



JOHNSTOWN JUNIOR-SENIOR HIGH SCHOOL  
1 SIR BILLS CIRCLE  
JOHNSTOWN, NY 12095

## 2021-2022 STUDENT HANDBOOK

### Telephones

Athletic Office	(518) 762-7636
Athletic Fax	(518) 762-2303
Food Service	(518) 762-9217
Guidance Office	(518) 762-4664
Health Office	(518) 762-4663
Main Office	(518) 762-4661
Main Office Fax	(518) 736-1489

### **This Student Handbook Belongs to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State & Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_



### **ALMA MATER**

#### **I**

All hail to the Johnstown High  
With her banner of Purple and Gold  
As long as that banner shall fly  
Our hearts will be wrapped in its folds.  
Good comrades we 'ere shall remain.  
Prepared to protect her from all peril,  
To keep from our memory all stain  
Hereby we pledge devotion to the  
Johnstown High School.

#### **II**

When school days have come to an end  
And at last we must bid you goodbye  
Still, still our best efforts we'll lend,  
To keep that bright banner high.  
Though dishonor and shame may be rife  
They've no power over loyalty's bright rule.  
And through every storm and every strife  
Shall shine for aye the banner gay  
Of Johnstown High School.

#### **III**

Then here's to the Johnstown High  
May she ever in dignity stand,  
Her students, as in years gone by  
United in heart and hand.  
May her halls ever ring to the tread  
Of defenders - as gallant and as bold  
As those in the days that now have sped  
Who were an honor to the Purple  
And the Gold!

### **INTRODUCTION**

Welcome to Johnstown Junior-Senior High School. We have a fine tradition of academic and co-curricular excellence and encourage you to be an integral part of maintaining this by your active involvement. This handbook has been developed to familiarize you and your parents of the rules and regulations which govern our school community. It will also serve as a guide to help you answer any questions you may still have. Enjoy your year at JJSHS and make the most of the opportunities offered you. Strive to become all of which you are capable of being. Have a good year!



## DIRECTORY

### Junior-Senior High School

#### 1. Administration

Principal	Scott M. Hale
Director of Athletics	Shane P. Jones
Assistant Principal	Christina L. Lais
Assistant Principal	Anne Bagot

#### 2. Special Services

School Psychologist	Dr. Michael Fraser
Guidance	Jeff Blacha (9-12 A-K)
Guidance	Kellie LaCoppola (9-12 L-Z)
Guidance	Angela Yetto (7-8)
School Nurse	Stephanie Ellsworth
Media Specialist	Crystal Keck

#### 3. Other Services

Main Office	Tracey Hildebrandt (9-12)/Amber Rumrill (7-8)
Principal's Office	Tracey Hildebrandt (9-12)/Amber Rumrill (7-8)
Guidance Office	Carm Anagnostopoulos (9-12)/Lesia Levin (7-8)
Cafeteria	Luis Fernandez
Custodian	Alex Smolinsky
Athletic Office	Pamela Donohue

#### 4. Other Information

Grades	7-12
School Nickname	Sir Bills/Lady Bills
School Colors	Purple and Gold
School Website	<a href="http://www.johnstownschoools.org">www.johnstownschoools.org</a>

#### 5. District

Superintendent of Schools	Dr. William Crankshaw
Assistant Superintendent	Alicia Koster
Business Administrator	Melissa Baker
Director of Facilities & Transportation	David Wood
School Physician	Dr. Sunkara

#### 6. Board Of Education

Christopher Tallon - President	Ronald Beck	Joyel Richardson
Joseph LoDestro - Vice President	David D'Amore	Arthur Schrum, Jr.
Beverly Alves	Patrick Oare	Jennifer Sponnoble



## Johnstown Junior-Senior High School Staff Directory

<b><u>Aides</u></b>	<b><u>English</u></b>	<b><u>Science</u></b>
Mrs.	Mrs. Brower	Mrs. Bolebruch
Mr.	Mrs. Catucci	Mrs. Bruce
	Mrs. Fagan	Mr. Fitzgerald
<b><u>Art Department</u></b>	Mr. Greco	Ms. Flint
Mrs. Abel	Mrs. Laugen	Mr. Jones
Ms. Kelly	Ms. O'Connor	Mr. Litz
	Ms. Pratt	Mrs. Robinson
<b><u>Assistants</u></b>		
Mrs. Blackwood	<b><u>F.A.C.S</u></b>	<b><u>Social Studies</u></b>
Mr. Casale	Mrs. Rusnica	Mr. Hillier
Mrs. Chamberlain	Mrs. VanDerWerken	Mr. Kolakowski
Mr. Franko		Mr. Paris
Ms. Guisti	<b><u>Foreign Lang.</u></b>	Mr. Russo
Mrs. Guzielek	Mrs. Elliott	Mrs. Sweeney
Mrs. Krempa	Mrs. Smith	Mrs. VonderHeide
Mr. Lewis	Mrs. St. Onge	
Ms. Neet-Marsh		<b><u>Special Ed.</u></b>
Mrs. Oare	<b><u>Health</u></b>	Mr. DeConno
Mrs. Orsell	Mrs. Lynch	Mrs. Dubray
Mrs. Spencer		Mrs. Firtzpatrick
Mrs. VanAernam	<b><u>Math</u></b>	Mr. Furman
	Mrs. Bernaski	Mrs. Grupp
	Mr. Chamberlain	Mrs. Hart
<b><u>Cafeteria</u></b>	Ms. Kaszuba	Mr. Jeffers
Mrs. Cook	Mrs. Kohout	Mrs. Olsen
Mr. Fernandez	Mrs. Miles	Mrs. Schuttenberg
Mrs. Hayes	Mrs. Smith	Mrs. Scofield
Mrs. Quinn	Mr. Snyder	Mrs. Swatt
Mr. Royce	<b><u>Music Dept.</u></b>	
	Mrs. Casey	<b><u>Technology/Media</u></b>
<b><u>Custodians</u></b>	Ms. Fiorenza	Mr. Lyon
Ms. Alicia	Mr. LaCoppola	Mrs. Keck
Mr. Boyer		Mr. Savoie
Mr. Cole	<b><u>Physical Education</u></b>	
Mr. Creator	Mr. Jennings	
Mr. Pyne	Mrs. McCumber	
Mr. Kollar	Mrs. Popp	
Mr. Smolinsky	Mr. Satterlee	



**GREATER JOHNSTOWN SCHOOL DISTRICT**

2021 - 2022 Junior-Senior High School Instructional Calendar

September 1-2	Staff Development Days
September 6	Labor Day
September 7	Classes Begin
October 4	1- hour Early Release
October 11	Columbus Day
October 12	Staff Development Day
<b>TBT</b>	<b>.High School Open House</b>
November 1	1- hour Early Release
November 2	Election Day
November 11	Veteran's Day
<b>November 16-18</b>	<b>9-12 Picture Days</b>
November 23	Emergency Early Release
November 24 - 26	Thanksgiving Recess
December 6	1- hour Early Release
Dec. 24 - Jan 2	Holiday Recess
January 3	1- hour Early Release
January 17	Martin Luther King Day
January 25 - 28	Regents Exams
February 7	1- hour Early Release
February 21	Presidents' Day
February 21 - 25	Winter Recess
March 7	1- hour Early Release
March 11	Staff Development Day
March 29 - April 5	3-8 NYS ELA Assessments
April 4	1- hour Early Release
April 15	Good Friday
April 18 - 22	Spring Recess
April 26 - May 4	3-8 NYS Math Assessments
May 2	1- hour Early Release
May 17	Budget Vote/JTA Work Day
May 24 - June 3	Gr. 8 Science Performance Test
May 30	Memorial Day
June 6	1- hour Early Release
June 6	Gr. 8 Science Written Test
<b>June 14</b>	<b>High School Local Exams</b>
June 15- 17	Regents Exams
June 20	Juneteenth Observed
June 21 - 23	Regents Exams
June 24	Rating Day
June 24	High School Commencement



**SCHEDULE OF MARKING PERIODS  
2021-2022**

October 8	Notice of Scholastic Achievement
November 12	End of First Marking Period
November 19	Report Cards Published
December 17	Notice of Scholastic Achievement
January 28	End of Second Marking Period
January 28	Report Cards Published
March 10	Notice of Scholastic Achievement
April 8	End of Third Marking Period
April 25	Report Cards Published
May 20	Notice of Scholastic Achievement
June 24	End of Fourth Marking Period



## **Bell Schedule**

### **2021 - 2022 Academic Year**

**Homeroom-** 7:45-7:50

**Period 1-** 7:53-8:33 (CT AM & CT PM)

**Period 2-** 8:36-9:16 (CT PM)

**Period 3-** 9:19-9:59 (CT PM)

**Period 4-** 10:02-10:42 (CT PM)

#### **LUNCH**

Purple- 10:45-11:10 (**PM CTC**)

Gold- 11:28-11:53 (**AM CTC**)

White- 12:11-12:36 (**7th & 8th grade**)

*Period 5a-* 10:45-11:25

**Period 5b-** 11:13-11:53

*Period 6a-* 11:28-12:08

**Period 6b-** 11:56-12:36 (CT AM)

**Period 7-** 12:39-1:19 (CT AM)

**Period 8-** 1:22-2:02 (CT AM)

**Enrichment-** 2:05-2:30

## Who to talk to when you don't know who to talk to...

Often students and parents do not know whom to see in school for specific information. Here is a handy checklist.

Academic Problems	Mrs. LaCoppola/Mr. Blacha/Mrs. Yetto
Announcements	Ms. Hildebrandt
Athletic Information	Mrs. Donohue
Attendance Problems	Mrs. Loucks
Calendar	Ms. Rumrill
Club Information	Mrs. Donohue
Diplomas / Awards	Ms. Hildebrandt
Elevator Keys	Ms. Hildebrandt
Excuses	Mrs. Loucks
Facility Use Forms	Mrs. Donohue
Fundraiser/Activity Requests	Mrs. Donohue
Lock/Locker Problems	Ms. Rumrill
Lost and Found	Ms. Hildebrandt
Lunch Applications	Ms. Hildebrandt
Medical Problems/Medication	Mrs. Ellsworth
Pay for lost items	Ms. Hildebrandt
Physicals	Mrs. Ellsworth
Problems with school fees	Ms. Rumrill
Summer School	Mrs. Anagnostopulos(9-12)/Mrs. Levin(7-8)
Theft / Missing Items	Ms. Hildebrandt
Transcripts	Mrs. Anagnostopulos
Transportation Requests	Ms. Hildebrandt
Vehicle Registration	Ms. Hildebrandt
Work Permits	Ms. Hildebrandt

## District Contacts

- District Transportation Office (518) 775-5788 on school attendance areas, bus policies
- District Special Education Office (518) 762-4611 on physically, mentally, and socially disabled students.
- District Food Services (518) 762-1875 on free and reduced lunch program
- Human Resources (518) 762-4611 on employment opportunities
- Student Accident/Insurance Questions (518) 762-4611
- District Superintendent's Office (518) 762-4611 district publications, general information



## **GENERAL POLICIES & PROCEDURES**

### Accidents, Injuries, and Insurance

Student accidents must be reported immediately to the school nurse where an accident report will be filled out.

