs</strong></td>
<td>Illegally using, possessing, or being under the influence of a controlled substance or marijuana, on school property or at a school function, including having such substance on a person in a locker, vehicle, or other personal space; selling or distributing a controlled substance or marijuana, on school property; finding a controlled substance or marijuana, on school property that is not in the possession of any person; provided that nothing herein shall be construed to apply to the lawful administration of a prescription drug on school property.</td>
</tr>
</tbody>
</table>
| **9. Use, Possession, or Sale of Alcohol** | Illegally using, possessing, or being under the influence of alcohol on school property or at a school function. This includes possessing alcohol on a person, in a locker, a vehicle or other personal space; selling or distributing alcohol on school property or at
Attendance

1. **ALL STUDENTS** must be in their 2nd period class and seated for attendance while announcements are being made over the public address system.

2. **Absence** - Upon your return to school after an absence, always bring a note with the reason and the dates of absence. Excuses must be signed by the parent or guardian. If the student is absent more than one day, please call the school (779-2300) and inform the school nurse. 
In accordance with the State Education Law, only the following excuses are considered legal for absences or tardiness:
   - sickness
   - sickness or death in family
   - unsafe travel conditions
   - religious observance
   - required to be in court
   - college visits
   - driver's test

   All other excuses are considered unexcused and must be reported. Class time and work must be made up, even if the absence is legally excused.

3. **Tardiness** - Any student not in class at the 7:50 a.m. bell will be marked tardy. When you are tardy, report directly to the Main Office. A written tardy excuse signed by your parent or guardian must be turned in to the main office. The legal excuses for tardiness are the same as those for absences. All other excuses for tardiness are considered illegal by the State Department of Education. When a student is tardy to school three times in one marking period without a legal excuse from a parent/guardian, the student will receive detention for that tardy and every tardy thereafter until the next marking period. Once a student reaches six tardies, they will lose school privileges (dances, attending athletic events, senior activities, etc.)

4. **Attendance** - It is the responsibility of the school to know the whereabouts of each student from the time he/she enters the school or school bus in the morning until he/she departs in the afternoon. The school assumes the duties and responsibilities of the parent or guardian during the school hours. Thus, it is important that the school know where students are at all times. When any student is absent from school, his/her parent or guardian assumes the responsibility for his/her whereabouts. If a student is to be absent from school due to illness, an appointment, or for other reasons, it is the responsibility of the parent or guardian to notify the school.

5. **Excused Early from School** - To be excused from school to go to the dentist, doctor, etc., you must present a written request from your parent or guardian to the main office. These should be turned in before school so that it can be entered into the computer.
6. **Permanent Excuses** – The use of a permanent pass is a privilege that is extended to **academically eligible seniors** only. If a senior has a study hall 1st period or 10th period, he/she may have their parent/guardian fill out a permanent pass form at the beginning of each semester so they may arrive to school late or leave early. Grades will be checked at the end of each quarter. If a student is failing 2 or more classes, the permanent pass will be revoked and re-evaluated at the end of the next quarter. The student must sign in or out in the permanent pass binder in the main office. If a student is at school while excused with their permanent pass, they must sign in with the main office and note their location. This is a privilege that may be revoked at any time.

7. **Attendance – Bohlen Technical Center** - Both morning and afternoon BOCES students will be on the bus on time. Failure to do so may result in disciplinary action. You will exit the bus at the proper place and report immediately to your class. At the close of the classes at BOCES, report to your bus immediately. **All students must arrive and return from BOCES via authorized General Brown transportation unless written permission from a parent/guardian AND a school administrator has been granted.**

### Course Attendance Procedure

General Brown Junior Senior High School recognizes the importance of class attendance for the successful academic development of our students. Therefore, all teachers are expected to keep accurate records of student attendance each class period. All students are expected to attend at least 85% of all class sessions. A student should not be absent from more than 14 class sessions for a semester course or 28 class sessions for a full year course.

a. All absences (excused & unexcused) must count toward the total sessions missed. Out-of-school (OSS) suspensions and absences (out) with tutoring (OWT) days do not count as absences.

b. Students **must** be given an opportunity to make up the class sessions or work missed. A student should arrange to make up a class absence within two weeks and **during the same 10 week marking period**. Therefore, all teachers will be in their classrooms from 2:30 p.m. until 3:00 p.m.

c. All of our students must be encouraged to place academics first, therefore, to support this concept and philosophy, no student who stays after school for extra help is to be penalized in any way by a coach or co-curricular supervisor.

### Procedure:

1. The teacher will call the parent as well as inform the student when seven (7) absences for a semester course or fourteen (14) absences for a full year course occur. The teacher will document the telephone call. At this point a **General Brown Junior-Senior High School Stage 1 Class Attendance Warning Letter** will be mailed by the office staff to the student’s parent/guardian.
2. At the point when ten (10) absences for a semester course or twenty (20) for a full year course are exceeded, the teacher will notify the student's guidance counselor. At this time, a member of the attendance team will schedule a student and/or parent conference to review the case and a General Brown Junior-Senior High School Stage 2 Class Attendance Warning Letter will be mailed by the office staff to the student's parent/guardian. The attendance team will consist of the Assistant Principal and/or guidance counselors.

3. At the point when fourteen (14) absences for a semester course or twenty-eight (28) absences for a full year course at the end of any marking period are exceeded, the teacher will notify the principal's office using the Final Attendance Notice Form. The principal shall notify the parent by phone and letter that the student has reached the maximum number of allowable absences from the course and shall afford the student and parent an opportunity for a conference. A parent or guardian must accompany a student when an extension is requested. If an extension is denied, the student will lose credit for the course. Students may appeal this decision to the superintendent of schools.

   A student exceeding 14/28 absences is expected to remain in the course for no credit. Students must continue to follow all classroom rules and guidelines and complete class work or face removal from the class. In order to attend summer school and take the course on a repeat basis (one period), the student must complete the regular semester/year course.

4. If a student who has received an extension exceeds the days allotted, the teacher will notify the guidance counselor. At this time, the student may be denied course credit.

5. Teachers in each individual course will be accumulating daily attendance data for all students enrolled in the class.

III. Counseling

The Counseling program at General Brown Junior-Senior High School includes both individual and group guidance. Individual conferences with both parents and teachers are designed to help solve specific educational and social adjustment problems. Group meetings will provide information and discussion on personality development, social problems, educational opportunities, scholarships available, and occupational information.

When a Student is Absent

Students who are absent from class for any reason are expected to complete all homework and missed classroom work or tests. Students are responsible for finding out the work that they missed and completing it in a timely manner to be determined by the teacher.

If a student is absent for two or more days, a parent should call the guidance office and make arrangements for picking up their child's assignments. Requests must be made to the Guidance Office by 10 am. When students return to school, they should speak with each of their teachers about their work and make arrangements for any missed quizzes or tests.

