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2003

7000

Students

## Windham-Ashland-Jewett Central School District

### STUDENTS

(Section 7000)

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# POLICY

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Students

## **SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY**

The Board of Education, in accordance with the state Education Law, requires that each minor regularly attend school full-time from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes sixteen years of age, unless he/she has completed a four-year high school course of study. He/she may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that given in the public schools. It shall be the responsibility of the Superintendent of Schools to prepare and the Board to enact appropriate rules and regulations to monitor the attendance of all children registered in the district.

### **Objectives**

The objectives of the Comprehensive Attendance Policy are:

- a) To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
- b) To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
- c) To track student location for safety reasons and to account to parents regarding the location of children during school hours.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**

**Definitions**

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

- a) Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
- b) Absent: The pupil is not present for the entire day/period of the pupil's scheduled instruction.
- c) Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction.
- d) Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
- e) Excused: Any absence, tardiness, or early departure for which the pupil has a valid school approved excuse on file at the school within five (5) days. Such excused non-appearance shall include: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, approved school sponsored trips, military obligations, absences approved in advance by the Assistant Superintendent, and other reasons as may be approved by the Commissioner of Education. An excused absence for which makeup work has been completed will not prevent loss of credit.
- f) Unexcused: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips, family vacation, oversleeping, skipping class, and any other absence that is not excused.

If a note for absences/tardiness is **not** received within five (5) days of the occurrence, it will be recorded as unexcused. If an absence is **recorded as unexcused**, the student may not be permitted to make up the work missed and credit for the day's work may be denied.

(Continued)

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Students

## **SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**

### **Coding System**

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction. Each entry must include one letter code from each of the following 3 categories:

- a) E = excused  
U = unexcused
  
- b) A = absent  
D = early departure  
S = suspended  
T = tardy
  
- c) C = Court Appearance  
CV = College Visit (approved)  
F = Sickness or death in family  
I = Illness  
M = Medical appointment  
MO = Military Obligation  
Q = Quarantine  
R = Religious observance  
SSA = School Sponsored Activity  
W = Weather/Impossible roads

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read: E/D/M: 11:30 a.m.

### **Strategies and Incentives**

In order to encourage student attendance, the following strategies and incentives shall apply:

- a) Attendance for Course Credit
  1. In order to earn course credit a student may not miss more than ten (10) days in a semester course or twenty (20) days in a two-semester course.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**

- (a) For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses any part of class, whether through tardiness or early departure.
  - (b) Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.
  - (c) Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have requested and been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.
2. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- (a) The district shall notify the student and his parent(s) or persons in parental relation when the student accumulates unexcused absences at a rate that if continued will result in a loss of credit. Notification will be made at the 3rd, 6th, and 10th unexcused absence for a semester course and at the 3rd, 6th, 10th, 14th and 20th unexcused absence for a full year course. The notice will include the school's attendance for credit policy and the number of unexcused absences a student may accumulate before losing the right to earn credit, and the number of unexcused absences to date;
  - (b) An excused student absence, for which a student has performed any assigned make-up work, should not be counted as an absence for the purpose of determining a student's eligibility for course credit;
  - (c) Where a student is in jeopardy of losing credit for excessive absences, the Assistant Superintendent shall be responsible for reviewing attendance records, determining eligibility for makeup work for excused absences and, only upon request, arranging student makeup opportunities with teachers, including deadlines.
- b) Notice of Absences

The pupil's parent(s) or person in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**

1. Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school;
2. For every 3 unexcused absences, tardies, early departures, or any combination thereof, the pupil's parent(s) or persons in parental relation shall receive a notice containing the dates, times, and the nature of the pupil's unexcused nonpresence.

c) Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges, as described in the Code of Conduct.

d) Incentives

District teachers shall work with the Assistant Superintendent and Attendance Supervision Officer to create and implement classroom-based and school-wide based programs for excellent attendance.

e) Intervention Strategy Development

The Assistant Superintendent shall meet each marking period with the Attendance Clerk and teachers as the Assistant Superintendent determines necessary to review student attendance records; address identified patterns of unexcused pupil absence, tardiness and early departure; and review current intervention methods. Where the Assistant Superintendent determines that existing intervention policies or practices are insufficient, the Assistant Superintendent shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

f) Counseling

The District shall provide counseling to students with chronic attendance problems.

(Continued)

**SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)****Appeal Process**

In the event there are unforeseen circumstances that reach beyond the scope of this policy, a process of appeal is available to evaluate each situation and determine impact on instruction as it relates to credit or promotion.

A written request, including an explanation of the circumstances requiring an appeal must be received by the Assistant Superintendent no later than two (2) weeks prior to the end of each marking period. A committee consisting of the Assistant Superintendent, Director of Guidance, the School Nurse and a teacher representative will meet to discuss and evaluate the information provided. Parents may represent information provided from the written request in person at the meeting. A determination will be rendered and written notice provided within five (5) business days.

The Superintendent, CSE Chair or other school official may sit in on an appeal or provide information or input when appropriate.

**Attendance Supervision Officer**

The Board shall designate the Assistant Superintendent as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy.

Education Law Sections 3024, 3025, 3202, 3205, 3206,  
3210, 3211, and 3213  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 8/05/03

# POLICY

2003

7111

Students

## **SUBJECT: RELEASED TIME OF STUDENTS**

Parents are urged to make appointments with physicians, dentists, special tutors, etc., after school hours. If a request is necessary, parents should make note of the date, time and reason for the release. Children cannot be excused without advanced written request by parent/guardian, and must be released in care of parent/guardian, unless otherwise noted.

Written requests from the parent/guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The Assistant Superintendent shall assume this responsibility or shall designate an individual to review and approve all requests.

### **Released Time for Religious Instruction**

A student will be released for religious instruction for a maximum of one hour each week upon the presentation to his/her Administrator of a parental request in writing.

### **Student Dismissal Precautions**

No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian, or by verbal consent by custodial parent.

A student may be released to either parent unless a custodial parent supplies the Superintendent of Schools with a certified copy of a court order or divorce decree to the contrary.

The Superintendent shall develop procedures to enable parents and guardians to amend the list of persons authorized to obtain the release of their children.

8 New York Code of Rules and Regulations  
(NYCRR) Section 109.2

Adopted: 8/05/03

# POLICY

2003

7120

Students

## **SUBJECT: AGE OF ENTRANCE**

### **Kindergarten**

Students who are legal residents of the School District and who reside with parents or guardians within the School District at the time of the opening day of school must be five (5) years of age or more on December 1 in order to register for Kindergarten.

A child who transfers into the School District at any time during the school year may be considered for admission to Kindergarten by the Superintendent provided:

- a) The parents were not legal residents of the School District on the opening day of school, and
- b) The child has been registered and enrolled in kindergarten in the district in which his/her parents were legal residents.

### **Other Grades**

Admission of children to other grades shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

### **Proof of Age**

A student's birth certificate or other satisfactory evidence of age shall be presented at the time of initial registration. The child shall be entered under his/her legal name.

Education Law Sections 1712, 3202 and 3212

Adopted: 8/05/03

**SUBJECT: SCREENING OF NEW SCHOOL ENTRANTS**

The Board of Education shall provide for the screening of every new entrant to school to determine which students may have disabilities, may be gifted or may be of limited English proficiency. Such diagnostic screening shall be conducted:

- a) By persons appropriately trained or qualified;
- b) In the student's native language if the language of the home is other than English;
- c) In the case of new entrants, prior to the school year, if possible, but no later than December 1 of the school year of entry or within fifteen (15) days of transfer of a student into a New York State public school should the entry take place after December 1 of the school year;
- d) In the case of students who score below the state reference point on New York State assessment tests, within thirty (30) days of the availability of the test scores.

Such screening shall include, but not be limited to the following:

- a) A physical examination by a physician/nurse practitioner or submission of a health certificate in accordance with Sections 901, 903, and 904 of the Education Law, including proof of immunization as required by Section 2164 of the Public Health Law;
- b) An assessment of motor development, of receptive and expressive language development, articulation skills, and cognitive ability in the student's native language, if the language of the home is not English.

If such screening indicates a possible disability, a referral shall be made to the Committee on Special Education (CSE) no later than fifteen (15) calendar days after completion of such diagnostic screening.

If such screening indicates a possibly gifted child, the name and finding shall be reported to the Superintendent of Schools and to the parents/guardians no later than fifteen (15) calendar days after completion of such screening.

If such screening indicates a child identified as possibly being of limited English proficiency, such child shall be referred for further evaluation in accordance with the Regulations of the Commissioner of Education to determine eligibility for appropriate transitional bilingual or free-standing ESL programs.

(Continued)

# POLICY

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Students

## **SUBJECT: SCREENING OF NEW SCHOOL ENTRANTS (Cont'd.)**

### **Reporting to Parents**

Parents/guardians of children to be screened shall receive information in advance regarding the purpose of screening, the areas to be screened and the referral process. The information shall be communicated either orally or in writing in the parents' primary language(s). This information will be provided during the registration interview.

Parents/guardians have the right to request information regarding their child's performance during screening. They shall have access to the screening results and obtain copies upon request.