The Greater Johnstown School District student accident policy furnishes medical, hospital, and dental service indemnity when accidental bodily injury is sustained while a student is engaged in a school-sponsored activity.

No benefits will be paid by this plan to the extent that benefits are payable under any other policy or prepayment plan. This policy is only in excess of those benefits payable under family and employer policies.

The plan provides for full excess coverage over your primary insurance up to a reasonable and customary fee.

### Announcements

Announcements are read daily over the public address system during the homeroom period. In order to be well informed on school affairs, students should listen carefully.

Teachers and students wishing to have a general announcement made should submit the announcement on an Announcement Form obtained from the main office and return it before 7:30 AM on the day it is to be made. It must also be approved by an administrator. Only essential administrative announcements or cancellations will be made at the end of the day. Announcements will be on TV in front of the office daily.

### Appropriate Dress

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall

1. be safe, appropriate and not disrupt or interfere with the educational process.
2. not include extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments, tank tops, muscle shirts, skirts/short that are shorter than arm's length, any other clothing that is deemed not appropriate.
3. ensure that underwear is completely covered with outer clothing.
4. include footwear at all times. Footwear that is a safety hazard will not be allowed. No footwear with wheels is allowed.
5. not include wearing garments, jewelry, or other forms of symbolism associated with gangs or gang membership.
6. not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

The building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

### Assemblies

Assemblies are held either in the auditorium or in the gymnasium. The programs are conducted for the enjoyment and education of the student body. It is felt that assembly programs are a valuable supplement to a student's education from the standpoint of one's role as a participant or as a spectator.

The following guidelines apply for proper conduct in assemblies:

1. Enter the auditorium/gymnasium in an orderly fashion and be seated as quickly as possible.
2. In the auditorium use all the aisles and fill in the seats from front to back, moving into the center section of each row to fill up the seats. In the gymnasium there are designated bleacher sections for each class, freshmen, sophomores, juniors and seniors.
3. Be courteous to all speakers or performers. There should be no talking during a presentation.
4. Applause is welcome at the appropriate time, but discourteous responses such as whistling, shouting, or other forms of noise are in poor taste and will not be tolerated.
5. Remain seated until the end of the presentation and sit properly in your seat, i.e. one's legs should not be hung over the seat in front of you, nor should one step over rows to enter or leave etc.

6. Any student who does become disruptive and or uncooperative will be removed from the auditorium or gymnasium and will be disciplined accordingly.

### Bicycles

Students who ride their bicycles to school are requested to please utilize the bicycle racks provided. These racks are not security racks. They only provide an orderly area to store your bicycle while you are at school. Although the school will investigate any reports of stolen or damaged bicycles it cannot be held responsible if something does happen.

### Bulletin Boards

All notices, displays, advertisements, etc. must have the approval of the office before posting or distribution. Items should be posted on the bulletin boards or cork strips provided. Posters should be removed by the person or group who put them up once the date of the event has passed.

### Career Education

Students may see their guidance counselor about signing up for an occupational education course given through the Hamilton-Fulton-Montgomery County Career Education Center. Courses may include auto mechanics, cosmetology, carpentry, food trades, computer networking, nursing, etc. Students will go to the center half a day and remain at J.S.H.S. the other half. Transportation is provided.

### Dances

The following rules will govern all dances:

1. Dances will be held within the hours of 6:00 - 10:30 PM (Times may vary). Facilities Use Form is required.
2. No decorating can be done unless there is a faculty member present. Both the plan of decoration and time for decorating must be approved by the administration one week in advance.
3. The clean-up committee should function immediately following the conclusion of the dance. Decorations will be removed at that time.
4. Dances are closed to all except Johnstown Junior-Senior High School students. When guests are allowed a guest form must be on file with the office.
5. Once you leave the building you will not be readmitted, unless you had the prior permission of the advisor in charge.
6. Any person suspected of being under the influence of alcohol or drugs will not be admitted to the dance. Alca-sensor tests will be administered.
7. There will be no food or drink allowed in the gymnasium, but confined only to the cafeteria.
8. All rules and regulations of Johnstown Junior-Senior High School will apply and will be enforced.

### Emergency School Closings

Occasionally, during the winter months, it may be necessary to close the school, or delay its opening, because of weather conditions which make traveling hazardous or impossible. The easiest way for you to find out if school will be held following a storm is to listen to a local radio station, either WIZR (930 AM), WENT (1340 AM), or WGY (810 AM). Please do not call the school as telephone lines are very busy on such days. If any other emergencies cause a closing of schools, announcements will be made on the local radio and news stations. Emergency information and School Closings can also be found on the school website [www.johnstownschoools.org](http://www.johnstownschoools.org) and through a message on ParentSquare.

### Fines and Charges

Students are expected to exercise reasonable care in the use of school equipment and any damages done to library books, technology, textbooks, or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

### Fire Evacuation

If a fire is detected anywhere in the building, Pull the Nearest Alarm; report to the nearest teacher, custodian, or office, the location of the fire and leave the building.

By law, fire drills must be held 8 times a year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the



building be quickly, quietly, and safely vacated.

The following rules are to be followed when the fire alarm sounds:

1. Everyone will leave the building quickly and quietly following your teacher's directions.
2. Once outside, move well away from the building keeping the driveways clear for the use of fire apparatus.
3. Remain quiet and attentive, being alert to further instructions.
4. Do not return to the building until the proper instructions have been given.

A school false alarm represents an intolerable hazard to safety. Anyone ringing a false alarm is subject to both a fine and imprisonment under state law. Suspension out of school, as well as prosecution, may result for anyone found guilty of this offense. Tampering with the fire-fighting equipment will also be dealt with severely.

### Free or Reduced Lunches

For those students eligible, free or reduced lunch applications are available in the main office any time during the school year.

### Homeroom

Students are expected to be in homeroom before the bell rings. Homeroom begins at 7:45. During homeroom the flag salute and announcements are given. Students are to be quiet and attentive.

### Homeroom Promotion Policy

To remain in the appropriate grade level homeroom, a student must successfully earn:

1. 5 units for 10th grade homeroom placement prior to September of the 10th year.
2. 10.0 units for 11th grade homeroom placement prior to September of the eleventh year.
3. 16.0 units or the ability to project graduation for 12th grade homeroom placement.

Once established in September, homeroom placements will remain in effect for the entire year.

### Homework Assignment Sheets

Students who are out for extended absences (**3 or more days**) without prior knowledge may request homework and books before 8:30 AM. Students who are absent 1 or 2 days will be responsible to check with a friend, or see their teacher upon their return to school. Students may also email their teachers for their assignments. Homework should be made up promptly (2 days for each day missed).

### Lockers (currently not in use)

Hall lockers are assigned to students at the beginning of the school year. These lockers are not security lockers. Although the school will investigate any reports of stolen property it cannot be held responsible for items lost, damaged, or taken from the lockers. All students are required to use the lock they are issued and will be required to pay for it if they do not return it. Please do not share your locker or locker combination with anyone. All students are responsible for the contents of their locker. Lockers are school property and subject to search should there be reasonable cause.

### Lost and Found

There is a lost and found box in the main office. The school district is not responsible for items lost. Although your locker should be locked, it is not totally secure so please do not bring valuables to school. If it is necessary to bring large amounts of money or valuables to school, they may be left in the main office for safekeeping during the day.

### Medication on School Premises

1. It is recognized that for individual students specific emergency situations or medical conditions requiring medication to be administered during school hours may occur during the school year.
2. When such a situation or condition occurs, and the parent is unable to come to school to administer the medication, school personnel may administer medication under the following conditions.
3. A medication application must be completed by the student's parent/guardian and physician.
4. The medication application form must include the following information:
  - a) Signed consent by the parent or guardian for school personnel to administer the medication.

- b) Documentation from the student's attending physician indicating the need for the medication to be taken and of the need for the medication to be taken during school time.
- c) A current photograph of the student attached to the application.
- d) Pertinent information concerning any side effects of the medication or any anticipated reaction to the medication, to include action to be taken by school personnel in case of a reaction.
- e) The name of the medication, a prescription for it, adverse effects of the medication and remedies, time of day to be administered and the duration of administration.
- f) Specific directions from the attending physician for administration, dosage and storage, etc.

Any application deemed incomplete by the school principal will not be considered until all information required on the application has been completed. No medication will be approved for distribution until either the building principal or the RN verifies the need to medicate during school hours with the student's attending physician.

- 5. The school principal or his designee shall notify the parent if the application is disapproved.
- 6. The parent shall deliver the medication in its original container with prescription fixed on it to the RN / LPN, who shall arrange for the medication to be kept under lock and key in the nurse's office. The initial amount of medication delivered to the school nurse teacher (i.e. number of pills/tablets or total fluid ounces, etc.) with a limit of the amount to a maximum of one month's supply will be recorded upon receipt. No medication is to be brought to the school nurse by the student.
- 7. Upon approval of the application, the parent or RN / LPN should administer the medication. If school personnel other than the RN / LPN are to administer the medication, they must first be trained by the RN.
- 8. The RN / LPN assigned to the health department shall inventory the medications in their school health office once a week.
- 9. Parent/guardian must inform the RN of any changes in the medication or cancellation of the prescription. The notification must be in the form of a doctor's order.
- 10. The parent or guardian must be notified by school personnel if the medication is not administered on schedule (e.g. if the student refuses to take the medication).
- 11. School personnel will notify the parent or guardian when a refill of the prescription is necessary.
- 12. Medications that may be given include oral medications, self-injections, inhalers, adrenaline with an Epi Pen, topical applications and over the counter medications such as aspirin if prescribed by the student's physician.
- 13. A. To provide a healthy school environment, no student shall have in his/her possession on school grounds any medication either prescribed or over the counter without a doctor's order. Exception to this rule is only permitted if proper administrative procedures have been followed and a self-medication release form has been completed. Students who violate this provision shall be subject to the disciplinary penalties of Policies 5152 and 5153.

An approved medication application shall not be an excuse. Parents or guardians must deliver the medication to the school in accordance with provision 6 of this administrative procedure. Any medication carried by the student or left in a classroom or school locker shall be deemed to be a potential hazard to the rest of the school population.
- B. Parents should be advised to ask the pharmacist for three containers - one to remain at home, one to be taken on field trips or after school, and one at school so medications are not transported on a daily basis.
- 14. Staff responsibility when a pupil is observed carrying or taking medication:

School personnel who observe a student or students either in possession of or taking a medication shall report the student(s) to the school principal. The disciplinary provisions of policies 5152 and 5153 shall be applied by the principal.
- 15. At the end of the school year, parents/guardians will be notified by mail of the deadline to pick up medications from the health office. If medications are not picked up by this deadline, the health office will properly dispose of the medication.