Grading System

Your scholastic progress will be recorded on progress reports and report cards. Progress reports will be given after the 5th, 15th, 25th, and 35th weeks of school. Report card grades are
determined at 10, 20, 30, and 40 weeks based on classroom performance, assignments, projects, quizzes, and tests. These report cards are to be taken home and given to your parent/guardian. Report cards may not be picked up by anyone other than the students or a parent/guardian without permission from the principal.

A student needs a minimum final average of 65 to earn academic credit for passing a class.

We use a numerical grading system on the report cards; therefore the following conversion table will be used for recording letter grades received from other schools.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
</tr>
</tbody>
</table>

**Computation of Final Averages**
- Each quarter and the final exam count 20% in a full year course.
- Each quarter counts 40% and the final exam counts 20% in a half year course.

**Final Course Mark**
If the final average is 65 or higher, it will be the final course mark. If the final average is 64 or below, a student may still attain a final course mark of 65 with a passing school final or Regents exam.

A grade of 65% is required for passing in all school tested subjects. A grade of 65% is required for passing Regents examinations and Proficiency exams. Passing a Regents exam used as a final exam gives the student credit in a course. If a failing grade is earned on a Regents examination, school credit may be earned, provided the final course average is at least 65%.

**District Grading Guidelines**

**Purpose of Grading**
The purpose of grading is to document and communicate students’ performance as measured against the New York State Learning Standards and learning outcomes.

- Guideline 1: Use numerical percentages for all subject areas in grades 1-12. Relate grades to the established achievement levels.
<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>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.</td>
</tr>
<tr>
<td>85-94</td>
<td>Student met the learning standards.</td>
</tr>
<tr>
<td>65-84</td>
<td>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.</td>
</tr>
<tr>
<td>Below 65</td>
<td>Student has not met the learning standards.</td>
</tr>
</tbody>
</table>

- Guideline 2: Separate achievement from behaviors. Effort, participation, and adherence to classroom rules should be communicated separately.
- Guideline 3: Do not include extra credit in the determination of grades.
- Guideline 4: Academic dishonesty can result in the reduction of grades.
- Guideline 5: Attendance should not be a factor in grade determination.
- Guideline 6: Do not reduce marks for late assignments/projects unless students fail to take advantage of opportunities given to complete late assignments. Do not deduct more than 20% for late assignments. At the end of each marking period, incomplete assignments will be given a zero.
- Guideline 7: When students participate in group assignments, individual grades should be given.
- Guideline 8: Base grades only on achievement standards, not comparison to other students. This guideline does not apply to college level courses.
- Guideline 9: Use quality assessments that have a clear purpose, depth of knowledge, appropriate match of outcomes and method, appropriate sampling, and free of bias and distortion.
- Guideline 10: Do not drop lowest grades unless a student situation warrants this action.

**Test-Taking**

Students are required to follow all directions given by teachers during testing situations. This includes during the administration of State and local assessments. There is to be NO communication, verbal, nonverbal, or electronic, during a test. If a teacher or supervising staff person determines that communication did occur, a student may receive a grade of zero or his/her score may be invalidated for the quiz, test, or assessment.

**Final Examination Attendance Requirements**

Students taking final examinations must be present for the scheduled exam. If a student is not present, a physician’s note is required to enable the student to take the exam at a later date. The student must contact his/her guidance counselor as soon as possible so that alternative arrangements can be made. There are no make-up examinations for final examinations.

**Regents Examinations, State Assessments, and School Finals**

Students will be required to take Regents examinations in all subjects in which they are offered. If a student takes a Regents examination or school final examination in June, and the student fails, he/she may request permission to take another final examination in that subject in
January. This request must be approved by the counseling office. Students may retake a Regents examination to earn a higher course grade.

**Changing & Dropping Classes**
Permission to drop or change a class will not be allowed after school starts unless written approval from the parent/guardian is submitted to the counseling office. The student must also secure the endorsement of the teacher, guidance counselor, and principal. Changes will not be allowed unless it is in the best interest of the student’s education. No student may drop a course after November 1, 2019 (1st semester) or April 9, 2020 (2nd semester) without penalty of a zero in the course unless there are extenuating circumstances and permission has been granted by the principal and guidance counselor. A student may not register for a course after 5 weeks of the course has been conducted unless there are extenuating circumstances and permission has been granted by the principal and guidance counselor.

**Grade Status**
- **Sophomore** – 5 credits – including English 9, Social Studies 9 and Physical Education
- **Junior** – 10 credits – including English 10, Social Studies 10 and Physical Education
- **Senior** – 15 credits – including English 11, Social Studies 11 and Physical Education or possible graduate (a student who has the possibility to meet graduation requirements by June)

**Transfer or Leaving School Procedures**
1. Report to the counseling office with permission from a parent and secure a “School Clearance Sheet” (this is the first step in transferring or leaving school).
2. Be sure to confer with the counselor and the principal.
3. Turn in all school-owned textbooks, library books, physical education equipment, musical instruments, etc.
4. Settle all accounts, such as charged lunches and charges for damaged or lost school-owned equipment.
5. Clean out your physical education and hall lockers.

**Honor Roll & Merit Roll**
In order to earn honor roll classification, students must attain a cumulative average of 90% or above in all academic subjects including art, health, home and careers, technology, and physical education with no grade in any subject below 65%. All students must take examinations in order to qualify for the honor roll. Merit roll requires a cumulative average of 85% or above in all academic subjects with no grade in any subject below 65%. All students must take examinations in order to qualify for the merit roll.

**Appeal to Graduate with a Lower Score on a Regents Examination**
Information regarding appealing Regents Exam scores below 65 can be found at [http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf](http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf). Please contact your guidance counselor to see if you are eligible to appeal a Regents examination.

**Policy Concerning Doubling in English or Social Studies for Seniors**
A student will be allowed to double in English or social studies only when the student is considered a senior or possible graduate. Permission from administration must be garnered.
prior to doubling in English or Social Studies. A review will be made at each 10-week marking period and if satisfactory progress is not being made, the student will be removed from the advanced course. If this should occur, it would not be possible for the student to graduate with his/her classmates in June. Any student who would like to double prior to their senior year must gain approval from administration. Exceptions to this policy will only be made by administration based on extenuating circumstances.

**Policy Regarding Taking Final Examinations in January in Repeat Courses**

A student who fails an examination in certain content areas in June may be allowed to take a final examination or Regents examination the following January, provided he/she is repeating the course. If the student passes this January exam, he/she may either take a half-year subject of one-half credit or take a course for no credit. Please discuss this option with your guidance counselor.

**Final Examination Testing Procedures for Students of Military Personnel who are Transferring Before Designated Exam Date**

Each military facility has an Educational Service Officer who is qualified to administer examinations. Should a military transfer create a situation whereby a student at General Brown could not complete local exams at General Brown, the school will contact the Educational Services Officer at Fort Drum (772-6708) and arrange to have the appropriate General Brown exams forwarded to the next military assignment. These exams would be administered by the Educational Services Officer at the new installation. When completed, the exams would be returned General Brown for grading, and the proper credit would be assigned to the student’s transcript.