### **Confidentiality of Information**

The Board of Education's policy and administrative regulations in accordance with the Family Educational Rights and Privacy Act of 1974 shall apply to all information collected about a child through the screening program. In accordance with the policy and regulations, parents shall be informed of their right to privacy, their right to access to the records and their right to challenge those records should they be inaccurate, misleading or otherwise inappropriate.

Family Educational Rights and Privacy Act of 1974  
20 United States Code (USC) Section 1232(g)  
Education Law Sections 901, 903, 904, 914 and  
3208(5)  
Public Health Law Section 2164  
8 New York Code of Rules and Regulations  
(NYCRR) Parts 117 and 154

Adopted: 8/05/03

# POLICY

2003

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Students

## **SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY**

### **Ages of Attendance/Compulsory Attendance Age**

According to Education Law, a student who becomes six (6) years of age on or before the first of December in any school year shall be required to attend full-time instruction from the first day that the District schools are in session in September of such school year, and a student who becomes six (6) years of age after the first of December in any school year shall be required to attend full-time instruction from the first day of session in the following September. Except as otherwise provided in Education Law Section 3205(3), a student shall be required to remain in attendance until the last day of session in the school year in which the student becomes sixteen (16) years of age. In all city school districts, union free and central school districts having a population of more than 4,500 inhabitants and employing a Superintendent of Schools, the Board of Education may choose to require students who are not employed to attend full-time instruction until the end of the school year in which the student turns seventeen (17) years of age. The residence of children dwelling within the District boundaries shall be established in a manner consistent with State Law and the Regulations of the Commissioner.

All persons dwelling within the District who are between the ages of five (5) years and twenty-one (21) years and who have not received a high school diploma shall be entitled to enroll in the District.

### **Determination of Student Residency**

The Board of Education or its designee shall determine whether a child is entitled to attend a District school. Any adverse residency decision by a school official, other than the Board or its designee, shall include written notice to the parent/guardian of the procedures for obtaining review of the decision within the District.

Regulations will be developed to implement the terms of this policy.

### **Children Living With Noncustodial Parents**

A child's residence is usually determined by the residence of the custodial parent. However, a noncustodial parent who resides in the District may enroll his/her child in a District school if he/she shares the day-to-day responsibilities for the child and the custodial parent designates the child's residence with the noncustodial parent.

(Continued)

**SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY (Cont'd.)****Homeless Children**

The parent/guardian of a homeless child, or a homeless child if no parent/guardian is available, or the director of a residential program for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child shall attend.

**Children of Activated Reserve Military Personnel**

Students temporarily residing outside the boundaries of the District due to relocation necessitated by the call to active military duty of the student's parent or person in parental relationship, will be allowed to attend the public school that they attended prior to the relocation. However, the District is not required to provide transportation between a temporary residence located outside the District and the school the child attends.

**Emancipated Minors**

A determination of whether a student is to be designated as an emancipated minor in the Windham-Ashland-Jewett Central School District will be based on evidence that the student is no longer under custody, control and support of his/her parents. To establish emancipation, a minor may submit documentation of his/her means of support, proof of residency and an explanation of the circumstances surrounding the student's emancipation, including a description of the student's relationship with his/her parents.

These statements are renewable each school year. If at any time the above information is changed without prompt notification or proven to be false, the parent/guardian and/or student may be subject to legal action.

**Student Withdrawal from School**

Only a student over the compulsory attendance age may be permitted to withdraw from school. Before a student may be dropped from enrollment, he/she must have been absent for twenty (20) consecutive school days and statutory procedures must be followed. It is the responsibility of the Assistant Superintendent to ensure that the procedures set forth below are followed:

- a) The Director of Guidance shall schedule and notify in writing both the student and his/her parents or guardians of an informal conference.

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Students

**SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY (Cont'd.)**

- b) At such conference, the Administrator and the Director of Guidance shall determine the reasons for the student's absence and ascertain whether appropriate support mechanisms or reasonable changes in the student's educational program would encourage and facilitate his or her re-entry or continuance of study.
- c) The student and his/her parents or guardians shall be informed orally and in writing of the student's right to re-enroll at any time in the school, if qualified under law.
- d) If the student or his/her parents or guardians fail after reasonable notice to attend the informal conference, the student will be dropped from the rolls of the school, provided that he or she and the parents/guardians have been notified that they may re-enter at any time if qualified under the law.

McKinney - Vento Homeless Assistance Act,  
Section 722, as reauthorized by the No Child Left  
Behind Act of 2001  
Education Law Sections 2045, 3202, 3205, 3209 and  
3212(4)  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 100.2(x) and (y)

**NOTE:** Refer also to Policy #7131 – Education of Homeless Children and Youth.

Adopted: 8/05/03

**SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH**

The parent/person in parental relation to a homeless child; or the homeless child, together with the homeless liaison designated by the School District in the case of an unaccompanied youth; or the director of a residential program for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, in consultation with the homeless child, where such homeless child is living in such program, may designate either the school district of current location, the school district of origin, or a school district participating in a regional placement plan as the district the homeless child shall attend.

Pursuant to Commissioner's Regulations, a "homeless child" means a child or youth who lacks a fixed, regular, and adequate nighttime residence; including a child who is:

- a) Sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
- b) Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- c) Abandoned in hospitals;
- d) Awaiting foster care placement; or
- e) A migratory child who qualifies as homeless in accordance with Commissioner's Regulations. As defined in the No Child Left Behind Act of 2001, the term "migratory child" *includes* a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who has moved from one school district to another in the preceding 36 months, in order to obtain, or accompanies such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.
- f) A child or youth who has a primary nighttime location that is:
  1. A supervised, publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to Article 19-H of the Executive Law; or

(Continued)

**SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**

2. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station or similar setting.

The term "**homeless child**" shall not include a child in foster care or receiving educational services pursuant to Education Law Section 3202(4),(5),(6),(6a) or (7) or pursuant to Article 81, 85, 87 or 88. For example, a child in a family home at board, a school for the mentally retarded, a hospital or other institution for the care, custody and treatment of children; youths under the direction of the Division for Youth incarcerated in county correctional facilities or youth shelters; or children residing in child care institutions or schools for the deaf or blind would not be considered "homeless."

Homeless children and youth shall be educated as part of the school's regular academic program. Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their nonhomeless counterparts. Services provided with McKinney-Vento funds must expand upon or improve services provided as part of the regular school program. Consequently, the School District shall ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the School District shall review and revise policies and practices, including transportation guidelines, that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the School District.

The District shall also establish guidelines for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth; and provide a written explanation, including a statement regarding the right to appeal in accordance with law, to the homeless child's or youth's parent or guardian if the School District sends such child or youth to a school other than the school of origin or the school requested by the parent or guardian.

### **School District Liaison for Homeless Children and Youth**

The School District shall designate an appropriate staff person, who may also be a coordinator for other federal programs, as the local educational agency liaison for homeless children and youth to carry out the duties as enumerated in law, Commissioner's Regulations and applicable guidance issued by the U.S. and New York State Education Departments.

(Continued)

# POLICY

2003

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Students

**SUBJECT: EDUCATION OF HOMELESS CHILDREN AND YOUTH (Cont'd.)**

## **Reporting Requirements**

The School District shall collect and transmit to the Commissioner of Education, at such time and in the manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary to assess the educational needs of homeless children and youths within the state.

McKinney-Vento Homeless Education Assistance Act,  
as reauthorized by the No Child Left Behind Act of 2001  
42 United States Code (USC) Section 11431 et seq.  
Education Law Section 3209  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(x)

Adopted: 8/05/03

# POLICY

2003

7140

Students

**SUBJECT: INVOLUNTARY TRANSFER OF STUDENTS**

Involuntary transfer of a student from regular classroom instruction to an appropriate educational setting in another school shall be in accordance with Education Law.

Education Law Sections 1709(3) and 3214(5)

Adopted: 8/05/03

# POLICY

2003

7150

Students

## **SUBJECT: EDUCATIONAL SERVICES FOR MARRIED/PREGNANT STUDENTS**

### **Married Students**

The Board of Education will comply with state law in reference to married students attending school.

### **Pregnant Students**

According to New York State Education Law, a student who becomes six (6) years of age on or before the first of December in any school year shall be required to attend full-time instruction from the first day that the District schools are in session in September of such school year, and a student who becomes six (6) years of age after the first of December in any school year shall be required to attend full-time instruction from the first day of session in the following September. Except as otherwise provided in Education Law Section 3205(3), a student shall be required to remain in attendance until the last day of session in the school year in which the student becomes sixteen (16) years of age. The Education Law further provides that resident students over five (5) and under twenty-one (21) who have not received a high school diploma are entitled to attend school in the district in which they reside. The law further requires that a school district provide for this instruction and also to provide for home instruction for those students of legal age who are unable to profit from instruction in school.

In view of the above, administrative regulations will be developed to implement the terms of this policy to provide instruction as required by the New York State Education Law for students who become pregnant. The Superintendent, or his/her designee, is directed to consult with the school physician and the student's personal physician in determining the form of instruction.