#### Preparation of Medication - Field Trips and After School Activities

A single dose of prescription medication may be prepared and placed in an original pharmacy or manufacturer label container, or envelope with original pharmacy label for students to take on field trips or for after school activities. The following information should also be included:

- a. Student's name
- b. Name of medication and dosage
- c. Date and time to be given
- d. Special instructions
- e. Possible side effects, if any



Inhalants and injectables should be transported to a school-sponsored activity in the original container with the pharmacist's label. Administration of injectable medications must remain the responsibility of the parent, child, or the school nursing personnel, except for Epi Pen type injectables which are pre-measured and self-injecting. Responding to this type of emergency would fall under the "Good Samaritan Act" (Public Health Section 3000-a) rendering emergency care during a life threatening situation.

### Motor Vehicle Regulations

1. The following regulations will apply to all students who park a motor vehicle on school property.
  - a. All vehicles must be registered with the school and must display the proper parking tag on their rear view mirror. Your driver's license and vehicle registration must be presented to receive a tag.
  - b. Parking is strictly limited to the student parking lot on Wright Drive. Students should park properly in the spaces between the yellow lines and off the grass. No Parking will be permitted in the road or on the shoulder of Wright Drive.
  - c. Observe all traffic signs and regulations.
  - d. There is no loitering in the parking areas.
  - e. Lock all doors. The school is not responsible for the motor vehicle or any of its contents.
  - f. A student's vehicle may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
  - h. It is a privilege to park on school grounds. Violations of the regulations above will result in the following consequences:
    - 1st Offense** - warning
    - 2nd Offense** - suspension of parking privilege for 1 week/parental contact
    - 3rd Offense** - suspension of parking privileges for 1 month/parental conference requested, plus the vehicle will be towed at the owner's expense if parked illegally
    - 4th Offense** - suspension of parking privilege for the remainder of the school year/parental conference, plus the vehicle will be towed at the owner's expense if parked illegally
2. For those students without parking privileges who do park on school property during school hours, the following consequences will result:
  - 1st Offense** - warning/parental contact
  - Subsequent Offenses** - vehicle will be towed at the owner's expense.

### Physical Education Requirements

Physical Education is a subject which students are required to take by Educational Law and regulations of the Commissioner of Education. All students must participate in physical education classes. For safety reasons, they are required to wear appropriate clothing (shorts or sweats) and properly tied footwear (sneakers or athletic shoes). Evaluation of a student in physical education is based on attendance, skill and effort.

Students must maintain a minimum level of participation in their physical education classes. If a student is unprepared for physical education 3 (three) times in a semester, a letter will be sent home advising the parent or guardian to that effect.

Once a student has been unprepared 6 (six) times for physical education class in a semester, he or she will be removed from the class, will receive no credit, placed in a restricted study hall, and be required to make up the course. Seniors who fail to meet this requirement will not graduate and will need to repeat physical education to earn credit to graduate.

If a student attends school, but is not well enough to participate in physical education, the student must present a signed note to the physical education teacher from their parent/guardian, co-signed by the school nurse or the office stating why the student should be excused from physical education class. If a student cannot participate in physical education classes for an extended period of time, an alternative assignment will be given by the teacher.

A sport team member who is present in physical education class, but chooses not to participate, may not practice or participate in the game/match/or meet.

### Public Displays of Affection

Public displays of affection including kissing, embracing, etc. are strongly discouraged in school. Those students involved will first be warned. Further incidents will result in appropriate disciplinary measures and parents will be notified.

### Sportsmanship

Good sportsmanship is important. Our behavior at school athletic events, whether we play or watch, reflects upon the character and reputation



of our school and through that, on us individually.

It is the belief of Johnstown Junior-Senior High School that good sportsmanship on the part of the spectators at school athletic contests is as important as good sportsmanship on the part of the athletes; and that the relationship between supporters of the home team and the supporters of the visiting team should be viewed as a host/guest relationship. In keeping with these beliefs, it is requested that all spectators conduct themselves in a manner reflecting a spirit of friendly competition and a respect for the positive relations existing among all schools.

Remember you represent the Johnstown Sir & Lady Bills. Be a credit to yourself and your school. All school rules are in effect at extracurricular activities.

#### Study Hall

1. The purpose of a study hall, as the name clearly implies, is to study.
2. Students are expected to arrive to study hall on time and to bring enough work with them to last the entire period. A good practice is for students to bring an extra magazine or book with them to read if they happen to finish their work early.
3. There should be no talking without permission. If a student wishes to talk briefly with another student about an assignment, they should raise their hands and get the permission of a teacher. (Only 1 student at a time.)
4. One student at a time is allowed to sign out to go to the lavatory (see Pass Section. Please use the nearest available bathroom.
5. Students should present pre-signed passes to the study hall teachers in the beginning of the period and sign out, specifically stating their destination. Students are not allowed to leave the study hall to obtain a pass from a teacher.

#### Summer School

Johnstown Junior-Senior High School participates in the area Regional Summer School. See the guidance office for further information.

#### Title IX

No person shall on the basis of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity.

## **ATTENDANCE**



### Philosophy

There is a positive correlation between regular attendance at school and academic success. The business world demands that employees be at work daily and on time. Excessive absenteeism and/or lateness to work often results in the loss of jobs. Our school has an obligation to expect regular attendance and punctuality from our students in school and class. Students have a responsibility to come to school regularly and to be on time to school and to all their classes. Parents have a responsibility to see that their children meet these requirements.

### Compulsory Education Law

According to the School Law of the State of New York, all children between the ages of 6 and the completion of the school year in which they turn 16 must be in attendance at school at all times during which the school is in session. The following conditions make it possible for a student to be legally absent:

1. Illness of student.
2. Severe storms or impossible roads.
3. Death or severe illness in the immediate family. This does not provide for continual absences however.
4. Religious observances.
5. Required presence in court.
6. Approved college visits.
7. Military obligations.
8. Medical or dental appointments.

Whenever possible, medical and dental appointments are to be scheduled outside of school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time.

The reasons for absence listed below are considered by school authorities to be illegal absences within the meaning of the compulsory education law and will not be accepted.

1. Family trips or vacations.
2. Employment - including paper routes and baby-sitting.
3. Shopping.
4. Job-hunting.
5. Truancy from school.
6. Hunting, fishing, sports events, concerts, tanning, etc.

### Early Release From School

To be excused from school for any reason, a student must bring a parent's or guardian's note from home either the day before or on the day he/she wishes to be excused. This excuse should be given to the attendance officer before homeroom. **Students may not leave the school without prior permission from the school nurse or an administrator, and must sign out in the attendance office.** Students will only be released to their parent, guardian, or some other adult designated by their parent or guardian. If students drive, they will be released only after their parent or guardian's permission. **To be released due to sickness during the school day, students must report to the school nurse to receive permission to leave.** A student should receive permission from his/her teacher prior to reporting to the health office. Any student leaving school without permission is subject to the discipline guidelines.

### TARDIES

#### **Tardy to School or Class:**

Tardy is defined as any student not present in their scheduled class or homeroom by the time the bell rings.

#### **Arriving Late to School:**

A student who arrives at school late will be marked tardy and sent to his/her first period class with a pass. Students need to bring a written note showing why they are tardy..

#### **Arriving Late to Class:**

A student who is not in the classroom by the time the bell rings will be considered tardy to class. Students will be allowed to remain in the classroom if they are tardy if they have a valid pass from another classroom teacher, attendance clerk, main office staff, guidance or the nurse.



A student who is illegally tardy will be allowed to remain in the classroom. A student who is considered illegally tardy is responsible for making up the time they missed after school or at an agreed upon time during the day between teacher and student.

The following discipline measures will be enforced on those students who are considered illegally tardy. We use progressive discipline to deal with tardiness.

1. For the first three tardies students will receive a verbal warning by the attendance clerk or the classroom teacher. Furthermore, students are responsible for making up missed time in the classroom.
2. The fourth to the seventh tardy will result in a computer referral to the Asst. Principal. A student will receive a lunch detention which is ½ hour in duration and loss of lunch privilege for upperclassmen. Furthermore, students are responsible for making up missed time in the classroom.
3. The eighth to the tenth tardy will result in an after school principal detention which is from 2:30pm to 3:30pm after school. Furthermore, students are responsible for making up missed time in the classroom.

### Truancy

Truancy is defined as an illegal absence from school where a student is absent without the consent of his/her parent or guardian. Cutting 2 or more classes in a single school day may also be treated as a truancy.

## **EXTRA/CO-CURRICULAR ACTIVITIES**

### Student Clubs and Organizations

Johnstown Junior-Senior High School offers a wide variety of activities which are open to all students. Students are urged to become involved in those areas which interest them or where they might contribute with special talents. Please request a list of current offerings from the athletic office.

## **BEHAVIOR GUIDELINES**

### Philosophy

Proper student behavior is the responsibility of students, parents, staff, and administrators.

Students have the responsibility of conducting themselves in a manner that does not infringe on, or interfere with, the right of other individuals to a quality education.

Parents have the responsibility to be aware of the school's expectations and guidelines for their children and to work cooperatively with school officials in attempting to avoid and resolve any behavioral problems that may arise.

Staff and administrators have the responsibility and obligation of providing an environment that is conducive to learning and which allows each individual the opportunity of developing his/her potential to the fullest.

While no one is perfect, and it is not expected that our students will be perfect, a junior-senior high school student is mature enough to realize that most choices in life have consequences: some good and some not so good. It is essential that guidelines, procedures, and values be taught to students and that consequences for violating them be established and administered fairly and as consistently as possible. The following is to help students know what is expected of them and the consequences of some of their choices.

### Expectations of Student Behavior

To ensure the presence of an atmosphere which is conducive to the development of an appropriate academic climate, expectations of student behavior have been established. You as students have basic responsibilities related to your behavior. These responsibilities are listed below along with examples of inappropriate behavior. Students choosing not to meet these responsibilities will face the appropriate consequences as described in the next section.

#### Responsible Behavior

1. Regular school attendance, being where you are supposed to be at assigned times, hall passes, excuses.
2. Respect for public and personal property.
3. Respect for the physical and

#### Inappropriate Behavior

- Tardiness, class cuts, truancy, loitering, leaving class/school without permission, forged passes/excuses failure to bring
- Littering, theft, vandalism, property damages / defacing school property.
- Harassment/threats, fighting,

emotional rights of others.	profanity/inappropriate language, verbal/physical abuse of others, public displays of affection, reckless endangerment.
4. Comply with all reasonable requests of staff.	Failure to comply with a reasonable request, insubordination.
5. To learn to the best of one's Ability and not to interfere with the learning of others.	Class/school disruptions.
6. To obey all rules regulating such privileges as: ..riding the bus ..parking/use of motor vehicles ..lunch ..school functions--dances, concerts, field trips, assemblies, clubs, etc.	Any misuse or abuse of these privileges
7. Compliance with specific regulations set down by state and local authorities.	Drug/alcohol violations, use/possession of an explosive device, use/possession of dangerous weapon, arson, possession or use of tobacco products on school property, gambling.