**Bohlen Technical Center**

Students enrolled at Bohlen Technical Center in Watertown will attend General Brown High School during the morning or afternoon and will take English, social studies, and other subjects necessary to satisfy graduation requirements. Upon successful completion of their technical program, students will earn four credits per year.

Students will be taken by school bus to BOCES in the morning and afternoon and attend classes for approximately two hours. **Students are not allowed to drive to and from vocational school unless written permission from a parent/guardian and a school administrator has been granted.**

Complete information is available in the counseling office as to the courses available, age, and grade level requirements. All requests to participate in the vocational training program must go through the counseling office.

**Courses Presently Available at BOCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-D Modeling and Design</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Auto Body</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Auto Tech</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>Electrical Wiring Technology</td>
</tr>
<tr>
<td>Carpentry</td>
<td>Electrical Engineering Technology</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Heating, Plumbing and Air Conditioning</td>
</tr>
</tbody>
</table>
Heavy Equipment  Nursing Assistant (1 year)
Hospitality Services Veterinary Practices
Medical Assistant (1 year) Visual Communications
Medical Careers (1 year) Welding Technology
Motorcycle, Marine, and Power Sports
New Vision Health Careers

The above courses also have specific academic subject requirements which are available from the Guidance Office.

**New York State Diploma & Examination Requirements**


**Honors Diplomas**

A Regents diploma may be earned “with honor” if the student has earned an average of at least 90% on the Regents examinations required for the diploma. The valedictorian is the student with the highest academic standing in the senior class. The salutatorian is the student with the second highest academic standing. The valedictorian and salutatorian awards are based on all final grades in academic subjects in grades 9 through 11 for which credit is given plus the midterm grades of the senior year. In addition, a student must have entered the graduating class at General Brown no later than the 10th grade year to be designated class valedictorian or class salutatorian.

**EDGE and Distance Learning Courses**

The Jefferson EDGE program is an accredited program through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP accreditation guarantees to students that the EDGE program meets rigorous national standards, aids alumni and families when they seek recognition for the college credits earned with the EDGE program, and certifies that EDGE courses use the same curricula and guidelines as those used on the college campus. Distance learning courses are offered via a fiber optic network and allow students to take college courses within the school building via distance learning and interactive television. Distance learning classes are taught remotely by institutions such as Jefferson Community College. Students must abide by all guidelines set forth by the broadcasting institution or face removal from the courses. All students must complete a JCC Distance Learning application packet in order to reserve seats in the courses.

EDGE and distance learning students are enrolled at Jefferson Community College, are taking college classes, and are challenging themselves academically at reduced tuition rates. They are also earning college credit within the high school building. Students must pay their own tuition to Jefferson Community College for each course. Students will be billed directly by JCC. Tuition bills for distance learning courses must be paid by the deadline that JCC determines. Failure to pay for distance learning and EDGE classes by these deadlines will result in the student being removed from these classes.
Distance Learning classes for the fall semester will begin in late August. **This is approximately one week prior to General Brown High School classes. In addition, students will follow JCC’s class schedule and may be required to attend classes during school vacations.** EDGE courses follow the General Brown Junior-Senior High School academic calendar.

### Course Descriptions
A course description catalog is available from the Guidance Office or on our website.

### Physical Education
Physical education classes are a required part of the curriculum. New York State requires credit in physical education for a high school diploma.

A student who is absent from more than 14 physical education classes during the school year may be required to take two sections of physical education during the following school year.

All students are expected to participate in physical education unless they are medically excused by a doctor or have a note from the nurse. If students are unprepared (not dressed in proper physical education clothing), they will still be required to participate in class. They must be wearing sneakers and all jewelry should be removed.

Gym lockers are provided to all students so that a change of clothes should always be available. The only times a students should be in the locker room areas are between 7:40 - 7:50 a.m., during their physical education class, or after school.

### Scholarships
A scholarship packet is made available in December to all seniors. The counseling office will accept the completed scholarship packets no later than March 1, 2020.

### IV. Health and Safety

#### Injuries at School
Be sure you report all injuries immediately, 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 the 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.

#### Illness at School
If you become ill at school, report to the health office. Your condition will be assessed by the school nurse. Your parents will be notified as quickly as possible in the event of illness or a serious accident. The responsibility for providing medical care and relief beyond first aid is strictly the obligation of the parent/guardian. Please inform the school nurse of any health concerns regarding your child. If a student chooses to contact parents, rather than seeing the
school nurse, to report an illness, it is the responsibility of the parents to make arrangements for an early release, including a written note, if they wish to have their student leave early. Parents should call the nurse.

**Administration of Medication in School**

Nurses practicing in schools are governed by laws and regulations under the Nurse Practice Act. Only those medications which are necessary to maintain the student in school and that must be given during school hours should be administered. Any student who is required to take medication during the regular school day or while participating in school-sponsored activities (i.e. field trips, athletics, etc.) should comply with all procedures.

All medications, including nonprescription drugs, given in school must be ordered by a licensed prescriber on an individual basis as determined by the child’s health status. Written orders should include the student’s name and date of birth, diagnosis, the name of the medication, the dosage/route of administration; self-administration orders, if indicated, conditions under which the medication should be administered for PRN (as necessary) medications, the date written, and the prescriber’s name, title, signature, and phone number.

The following guidelines must be followed:

- All medications must be in the original pharmacy container.
- Medication orders must be renewed annually or when there is a change in medication or dosage.
- The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber. A written order from the prescriber and a parent permission note are required to receive medications in school.
- The parent/guardian is responsible for delivering all medications to the school nurse. The student is not allowed to bring his/her own medication to school with the exception of inhalers.
- All students requiring medication during school hours should receive their medication in the health office.
- Medications must be retrieved by the parent by the last school day in June. Medications cannot be stored in the nurse’s office over the summer vacation.

School nursing personnel may receive a request from a parent/guardian and physician to permit a student to carry and self-administer his/her own medication (e.g. inhalers). Under certain conditions it is permissible to allow a student to do so. Such decisions are to be made on an individual basis. In this case, the prescriber’s order, in addition to a written parent/guardian request, is required.

**Other School Health Services and Information**

1. Students in grades seven, nine, and eleven are required by law to have a school physical. The school physician will perform this physical if the parents are unable to provide one from their own healthcare practitioner. These students and any other students deemed necessary will also be screened for vision and hearing. The school nurse will notify parents of any defects detected.

2. All candidates for athletic teams will be given a complete physical examination, and only those meeting acceptable standards will be permitted to participate.
3. Scoliosis screening is done annually on all pupils in grades seven through nine by the school nurse and/or school physician. Parents will be notified of spinal deviations found. The students should be seen by a family physician, a health care provider, or at a clinic for further evaluation in the case of a problem.

Fire Drills & Lockdown Drills
Fire drills and lockdown drills are held several times throughout the school year.