The form of instruction may be any of the following or a combination of the following:

- a) Remain in school with provisions for special instruction, scheduling, and counseling where needed.
- b) Receive home instruction.
- c) Attend BOCES programs.

Education Law Sections 1604(20), 3202-1, 3205-1,  
4401-1, and 4402-2

Adopted: 8/05/03

# POLICY

2003

7160

Students

## **SUBJECT: SCHOOL CENSUS**

With the exception of the cities of New York, Buffalo and Rochester, as well as small city school districts, all other school districts are authorized, rather than obligated, to take a census of all children from birth to eighteen (18) years of age.

The census must indicate the names of all children between birth and eighteen (18) years of age, and of children with disabilities between birth and twenty-one (21) years of age; their respective residences by street and number; the day of the month and the year of their birth; the names of the persons in parental relation to them; such information relating to physical or mental disabilities, to illiteracy, to employment and to the enforcement of the law relating to child labor and compulsory education as the State Education Department and the Board of Education shall require; and also such further information as the Board shall require.

On written request and in such form as prescribed by the Commissioner of Education, the Board shall provide to the Commissioner a report containing the names, ages and addresses of those children who are blind or deaf, and those children having serious physical or mental disabilities. Additionally, such report shall further indicate whether such children are being educated within the public schools of the District or, if they are not, where such education is being furnished to them.

Persons in parental relation to those children within the prescribed census age ranges are to make such reports as the Board of Education shall require, including, but not limited to, providing two (2) weeks before the child reaches compulsory school age, the name of the child; the child's residence; the name of the person or persons in parental relation to the child; the name and location of the school to which the child shall have been or shall be sent as a student; and such other information as required by law or as the Board may require.

A parent, guardian or other person having under his/her control or charge a child between birth and eighteen (18) years of age who withholds or refuses to give information in his/her possession relating to such census data as required by law pertaining to the child; or, in the alternative, gives false information in relation to such census data, shall be liable to and punished by a fine or imprisonment as established by law.

Census data shall be reported as required by law.

Education Law Sections 3240-3243 and 4402(1)(a)  
8 New York Code of Rules and Regulations  
(NYCRR) Section 200.2(a)

**NOTE:** Refer also to Policy #7650 -- Identification and Register of Children With Disabilities

Adopted: 8/05/03

# POLICY

2003

7210  
1 of 3

Students

## **SUBJECT: STUDENT EVALUATION**

### **Placement**

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration.

### **Promotion and Retention**

It is essential that each child experience both challenge and success from school activities. Grade placement should enhance this possibility. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth.

District curriculum guides indicate goals for achievement by the "average" student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Promotion and retention are methods of meeting the needs of such children.

Promotion or retention of a student will be considered according to the following criteria:

- a)
  1. academic achievement as compared to district curriculum guides;
  2. social and emotional development of the child;
  3. age of the child; and
  4. physical growth (size) of student.
- b) No child will be retained more than once in the elementary school.
- c) Retention is not to be considered a failure or a repetition of a grade. Experiences provided during the period of a retention will be beneficial to the student's academic and social growth.
- d) All recommendations concerning grade placement must be made to the Principal by the teacher after full notification of the consultation with the parents. Parents and/or teachers may request a psychological evaluation of the child to aid in the formulation of recommendations.
- e) Final authority for grade placement rests with the Administration.

(Continued)

**SUBJECT: STUDENT EVALUATION (Cont'd.)**

Students who have failed continuously or are "underachievers" shall receive suitable examinations to ascertain the physical, mental and social causes of such failure or under-achievement, pursuant to Part 203 of the Regulations of the Commissioner of Education.

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy. The Assistant Superintendent may establish written standards for promotion or retention subject to the guidelines of the Superintendent and the approval of the Board of Education.

**Testing Program**

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

**Alternative Testing Procedures**

The use of alternative testing procedures shall be limited to:

- a) Students identified by the Committee on Special Education and/or Section 504 Team as having a disability. Alternative testing procedures shall be specified in a student's Individualized Education Program or Section 504 Accommodation Plan; and
- b) Students whose native language is other than English (i.e., English language learners) in accordance with State Education Department guidelines.

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered.

The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner.

**Reporting to Parents/Legal Guardians**

Parents/guardians shall receive an appropriate report of student progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc.

(Continued)

# POLICY

2003

7210  
3 of 3

Students

**SUBJECT: STUDENT EVALUATION (Cont'd.)**

When necessary, attempts will be made to provide interpreters for non-English speaking parents/guardians.

8 New York Code of Rules and Regulations  
(NYCRR) Sections 100.2(g), 117, and 154  
Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (USC) Section 794 et seq.

Adopted: 8/05/03

# POLICY

2003

7211

Students

**SUBJECT: PROVISION OF INTERPRETER SERVICES TO PARENTS WHO ARE HEARING IMPAIRED**

The Board of Education assures parents or persons in parental relationship who are hearing impaired the right to meaningful access to school initiated meetings or activities pertaining to the academic and/or disciplinary aspects of their children's education. School initiated meetings or activities are defined to include, but are not limited to, parent-teacher conferences, child study or building-level team meetings, planning meetings with school counselors regarding educational progress and career planning, suspension hearings or any conferences with school officials relating to disciplinary actions. The term "hearing impaired" shall include any hearing impairment, whether permanent or fluctuating, which prevents meaningful participation in School District meetings or activities.

Parents or persons in parental relationship shall be notified of the availability of interpreter services to be provided at no charge, provided that a written request is made to the School District within fourteen (14) days of the scheduled event. Exceptions to the time frame request may be made for unanticipated circumstances as determined by the Assistant Superintendent/designee. The District shall also notify appropriate school personnel as to the terms and implementation of this policy.

If interpreter services are requested, the District shall appoint an interpreter for the hearing impaired to interpret during the meeting or activity. The District will arrange for interpreters through a District-created list or through an interpreter referral service. The District shall also develop interagency agreements, as appropriate, to ensure that sign language interpreters are provided for eligible parents or persons in parental relationship when District students attend out-of-District schools or programs.

In the event that an interpreter is unavailable, the School District shall make other reasonable accommodations which are satisfactory to the parents or persons in parental relationship. Examples of what constitutes reasonable accommodations in the event an interpreter cannot be located may include, but are not limited to, the use of:

- a) Written communications, transcripts, note takers, etc; and
- b) Technology, such as: a decoder or telecommunication device for the deaf, assistive listening devices, and closed or open captioning.

Education Law Section 3230  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(aa)

Adopted: 8/05/03

# POLICY

2003

7220

Students

## **SUBJECT: GRADUATION REQUIREMENTS**

In order to graduate from Windham-Ashland-Jewett Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents.

8 New York Code of Rules and Regulations  
(NYCRR) Sections 100.1(i) and 100.5

Adopted: 8/05/03

# POLICY

2003

7221

Students

## **SUBJECT: EARLY GRADUATION**

The Board of Education, in certain instances, shall grant students who wish to graduate from high school in less time than the ordinary four-year sequence the permission to complete graduation requirements on an alternative schedule. To this end, all normal graduation requirements must be completed for early graduation. Furthermore, a student shall not be denied an exact class rank if he/she wishes to complete the usual four-year course of studies in three years.

A student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements. The District, upon request from the student's parent/guardian, may choose to grant the student a high school diploma prior to his/her completion of the eighth (8th) semester.

In regard to individual student requests, the following factors may be considered: the student's grades, performance in school, his/her future plans, parental support, teacher recommendation, and benefits that would accrue to the student if the request for early graduation were to be approved.

The administration will be responsible for implementing rules governing early graduation.

8 New York Code of Rules and Regulations  
(NYCRR) Section 100.5(a) and (e)

Adopted: 8/05/03

# POLICY

2003

7222

Students

## **SUBJECT: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**

The Board of Education is committed to ensuring that students with disabilities are provided appropriate opportunities to earn a high school diploma in accordance with the provisions of Section 100.5 of the Commissioner's Regulations. However, when necessary, the District may award local certificates and high school individualized education program diplomas to students with disabilities.

The administration shall develop regulations to implement this policy.

8 New York Code of Rules and Regulations  
(NYCRR) Sections 100.6 and 100.9

Adopted: 8/05/03

# POLICY

2003

7230

Students

## **SUBJECT: DUAL CREDIT FOR COLLEGE COURSES**

All students who have successfully fulfilled the requirements to enter into their senior year and have demonstrated intellectual and social maturity may choose to matriculate at any one (1) of the colleges that have a cooperative agreement with our School District. Such opportunities may include early admission to college, collegiate-level work offered in the high school, or other means of providing advanced work. Review and approval by the Director of Guidance and the Superintendent are necessary before any college courses may be taken during the school day.

The Board shall not be required to pay tuition and other related costs for those high school students enrolled in college courses. Students who wish to enroll in college level coursework shall meet all academic, grade level and coursework requirements as set forth by administrative guidelines.

Adopted: 8/05/03

# POLICY

2003

7240

Students

## **SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE**

### **Student Records**

The Windham-Ashland-Jewett Central School District shall comply with the provisions of the "Family Educational Rights and Privacy Act of 1974." Under its provisions, "parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all official records, files, and data, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or School System and specifically including, but not necessarily limited to, identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns."