The following will not be tolerated under any conditions:

- a. Assault/Fighting.
- b. Physical/verbal abuse directed toward others
- c. Use of inappropriate language.
- d. Actions which threaten the safety and well-being of others and/or self.
- e. The destruction or stealing of property belonging to students, staff, or school.

When deemed appropriate at any stage in the discipline process, the guidance counselor, as well as other community resource groups or organizations will be utilized in an attempt to foster the greater understanding of, and to provide for the various social and emotional needs of our youth.

### Guidelines to Phases of Discipline

**Phase One (Teacher)** - Dealing with routine classroom disciplinary problems such as disruptive behavior, negative influence, unexcused tardiness, being unprepared for class, etc.

The teacher represents the first line of authority in dealing with routine behavioral problems which interfere with the teaching/learning process. Teachers will develop a classroom plan to handle early signs of inappropriate behavior. This can be accomplished in a variety of effective ways which should include informing the parents that a problem exists and documenting this notification. In all classroom discipline plans, the administration should be used as the final step which is resorted to only after a thorough attempt on the part of the teacher to solve the problem. The end result will be the teacher remaining in control of her/his classroom and having greater rapport with her/his students.

The teacher will:

- Make classroom rules known to the students.
- Issue a warning.
- Talk to or counsel the student as to what s/he has done wrong.
- Refer to counseling.
- Teacher detention after school.
- Inform the parents.
- Refer the student to the office with documentation of the above steps on a Discipline Referral.

Note:

1. For any severe offenses, the above steps should be skipped and the administration involved immediately.

2. An administrator should be called immediately if a student is “out of control”. “Out of control” is defined as a student’s failure to refrain from prohibited behavior following teacher intervention.

**Phase Two (Administration)** - Classroom referrals and general in-school infractions.

The administration will review the total situation and take one or more of the following steps:

- Warning/reprimand.
- Loss of Privileges.
- Refer for Counseling.
- Office detention.
- Exclusion from a particular class, (three referrals in a 10-week period: detention; in-school suspension; and loss of credit and removal from the class).
- 1-3 days in-school suspension and a parental conference requested.
- 1-5 days out-of-school suspension, same day parental contact, principal’s conference with the parent prior to re-admittance requested.
- Automatic 5 days out-of-school suspension, same day parental contact, recommendation for a Superintendent’s Hearing.

General In-school Infractions

Consequences

Displays of affection	Warning/detention
No note upon returning from an absence/tardy	Warning/detention
Gambling	Detention
Horseplay/general school disruption	Detention
Loitering	Detention
Damaging/defacing of school property	Detention/restitution/clean-up
Bus misconduct (check policy)	Detention/suspension
Class cut	Detention/suspension
Chronic tardiness to school	Detention/suspension
Chronic in class misconduct	Detention/suspension
Failure to attend detention	Detention/suspension
Failure to comply with a reasonable request	Detention/suspension
Harassment/threats to another student	Detention/suspension
Leaving class without permission	Detention/suspension
Leaving school without permission/ or permission after the fact	Detention/suspension
Motor vehicle violation	Detention/suspension
Profanity/other inappropriate language/ possession/use of obscene materials	Detention/suspension
Tardies	Detention/suspension

Note:

1. Multiple referrals for classroom disruptions from more than one class will result in more severe consequences, including additional detention or In-School Suspension.
2. If there has been a lapse of 10 weeks between the second and the third referrals the consequence of the second referral will be repeated (In-School Suspension). This may be utilized once per class.
3. Suspension may be in or out of school.
4. This list of infractions is not meant to be exhaustive nor the consequences exhaustive. The administration reserves the right, after reviewing the total situation, to exercise its judgment in dealing with the unique circumstances which can enter into individual discipline cases.

**Phase Three (Administration) - Severe Offenses.**

In cases of a severe nature (listed below), the preliminary steps will be skipped and the following minimum consequences applied:

Offense	Consequence
Forgery / Alteration	Step 1
Insubordination	Step 1
Profanity/verbal abuse toward a student	Step 1
Public lewdness	Step 1
Reckless endangerment	Step 1
Truancy	Step 1
Vandalism	Step 1- including restitution
Use/Possession of tobacco products	Step 1/Step 2
Profanity/verbal abuse toward staff	Step 2
Assault/Fighting	Step 2
Theft	Step 2
Arson	Step 3
Assault on a staff member	Step 3
Misuse of fire alarm/Bomb threat	Step 3
Threats toward a staff member	Step 3
Use/possession of a dangerous weapon	Step 3
Use/possession of explosive devices	Step 3
Violation of district drug/alcohol policy	Counseling/Step 3

**Step 1 -- 1-3 days in-school suspension and a possible parental conference with the administration.**

**Step 2 -- 1-5 days out-of-school suspension, principal's conference with the parent prior to re-admittance requested, possible police interaction.**

**Step 3 -- Automatic 5 days out-of-school suspension, parental conference, recommendation to the Superintendent for a Superintendent's Hearing, possible police interaction.**

Note:

1. The administration will, when appropriate, contact law enforcement agencies and/or file criminal charges.
2. Repeated offenses will result in more severe consequences.
3. This list of offenses is not meant to be exhaustive nor the consequences exhaustive. The administration reserves the right, after reviewing the total situation, to exercise its judgment in dealing with the unique circumstances which can enter into individual discipline cases.

Due Process Rights

The Supreme Court of the United States has established that each student has a constitutional right to due process. In line with this, the following procedures have been established.

- A. Pupils who are not following the rules and regulations will be given notice either verbally or in writing regarding the infraction.
- B. The pupils will be given the opportunity to explain their side of the story and/or problem.
- C. A written record of the incident will be kept by the teacher/administration (discipline referral form).
- D. After hearing the pupil's side, the administration/teacher will make a determination as to the type of punishment the infraction would require based on the circumstances, number of previous problems, and intent.
- E. When the situation warrants immediate removal of a pupil from the building, parents will be notified immediately, and a due process hearing will be arranged as soon as possible.
- F. The principal, after due process, can administer suspension up to five days and parents will be notified.
- G. A principal's conference with the parent will be arranged for any pupil who continually breaks rules and regulations.
- H. Following a principal's conference with the parent, any pupil who continues to break rules and regulations will be granted a Superintendent's Hearing, with recommendation for indefinite suspension. The pupil will have the right under a permanent suspension hearing to legal representation. If the child chooses to be represented by legal counsel, the hearing office can, at

any time, reschedule the hearing so that the school district can engage the services of its own legal counsel. At the completion of the formal hearing, the Superintendent of Schools will render his decision.

### Detention/Suspension

In our society people have a great deal of freedom to do as they please providing they follow certain established rules. This same principle applies in school and is part of your education. In order to retain your privileges in school you must follow the basic rules of safety and order. Detention and suspension are ways we can help you focus on the consequences of your actions if you violate the basic school regulations. By removing privileges, removing you from your regular schedule and your classmates, along with limiting your choices, we provide you with a realistic opportunity to experience the results of your mistakes. At the same time, by requiring you to complete school assignments while on detention and/or suspension, you continue your education.

In most cases of detention and in all cases of suspension, parents are notified. We either call them or write them a letter. We hope that your parents can help you make a positive improvement in your behavior. In the long run you benefit when the school and your parents communicate. Also, because of your age, your parents share in the responsibility for your behavior.

### Detention

1. Report directly to the detention room on the day(s) you are assigned.  
Being late to detention may result in an extra day of detention.
2. Bring class work with you to do. Being unprepared may result in an extra day of detention.
3. There will be no talking and no bathroom privileges. Sit in the assigned seat designated by the teacher.
4. Any disruptive behavior in the detention room will result in a minimum of one extra day of detention.
5. Any unexcused absence to an assigned detention room will result in the following consequences:  
1st offense - 1 additional day of detention  
2nd offense - 1 day of In-School Suspension  
3rd offense - 1 day of Out-of-School Suspension
6. You may have 1 days' notice if necessary to make arrangements for your staying in detention from the time your detention was assigned. (For example, to inform your parents that you will be staying after school.)

### Suspensions

To be suspended from attending classes is a serious situation. It is an action that will only be used for serious offenses or repeated instances of more minor offenses. Students may receive either In-School Suspension or Out-of-School Suspension. All students should be aware of this policy.

### Out-of-School Suspension

1. See your teachers before leaving school on the day before your suspension to get any work you will be missing. It is your responsibility to make up any work that you miss.
2. If you are suspended effective the current day you must leave school grounds as soon as possible after parent or guardian notification.
3. On the day(s) you are suspended, you are not allowed to take part in any extra-curricular activities.
4. While you are on Out-of-School Suspension you are not allowed to be on school grounds without permission from the principal.
5. A parent conference is requested with the principal or assistant-principal prior to re-admittance. On the day that the student returns from Out-of-School Suspension, the student must report before homeroom to the office for a conference with either the principal or assistant-principal.
6. If a student is suspended Out-of-School from Career Education Center the student is also suspended Out-of-School from Johnstown Junior-Senior High School.

### In-School Suspension

1. Upon arriving at school, go to your locker, then report to your In-School Suspension.
2. Report directly to the In-School Suspension Room at the beginning of period 1, with all necessary materials (books, paper, notebooks, pens, etc.).
3. Bring enough work to keep you busy for the entire day. See your teachers before leaving school on the day before your

suspension to get any work that you will be missing. You may read books, periodicals, or newspapers which are available in the library.

It is your responsibility to make up any work that you miss.

4. You may not leave your desk without permission and you will not be allowed to leave the room. Sleeping or resting your head on the desk is not permitted.
5. There is no talking with other students.
6. There will be one bathroom break in the morning during 3rd period and one in the afternoon during 7th period. The bathrooms closest to the I.S.S. room will be utilized. Students will be escorted to the bathroom.
7. You will eat lunch in the I.S.S. room from 11:15-11:45 PM. You may bring a bag lunch from home or order a buy lunch from the cafeteria.
8. Follow all instructions and directions as given.

Note:

1. During the period of suspension, you are not allowed to participate in after school activities. This includes sports, dances, or another school-sponsored event, whether you are a participant or a spectator. If your suspension includes a Friday/Monday, the weekend is included, as are holidays when your suspension covers before and after. Suspended students will not attend Career Education Center.
2. If you are legally absent from school on the day(s) you are assigned I.S.S., then your assigned day(s) will begin on the day you return to school.
3. Failure to report to I.S.S. as directed will result in an Out-of-School Suspension assignment. Any disruptive behavior in the I.S.S. room may result in an additional day of I.S.S. or suspension out of school depending on the circumstances.