When the fire alarm sounds, all work is stopped immediately. Students will leave the classroom in single file, keeping to the same side of the corridor as the room which they left. They must move to the exit designated on the “Fire Drill Procedure” sheet which is posted in each classroom. Each classroom has an emergency exit window which will be used to clear the building when the normal fire exit is not usable.

Lockdown drills 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.

V. Student Services

Lockers
Students at General Brown Junior/Senior High School are assigned lockers in which to secure their belongings. In order to maintain a safe and secure environment for both students and their belongings, the following procedures and regulations have been adopted:

- Students are to use the lockers to secure clothing and school-related materials.
- The combination is given only to the student issued the locker.
- Students may not change lockers without permission from the counseling office.
- Personal locks placed on lockers will be removed and the contents of the locker will be placed in storage.
- Students are asked to leave valuables at home.
- The General Brown Central School District cannot be responsible for lost or stolen property.
- Students are to report any missing or stolen property immediately to an administrator. Also any locker or lock malfunctions should be reported to the counseling office.
- Lockers must be closed and locked at all times when not in use.
- Lockers need to be kept neat and orderly at all times.

Lockers, locks, the combinations, and/or the keys are the property of the school district and may be subject to a search at any time by administration as well as law enforcement officials designated by the administration to conduct a search. Search of lockers shall be at the discretion of the administration. Students and their families are advised that they should not expect privacy for anything contained in their lockers. Searches of lockers may be conducted with or without prior notice to the student body.

The district reserves the right to implement a program whereby trained dogs, under the supervision of their trainers and law enforcement officials sniff lockers, desks, and other storage areas. In the event that a trained dog designates a positive alert, students should be aware that
such a positive alert may constitute reasonable suspicion that allows the search of the contents of such area.

**Physical Education Lockers**
Each student will be assigned another locker in the physical education department for physical education classes. Each student will obtain a combination lock from his/her physical education teacher to use on his/her locker in the locker room. Only school-issued locks are permitted on physical education lockers. Be sure to keep your equipment, clothing and valuables (money, jewelry, etc.) in your **locked** locker while in class. Any lost or damaged locks will be paid for by the student concerned. These lockers are the property of General Brown Central School District. Students should have no expectation of privacy from school administrators with respect to the contents of their assigned lockers, including any contents of a closed container within the locker.

**Free and Reduced Lunch Program**
Applications for free and reduced lunches may be obtained in the guidance office or in the cafeteria office. You will be notified of acceptance or denial into the lunch program. All questions should be directed to the food service director.

**Working Papers**
Students wishing to obtain working papers may do so by applying in the main office. After securing the application, it will be necessary to secure a physical fitness certificate signed by the school physician or your family physician. These forms are available in the nurse’s office. Proof of age, i.e. Birth Certificate or NYS license or learner’s permit must be submitted along with the application and physical fitness certificate. When both forms and proof of age have been returned to the main office, a student’s working papers will be issued. Whenever possible, working papers should be processed before school closes in June.

**After School Supervision**
A study hall will be held Monday through Friday, each week in the cafeteria from 2:35 p.m. until 3:00 p.m. All students who are not staying after with a teacher, have missed a bus, or are waiting to go to a scheduled practice at either the high school or elementary schools should be supervised in the cafeteria.

**Posters & Notices**
All signs, posters, and notices must be cleared through the Assistant Principal’s office before they can be posted in school. Administration will then designate the area in which the sign, poster, or notice may be posted.

**Textbooks**
- All basic textbooks are furnished on a loan basis by the Board of Education without charge to the student.
- All books issued will be numbered and a record made of the condition of the book by the classroom teacher. Furthermore, students should place their names in the assigned books as directed by the teacher.
- Students who damage books will have to pay for the damage when the books are returned to the teachers.
• All books must be returned to the teacher who issued them.
• Any student leaving this school must turn in his/her school issued textbooks and equipment.

VI. Extracurricular Activities

Extracurricular Pledge
Copies of the extracurricular pledge are available in the athletic director’s office or from your coach or advisor. All students engaging in extracurricular activities and their parents are required to sign the pledge indicating they have read it.

General Brown Junior-Senior High School
Extracurricular Pledge

PREAMBLE
There are exceptional opportunities at General Brown Junior-Senior High School for our students to participate in extracurricular activities. Participation in extracurricular activities is a privilege that requires dedication and commitment. In participating, our students gain invaluable educational experiences as members of a team or club, as student leaders, and as young adults setting and reaching their goals. This participation enriches their high school years and develops personal standards of discipline. To ensure participating students meet reasonable academic standards and appropriate standards of conduct fitting their status as leaders in our school and local community, the Board establishes the following codes. We expect parents and students will review these codes and students will comply.

Extracurricular activities include but are not limited to the following groups/organizations for the 2019-2020 school year:

• All Varsity, Junior Varsity, Junior High and Club Athletic Organizations
• Student Council, All Class Officers, FCCLA, Honor Society, Junior Honor Society, International Club, Key Club, Teen Advisory Group, Performing Arts Club, Dance Company, S.A.D.D, Yearbook, Marching Band, Generalaires, and Whiz Quiz.

Code of Conduct

Article I
The use, possession, distribution, or being under the influence of alcoholic beverages is prohibited.

Article II
The use, possession, or distribution of tobacco including electronic cigarettes is prohibited.

Article III
The use, possession, distribution, or being under the influence of any controlled substance or paraphernalia is prohibited (except when prescribed by a
The parent/guardian should notify both the nurse and coach if the student is taking any medication.

Article IV
Students must obey the laws and regulations of the school, the community, and the state. Any behavior in the school or the community deemed to be a violation, and brought to the attention of the administration, may disqualify the student from extracurricular activities and all awards.

Article V
Students who are absent from school will not be eligible to participate in extracurricular activities on the date of the absence. All students must be in school the day of an event no later than 9:15 AM. Exceptions to this article may include religious, medical and legal observances/appointments. All exceptions must gain prior approval from the Principal or the Athletic Director.

Article VI
Students will follow team/organizational rules and carry out assigned tasks promptly without unnecessary distraction.

Each violation of the Extracurricular Pledge during a student’s school year whether On or Off-Campus, will escalate the consequence to be imposed.

All suspension days will be consistent with the General Brown extracurricular calendar and may extend beyond the academic school year for certain activities.

The coach of a squad may suspend or remove a team member whenever the coach determines that the student is not contributing to good team discipline and behavior. Violations of Articles IV, V, and VI could result in a suspension or removal from a team. The coach should immediately inform the Athletic Director of his/her decision.

Failure to successfully complete the counseling component of this Pledge may result in an extended suspension from extracurricular activities. In addition, students that hinder an investigation or provide false information about an incident will be subject to additional penalties as outlined by this Pledge, the student handbook, and the applicable laws pertaining to the incident.

Consequences
On-Campus/School - Sponsored

The following consequences will be applied for On-Campus violations of the Code of Conduct during a student’s extracurricular year at General Brown Central School District.