### **Access to Student Records**

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

### **Challenge to Student Records**

Parents/guardians of a student under the age of eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Family Educational Rights and Privacy Act of 1974  
20 United States Code (USC) Section 1232(g)  
34 Code of Federal Regulations (CFR)  
Section 300.571

Adopted: 8/05/03

# POLICY

2003

7241

Students

**SUBJECT: RELEASE OF INFORMATION TO THE NONCUSTODIAL PARENT**

The District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

20 United States Code (USC) 1232(g)(b)(4)(A)  
34 Code of Federal Regulations (CFR) Part 99

Adopted: 8/05/03

# POLICY

2003

7242

Students

## **SUBJECT: STUDENT DIRECTORY INFORMATION**

The District shall publish an annual public notice informing parents or eligible students of their right to refuse the release of student directory information and indicating a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent.

The Family Education Rights and Privacy Act (FERPA) defines student directory information as the following: name; address; telephone listing; date and place of birth, enrollment status (e.g., undergraduate or graduate, full time or part time); major field of study; grade level; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; electronic mail address; photograph; and the name of the educational agency or institution most recently previously attended by the student.

20 United States Code (USC) 1232(g)

Adopted: 8/05/03

**SUBJECT: MILITARY RECRUITERS' ACCESS TO SECONDARY SCHOOL STUDENTS AND INFORMATION ON STUDENTS**

In compliance with the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB); and the National Defense Authorization Act, and in accordance with the Family Educational Rights and Privacy Act (FERPA), the School District shall comply with a request by a military recruiter for secondary students' names, addresses, and telephone listings, **unless a parent has "opted out" of providing such information.**

Further, in compliance with the NCLB, the District shall give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

Under FERPA, the School District must provide notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as "directory information," which is released by the District includes -- but is not limited to -- such items as students' names, addresses, and telephone listings. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written parental consent; and further requires that parents be notified that the School District routinely discloses students' names, addresses, and telephone listings to military recruiters upon request, subject to a parent's request not to disclose such information without written parental consent.

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and the NCLB. The notification shall advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information (or any subset of such information) to third parties, the opt-out relating to their child's name, address, or telephone listing applies to request for military recruiters as well. For example, if the opt-out states that telephone numbers will not be disclosed to the public, the District may not disclose telephone numbers to military recruiters.

The Superintendent/designee shall ensure that appropriate notification is provided to parents informing them of their right to opt-out of the release of designated directory information without prior written parental consent.

Elementary and Secondary Education Act of 1965  
Section 9528  
20 United States Code (USC) Section 7908  
as amended by the No Child Left Behind Act of 2001  
National Defense Authorization Act Section 544  
10 United States Code (USC) Section 503  
Family Educational Rights and Privacy Act of 1974

(Continued)

# POLICY

2003

7243  
2 of 2

Students

**SUBJECT: MILITARY RECRUITERS' ACCESS TO SECONDARY SCHOOL STUDENTS  
AND INFORMATION ON STUDENTS (Cont'd.)**

20 United States Code (USC) Section 1232(g)  
34 Code of Federal Regulations (CFR)  
Section 300.571  
Education Law Section 2-a  
8 New York Code of Rules and Regulations  
(NYCRR) Section 3.33

Adopted: 8/05/03

**SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS**

### **U.S. Department of Education-Funded Surveys**

In compliance with the Protection of Pupil Rights Amendment (PPRA), the School District is committed to protecting the rights and privacy interests of parents/guardians and students with regard to surveys funded in whole or part by any program administered by the U.S. Department of Education (DOE).

The District shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the School District **shall obtain prior written parental/guardian consent** before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning:

- a) Political affiliations or beliefs of the student or the student's parent/guardian;
- b) Mental or psychological problems of the student or the student's family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of other individuals with whom respondents have close family relationships;
- f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g) Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Surveys Funded by Sources Other than U.S. Department of Education**

The School District has developed and adopted this Board policy, in consultation with parents/guardians, regarding the following:

- a) The right of the parent/guardian to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student. Requests by parents/guardians to inspect such surveys are to be submitted to, in writing, to the Assistant Superintendent at least 10 days prior to the administration or distribution of any survey. Further, the District shall grant a request by the parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received by the District.

(Continued)

**SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS (Cont'd.)**

- b) Arrangements shall be provided by the District to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the following items (including the right of the parent/guardian of the student to inspect, upon request, any survey containing one or more of such items):
1. Political affiliations or beliefs of student toward the student's parent/guardian;
  2. Mental or psychological problems of the student or the student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians have the right to inspect, upon request, any survey containing one or more of such items. Such requests must be submitted by the parent/guardian, in writing, to the Assistant Superintendent at least 10 days prior to the administration or distribution of any survey.

- c) Parents/guardians shall be granted, upon request, reasonable access and the right to inspect instructional materials used as part of the educational curriculum for the student within a reasonable period of time (defined by the School District, for the purposes of this policy, as 30 days) after such request is received by the District. Requests shall be submitted by parents/guardians, in writing, to the Assistant Superintendent. The term "*instructional material*" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- d) The administration of physical examinations or screenings that the School District may administer to a student.

*Further, this law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings that are permitted without parental notification.*

(Continued)

**SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS (Cont'd.)**

In the implementation of this provision regarding the administration of physical examinations or screenings that the school may administer to the student, the School District incorporates by reference Board policies that address student health services, as applicable, including but not limited to policies regarding the administration of medication, immunization of students, and student physicals.

- e) Unless mandated/authorized in accordance with Federal or State law and/or regulation, it is policy of the Board of Education, to **not permit** the collection, disclosure, or use of personal information (the term "*personal information*" is defined as individually identifiable information including a student's or parent/guardian's first and last name; home address; telephone number; or Social Security number) collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), *unless otherwise exempted pursuant to law as noted below*. Questions regarding the collection, disclosure, or use of personal information collected from students for such marketing purposes may be referred to the school attorney as deemed necessary by the Superintendent/designee.

These requirements **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a) College or other postsecondary education recruitment, or *\*military recruitment*;
- b) Book clubs, magazines, and programs providing access to low-cost literary products;
- c) Curriculum and instructional materials used by elementary schools and secondary schools;
- d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate others statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e) The sale by students of products or services to raise funds for school-related or education-related activities;
- f) Student recognition programs.

*\*Military recruiter access to student information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the National Defense Authorization Act for Fiscal Year 2002.*

(Continued)

**SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS (Cont'd.)**

This law is not intended to preempt applicable provisions of State law that require parental/guardian notification.

**Notification of Policies/"Opt Out" Provisions**

The School District shall provide for reasonable notice of the adoption or continued use of this policy directly to the parents/guardians of students enrolled in the District. At a minimum, the District shall provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

Further, in the notification, the District shall offer an opportunity for parents/guardians to opt their child out of participation in the following activities:

- a) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- b) The administration of **any survey** containing one or more of the eight items of information listed above in the subheadings referencing DOE-funded surveys as well as non-DOE-funded surveys.
- c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. The term "*invasive physical examination*" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but *does not include a hearing, vision or scoliosis screening*.

Notification of Specific Events

In the notification, the School District shall directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the above activities are scheduled or expected to be scheduled.

(Continued)

**SUBJECT: STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND ADMINISTRATION OF CERTAIN PHYSICAL EXAMINATIONS TO MINORS (Cont'd.)**

**General Provisions**

The requirements of PPPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). Further, PPRA does not supersede any of the requirements of FERPA.

The rights provided to parents/guardians under PPRA transfer from the parent/guardian to the student when the student turns 18 years old or is an emancipated minor under applicable State law.

The School District may use funds provided under Part A of Title V of the Elementary and Secondary Education Act of 1965 to enhance parental/guardian involvement in areas affecting the in-school privacy of students.

20 United States Code (USC)  
Section 1232h(b) and (c), as amended by the No Child  
Left Behind Act of 2001  
34 Code of Federal Regulations (CFR) Part 98

NOTE: Refer also to Policies #7121 -- Screening of New School Entrants  
#7243 -- Military Recruiters' Access to Secondary School Students and Information on Students  
#7511 -- Immunization of Students  
#7512 -- Student Physicals  
#7513 -- Administration of Medication

Adopted: 8/05/03

## **SUBJECT: SCHOOL CONDUCT AND DISCIPLINE**

### **Philosophy**

The Windham-Ashland-Jewett Central School District believes that order and discipline are essential to effective education. It also believes that everyone in the school community must play a role in contributing to an orderly environment. An orderly school environment requires a discipline code that clearly defines individual rights and responsibilities, categorizes unacceptable behavior, and provides for disciplinary options and responses. In its concern for the safety of all individuals, and its recognition that a safe environment is a prerequisite for learning, the district has adopted a discipline code with zero tolerance for violent behavior of any kind. Finally, it is our belief that, to be effective, such a code must:

- a) Identify and recognize acceptable behavior.
- b) Be preventive in nature.
- c) Promote self-discipline.
- d) Concern itself with the welfare of the individual as well as that of the school community as a whole.
- e) Promote a close working relationship between parents and the school staff.
- f) Discriminate between minor and serious offenses as well as between first time and repeated offenses.
- g) Provide consequences that are appropriate to the misbehavior.
- h) Encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- i) Comply with the provisions of Federal, State and local law as well as with the guidelines and directives of New York State's Department of Education and the Board of Regents.
- j) **BE ADMINISTERED BY ALL IN A WAY THAT IS FAIR, FIRM, REASONABLE AND CONSISTENT.**

### **Implementation**

The Board of Education acknowledges its responsibility to protect the educational climate of the District and to promote responsible student behavior. Accordingly, the Board delegates to the

(Continued)

**SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)**

Superintendent the responsibility for assuring the implementation of a *Code of Conduct for the Maintenance of Order on School Property*, including school functions, which shall govern the conduct of students as well as teachers, other school personnel, and visitors. The Board shall further provide for the enforcement of such Code of Conduct. The District Code of Conduct shall be developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other personnel and shall incorporate, at a minimum, those components addressed in law and enumerated in Policy #3410 -- *Code of Conduct on School Property*. Specific components may vary as appropriate to student age, building levels, and educational needs.