## **STUDENT SERVICES**

### Cafeteria

Two cafeterias are open during the lunch period for hot meals and sandwich-bag lunch services. Students are expected to keep the lunch area clean and assist with clearing the tables. All food should be eaten in the cafeteria only. Any refuse should be properly disposed of in the cans provided.

### Guidance

The guidance department at Johnstown Junior-Senior High School provides a wide variety of services that are available to all students. Students are encouraged to visit the guidance counselors for help with school performance, career information, college selection, personal problems, and standardized test information/interpretation.

Counselors facilitate communication between students, parents, teachers, and administrators. They are also contact persons for recruiters, college representatives, employers, and social agencies.

Resource information is available in the guidance office for individual and classroom use. Some materials may be borrowed overnight.

Resources include:

1. Guidance Information Service,
2. Scholastic information,
3. Working papers,
4. Career materials,
5. College catalogs/SUNY applications,
6. Military materials, and
7. Standardized Testing Information (i.e. SAT, PSAT)

### Health Services

Our health services include physical examinations for all students participating in interscholastic sports, hearing and vision tests yearly for all students, and referral checks and services for all students who have been identified as needing health services.

The Health Office is open daily from 7:30 AM until after school, and the RN / LPN will be available for consultation, first-aid, care for injuries and illnesses, and emergencies.



### Library/Media Center

The Library/Media Center is open from 7:30 AM to 3:30 PM during the regular school day. Its primary function is to support research projects that have been assigned by classroom teachers. Students have access to reference materials, books and periodicals related to the curriculum, as well as computerized search services for periodical and newspaper sources.

Additionally, the Library/Media Center offers many enrichment opportunities. A selection of appealing fiction, as well as non-fiction, is available for borrowing. Students are invited to peruse current newspapers and periodicals that cover a wide range of interests and tastes.

In order for the Library/Media Center to concentrate on its most important purpose, students will be expected to have research objectives or other library work to accomplish when they sign in. Students who would like to use the Library only in order to do homework that could be done in a study hall cannot, under normal operating circumstances, be accommodated.

In an attempt to provide an atmosphere which promotes the above stated objectives the Library/Media Center will not permit any gum, candy, food, or drink in the library. Bookbags and backpacks may not be brought into the library. Anyone who comes to the library with a book bag or backpack must leave it in a designated area as they enter.

### Child Study Team

The Johnstown Junior-Senior High School Staff understands that many factors play a part in the whole student. These factors can often lead to negative effects on educational and social development. These factors may stem from but are not limited to substance abuse, emotional issues, poverty, legal problems and educational gaps.

The staff at JJSHS recognizes that early identification and intervention to address these issues could have a profound impact not only on a student's performance at school but may have lasting results to insure success later in life.

The JJSHS S-BIT team is made up of a cross section of educators and support staff who have a diverse knowledge base to effectively address a myriad of academic and social issues. The team is made up of administrators, regular education teachers, special education teachers, guidance counselors, school nurse and can call on outside resources if need be. The team is dedicated to addressing the concerns from many different sources throughout the year. Referrals to the S-BIT team can come from any staff member in the building, parents and even students.

Interventions used during the S-BIT process vary based on each individual case. Interventions address academic difficulties that are subject specific, attendance, behavior, and safety.

The S-BIT process starts with an initial referral to the team. The team then gathers data to get a better handle on the presenting issue and then a meeting takes place. The presenting issue is presented and an intervention plan is put in place to address the concerns. Once a plan is in place, teachers are notified of the interventions that are to be implemented. From that point, communication is kept between the team and the classroom teachers to see if the intervention is producing a positive result.

Once results of the intervention implementations are collected, the S-BIT process continues. Students are followed for the entire academic year regardless of success of interventions. Students whose interventions are not proving to be successful are met on continuously throughout the year. Different interventions are explored. Once every available resource has been utilized and the team is not seeing an amount of reasonable progress, the team will then make a referral to another school or community based program to better address the needs of the students. These programs include but are not limited to the Committee on Special Education, HFM BOCES Alternative School or other outside counseling or law enforcement agencies.

Please contact JJSHS for any specific questions concerning the S-BIT team and its procedures. JJSHS and the S-BIT team are committed to working towards developing the whole student.

## **BUS DISCIPLINE PROCEDURE**

ALL STUDENTS MUST BEHAVE APPROPRIATELY AS PASSENGERS OF A SCHOOL BUS

Good pupil conduct contributes to safety on a school bus. A responsible student will observe the following:

1. The pupil will be on time at the scheduled stop or when going home at the close of school.
2. The pupil will wait until the bus comes to a full stop before attempting to enter or get off the bus.
3. The pupil will take his/her turn and avoid pushing upon entering and leaving the bus.
4. The pupil will take his/her seat promptly and remain in it until the bus arrives at his/her stop.
5. The pupil will keep his/her hands off the person and property of other children.
6. The pupil should be courteous, and use no profane language.
7. The pupil should cooperate with the bus driver and at no time should he/she be destructive. The pupil will follow all directions of the bus driver.
8. The pupil should keep his/her hands and feet inside the bus.

9. The bus driver is authorized to assign seats.
10. The pupil should never tamper with the emergency doors or windows except in the case of a real emergency.
11. Pupils are not to smoke, drink alcohol or consume drugs on the bus. Glass bottles are prohibited on the bus.
12. Pupils are to cross the road to enter the bus or to depart from the bus ten feet in front of the bus.
13. Pupils should remove any litter (not leave it on the bus) and deposit it in a proper receptacle.
14. Bus discipline rules shall be reviewed each year with bus drivers and pupils by appropriate school staff.
15. Pupils are to be picked up and dropped off at the regularly assigned bus stop. A pupil may enter or leave the bus at a point other than the regularly scheduled bus stop only with written permission of the parents/guardians and the building principal.

Misbehavior problems on the buses will be handled in the following manner:

#### **LEVEL I**

- Stage 1: The bus driver should attempt to correct any discipline problems by asking the student to behave, and, if necessary, to assign seats to certain pupils.
- Stage 2: If the bus driver is unsuccessful in correcting the behavior of the student, but the student behavior problems are of a minor nature, and yet still disruptive, the bus driver will communicate this to his supervisor who will in turn communicate the nature of the disruption to the building principal. The principal will speak to the student involved and communicate the need for improvement. The principal may call the parent if he, in his judgment, feels the problem is of the type to require support and cooperation from the home.

#### **LEVEL II**

- Stage 1: A child who engages in behavior endangering the safety of himself or others during the regular bus routine of the day, will have a bus conduct report written to the principal indicating the specific nature of the behavior and including any details necessary to place it in the proper context. The principal will send a copy of the conduct report home, and contact the parents or guardian by phone to discuss any pertinent aspects of the situation. The principal will caution the parent as to the serious nature of the student's behavior. The principal will discipline the student consistent with the disciplinary policy 5152.
- Stage 2: At this point, a student has continued to engage in unsafe behavior. At this stage a second bus conduct report is given to the principal, who in turn mails a copy home, which may be accompanied by a letter indicating that this behavior has become chronic and may lead to the loss of bus privileges if it continues.
- Stage 3: The student's behavior has not improved at this stage despite every effort to correct the situation. A bus conduct report will be submitted documenting this continued pattern of disruption. A copy of the bus conduct report will be sent home which may be accompanied by a letter notifying the parent that bus privileges will be suspended for a period of one day. Because of the time necessary to process the bus conduct report the principal will notify the bus driver as well as the parent of the day the suspension will be in effect. The parent is then responsible for the transportation of the student to school.
- Stage 4: The procedure will be the same as above, however, the suspension will be for a period of three days.
- Stage 5: The procedure will be the same as above, however, the suspension will be for a period of five days.
- Stage 6: A student's behavior has not improved. The problem is of such a chronic and persistent nature as to require the loss of bus privileges for an extended period of time. Only the Board of Education or the Superintendent may suspend for more than five days. An opportunity for a full hearing must be given before the Superintendent who shall make an investigation and determine the situation. A decision of the Superintendent may be appealed to the Board of Education.

THE PRINCIPAL IS AUTHORIZED TO MOVE TO ANY OF THE STAGES IN LEVEL II AS HE/SHE DEEMS NECESSARY.

## **SEXUAL HARASSMENT OF STUDENTS 7551**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;



- b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied up to and including suspension, in accordance with District policy and regulation, the Student Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

Title IX of the Education Amendments of 1972  
20 United States Code (U.S.C.) Section 1681 ET. Seq.  
34 Code of Federal Regulations (C.F.R.)  
Section 100 et seq.  
Title VII of the Civil Rights Act of 1964  
42 United States Code (U.S.C.) Section 2001e et seq.  
The Civil Rights Act of 1991  
29 Code of Federal Regulations (C.F.R.)  
Section 1604 1604.11(a)  
Executive Law Sections 296 and 297

Adopted 4/25/01



**GJSD Title IX Officers**

**Scott M. Hale**

**Principal – JJSHS**

**(518) 762-4661**

**Ruthie Cook**

**Assistant Superintendent -- GJSD**

**(518) 762-4611**

*Harassment/Bullying and Title IX Complaint forms are available in the main office.*

## **GREATER JOHNSTOWN SCHOOL DISTRICT EXTRA-CURRICULAR CODE**

The extra-curricular program is designed to develop healthy and wholesome living habits and to allow students an opportunity to demonstrate their special extra-curricular interests and skills. The privilege of participation is granted with the understanding that students accept the necessary responsibilities.

### **A. SCHOOL ATTENDANCE**

A student who is absent from school will not be eligible for participation at any event, practice session, or extra-curricular activity on the day of the student's absence. Absence from school also prohibits attendance as a spectator at any school event. Students may be allowed to participate if an absence is unavoidable as determined by the building principal. Students and their parents are advised to make requests for excused absences in advance, whenever possible.

Students are expected to be in school on time whenever school is in session. Students who report to school after 7:45 AM must have a legitimate written excuse as per attendance policy signed by parent or guardian in order to be eligible for practice or participation in an event (ex: medical appointment). Students have to be in class by the start of afternoon classes with a legal excuse to participate. In order to be eligible to participate in any extra-curricular event, students must be in attendance until dismissal. Students may be excused early with parent/guardian permission for medical or other excused reasons. An excused absence on Friday or before an extended weekend would determine participation. A written excuse must be submitted to the advisor/coach previous to the participation in the event. The administration reserves the right, after reviewing the entire situation, to exercise its judgment in dealing with the unique circumstances which can enter into individual cases.