1. Violations of Articles I or III (in the first instance) on school grounds, or at a school function, will be a 5 (five)-day Out of School Suspension, a fifty (50) calendar day suspension from all extracurricular activities, and dismissal from the team/club for the remainder of the seasonal block. In addition, the student must complete four (4) mandatory counseling sessions.
2. Violators of Articles I, or III (in the second instance) are subject to a five (5) day Out of School Suspension and a one-year suspension (calendar) from all extracurricular activities. In addition, the student must complete six (6) mandatory counseling sessions.

3. Violators of Article II will be subject to the penalties outlined in the Student Handbook. The minimum penalty will be a 15 calendar day suspension from all extracurricular activities and dismissal from the team/club for the remainder of the seasonal block. Each subsequent suspension violation of Article II will result in a 50-day suspension from all extracurricular activities and an out of school suspension.

Off-Campus
The following consequences will be applied for Off-Campus violations of the Code of Conduct during a student’s extracurricular year at General Brown Central School District.

1. Violators of Articles I, II, and III (in the first instance) are subject to the penalty outlined in the Student Handbook. The minimum penalty for the first infraction will be a 15-calendar day suspension from all extracurricular activities, dismissal from the team/club for the remainder of the seasonal block, and completion of two (2) mandatory counseling sessions.

2. Violators of Articles I, II, and III (in the second instance) are subject to the penalty outlined in the Student Handbook. The minimum penalty for the second infraction will be a 50-calendar day suspension from all extracurricular activities, dismissal from the team/club for the remainder of the seasonal block, and completion of four (4) mandatory counseling sessions.

3. Violators of Articles I, II, and III (in the third instance) are subject to a one-year suspension (calendar) from all extracurricular activities. In addition, the student must complete six (6) mandatory counseling sessions.

**Academic Code of Conduct**
In order for students to be eligible to participate in any extracurricular activity they must meet the following academic standards:

**Article I**
Students must have an overall grade point average of at least 65% for the previous ten week marking period.

**Article II**
Students must not be failing more than one subject at the end of the ten-week marking period.

**Article III**
Students will strive to remain in good academic standing throughout the school year as outlined in the Student Eligibility Procedure in the Student Handbook.

If a student fails to meet the aforementioned criteria the student may be ineligible to participate in any extracurricular activity for the next ten-week marking period.
**Consequences**

**Winter/Spring Sports**
In the event a student is failing more than one course or has an overall grade point average of less than 65% at the end of the ten-week period, the following actions will be initiated:

1. The student will be placed on academic probation for a period of two weeks (14 calendar days) and must report to one of their classroom teachers from 2:35 – 3:00, Monday through Thursday. During the two-week probationary period the student may participate in practices/meetings after 3:00 each day. However, students may not participate in athletic contests/scrimmages or special club activities during the period of academic probation. Due to the concentration of spring sport contests, the initial probationary period for the spring season will be one week.

2. At the conclusion of the two-week probationary period (one-week for Spring only), students that are not failing more than one course and have an overall average of at least 65%, may be reinstated with their team/club with full privileges. Students that fail to meet the aforementioned criteria will have the probationary period extended an additional two weeks (14 days, including Spring) and will not be permitted to practice or play/attend meetings or activities. After the second two-week period has concluded, the students that meet the criteria will be reinstated with full privileges. The students that fail to meet the criteria will not be eligible to participate in any extracurricular activities for the remainder of the ten-week period.

**Fall Sports**
Any student in grades 9-12 who fails two or more courses and/or does not successfully complete summer school will be subject to the following consequences:

- The student will be allowed to participate for the first two weeks of pre-season practice.
- The student will be ineligible to practice or play for the first full week of school, but must attend practice.
- The student will be on academic probation for two weeks and must stay after school with a teacher from 2:35-3:00, Monday through Friday (9/5/19-9/19/19).

Any student in grades 7-8 who fails two or more subjects, repeats a grade and/or does not successfully complete summer school will be subject to the following consequences:

- The student will be ineligible to practice/participate the first full week of the school year, but must attend practice.
- The student will be on academic probation for two weeks and must stay after school with a teacher from 2:35-3:00, Monday through Friday (9/5/19-9/19/19).

**Administration**
These Codes are to be administered by the Principal. Students and their parents are entitled to reasonable notice of a violation and the proposed consequence, as well as an informal conference with the Principal. If the consequence includes a five-day out of school suspension, the provisions of Education Law 3214 (3)(d) will apply.
Any appeal or request for review must be made in writing to the Superintendent within 7 calendar days of notification of the Principal’s decision. The Superintendent may, after consideration of all circumstances, affirm, modify, enhance, reduce, or overturn the decision as appropriate.

**Automatic External Defibrillators**

General Brown School District coaches are trained in the use of AEDs and each district building has at least one available for use in the event of an emergency.

**Athletic Teams**

Presently, the following athletic teams are available to students:

<table>
<thead>
<tr>
<th>FALL SPORTS SEASON</th>
<th>BOYS</th>
<th>GIRLS</th>
<th>COED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Soccer</td>
<td>Tennis</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>WINTER SPORTS SEASON</th>
<th>Wrestling</th>
<th>Basketball</th>
<th>Cheerleading</th>
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</thead>
<tbody>
<tr>
<td>Basketball</td>
<td></td>
<td>Volleyball</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SPORTS SEASON</th>
<th>Baseball</th>
<th>Softball</th>
<th>Golf</th>
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</thead>
<tbody>
<tr>
<td>Lacrosse</td>
<td></td>
<td>Lacrosse</td>
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</tr>
</tbody>
</table>

**Athletic Participation**

1. Modified sports teams will include all students in seventh and eighth grade who want to be members of an athletic team.
2. Junior Varsity teams will include all students in 9th and 10th grade who want to be members of an athletic team.
3. Varsity and Junior Varsity teams may require students to qualify for athletic teams by showing he/she has the skills to participate on the team if there are a large number of participants interested in being on the squad.
4. The varsity coach must have the approval of the athletic director to limit the number of students on a team.
5. Any time a seventh or eighth grade student successfully completes the age maturity process and is going to participate on a JV or varsity team, that particular team will be required to carry the minimum number of students in addition to any seventh or eighth graders. No upperclassmen will be displaced as a result of the underclassmen being moved up.

**Athletic Regulations**

1. When practice is over for one session, all members of that group must leave the building.
2. All students participating in athletics will report to practice and games unless excused by the coach. Attendance at detention takes priority over any practices or games.
3. All students participating in athletics will abide by the Athletic Code Policy of the Board of Education.
4. All students participating in athletics must meet the district eligibility standards as stated in the General Brown Student Handbook.