In accordance with the *Code of Conduct on School Property*, areas addressing student conduct and behavior will further utilize the following strategies in promoting acceptable student behavior:

- a) A bill of rights and responsibilities of students that focuses upon positive student behavior, and is publicized and explained to all students on an annual basis;
- b) A Code of Conduct for student behavior setting forth prohibited student conduct and the range of penalties that may be imposed for violation of such Code, that is publicized and disseminated to all students and parents/guardians on an annual basis pursuant to law;
- c) Strategies and procedures for the maintenance and enforcement of public order on school property that shall govern the conduct of all persons on school premises, in accordance with Section 2801 of the Education Law and accepted principles of due process of law;
- d) Procedures within each building to involve student service personnel, administrators, teachers, parents/guardians and students in the early identification and resolution of discipline problems. For students identified as having disabilities, procedures are included for determining when a student's conduct shall constitute a reason for referral to the Committee on Special Education for review and modification, if appropriate, of the student's individualized education program;
- e) Alternative educational programs appropriate to individual student needs;
- f) Disciplinary measures for violation of the school policies developed in accordance with subparagraphs b) and c) of this paragraph. Such measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Section 3214 of the Education Law; and
- g) Guidelines and programs for in-service education for all District staff to ensure effective implementation of school policy on school conduct and discipline.

(Continued)

# POLICY

2003

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Students

**SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)**

Education Law Sections 2801 and 3214  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(l)(2)

**NOTE:** Refer also to Policy #3410 -- Code of Conduct on School Property

Adopted: 8/05/03

# POLICY

2003

7311

Students

## **SUBJECT: LOSS OR DESTRUCTION OF DISTRICT PROPERTY OR RESOURCES**

The District is authorized to seek restitution, through civil action when necessary, from the parent or guardian of an unemancipated student over the age of ten (10) and under the age of eighteen (18) where such student:

- a) Has willfully, maliciously, or unlawfully damaged, defaced or destroyed real or personal property in the care, custody and/or ownership of the District; or
- b) Has knowingly entered or remained in a District building, and wrongfully taken, obtained or withheld personal property owned or maintained by the District.

In instances where the District has sought and obtained a judgment from a court of competent jurisdiction, parent/guardian liability for civil damages shall not exceed five thousand dollars (\$5,000). Under certain circumstances, prior to the entering of a judgment in the sum total of five hundred dollars (\$500) or more, a court may consider the parent's or guardian's financial inability to pay any portion or all of the amount of damages which are in excess of five hundred dollars (\$500), and enter a judgment in an amount within the financial capacity of the parent or guardian. However, no such judgment shall be entered for an amount which is less than five hundred dollars (\$500).

### **False Reporting of an Incident and/or Placing a False Bomb**

A School District is also authorized to seek restitution, as described in law, from a parent or guardian of an unemancipated student over the age of ten (10) and under the age of eighteen (18) where such student:

- a) Has falsely reported an incident; or
- b) Has placed a false bomb as defined in the New York State Penal Law.

Damages for falsely reporting an incident or placing a false bomb shall mean the funds reasonably expended by the School District in responding to such false report of an incident or false bomb, less the amount of any funds which have been or will be recovered from any other source as enumerated in law.

In seeking restitution, the School District shall file with the court, district attorney and defense counsel an affidavit stating that the funds reasonably expended for which restitution is being sought have not been and will not be recovered from any other source or in any other civil or criminal proceeding, except as provided for pursuant to General Obligations Law Section 3-112.

General Obligations Law Section 3-112  
Penal Law Section 60.27

Adopted: 8/05/03

# POLICY

2003

7312

Students

## **SUBJECT: STUDENT DRESS CODE**

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire does not interfere with the operation of the school or infringe upon the general health, safety and welfare of District students or employees. Student dress and appearance must be in accordance with the District Code of Conduct. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, and tee shirts, they may not prescribe a specific brand which students must wear.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the above requirements.

Adopted: 8/05/03

## SUBJECT: SUSPENSION OF STUDENTS

The Superintendent and/or the Assistant Superintendent may suspend the following students from required attendance upon instruction:

- a) A student who is insubordinate or disorderly; or
- b) A student who is violent or disruptive; or
- c) A student whose conduct otherwise endangers the safety, morals, health or welfare of others.

When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an equivalent nature to that provided in the student's regularly scheduled classes.

### Suspension: Five Days or Less

The Superintendent and/or the Assistant Superintendent shall have the power to suspend a student for a period not to exceed five (5) school days.

When the Superintendent or the Assistant Superintendent (the "suspending authority") proposes to suspend a student for five (5) school days or less, the suspending authority shall provide the student with **notice** of the charged misconduct. If the student denies the misconduct, the suspending authority shall provide an **explanation** of the basis for the suspension.

When suspension of a student for period of five (5) school days or less is proposed, administration shall also immediately notify the parent/person in parental relation 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 twenty-four (24) hours of the decision to propose suspension at the last known address or addresses of the parents/persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation.

The notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the Assistant Superintendent in accordance with the provisions of Education Law Section 3214(3)(b). Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parents/persons in parental relation. At the informal conference, the student and/or parent/person in parental relation shall be authorized to present the student's version of the event and to ask questions of the complaining witnesses.

(Continued)

**SUBJECT: SUSPENSION OF STUDENTS (Cont'd.)**

The notice and opportunity for informal conference shall take place **prior to** 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 practical.

Teachers shall immediately report or refer a violent student to the Assistant Superintendent or Superintendent for a violation of the *District's Code of Conduct* and a minimum suspension period.

**Suspension: More Than Five School Days**

In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent/person in parental relation, upon reasonable notice, shall have had an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.

Where the basis for the suspension is, in whole or in part, the possession on school grounds or school property by the student of any firearm, rifle, shotgun, dagger, dangerous knife, dirk, razor, stiletto or any of the weapons, instruments or appliances specified in Penal Law Section 265.01, the hearing officer or Superintendent shall not be barred from considering the admissibility of such weapon, instrument or appliance as evidence, notwithstanding a determination by a court in a criminal or juvenile delinquency proceeding that the recovery of such weapon, instrument or appliance was the result of an unlawful search or seizure.

**Minimum Periods of Suspension**

Pursuant to law, Commissioner's Regulations and the *District's Code of Conduct*, minimum periods of suspension shall be provided for the following prohibited conduct, subject to the requirements of federal and state law and regulations:

- a) Consistent with the federal Gun-Free Schools Act, any student who is determined to have brought a weapon to school or possessed a weapon on school premises shall be suspended for a period of not less than one (1) calendar year. However, the Superintendent has the authority to modify this suspension requirement on a case-by-case basis.
- b) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. The definition of "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority" shall be determined in accordance with the Regulations of the Commissioner.

(Continued)

**SUBJECT: SUSPENSION OF STUDENTS (Cont'd.)**

- c) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a), provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law.

**Suspension of Students with Disabilities**

Generally, should a student with a disability infringe upon the established rules of the schools, disciplinary action shall be in accordance with procedures set forth in the *District's Code of Conduct* and in conjunction with applicable law and the determination of the Committee on Special Education (CSE).

If suspension or removal from the current educational placement constitutes a disciplinary change in placement because it is for more than ten (10) consecutive school days or constitutes a pattern because the suspensions or removals cumulate to more than ten school days in a school year, the Committee on Special Education shall conduct a review of the relationship between the child's disability and the behavior subject to the disciplinary action. If it is determined, as a result of this review, that the student's behavior is not a manifestation of his/her disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, subject to the right of the parent/person in parental relation to request a hearing objecting to the manifestation determination and the District's obligation to provide a free, appropriate public education to such student.

Additionally, the District may seek an order from a hearing officer for a change in placement of a student with a disability to an appropriate interim alternative educational setting for up to forty-five (45) days if the District establishes, in accordance with law, that such student is substantially likely to injure himself/herself or others.

If it is determined that the student's behavior is a manifestation of his/her disability, the student may not be removed from the current placement unless in accordance with law. The student shall be referred to the CSE for program modification.