**DEFINITIONS:** As used in this policy, the following definitions shall apply:

1. **DRUG:** defined as a controlled substance in the Penal Law, or as any substance including alcohol, which alters bodily function, or as any substance that has potential for abuse because of its psychological, mind-altering capacity. The prohibition on drug consumption or possession or use or sale applies to all over the counter and/or mail order drugs.
2. **IN POSSESSION:** means the person has a controlled substance or equipment or property in the student's clothing or otherwise on the student's person, in an assigned locker, or in a vehicle operated by the individual.
3. **SELL:** means to sell, exchange, give or dispose of to another, or to offer to agree to do the same.
4. **TOBACCO PRODUCT:** includes cigarettes, cigars, pipe tobacco, smokeless tobacco (chewing tobacco, snuff, etc.) and/or tobacco substitutes.
5. **CONDUCT UNBECOMING:** any behavior contrary to the standards of conduct set forth in this code of fellow participants or staff member.
6. **DISMISSAL:** un-excused absence from two or more consecutive rehearsal/practice sessions or combination of events and rehearsals/practices.
7. **REMOVAL FROM EXTRA-CURRICULAR ACTIVITY:** any violation of this code which results in permanent removal from the activity. This also prevents awarding credit, awards, trophies, post-season activities.
8. **SEASON:** as applies to activities and refers to all activities within segment of a year. (*July - November; July - December; November - March; November - April; March - June*).
9. **SCHOOL DISTRICT PROPERTY:** any property which is owned, operated or supervised by the school district or its personnel.
10. **THEFT:** unauthorized possession of equipment and/or property belonging to another participant member, to the Johnstown School district, to another school district, or to a student from another district.
11. **VERBAL ABUSE:** obscene or objectionable language, baiting, and taunting. Verbal abuse which leads to physical contact will be investigated by school administrators.
12. **INSUBORDINATION:** failure to comply with the lawful directives of a coach, advisor, director, school administrator, or other school employee.
13. **BEHAVIOR:** any behavior that may be damaging to the morale or spirit of the organization.
14. **EVENT:** A school district sponsored activity (not a practice, rehearsal, and/or meeting).

15. HAZING: Any action or situation which is created to produce mental or physical discomfort. Harassment or ridicule and/or intentionally or endangers a student for admission into or affiliation with any student organization.
16. PHYSICAL ABUSE: unwanted physical contact
17. CRIMINAL ACT: any crime, including an act, omission, or possession under the laws of the United States or a State or unit of general local government, which poses a substantial threat of personal injury, notwithstanding that by reason of age, insanity, intoxication or otherwise the person engaging in the act, omission or possession was legally incapable of committing a crime.

GENERAL PROVISIONS:

1. Any situation not specifically covered by the above provisions should be referred by the coach/advisor/director to the building principal for determination.
2. Any portion of this policy that shall be found to be in conflict with Policy 7310 (3.1; 3.2; 3.3; 3.4; 3.5; 3.6) shall be superseded by the provision of Policy 7310 (3.1; 3.2; 3.3; 3.4; 3.5; 3.6).

B. PENALTIES FOR VIOLATIONS OF THE EXTRA-CURRICULAR CODE

LEVEL 1: SUSPENSION FROM ONE EVENT

- conduct unbecoming
- violation of travel on school vehicle
- insubordination
- conduct detrimental to the program

The participant will be allowed to practice with the activity, and will be allowed to travel to an away event on school transportation. The participant may attend the event in civilian clothes as a spectator.

LEVEL 2: SUSPENSION FROM 33% OF REGULARLY SCHEDULED EVENTS IN A SEASON

- verbal abuse of a fellow participant
- use and/or possession of tobacco or tobacco substitutes
- use and/or possession of alcohol
- repeat of Level 1 violation

Applicable to Drug, Alcohol, and Tobacco Violations:

Option A: A student becomes eligible for the same season/next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem (i.e. alcohol, drugs). A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

LEVEL 3: SUSPENSION FOR THE REMAINDER OF THE SEASON

*(in addition, the suspended participant will not be entitled to any awards the student earned during the season and will be off the team/organization for the remainder of the year).*

The participant is terminated from the activity for the remainder of their season. The student must attend a minimum of six counseling sessions before becoming eligible for their next season.

- repeat of Level 2 violation
- hazing: (any action or situation which is created to produce mental or physical discomfort, embarrassment, harassment or ridicule and/or intentionally or unintentionally endangers a student for admission into or affiliation with any student organization)
- consumption, sale or possession of controlled substances (drugs)
- verbal abuse of adult

Applicable to Drug, Alcohol, and Tobacco Violations:

Option A: A student becomes eligible for the next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem (i.e. alcohol, drugs). A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation.

If the infraction occurs after 2/3 of the season, a continuation of suspension maybe carried over to the next season. Final determination will be made by the building principal.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

LEVEL 4: ONE CALENDAR YEAR SUSPENSION FROM THE EXTRA-CURRICULAR ACTIVITY

- physical abuse of a coach/advisor, chaperone, other school personnel, opposing coach/advisor, or of a game official
- repeat of a Level 3 violation
- theft of school district property, i.e. not returning uniform and/or equipment
- **criminal act: Suspended for the calendar year** (any crime, including an act, omission, or possession under the laws of the United States or a State or unit of general local government, which poses a substantial threat of personal injury, notwithstanding that by reason of age, insanity, intoxication or otherwise the person engaging in the act, omission, or possession was legally incapable of committing a crime). Any participant charged with criminal activity is automatically suspended until charges are dropped, dismissed, or resolved. Any participant convicted of or pleading guilty or no contest to criminal activity will be dismissed from the team/activity for the calendar year.

Applicable to Drug, Alcohol, and Tobacco Violations:

Option A: A student becomes eligible for the next season provided the student seeks counseling with a school approved non-employee counselor certified in the area for which the student has a problem (i.e. alcohol, drugs). A minimum of six counseling sessions with the certified counselor will be required. The school will designate a counselor, however, the expense of an outside counselor will be the responsibility of the parents, not the district, if parents choose not to use the counselor designated by the district. The counselor will submit notification to the athletic director/advisor when the appropriate counseling has been completed. The counseling should begin as quickly as possible. It is further required that the athletic director and/or the principal approve the student's return to extra-curricular participation.

Option B: If the student and/or parent reject counseling, the student will be ineligible to participate in extra-curricular activities for one year from the date of the infraction.

D. CARE OF EQUIPMENT AND FACILITIES

1. Extra-curricular members are responsible for all equipment issued to them. Equipment issued to a participant is to be used only for the purposes for which it is intended in practice, contests and/or activities.
2. Members who carelessly or willfully damage or misuse equipment, facilities or property of the Johnstown School District or of another district are required to make restitution, the amount to be determined by the full cost of replacement. No awards will be made to members who damage or misuse equipment, facilities or property unless restitution has been made.
3. No Johnstown extra-curricular member shall exchange or trade equipment or property with another Johnstown member or with a member of another school district. Possession by a Johnstown member of unauthorized equipment or property will result in that student being charged with theft and being disciplined as outlined in this policy. Additionally, the proper law enforcement agencies will be notified, resulting in prosecution.
4. The property or equipment shall be returned to its owner. If the property or equipment belongs to another school district, an appropriate written apology will be made when the equipment or property is returned.

E. TRAVEL

All participants must travel to and from away contests/activities on school transportation. Exceptions to this rule may be requested by the participant's parent/guardian by submitting such a written request 24 hours in advance to the coach, advisor for signature, and then will be forwarded to the athletic director or principal for signature. Exceptions by reason of emergency are authorized with the approval of the coach/advisor.

F. LEAVING AN EXTRA-CURRICULAR ACTIVITY

A participant is expected to remain a member of the extracurricular activity until the season is completed and the participant is released by the coach/advisor. Leaving the activity without prior discussion with the head coach or advisor will be considered quitting the extracurricular activity.

If the participant desires to transfer to another activity during the season, the student should discuss the transfer with their current coach/advisor before requesting membership in the other activity and must have permission from both coaches/both advisors before changing extracurricular activity.

A student who leaves an activity must surrender all equipment. That student must also meet with the coach and/or advisor and parent to be permitted to participate in any further extra-curricular activity. Participants should not take lightly the commitment to participate in an extra-curricular activity.

G. VIOLATIONS/APPEALS PROCEDURES

Violations of the code for will be investigated by the principal and the athletic director. The coach, head coach, and advisor will be consulted. The principal and athletic director shall impose penalties for violation of the code. Investigations of students who are in both



athletics and extra-curricular activities will include representatives from both areas of participation designated by the principal.

Appeals from these decisions may be brought to the Superintendent of Schools. Appeals must be made in writing to the Superintendent within one school day of the receipt of the letter of decision by the investigating panel.

#### H. VIOLATION SUMMARY

No single set of guidelines can provide a means of anticipating the variety of disciplinary situations which may occur. It is the responsibility of the administrators, advisors, and coach, to investigate each incident on an individual basis and to determine the appropriate course of action.

#### I. INVESTIGATION PROCESS

When a violation is reported to school personnel, that individual shall notify the athletic director and/or principal or the assistant principal. The principal or the athletic director shall request a written statement detailing the incident. The individual(s) reporting a violation shall sign and date the statement. The investigation shall begin once the statement has been submitted to school officials. An investigation shall ensue with the proper district officials questioning those mentioned in the signed statement. The investigation team may also question those individuals who could have knowledge of the allegations.

The information brought to the attention of school officials shall be shared with those individuals who have been accused of violating the "Code of Conduct."

During the investigation of drug, alcohol, and tobacco violations, the participant will be able to continue to participate until the decision is rendered.

Parents/guardians of the students who have allegedly violated the "Code of Conduct" shall be notified by the principal and/or the director/advisor of allegation(s) and the penalties for violating the "extra-curricular code of conduct."

#### J. STUDENT DUE PROCESS

Whenever a student is referred to school personnel for any failure to observe the "extra-curricular code," such student will be afforded due process. Students who are referred to school personnel for alleged failure to observe the "code" will meet with the designated administrative personnel and will be given the opportunity to explain the circumstances surrounding any incident.

A parent conference related to any violation of the "extra-curricular code" by a student will be arranged upon the request of the parent.

Parents and students are afforded a formal due process hearing in accordance with section 3214, Part C and D of the Education Law of the State of New York.

#### K. SUSPENSION DURING SCHOOL RECESS

A student suspended for a violation, whose suspension overlaps a school recess, may be permitted to participate on any day that school is in recess. The remainder of a suspension will occur when school resumes. It shall be the responsibility of the principal and athletic director to investigate each incident on an individual basis and to determine the appropriate course of action. Coaches and/or advisors will be consulted. School administrators must assess the magnitude of any offense which results in suspension from school and determine whether the offender may participate in athletics during any period when school is in recess.

#### L. DISSEMINATION

A copy of this policy shall be made available to each participant's parent(s)/guardian.