**Athletic Tardiness Procedure**

1. Any student-athlete not in his/her class at the 7:50 a.m. bell will be marked tardy.
2. When a student-athlete is tardy, he/she should report directly to the main office to sign in.
3. Any student-athlete who arrives after 9:15 a.m. must have a legal medical or professional note (i.e. doctor, dentist, lawyer). If there is no legal note, then the student-athlete cannot practice or play on that day. **A note from a parent excusing a student for a tardy after 9:15 a.m. will not make a student athlete eligible to practice or play that day.**
4. Any athlete who arrives between 7:50 a.m. and 9:15 a.m. will follow these guidelines:
   a. For every three tardies, the student-athlete will sit out of a practice or game on the day of the third tardy.
   b. After the sixth and all subsequent tardies, the student-athlete will sit out practices or games on the days of their tardies.
   c. Medical or professional notes are not considered tardies and will not be counted against a student athlete. **However, the notes must be brought in on the day of the appointment and the note must be on the professional’s stationary.**
5. The athletic director will be responsible for determining the eligibility of student-athletes. All coaches and student athletes will be notified of people ineligible for athletic competition each day.

**Academic Eligibility Policy**

All coaches/advisors will distribute a list of participants at the beginning of each season. Coaches/advisors are encouraged to hold a meeting at the beginning of the year to explain the policy to players or members of their groups.

Criteria Warranting Suspension:

1. Failing grades if accompanied by the lack of effort.
2. Behavioral infractions.
3. Unsatisfactory attendance as specified in the attendance policy.

Three (3) Color-coded Cards will be used:

1. Yellow card – suspension warning
2. Red card – suspension
3. Green card – suspension lifted

Procedures to be followed:

- The teacher issues a yellow card to the student, contacts the parent by phone or mail and logs it in his/her “Suspension Warning Log”. The teacher should also inform the coach/advisor.
- At any point five to ten school days after issuing a yellow card, the teacher may issue a red card and log it into his/her “Suspension Log”. Once a red card is issued, the suspension begins immediately and the parent/guardian, coach/advisor, and athletic coordinator must be contacted. The student’s name will be listed on the attendance sheet once a red card is issued. **The suspension must run seven calendar days (one week). This is both the minimum and maximum.** Any student who knowingly participates
in a practice, game, or activity after receiving a red card will be dismissed from the
team/club, and will be dealt with under Level IV of the “Student Management/Discipline
System”.

- The filing of a green card at the end of the seven days can lift a suspension or it will
  automatically end at the expiration of the red card.
- The second red card issued to a student represents a two-week (14 calendar days)
suspension. This can be issued immediately following a one-week suspension if the
  student has not demonstrated satisfactory progress in the subject being failed.
- If a red card has not been issued after 10 days of the yellow card, the warning is
  automatically terminated.
- In the event that a second yellow card is issued within a season, the same procedures as
  outlined above will be followed.
- The issuance of a third yellow card in a season will result in dismissal from the team or
  club.

**Varsity Letters**

For a student to earn a school letter, he/she must have been a member of a varsity athletic
team for that particular sports season.

A student will be issued one letter award at the Varsity level during his/her school athletic
career. When a student repeats in qualifying for a letter award, in other sports and in other
seasons, an appropriate emblem or insignia (pin) will be presented to be attached to the letter
previously received.

Eligibility for athletic team participation for both boys and girls will be in accordance with the
rules of the New York State Public High School Athletic Association.

**Procedure for Requesting the Addition of New Sports Teams/Sports Levels**

Any students or other interested parties wishing to request that new sports or levels of sports be
added should contact Mrs. Laurie Nohle, Athletic Director, at 779-2300. Consideration will be
based on the availability of competition within the Frontier League and financial resources.

**Clubs and Organizations**

The various clubs and organizations at General Brown High School have been developed to
offer many varied activities to students. Membership in a club/organization is a privilege and
gives a student a chance to develop some particular talent or interests as well as to give
him/her training in working in cooperation with fellow students. It is urged that all students take
advantage of the benefits offered through club membership. Students may hold only one office.

If ten or more students wish to form a new club/organization for some purpose, they may
petition the student council and every effort will be made to have such a group sponsored.
However, if a student signs a petition for a club, he/she will be required to become a member of
that club.

Presently, the following clubs and organizations are available to students:

- Student Council
- International Club
- National Honor Society
- Junior National Honor Society
School Dances

1. General Brown High School dances are not open to the public. Students attending General Brown High School dances must be enrolled at General Brown and must present a student ID card for admission. Students must be in class the day of a dance. Dances must be held at school from 7:30 p.m. to 10:30 p.m., with the exception of Prom.

2. The GBCSD Code of Conduct is in effect throughout school dances.

3. Students must be academically eligible to attend a dance, including Prom. Any student failing 2 or more classes as of the most recent report card will not be allowed to attend. Students may appeal this decision with the Principal. In order to appeal, students must be able to show that they have been staying after with those teachers regularly and that they are showing improvement in the class.

4. No alcoholic beverages or drugs will be allowed in the school building or on school grounds. Any student found in possession of either will be asked to leave the dance. Parents will be notified immediately and the Drug and Alcohol Policy will be followed.

5. Students engaged in behavior which is inappropriate for a public place (i.e. excessive displays of affection) will be requested to stop their inappropriate behavior. If the students refuse, they will be asked to leave the dance. Parents will be notified immediately.

6. Any student involved in or encouraging a fight, damaging property, or infringing on the rights of others will be disciplined and may be subject to legal prosecution. Students will be asked to leave and parents will be notified immediately.

7. Any student who enters a dance may not leave the dance and re-enter. Once a student makes the decision to leave the dance, he/she may not return.

8. Any senior wishing to bring a guest to a General Brown school dance who is not a student at General Brown may do so for any dance that administration allows guests. Both seniors and juniors may bring guests to the Junior-Senior Prom. Permission must be obtained from the Assistant Principal’s Office for any guest at any dance.

9. Students who violate any of these rules will be suspended from attending dances for the remainder of the school year and the punishment could be extended up to a calendar year.

10. If a student requests in advance, he/she may enter a dance after 9:00 p.m. He/she must make this request to the Assistant Principal prior to noon the day of the dance.

11. All General Brown School dances must be sponsored by a school-recognized student group, along with an adult sponsor. The group must obtain a signed contract with the performers or disc jockey.

12. Junior high (grades 7 & 8) and senior high school (grades 9-12) are to have separate dances with the exception of the semi-formal. Guests or dates outside of these grade limits will not be allowed at either level. Seventh and eighth grade students are not allowed to attend proms or be guests of students in grades 9-12.

13. Faculty members who request dances for fund raising activities will be required to assist in the supervision of those dances.

14. Students suspended out of school or serving an extra-curricular suspension are not allowed at dances.
The following outline has been prepared by the Student Council to serve as a guide to all clubs and organizations holding dances and other activities at General Brown. The following procedure must be followed.

1. Chairperson should clear the date of the activity with the Chief Faculty Advisor and Central Treasurer.
2. Arrange for cash boxes and change from the Central Treasurer.
3. Arrange for faculty supervision - faculty chaperones should be asked to attend at least one week in advance of the activity
4. Secure the approved guest list from the Assistant Principal’s office and have it at the ticket table for guest identification purposes.