**Suspension From BOCES**

The BOCES principal may suspend School District students from BOCES classes for a period not to exceed five (5) school days when student behavior warrants such action.

(Continued)

# POLICY

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Students

**SUBJECT: SUSPENSION OF STUDENTS (Cont'd.)**

## **In-School Suspension**

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with his/her class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.

## **BOCES Activities**

BOCES activities, like field trips and other activities outside the building itself, are considered an extension of the school program. Therefore, an infraction handled at BOCES is to be considered as an act within the School District itself.

A student who is ineligible to attend a District school on a given day may also be ineligible to attend BOCES classes. The decision rests with the Superintendent or his/her designee.

## **Exhaustion of Administrative Remedies**

If a parent/person in parental relation wishes to appeal the decision of the Assistant Superintendent and/or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education.

Education Law Sections 2801 and 3214  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(1)(2) and Part 201  
18 United States Code (USC) Sections 914 and 921  
20 United States Code (USC) Section 8921  
20 United States Code (USC) Sections 1400-1485,  
Individuals with Disabilities Education Act (IDEA)  
34 Code of Federal Regulations (CFR) Part 300

Adopted: 8/05/03

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

(Continued)

# POLICY

2003

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Students

## **SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd)**

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Regulations will be established as necessary to implement the terms of this policy

**NOTE:** Refer also to Policy #8271 -- The Children's Internet Protection Act: Internet Content Filtering/Safety Policy.

Adopted: 8/05/03

## **SUBJECT: STUDENTS AND PERSONAL ELECTRONIC DEVICES**

### **I. PURPOSE**

The Windham-Ashland-Jewett Board of Education recognizes that students may have personal electronic devices that can perform different functions. At all levels “internet-enabled devices” are defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes.

These devices can create significant distraction in the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement.

### **II. POLICY**

#### **Device Access and Storage**

As required by Education Law §2803, this policy prohibits student use of internet enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below).

Student internet-enabled devices must be turned off and out of sight upon arrival and for the duration of the school day. (7:45-2:45 PM). Internet enabled devices should not be on their person and must be stored in student secured lockers during the day.

#### **Communication with Parents/Persons in Parental Relation**

During the school day, to minimize distractions, parents, caregivers and guardians may contact their children via the following method:

- Call the main office of the school – (518)734-3400
- Students will also be able to contact their parents, caregivers or guardians by requesting to go to the main office to call home.

The district will notify parents in writing of the communication protocol at the beginning of each school year and in the case of new registrant students upon enrollment.

#### **Exceptions for Specific Purposes**

Use of internet-enabled devices may be permitted where included in a student’s Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district may permit the use of internet-enabled devices under the following circumstances:

- Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication etc.);
- For translation services, and/or
- For students who are routinely responsible for the care and well-being of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor).

Under any of these exceptions, devices may only be used for the purpose outlined in the exception, and the device must be silenced and put away when not in use, to the extent compatible with the reason for the exception.

### **Use of Internet Enabled Devices for Educational Purposes**

The district provides students with one-to-one devices; therefore, personal electronic devices are not permitted for educational purposes. At the discretion of the superintendent of schools, student access and use permission may be granted for educational purposes.

### **Enforcement, Consequences and Reporting**

The district aims to reinforce this policy through educating students regarding the positive benefits of attending school in a distraction-free environment, but also through progressive disciplinary methods prescribed within the district's Code of Conduct.

### **Electronic Devices and Testing**

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during all testing.

Students with Individualized Education Plans, Section 504 Plans, or an approved medical exemption specifically requiring use of electronic devices may do so as specified.

### **Policy Distribution and Translation**

As required by law, the district will post this policy in a clearly visible and accessible location on its website. Upon request by a student or parent, the district will translate this policy.

The district will also use multiple communications methods including its website, School Messenger and other methods to include this information, or a plain language summary, in publications such as the school calendars and newsletters issued to families and employees.

Beginning September 1, 2026, and annually thereafter, the district will publish a report on its website detailing the enforcement of this policy over the past year.

# POLICY

2003

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Students

## **SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)**

The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

### **Primary Prevention**

Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;
- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
- c) An effort to provide positive alternatives to alcohol, tobacco, drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.

### **Intervention**

School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

(Continued)

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)  
(Cont'd.)**

- a) Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
- b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse.
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

### **Disciplinary Measures**

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct on School Property.

### **Staff Development**

There shall be ongoing training of District staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

### **Implementation, Dissemination and Monitoring**

It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

(Continued)

# POLICY

2003

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Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)**  
**(Cont'd.)**

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act,  
As reauthorized by the No Child Left Behind Act of  
2001  
20 United States Code (USC) Section 7101 et seq.

NOTE: Refer also to Policies #3280 -- Community Use of School Facilities  
#3410 -- Code of Conduct on School Property  
#5640 -- Smoking/Tobacco Use  
#7310 -- School Conduct and Discipline  
#8211 -- Prevention Instruction  
*District Code of Conduct on School Property*

Adopted: 8/05/03

## **SUBJECT: SEARCHES AND INTERROGATIONS**

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband seized on school grounds or in a school building by a School District employee only when the School District employee has reasonable suspicion to believe the student is engaging in proscribed activity which is in violation of school rules and/or illegal.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student;
- b) The student's record and past history;
- c) The predominance and seriousness of the problem in the school where the search is directed; and
- d) The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student possesses a weapon, it is permissible for a School District employee to search that student.

### **Lockers**

Lockers are provided by the school for student use and the administration has the right to search lockers. A student may have exclusive use of a locker as far as other students are concerned but he/she does not have such exclusivity over the locker as it relates to the school authorities.

### **Questioning of Students by School Officials**

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, administration may conduct investigations concerning reports of misconduct which may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private by the appropriate school administrator. The student's parent/guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action which may occur as a result.

(Continued)

# POLICY

2003

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Students

## **SUBJECT: SEARCHES AND INTERROGATIONS (Cont'd.)**

The questioning of students by school officials does not preclude subsequent questioning/interrogations by police authorities as otherwise permitted by law. Similarly, the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda warnings" (i.e., advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him/her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to the questioning of students.

If deemed appropriate and/or necessary, the Superintendent/designee may also review the circumstances with School District legal counsel so as to address concerns and the course of action, if any, which may pertain to and/or result from the questioning of students by school officials.

### **Law Enforcement Officials**

It shall be the policy of the Windham-Ashland-Jewett Central School District that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The School District's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

(Continued)

# POLICY

2003

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3 of 3

Students

**SUBJECT: SEARCHES AND INTERROGATIONS (Cont'd.)**

## **Interrogation of Students by Law Enforcement Officials**

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for general investigations, general questions regarding crimes committed on school property. In all other situations, unless an immediate health or safety risk exists, if the police wish to speak to a student without a warrant they should take the matter up directly with the student's parent/guardian.

Whenever police wish to question a student on school premises, administration will attempt to notify the student's parent/guardian.

Family Court Act Section 1024  
Education Law Sections 1604(9) and (30),  
1709(2) and (33) and 2801  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(1)

Adopted: 8/05/03

# POLICY

2003

7340

Students

## **SUBJECT: BUS RULES AND REGULATIONS**

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

Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The Board of Education, the Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. In these cases, the parents/guardians of the children involved become responsible for seeing that their children get to and from school safely.

Bus drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus.

The Board directs the administration to establish rules and regulations for student conduct on buses, including applicable due process rights to be afforded students suspended from transportation privileges. These rules and regulations shall be promulgated to all concerned, including the non-public schools to which students are transported.

8 New York Code of Rules and Regulations  
(NYCRR) Section 156  
20 United States Code (USC) Sections 1400-1485,  
Individuals With Disabilities Education Act (IDEA)

Adopted: 8/05/03

# POLICY

2003

7341

Students

## **SUBJECT: STUDENT BICYCLE AND AUTOMOBILE USE**

### **Bicycles**

Students are permitted to ride bicycles to school. Bicycles must be parked and locked in the designated rack areas. While on school grounds, all bicycle riders should ride with caution. Any student found to be endangering the safety of himself/herself or others while riding a bicycle on school grounds will have his/her bicycle privileges denied.

### **Automobiles**

Students with a valid driver's license may be eligible to drive to and from school and park on school grounds in designated parking spaces (if available). Students who drive to and from school must register with the Main Office and obtain a school issued permit.

Students driving to and from school, and parking on school grounds should note that this is a privilege, not a right, and can be lost if this policy or the Disciplinary Code is violated.

Adopted: 8/05/03

# POLICY

2003

7350

Students

## **SUBJECT: CORPORAL PUNISHMENT**

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of this School District.

However, if alternative procedures and methods which would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons:

- a) Self-protection;
- b) Protection of others;
- c) Protection of property; or
- d) Restraining/removing a disruptive student.

Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent of Schools shall submit a written report semi-annually to the Commissioner of Education, with copies to the Board of Education, by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by the Windham-Ashland-Jewett Central School District authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

Rules of the Board of Regents Section 19.5  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(1)(3)

Adopted: 8/05/03

# POLICY

2003

7360

Students

## **SUBJECT: WEAPONS IN SCHOOL**

The possession of a weapon on school property, in District vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the District regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee.