**Implemented: 7/1/02**



**GREATER JOHNSTOWN SCHOOL DISTRICT EXTRA-CURRICULAR CODE OF CONDUCT and PARENT PERMISSION**

Dear Parents/Guardians and Students:

Attached find a copy of the Greater Johnstown School District Extra-Curricular Code of Conduct. Please assist the district by reading and discussing the Extra-Curricular Code with your child.

In order for your child to participate in any extra-curricular activity sponsored by the Greater Johnstown School District, the cover sheet of this document must be signed by the participant and the parent or guardian, and returned to the coach/advisor of the activity in which your child will participate. This document will serve as parent permission for your child to participate in this extra-curricular activity.

This signed sheet also will be a record indicating that the parents and students have read this and agree to abide by it.

EXTRA-CURRICULAR ACTIVITY:

DATES OF ACTIVITY:

PARENT/GUARDIAN:

*(signature)*

*(date)*

PARTICIPANT:

*(signature)*

*(date)*

\*\*\*\*\*

**NOTE: A student and parent must sign each extra-curricular activity permission slip for which such student is involved.**

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## **ACADEMIC ELIGIBILITY POLICY 7412**

In order to be eligible for participation in any co-curricular or interscholastic athletic activity, district students should maintain a passing average (65) in every subject. If a student is, at any 5-week marking period, determined to be failing 2 or more subjects, he/she will be placed on probation and will be required to obtain and submit a weekly progress report for the appropriate person. The appropriate person will be the Assistant Principal or Principal at Johnstown Junior-Senior High School. The weekly progress report will be obtained and submitted on the last day of school each week. Eligibility will be determined on a weekly basis until the next week marking period and will carry over from one school year (and/or marking period) to the next when appropriate.

Students will carry the progress report to each teacher of whose class they are failing. The teacher of each course will signify by "S" or "U", the student's progress. "S" or "U" will be determined by *effort, attendance, behavior, attitude and willingness to attend remediation*. If a student receives all "S"s, he/she will be eligible for participation the following week. If the student has 1 or 2 or more "U"s, he/she will be ineligible the following week but must still attend practices/meetings but is not eligible to participate in game or activities. The student will also be required to go in for help a minimum of 2 nights per week for each class he/she get a U or is failing. If the student fails to go in for extra help the minimum 2 nights per week and is still failing the same 2 subjects at the next 5 week marking period he/she will be ineligible for the next 5 weeks. A student who has attended the extra help sessions after school and is still failing at the next 5-week marking period may ask the building principal to review their status. The process repeats itself at the next 5-week marking period. At the end of the day, this progress report will be submitted to the Assistant Principal or Principal at Johnstown Junior-Senior High School, who will review and determine eligibility for the following week. Final determination will be made by the building principal. The junior-senior high school will maintain a roster of ineligible students. Coaches will be responsible to contact the office(s) to determine eligibility.

Student(s) will continue to carry a progress report each consecutive week until the next 5 week marking period. If, at that time, they are passing all subjects, they will no longer be required to carry this report.

**Adopted: 06/18/03**

**Revised: 04/07/05**

**Revised: 04/27/05**

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The Greater Johnstown School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the School District.

Under Section 504, the School District has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the School District, he/she has a right to a hearing with an impartial hearing officer.

The Superintendent of Schools is directed to establish the appropriate regulation and procedures to effectively implement this policy.

Inquiries regarding compliance with this policy should be directed to the Section 504 Coordinator of the Greater Johnstown School District, or to the following office:

United States Department of Education  
Office for Civil Rights  
Region II  
26 Federal Plaza  
33rd Floor, Room 33-130, 02-1010  
New York, NY 10278-0082

### **GJSD Section 504 Coordinators:**

Nicole Lent

Michael Fraser



Director of Special Education  
Telephone (518) 762-4611

School Psychologist  
Telephone (518) 762-4661

## **SECTION 504 PROCEDURES FOR STUDENTS WITH DISABILITIES**

### Evaluation

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973, may be referred to the Section 504 Committee for evaluation.

The Section 504 Committee shall be composed of persons knowledgeable about the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options.

The student's parent or person in parental relationship shall be notified of the Section 504 Committee meeting at least ten (10) calendar days prior to the meeting and invited to participate in it.

The section 504 Committee shall consider all relevant information on the student to determine whether he/she is disabled under Section 504. Information may include reports from physicians, observations from parent, teachers, school personnel, results of standardized tests, etc.

The Section 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written educational plan describing what accommodations, services or programs will be provided to meet the student's needs.

The student's parent or person in parental relationship shall be notified in writing of Section 504 Committee's determination and recommendation.

### Review of the Student's Evaluation

The Section 504 Committee shall meet periodically to review the student's evaluation. In addition, prior to any significant change in placement, a reassessment of the student's needs shall be conducted.

### Procedural Safeguards

The parent or person in parental relationship shall be notified in writing of any District decision concerning the identification, evaluation, and placement of a student.

The parent or person in parental relationship shall have the right to examine the student's record.

Parents or persons in parental relationship who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to request an impartial due-process hearing. The request for a hearing shall be made in writing, within thirty (30) days for receipt of Section 504 Committee's determination. The request shall state the reasons the hearing is being requested and be sent to the Superintendent of Schools.

The parent or person in parental relationship shall have an opportunity to participate and be represented by counsel at the due-process hearing.

If an impartial due-process hearing is to be held under the IDEA concerning issues relevant to the Section 504 proceeding, a hearing officer qualified to conduct IDEA proceedings may consider Section 504 issues at the impartial hearing. The issues under IDEA and Section 504 shall be separately addressed in the hearing decision.

The parent or person in parental relationship shall be notified in writing of the hearing officer's decision. The School District or parent or person in parental relationship may seek review of the decision of the Section 504 hearing officer by the Commissioner of Education, or the State Review Officer, as appropriate, and by a federal court of competent jurisdiction.

### Procedures to Follow at the Hearing

A Section 504 due-process hearing may be called at the request of the School District or a parent or person in parental relationship. The proceedings shall be presided over and decided by an impartial hearing officer.

Requests for a due-process hearing must be submitted in writing to Superintendent of Schools. Parents or persons in parental relationship shall be notified of the hearing at least ten (10) days prior to the date set for the hearing. The notice shall contain:

A statement of time, place and nature of the hearing

A statement of the legal authority and jurisdiction under which the hearing is being held.

A statement of the matters asserted.

A statement of the right to be represented by counsel.

A statement of the right to examine relevant records.

The School District's notices to the student's parent or person in parental relationship shall be in English or in the native language or mode of communication of the parent or person in parental relationship.



At the hearing, each party shall have an opportunity to present relevant information and outside expert testimony.

A copy of the hearing officer's decision shall be delivered to the School District and the parent or person in parental relationship within thirty (30) days following completion of the hearing.

The decision of the hearing officer is binding on all parties involved; it is subject to review by the Commissioner of Education, or the State Review Officer, as appropriate, and by a federal court of competent jurisdiction.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Greater Johnstown School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Greater Johnstown School District's compliance with the regulations implementing Title VI, Title IX, The Americans With Disabilities Act (ADA) or Section 504 is directed to contact:

TITLE: Superintendent of Schools  
LOCATION: 1 Sir Bills Circle, Suite 101  
TELEPHONE: 762-4611

whom has been designated by the Greater Johnstown School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA and Section 504.

(NOTE: This notice should be published annually in the local newspaper, as well as faculty, staff and student handbooks)

## **GRIEVANCE PROCEDURES FOR RESOLUTION OF COMPLAINTS ALLEGING DISCRIMINATION BASED UPON SEX OR DISABILITY**

### A. Level One Procedure

1. Any student or employee in the school district who wishes to file a complaint regarding alleged discrimination based upon sex or disability shall make such a complaint in writing on forms available in the superintendent's office.
2. Said form should then be given to the Superintendent of Schools who serves as the District Title IX, Section 504 Compliance Coordinator.
3. Compliance Coordinator or his/her designee will then:
  - a. Investigate, within one week (7 calendar days after receipt of complaint, the circumstances of the complaint.
  - b. Render a decision, within two weeks (14 calendar days) after receipt of complaint, and notify the Complainant.
  - c. Provide the Complainant one week (7 calendar days) to react to the decision before it becomes final.
4. The Complainant's responsibilities will be:
  - a. Accept the decision, in writing addressed to Compliance Coordinator; or,
  - b. Disagree with the decision, in writing, addressed to the Compliance Coordinator.

The failure of the Complainant to make a response will be considered his/her acceptance of the decision. In the event that the District level one officer (i.e., Title IX, Section 504 Compliance Coordinator and/or his/her designee) is involved in the alleged discrimination, the Complainant can bypass the Level One Procedure and proceed directly to the Level Two Procedure.

### B. Level Two Procedure

After completion of the Level One Procedure, the Complainant can start the Level Two Procedure by making a written request to the Compliance Coordinator.

1. The Compliance Coordinator requests the Superintendent of Schools to review the complaint.
2. The Superintendent will schedule a meeting within one week (7 calendar days) of the receipt of the request for review. The participants shall be the Complainant (the Complainant may be accompanied by his/her parent(s), guardian, spouse, or friend), the Compliance Coordinator, and the Compliance Officer may present information or otherwise actively participate in the meeting.
3. The Superintendent will make a decision within one week (7 calendar days) which shall be final. The Complainant and the Compliance Coordinator will receive copies of the decision.

### C. Other Channels for Filing Complaints

There are other agencies with which complaints alleging discrimination based upon sex or handicap can be filed. Please note that since



each agency has its own rules on deadlines for filing complaints, a check should be made with each agency to determine its particular rules for filing complaints.

The Complainant may also file a complaint alleging discrimination based upon sex or handicap with:

Office for Civil Rights, Region II

U.S. Department of Education

26 Federal Plaza

33rd Floor, Room 33-130, 02-1010

New York, NY 10278-0082



## GRIEVANCE FILING FORM

Date: \_\_\_\_\_

Your name

Your school and/or position

Place where you may be reached

Address

Phone

Nature of your grievance. (Please describe the policy or action you believe may be in violation of Title IX or other civil rights statute: please identify any person(s) you believe may be responsible.)

If others are affected by the possible violation, please give their names and/or positions.