**Authorized High School Fundraising Organizations**

The following student organizations are the only ones authorized to conduct a fundraiser, representing General Brown High School at the present time:

<table>
<thead>
<tr>
<th>Senior Class</th>
<th>FCCLA</th>
<th>Performing Arts Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Class</td>
<td>GB Gazette</td>
<td>Performing Arts Booster Club</td>
</tr>
<tr>
<td>Sophomore Class</td>
<td>Dance Company</td>
<td>S.A.D.D.</td>
</tr>
<tr>
<td>Freshman Class</td>
<td>Honor Society</td>
<td>Student Council</td>
</tr>
<tr>
<td>Eighth Grade</td>
<td>Jr. Honor Society</td>
<td>Teen Advisory Group</td>
</tr>
<tr>
<td>Seventh Grade</td>
<td>International Club</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Booster Club</td>
<td>Key Club</td>
<td></td>
</tr>
</tbody>
</table>

Under the authority of the Student Council and direction of the athletic coordinator, an athletics fund shall be maintained and is authorized to fundraise.

No other school organizations are authorized to conduct any fundraisers or to maintain an account. Authorized school organizations must schedule all fundraisers with the Chief Faculty Advisor and Central Treasurer. No individual(s) may sell items for one’s personal benefit. Students selling for outside organizations must first get approval from the building principal.

**VII. Transportation**

**Bus Conduct**

1. Students riding to and from school on buses should be quiet and orderly. Disorder may distract the attention of the driver and cause an accident. A bus driver has the very serious responsibility of protecting the students being transported on his/her bus. It is necessary that each driver have complete authority to control the conduct of students riding on his/her vehicle. All incidents of poor behavior by students and disrespect to drivers while riding on the school buses will be reported to the school office and handled as a disciplinary matter. The driver is in charge of the bus at all times and his/her instructions are to be obeyed.
2. The bus should be thought of as an extension of the school classroom. All rules of conduct that apply in the classroom also apply on the school bus.
3. Students should take seats and remain seated at all times.
4. Enter and leave buses in an orderly manner.
5. Students are not allowed to smoke on the buses.
6. Do not damage the seats or deface the buses in any way. Students found defacing the school bus may have to pay for damage and may be denied the privilege of riding the school bus.
7. Do not put your head, arms, or hands out of open windows.
8. Profane or indecent language is out of order on the school bus or anywhere else.
9. Upon leaving the bus, be sure to look up and down the highway before crossing. You are to cross a street or highway in front of the bus. **BE CAREFUL!**
10. Students must get off at home or a designated bus stop and nowhere else unless written permission from the parent/guardian has been filed in the office.
11. At the beginning of the school year, you will be assigned a bus to ride to and from school. You will not be allowed to ride another bus unless permission has been secured from the office (a bus pass). It will require a written request from your parent/guardian to obtain this permission to ride a different bus.
12. If you ride on a bus, you are to return home by bus. Parents or guardians may pick you up, but if you have other arrangements, they must be approved and cleared through the office.
13. Students should not “hitchhike” to or from school.
14. Be on time – the bus must keep on schedule.
15. While waiting to load, stay away from the bus until it has stopped. Remain on the sidewalk loading area while waiting for a 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.
16. Do not stand or play in the road or street while waiting for the bus.
17. Never push or shove other students. This is an extremely dangerous practice.
18. Do not go between buses unless there is adequate space, and it is necessary to get to your bus.
19. Obey the driver’s suggestions promptly.
20. Help to keep your school bus clean and sanitary.
21. Do not throw any articles about the bus or out of the bus windows.
22. The purpose of these regulations is to make your transportation to and from school as safe and pleasant as possible. **PLEASE COOPERATE! BE CAREFUL and BE SAFE!**
23. If a student persists in breaking the school bus rules, he/she may be denied further bus privileges. In such a case, the parent/guardian must provide transportation.

**Field Trips**

Field trips conducted by the school are for educational purposes only. At least one day prior to any such trip a student must submit to the teacher in charge parental permission for such a trip or the student will not be allowed to participate.

**Conduct At Other Schools**

1. Remember you are a guest there. Conduct yourself to be a credit to your school, team, and yourself. Good sportsmanship is a must.
2. Students are under the same regulations at all other schools as they would be here at General Brown, i.e. no smoking, no going outside the building, and using proper conduct.
3. Students who create problems or are unsportsmanlike in their conduct while on a school trip will be suspended from future trips. Improper behavior while waiting for buses at the pickup points may also cause suspension from future trips.
4. The school authorities are responsible for your safety at all times, and they depend on your cooperation to prevent accidents.

**Bus Transportation for Athletics, Band, & Other School Groups**

All students are to go and return by school-furnished transportation unless previous permission has been secured to do otherwise. Permission will be granted only in unusual circumstances. If you go on the bus, you must come home on the bus unless a parent/guardian signs you out with the coach or advisor. This is necessary because of legal requirements as to the responsibility for your safe transportation to and from the game. Do not plan to go as a player, cheerleader, or spectator to any game or school activity if you are not prepared to return on the school bus.

**Specific permission must be obtained from the trip supervisor.**

**GBCSD Bus Discipline Response System**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Range of Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level III (Lower Level) Infractions</strong></td>
<td>• Conference with pupil (Warning / Reprimand) • Phone call to parents • Reassign seat • ISS lunch • Letter to parents • Conference with parents</td>
</tr>
<tr>
<td>• Failing to properly take seat upon boarding bus</td>
<td></td>
</tr>
<tr>
<td>• Occupying an unreasonable amount of seating space</td>
<td></td>
</tr>
<tr>
<td>• Annoying other children</td>
<td></td>
</tr>
<tr>
<td>• Eating on bus</td>
<td></td>
</tr>
<tr>
<td>• Littering or soiling the bus</td>
<td></td>
</tr>
<tr>
<td>• Behaving in an unsafe or unruly manner at bus stop</td>
<td></td>
</tr>
<tr>
<td>• Crossing highway improperly after leaving bus</td>
<td></td>
</tr>
<tr>
<td>• Using improper bus or bus stop</td>
<td></td>
</tr>
<tr>
<td>• Unauthorized use of bus pass</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Range of Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II (Moderate) Infractions</strong></td>
<td>• Conference with pupil (Warning / Reprimand) • Phone call to parents • Reassign seat • ISS lunch • Letter to parents • Conference with parents • Suspension from bus for 1-5 days • Detention • In-school suspension • Out-of-school suspension</td>
</tr>
<tr>
<td>• Failing to remain properly seated while bus is in motion</td>
<td></td>
</tr>
<tr>
<td>• Engaging in horseplay</td>
<td></td>
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<tr>
<td>• Shouting or other loud or boisterous behavior; harassment</td>
<td></td>
</tr>
<tr>
<td>• Throwing objects about the bus</td>
<td></td>
</tr>
<tr>
<td>• Putting arms or heads out of bus windows</td>
<td></td>
</tr>
<tr>
<td>• Refusing to follow driver’s instructions</td>
<td></td>
</tr>
<tr>
<td>• Talking back to driver or otherwise showing lack of respect</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Range of Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I (Severe) Infractions</strong></td>
<td>• Phone call to parents • Letter to parents • Conference with parents</td>
</tr>
<tr>
<td>• Bringing contraband (i.e. alcohol, drug paraphernalia, weapons) onto the bus</td>
<td></td>
</tr>
</tbody>
</table>
• Fighting or wrestling
• Damaging the seats, glass or other parts of the bus
• Engaging in profanity or obscene talk; using rude or obscene gestures
• Lighting matches on the bus
• Smoking / drinking (alcohol) on the bus

• Suspension from bus for 1-5 days
• Suspension from bus until further notice
• Detention
• In-school suspension
• Out-of-school suspension
• Superintendent’s Hearing
• Legal action

Infractions identified on this page correspond directly to prohibitions listed on the General Brown Bus Referral Form and Student Handbook. One or more consequences may be assigned concurrently. Repeated offenses automatically “bump” consequences to the next level.