The term "weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or bodily injury.

The Penal Code of the State of New York shall also be used to determine what is considered a weapon.

Penal Law Section 265.01

**NOTE:** Refer also to Policies #3411 -- Unlawful Possession of a Weapon Upon School Grounds  
#7361 -- Gun-Free Schools

Adopted: 8/05/03

# POLICY

2003

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Students

## **SUBJECT: GUN-FREE SCHOOLS**

No student shall bring or possess any "firearm" as defined in federal law on school premises (including school buildings and grounds, District vehicles, school settings and/or school sponsored activities under the control and supervision of the District regardless of location). For purposes of this policy, the term "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any "destructive device" (e.g., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices). The term does not include a rifle which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C common fireworks.

In accordance with the Gun-Free Schools Act Section 3214(3)(d) of the Education Law, any student who brings or possesses a firearm, as defined in federal law, on school property, will be referred by the Superintendent to the appropriate agency or authority for a juvenile delinquency proceeding in accordance with Article 3 of the Family Court Act when the student is under the age of sixteen (16) except for a student fourteen (14) or fifteen (15) years of age who qualifies for juvenile offender status under the Criminal Procedure Law, and will be referred by the Superintendent to the appropriate law enforcement officials when the student is sixteen (16) years of age or older or when the student is fourteen (14) or fifteen (15) years of age and qualifies for juvenile offender status under the Criminal Procedure Law.

In addition, any student attending a District school who has been found guilty of bringing a firearm to or possessing a firearm on school property, after a hearing has been provided pursuant to Section 3214 of the Education Law, shall be suspended for a period of not less than one (1) calendar year and any student attending a non-district school who participates in a program operated by the School District using funds from the Elementary and Secondary Education Act of 1965 who is determined to have brought a firearm to or possessed a firearm at a District school or on other premises used by the School District to provide such programs shall be suspended for a period of not less than one (1) calendar year from participation in such program. The procedures of Education Law Section 3214(3) shall apply to such a suspension of a student attending a non-district school. Further, after the imposition of the one (1) year penalty has been determined, the Superintendent of Schools has the authority to modify this suspension requirement for each student on a case-by-case basis. In reviewing the student's one (1) year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisions. The determination of the Superintendent shall be subject to review by the Board of Education in accordance with Education Law Section 3214(3)(c) and by the Commissioner of Education in accordance with Education Law Section 310.

(Continued)

**SUBJECT: GUN-FREE SCHOOLS (Cont'd.)****Student with a Disability**

A student with a disability who is determined to have brought a firearm to school or possessed a firearm at school may be placed in an interim alternative educational setting, in accordance with federal and state law, for not more than forty-five (45) calendar days. If the parent or guardian requests an impartial hearing, the student must remain in the interim alternative placement until the completion of all proceedings, unless the parent or guardian and District can agree on a different placement.

A student with a disability may be given a long term suspension pursuant to the Gun-Free Schools Act only if a group of persons knowledgeable about the student, as defined in federal regulations implementing the IDEA, determines that the bringing of a firearm to school or possessing a firearm at school was not a manifestation of the student's disability, subject to applicable procedural safeguards.

If it is determined that the student's bringing of a firearm to school or possessing a firearm at school was a manifestation of the student's disability, the Superintendent must exercise his/her authority under the Gun-Free Schools Act to modify the long term suspension requirement, and determine that the student may not be given a long term suspension for the behavior. The Committee on Special Education may review the student's current educational placement and initiate change in placement proceedings, if appropriate, subject to applicable procedural safeguards.

The District may offer home instruction as an interim alternative educational setting during the pendency of review proceedings only if the student's placement in a less restrictive alternative educational setting is substantially likely to result in injury either to the student or to others.

The District may also seek a court order to immediately remove a student with a disability from school if the District believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

Students with disabilities continue to be entitled to all rights enumerated in the Individuals With Disabilities Education Act and Article 89 of the Education Law; and this policy shall not be deemed to authorize suspension of students with disabilities in violation of these laws.

This policy does not prohibit the District from utilizing other disciplinary measures including, but not limited to, out-of-school suspensions for a period of five days or less, or in-school suspensions, in responding to other types of student misconduct which infringe upon the established rules of the school. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a.

(Continued)

# POLICY

2003

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Students

**SUBJECT: GUN-FREE SCHOOLS (Cont'd.)**

The District will continue to provide the suspended student who is of compulsory attendance age with appropriate alternative instruction during the period of the student's suspension.

Gun-Free Schools Act as reauthorized by the No Child Left Behind Act of 2001  
18 United States Code (USC) Section 921(a)  
Individuals With Disabilities Education Act (IDEA)  
20 United States Code (USC) Sections 1400-1485 and 7151  
Criminal Procedure Law Section 1.20(42)  
Education Law Sections 310, 809-a, 3214, and Article 89  
Family Court Act Article 3  
8 New York Code of Rules and Regulations (NYCRR) Section 100.2 and Part 200

NOTE: Refer also to Policies #3411 -- Unlawful Possession of a Weapon Upon School Grounds  
#7360 -- Weapons in School

Adopted: 8/05/03

**SUBJECT: EXTRACURRICULAR ACTIVITIES**

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

**Limited Open Forum**

The Board of Education maintains a limited open forum where secondary students may meet for voluntary student-initiated activities unrelated directly to the instructional program, regardless of religious, political or philosophical content.

To provide "a fair opportunity" to students who wish to conduct a meeting, the Board of Education, in accordance with the provisions of the Equal Access Act, shall ensure that:

- a) The meeting is voluntary and student-initiated;
- b) There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- c) Employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
- d) The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e) Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups (20 USC Section 4071[c]).

The Board prohibits student organizations whose activities may be unlawful or may cause disruption or interference with the orderly conduct of the educational process.

Administration is responsible for establishing regulations governing the use of school facilities by student organizations.

**Eligibility for Attendance**

- a) Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours are not eligible for participation or attendance at such events.

(Continued)

# POLICY

2003

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Students

## **SUBJECT: EXTRACURRICULAR ACTIVITIES (Cont'd.)**

- b) In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one half (1/2) of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half (1/2) of the school day is defined as follows: from 8:30 a.m. until noon or from noon until the end of the school day.

### **Academic Eligibility for Participation in Interscholastic Sports and Extracurricular Activities**

The Academic Eligibility Policy at the Windham-Ashland-Jewett Central School is a continuing effort by the Board of Education, Administration, and staff to establish and maintain reasonable academic standards as a prerequisite for eligibility for participation in and attendance to interscholastic sports or any other extracurricular activity. Suspensions from said academic standards, and the threat of such suspension, is an incentive for a student to maintain those standards.

The Superintendent shall establish eligibility rules for participation and attendance at extracurricular activities.

### **Location of Social Activities**

The Board of Education recognizes that students can benefit from the experience of planning and engaging in school sponsored social activities. At the same time, the Board of Education requires that social activities be conducted with student safety as the first consideration. Factors that directly relate to safety include, but are not limited to, adult supervision, the location, the time and the theme of the activity.

The Superintendent or his designee must approve all requests to have a social activity held off school grounds.

The Board of Education believes that there are adequate services and settings for all school social functions within the boundaries of the district. However, the Board of Education will consider requests to hold school social activities beyond the district's boundaries, but only under special circumstances and with the recommendation of the Superintendent.

8 New York Code of Rules and Regulations  
(NYCRR) Sections 172.1 and 172.2  
Education Law Sections 1709, 1709-a, 2503-a, and  
2554-a  
Equal Access Act,  
20 United States Code (USC) Sections 4071-4074

Adopted: 8/05/03

# POLICY

2003

7411

Students

**SUBJECT: CENSORSHIP OF SCHOOL SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

The District may exercise editorial control over the style and content of student speech in school sponsored publications and activities that are part of the educational curriculum.

Adopted: 8/05/03

## **SUBJECT: SPORTS AND THE ATHLETIC PROGRAM**

Athletics are an integral part of a well balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with emphasis on maximum participation, through interscholastic and intramural activity.

The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

- a) Provide written parental/guardian consent;
- b) Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician retains final approval on all physicals performed by the student's personal physician; and
- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

### **Selection/Classification Process**

The Board approves the use of the selection/classification process for all secondary school interscholastic team members. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.

### **Student Athletic Injuries**

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition.

A physician's certificate may be required before an athlete is permitted to return to practice or competition.

(Continued)

# POLICY

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Students

## **SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

### **Athletic Program - Safety**

The District will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

- a) Requiring medical examinations of participants;
- b) Obtaining appropriately certified and/or licensed officials to coach all varsity, junior varsity, and modified games.
- c) Ensuring that equipment is both safe and operative within approved guidelines.