*This document is intended for guidance purposes only. All assignments of disciplinary consequences are made at the discretion of the building principal.

VIII. Computer Technology

Acceptable Use Policy for Computer Network and Internet Use

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 online 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 online services access.

While the benefits of the Internet and other online 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 online 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 communications 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. 

**Note: Explicit acceptable Internet use is defined in the General Brown Central School District Internet Safety Policy, which is an extension of this policy.**

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 to be 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 administrators 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 use accounts and on use of the networks.

Technology Disciplinary Code

General Brown Central School District
Students in Grades K-12

COMPUTER TECHNOLOGY
DISCIPLINARY CODE
March 2011

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 GBCSD 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 access network resources other than your own or those otherwise shared. No passwords are to be placed on individual files or directories.
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. Use all hardware and software properly. Do not attempt to change the settings or configuration of a computer, system, or network, including desktop backgrounds.
8. 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/start menu or approved by the supervising teacher.
9. Internet use shall be for educational purposes only. Do not attempt to access any online account or system that is not affiliated with General Brown.
10. Any electronic communication is strictly prohibited (i.e., chat rooms, instant messengers, e-mail, blogs).
11. Internet file downloads are restricted to text files and researched related media. Programs and executable files of any kind are strictly prohibited.
12. Always log off the computer when finished. Do not remain logged in and leave workstation unattended, even when the room is left secure.
13. Student use of teacher computer workstations is strictly prohibited.
14. Personally-owned laptops and computers are prohibited in school.

DISCIPLINARY PROCEDURE:

ALL Offenses:

A.1 The Building Principal and Network Administrator will be notified of such action and proceedings.
A.2 The situation shall be documented, kept on file, and parents notified of the situation.
A.3 Vandalism will require financial reimbursement of damages.

FIRST Offense:

NOTE: Severe breaking of rules may go directly to the third offense consequences. Individual will be restricted to using the computer for classroom work only under teacher supervision 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. Students without access to computers at home will have the opportunity to make up work at school, but only on their time and under direct 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.).
Request for Review of Internet Filtering Form

General Brown Central School District
Request for Review of Internet Filtering Form

1. Date of Request ____________________________________________________________

2. Request Initiated by ______________________________________________________

3. Address _________________________________________________________________

4. City ________________________________ 5. Zip Code __________________________

6. Telephone __________________________

7. Complainant Represents: Self: _____________________________________________
   Name of Organization _____________________________________________________
   Other: __________________________________________________________________

8. Address of Internet material (Uniform Resource Location i.e. www.location.com)
   ________________________________________________________________

9. Description of material
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

10. I would like this material blocked __________ unblocked ______________

11. My objections to the way this material is currently handled is
   _______________________________________________________________________
   _______________________________________________________________________

12. I would like the outcome of this review to be:
   _______________________________________________________________________
   _______________________________________________________________________

_______________________________________
Signature of Complainant
IX. Family Vacation/Student Absence while School is in Session Request

____________________
Date

____________________
Student Name

I am aware that under existing State Law, Article 65, it is illegal to remove my child from school for a family vacation or trip as long as school is in session. Further, I know that my child will be experiencing loss of instructional time during this period.

1. It is understood that it is not the responsibility of the school or the teacher to see that missed work is made up. It is the responsibility of _______________________ to make up missed work. ____________________________ Student

2. I have instructed _______________________ to obtain, if possible, work that he/she will miss while out of school. When work is assigned, the student will be responsible for submitting assignments which may be used for grading purposes.

3. _______________________ will be absent from ________ to _________.
   _______________________ Date
   _______________________ Date

____________________
Parent/Guardian Signature

____________________
Date
X. Communication

Chain of Command

<table>
<thead>
<tr>
<th>QUESTIONS OR CONCERNS REGARDING:</th>
<th>CONTACT 1</th>
<th>CONTACT 2</th>
<th>CONTACT 3</th>
<th>CONTACT 4</th>
<th>CONTACT 5</th>
<th>CONTACT 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMICS</td>
<td>Teacher</td>
<td>Guidance Counselor</td>
<td>Principal</td>
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<td>ATHLETICS</td>
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<td>CO-CURRICULAR</td>
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<td>Operations Manager</td>
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<td>Assistant Superintendent</td>
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<td>SACC PROGRAM</td>
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<td>Principal</td>
<td>YMCA</td>
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Please contact the building and follow the prompts to reach a particular office / department.

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<th>Location</th>
<th>Phone Number</th>
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<tr>
<td>Jr.-Sr. High School Building (Grades 7-12)</td>
<td>315-779-2300 - Option 1</td>
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<td>Athletic Director</td>
<td>315-779-2300 - Option 1</td>
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<tr>
<td>Brownville Glen Park Elementary School (Grades 3-6)</td>
<td>315-779-2300 - Option 2</td>
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<td>Dexter Elementary School (Grades PK-2)</td>
<td>315-779-2300 - Option 3</td>
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<td>Director of Student Services</td>
<td>315-779-2300 - Option 4</td>
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<td>Transportation and Operations</td>
<td>315-779-2300 - Option 5</td>
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<td>Food Service Department</td>
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<td>Technology Department</td>
<td>315-779-2300 - Option 8</td>
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<tr>
<td>District Office / Office of the Superintendent / District Clerk</td>
<td>315-779-2300 - Option 9</td>
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<tr>
<td>Business Office / Office of the Assistant Superintendent</td>
<td>315-779-2300 - Option 9, Option 2</td>
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<tr>
<td>YMCA - SACC Office</td>
<td>315-779-2300 - Option 9</td>
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<tr>
<td>585 Rand Drive, Watertown, NY 13601</td>
<td>315-755-2005</td>
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<td>BOARD OF EDUCATION</td>
<td>Please view the District Website: <a href="http://www.gblions.org">www.gblions.org</a> for contact information.</td>
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*Email addresses for staff members consist of the person’s first initial and complete last name, followed by @gblions.org

7/16/2019
XI. Building Map

General Brown
Junior-Senior High School
17643 Cemetery Road
Dexter, NY 13634

AUGUST 2019