8 New York Code of Rules and Regulations  
(NYCRR) Section 135

Adopted: 8/05/03

**SUBJECT: ACADEMIC RECOGNITION PROGRAMS, HONOR ROLLS, CONTESTS FOR STUDENTS, STUDENT AWARDS AND SCHOLARSHIPS**

### **Academic Recognition Programs**

The development of student intellectual ability, desirable traits of character and qualities of leadership are all achievements the school system desires to encourage and foster. In recognition of outstanding student achievement far in excess of the minimum requirements, the Board of Education supports academic recognition programs. These programs may include honor rolls, honor societies and special awards.

The Board shall encourage the certified staff to develop criteria and procedures for these recognition programs. In all cases, the relationship between the honor and the relevant goal of the school shall be made explicitly clear.

### **Honor Rolls**

The Board of Education has authorized two (2) honor rolls at WAJ. To be eligible for the Honor Roll, a student is to have an average between 85% and 89%. To be eligible for the High Honor Roll, a student is to have an average between 90% and 100%.

### **Contests for Students**

Distribution of educational material, essay contests, and poster contests must be approved in advance by the Assistant Superintendent if the sponsoring organization wishes to involve students in the project on school time. Samples of informational material should accompany the request. Upon the judgment of the Assistant Superintendent, the request may be forwarded to the Superintendent and the Board of Education for approval.

### **Student Awards and Scholarships, Valedictorian and Salutatorian**

The Board of Education mandates that all students regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and scholarships given or disseminated by the school district.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards shall be selected by the Assistant Superintendent from a list of eligible candidates prepared in consultation with appropriate school staff. The exceptions shall be for Valedictorian and Salutatorian. The Valedictorian shall be the senior who has attended WAJ his/her Junior and Senior years with the highest cumulative average from Grade 9 through the 3rd quarter of the marking period in Grade 12, and the Salutatorian shall be the senior who

(Continued)

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7430  
2/17/05

## Calculation of Cumulative Average and Class Rank

Cumulative averages for the purpose of final class ranking shall be calculated with a weighted grade point scale at the end of the final week of the third ten-week grading period of a student's senior school year. The Windham-Ashland-Jewett CSD Weighted Grade Index (WAJCSDWGI) will account for every course offering at WAJ High School. Calculation of cumulative grade average for the purposes of college application processing will include courses completed through the end of the student's junior year of high school and will not be weighted. To facilitate the preparation of accurate and updated calculations for use with individual student college applications in a student's junior or senior year, a weighted class rank list, using the weighted grade index may be developed by the guidance office at the end of each marking period.

1. Grades for all high school and college courses taken in high school and for which credit has been earned, shall be included in the calculation of cumulative average and class rank.
2. For subjects failed and then repeated and passed, only the passing grade will be included in the weighted average or ranking.
3. In cases of multiple failures for the same course, the highest grade will be used.
4. If a student repeats a previously passed course in order to earn a higher mark, the higher grade will be used.
5. BOCES courses will be weighted and counted as "Regents" level courses.

### Windham-Ashland-Jewett High School Weighting System for Class Rank and Senior Awards

The weighting system described below will be applied when determining a student's cumulative average for the purpose of determining class rank. Adding all of the weighted grades and dividing by the total number of credits will determine this final average.

Formula for determining each course grade:

$$\text{Earned Grade} + \text{Quality Point} = \text{Weighted Grade}$$

#### Windham-Ashland-Jewett High School Weighted Grade Index

The classes listed are a representative pool of the total courses offered at WAJ and may be updated each year to specify the specific weighting of new courses. However, in the absence of an offered course in the matrix below, administrator discretion will be used to identify where the course fits into the index tables below. Approved courses are outlined within the WAJ Course Selection Guide and updated annually.

Course Level	Courses	Quality Point Index
Regents	<b>Art:</b> Studio in Art, Drawing and Painting, Advanced Drawing and Painting, Sculpture and Design, Ceramics I, Ceramics II, Graphic Art, Technical Drawing, and Architectural Drawing. <b>Business:</b> Introduction to Occupations, Computer Literacy, Desktop Publishing, Accounting, Business Communications, Business Analysis/	0

	<p>Business Computer Applications, Entrepreneurship and Marketing, Business Economics, Introductory College Keyboarding.</p> <p><b>Computer:</b> Computer Literacy, Desktop Publishing, Computer Programming I, Computer Programming II, Computer Repair.</p> <p><b>Drivers Education:</b> Drivers Education</p> <p><b>English:</b> English 9, English 10, English 11, Senior English, Business Communications, and Communications.</p> <p><b>Foreign Language:</b> French Level I, French Level II, French Level III, Spanish I, Spanish II, Spanish III.</p> <p><b>Health:</b> High School Health.</p> <p><b>Home and Careers:</b> Food and Nutrition, Clothing and Textiles, Housing and Environment, and Human Development.</p> <p><b>Mathematics:</b> Regents Math A, Regents Math A-1, Regents Math A-2, Math A-B, Sequential Math Course III, Statistics, Applied Mathematics,</p> <p><b>Music:</b> Music in Our Lives, Choir, Band, Music Theory I, Music Theory II.</p> <p><b>Performing Arts:</b> Beginning Drama, Advanced Drama, and Technical Theater.</p> <p><b>Physical Education:</b> Physical Education 9-12.</p> <p><b>Science:</b> Water Studies, Environmental Science, Physical Setting: Earth Science, The Living Environment: Biology, Physical Setting: Chemistry.</p> <p><b>Social Studies:</b> Global History 9, Global History 10, U.S. History and Government, Participation in Government, Economics, History of the Holocaust, Business Economics</p> <p><i>ALL other Courses not officially designated through AP Board or authorized college/university will be categorized as Regents level.</i></p>	
Accelerated	Students taking accelerated classes may receive one quality point for taking district approved regents-level courses before their cohort group, so long as the quality points are not double-counted in senior high school; the highest quality point number would be applied in the case where acceleration credit and upper-level, college-level or AP level credit was available.	+1
Upper Level Academic	4 <sup>th</sup> Year Courses not required for graduation, including but not limited to: Physics, Chemistry, Pre-Calculus, and Calculus.	+ 2
College Level	University in the High School (UHS), approved Early-Admission at CGCC, or other approved college courses offered in the Course Selection Guide, including: Spanish 4/5, French 4/5, University in the High School and approved College Level BOCES Programs including the New Visions Program.	+ 4
Advanced Placement	All approved AP Courses, including: AP Environmental, AP Biology, AP Calculus, AP U.S. History, AP Psychology, AP English, AP Art	+ 5

**Effect of Index for Weighting on Earned Grades:**

Earned Grade	Regents level Index	Upper Level Academic Index	College Level Index	Advanced Placement Index
100	100	102	104	105
99	99	101	103	104
98	98	100	102	103
97	97	99	101	102
96	96	98	100	101
95	95	97	99	100

## Grade Point Average Conversion Table

This table will be used to convert grades from a 4.0 grade to a numerical grade.

Grade Point Average	Numerical Equivalent
4.0	100-97
3.9	96-95
3.8	94-93
3.7	92
3.6	91
3.5	90
3.4	89
3.3	88
3.2	87
3.1	86
3.0	85
2.9	84
2.8	83
2.7	82
2.6	81
2.5	80
2.4	79
2.3	78
2.2	77
2.1	76
2.0	75
1.9	74
1.8	73
1.7	72
1.6	71
1.5	70
1.4	69
1.3	68
1.2	67
1.1	66
1.0	65

No credit will be offered for courses transferring in at a grade below 1.0 or 65%.

This table will be used to convert grades from a letter grade to a numerical grade.

Letter Grade	Numerical Grade
A+	100
A	96
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D+	69
D	67
D-	65
F	60

No credit will be offered for courses transferring in at a grade below D- or 65%.

## **Selection Process for Valedictorian, Salutatorian, and Honor Guard in the Senior Year**

### **Selection Process for Valedictorian and Salutatorian:**

The graduating student with the highest grade point average will earn the valedictorian designation. The graduating student with the second highest average will earn the salutatorian designation. In addition to cumulative grade average, all candidates for valedictorian and salutatorian must meet the minimum criteria listed below.

1. The student must be completing high school in a maximum of four years.
2. By graduation, all candidates will earn a Regents Diploma with Advanced Designation.
3. By graduation, all candidates will have earned a minimum of 16 units of credit in English, Math, Science, and Social Studies, including a minimum 1 unit of credit at the college level or Advanced Placement level during their 4 years of high school.
4. Both the Valedictorian and the Salutatorian are expected to participate in the graduation ceremony. Under most circumstances, the Valedictorian and the Salutatorian would speak at graduation. The WAJ High School Assistant Superintendent will review and approve speeches prior to graduation.
5. To be eligible for consideration for valedictorian or salutatorian graduation honors, a student must have been enrolled at WAJ High School during their entire graduating year and the preceding year consecutively.

### **Selection Process for Honor Guard Designation:**

A designation of an "Honor Guard" will be bestowed upon those students with averages of 90% or above at the time final cumulative averages are determined.

### **Honor Rolls**

The Board of Education has authorized three (3) honor rolls at WAJ. To be eligible for the Honor roll, a student is to have an average between 85% and 89%. To be eligible for the High Honor Roll, a student is to have an average between 90% and 94%. To be eligible for the Superintendent's Honor Roll, a student is to have an average of higher than a 95%.