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

\_\_\_\_\_  
Signature of Grievant Date

\_\_\_\_\_  
Signature of person receiving grievance

\_\_\_\_\_  
Date Location



## **NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504**

The Rehabilitation Act of 1973, commonly referred to as "§ 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under §504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

The federal regulations for §504 provide parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under §504 in English, your native language, or your usual mode of communication. (The purpose of this Notice is to advise you of those rights. 34 CFR 104.32)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
6. Your child has a right to an evaluation prior to an initial §504 placement and any subsequent significant change in placement. 34 CFR 104.35
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. 34 CFR 104.35.
8. Placement decisions must be made by a group of persons (i.e., the §504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35
9. If eligible under §504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35
10. You have the right to notice prior to any action by the District in regard to the identification, evaluation, or placement of your child. 34 CFR 104.35
11. You have the right to examine relevant records. 34 CFR 103.36
12. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36
13. If you wish to challenge the actions of the District's §504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the District's §504 Coordinator, Director of Elementary Educational and Special Services within ten (10) calendar days from the time you received written notice of the §504 Committee action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36
15. On §504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the District's §504 Coordinator (or designee), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office which covers New York is:  
U.S. Department of Education  
Office of Civil Rights, Region II  
26 Federal Plaza  
33rd Floor, Room 33-103, 02-1010  
New York, NY 10278-0082



## Code of Conduct Summary

The Board of Education of the Greater Johnstown School District ("Board" or "District") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, administrators, other district personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. These expectations are clearly defined in the District's Code of Conduct ("Code"). The Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

The following is a summary of the Code. You may obtain a copy of the full Code or another copy of this summary from the main office of each District school building and at the District's central offices.

### Rights and Responsibilities of the School Community

#### A. Students Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

#### B. Student Responsibilities

All District students have certain responsibilities as a member of the school community. These responsibilities include:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

#### C. Other Members of the School Community

Parents, teachers, administrators, other District personnel and the Board of Education all play an important role in the school community as well. They are expected to work together and with students to promote a safe, orderly, and stimulating school environment.

#### Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of headgear in the classroom except for a medical or religious purpose.

6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote or endorse the use, possession or sale of alcohol, tobacco, or illegal drugs and/or encourage other illegal activities or violence.

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

#### Prohibited Student Council

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they;

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the school community.
  6. Trespassing.
  7. Computer/electronic communications misuse.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include be are not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive, such as failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:
  1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student, a teacher, administrator or other school employee or attempting to do so.
  2. Possessing a weapon or displaying what appears to be a weapon.
  3. Threatening to use any weapon.
  4. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
  5. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:
  1. Lying to school personnel.
  2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  3. Defamation, which includes making false or unprivileged statement or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
  5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. This is inclusive of engaging in acts of sexual harassment as defined in the District's sexual harassment policies.
  6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  7. Hazing, which includes any international or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

8. Selling, using, or possessing obscene material
  9. Using vulgar or abusive language, cursing or swearing.
  10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
  11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances or drug paraphernalia, or being under the influence of either alcoholic beverages or illegal substances. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
  12. Inappropriately using or sharing prescription and over-the-counter drugs.
  13. Gambling.
  14. Indecent exposure, that is, exposure to sight of the private parts of the body in lewd or indecent manner.
  15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. Excessive noise, pushing, shoving, and fighting will not be tolerated.
- G. Engage in any form of academic misconduct, including, but not limited to, plagiarism, cheating, stealing, of academic materials or copying.

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

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

#### Disciplinary Penalties, Procedures and Referrals

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### A. Penalties

Students who are found to have violated the District's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
3. Written notification to parent - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
4. Detention – teachers, principal, superintendent
5. Suspension from transportation – director of transportation, principal, superintendent
6. Suspension from athletic participation – coaches, principal, superintendent
7. Suspension from social or extracurricular activities – activities director, principal, superintendent
8. Suspension of other privileges – principal, superintendent
9. In-school suspension – principal, superintendent
10. Removal from classroom by teacher – teachers, principal
11. Short-term (five day or less) suspension from school – principal, superintendent, board of education
12. Long-term (more than five days) suspension from school – principal, superintendent, board of education
13. Permanent suspension from school – superintendent, board of education
14. Zero for assignment/loss of credit – teacher, principal

#### B. Procedures

1. Detention – Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.
2. Suspension from transportation – If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding

privileges suspended by the building principal or the superintendent or their designees.

3. Suspension from athletic participation, extra curricular activities and other privileges – A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Educational Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with district official imposing the in-school suspension to discuss the conduct and the penalty involved.
4. In-School Suspension – Building principals and the superintendent may place students who would otherwise be suspended from school as the result of a code of conduct violation in “in-school suspension.” A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.
5. Teacher disciplinary removal of disruptive students – A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

Within 24-hours after the student’s removal, the principal or another District administrator designated by the principal must notify the student’s parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal’s designee to discuss the reasons for the removal.

If at the informal meeting the student denies the charges, the principal or the principal’s designee must explain why the student was removed and give the student and the student’s parents a chance to present the student’s version of the relevant events. The informal meeting must be held within 48 hours of the student’s removal. The time of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal’s designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student’s removal is otherwise in violation of law, including the district’s code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student’s placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student’s rights under state or federal law or regulation.

6. Suspension from school – Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Suspension from school may be short-term (5 days or less), long-term (more than 5 days) or permanent. Parents and students shall receive written notice of suspension and shall be offered the opportunity for an informal conference. At the informal conference, parents shall be permitted to ask questions of complaining witnesses under the principal’s supervision. If a District administrator determines that a suspension of more than 5 days is warranted, the student and parents shall receive written charges and a notice of hearing before the Superintendent or a hearing officer appointed by the District. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses and the right to present witnesses and other evidence on his or her behalf. A superintendent’s determination after a hearing may be appealed to the Board of Education. Students who bring a weapon to school may be suspended for up to one calendar year. Students who commit violent acts other than bringing a weapon to school are subject to a suspension from school for at least five days. Students who are repeatedly and substantially disruptive of the educational process are subject to suspension from school for at least five days, after they have been removed from the classroom by a teacher on four or more occasions.
7. Alternate Instruction – When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

### C. Referrals

1. **Counseling** – The Guidance Office and/or school administration shall handle all referrals of students to counseling.
2. **PINS Petition** – The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
  - a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
  - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.
3. **Juvenile Delinquent and Juvenile Offenders** - The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
  - a. Any student under the age of 16 who is found to have brought weapon to school.Or
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities may be entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. The code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. Please see a copy of the complete Code for details on the Board's policy for disciplining students with disabilities.

### Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishment that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used by District employees.

### Student Searches and Interrogations

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

In addition, The Board authorizes the superintendent, building principals, the school nurse, district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### A. Student Lockers, Desks and other School Storage Places

The rules in the Code regarding searches of students and their belongings do not apply to student locker, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials

#### C. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.



## Visitors to the Schools

The complete Code outlines the District's expectations of visitors and other members of the public who participate in District activities or visit District buildings. As a general rule, members of the public who attend a school function or visit a school building are expected to act in a respectful and orderly manner. Failure to follow District rules may result in the removal of the individual from the school function and/or District property.

## Dignity for all students act

The goal of the dignity act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

Districts must appoint at least one staff member in each school to handle all bullying incidents on school property (including athletic fields, playgrounds, and parking lots, in school buildings, on a school bus/vehicle, as well as at school sponsored events or activities).

### Johnstown Junior-Senior High School Dignity Act Coordinators:

Stephanie Ellsworth – 762-4663 (Nurse's Office)  
Scott Hale – 762-4661 ext. 136

Website: [www.johnstownschoools.org/dignityact](http://www.johnstownschoools.org/dignityact)

## Gun-Free Schools Policy 7361

No student shall bring onto school premises any "firearm" as defined in federal law. 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 of 1994 and Section 3214(3)(d) of the Education Law, any student who brings a firearm, as defined in federal law, onto 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 years of age or older.

In addition, any student attending a district school who has been found guilty of bringing a firearm onto 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 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 a District school or other premises used by the School District to provide such programs shall be suspended for a period of not less than one 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 year penalty has been determined, the Superintendent of Schools has the authority to modify this suspension requirement of the each student on a case-by-case basis. In reviewing the student's one 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 Decisional Law. 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.

A student with a disability who is determined to have brought a firearm to school may be placed in an interim alternative educational setting, in accordance with federal and state law, for not more than 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 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 was a manifestation of the student's disability, the Superintendent must exercise his/her authority under the Gun-Free School 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.

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.

Goals 2001: Educate America Act,  
P.L. 103-227 (Gun-Free Schools Act of 1994)  
18 United States Code (U.S.C.) Section 921  
Education Law Sections 310, 809-a, 3214,  
And Article 89  
8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2 and Part 200  
20 United States code (U.S.C)  
Sections 1400-1485,  
Individuals with Disabilities Education Act (IDEA)  
Family Court Act Article 3

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

Adopted 4/25/01

Initial Notification to person in parental relation and staff pursuant to Section 409-h of the State Education Law\*

Dear Parent, Guardian and School Staff:

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year.

The Greater Johnstown School District is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- a school remains unoccupied for a continuous 72 hours following an application;
- anti-microbial products;
- nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- silica gels and other nonvolatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- boric acid and disodium octaborate tetrahydrate;
- the application of EPA designated exempt materials under 40CFR152.25;
- the use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.



If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the form below and return in to Leo Loveless, the Greater Johnstown School District pesticide representative at:

1 Sir Bills Circle. Johnstown, N.Y. 12095

Phone: 518-762-3212 fax: email:

Please feel free to contact the representative above for further information on these requirements.

\* Written notification must be provided to all person in parental relation and staff at the following intervals throughout the school year; at the beginning of the school year; within two school days of the end of winter recess; within two school days of the end of spring recess; and within ten days of the end of the school years.

<b>Greater Johnstown School District Request for Pesticide Application Notification</b>		
<b>School Building:</b>		
<b>Name:</b>	<b>Address:</b>	
<b>Day Phone:</b>	<b>Evening Phone:</b>	<b>E-mail Address:</b>

## Attendance Policy #7109

Any absence for a school day or portion thereof shall be recorded or unexcused in accordance with the standards articulated below. In the event that a pupil at any instructional level arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards.

### Excused vs. unexcused absences and tardiness

The following reasons for pupil absences, tardiness, and early departure shall be considered by the Board of Education to be excused:

- a. illness;
- b. illness or death in family;
- c. unsafe travel conditions;
- d. religious observance;
- e. medical appointments;
- f. quarantine;
- g. required court appearance;
- h. participation in a school-sponsored activity;
- i. approved college visits; and
- j. approved cooperative work programs.

Any other pupil absence, tardiness or early departure is considered by the Board of Education to be unexcused. Each absence, tardiness and early departure shall be accounted for by the designated attendance personnel in the register of attendance and shall be entered as excused and unexcused.

In order for a student in the junior-senior high school to receive credit for a course, it is important that the student attend regular class meetings. For a full-year course, twenty (20) absences shall result in a loss of credit. For a half-year course, ten (10) absences shall result in a loss of credit. For a ten-week course, five (5) absences shall result in loss of credit.

Any pupil absence that is both properly excused and for which the student has performed any assigned make-up work shall not be counted as an absence for the purpose of determining the student's eligibility for course credit under this policy. It shall be the student's responsibility to obtain all make-up work from his or her teacher(s) immediately upon the student's return to school, and all make-up work shall be submitted within two (2) days after the excused absence at the secondary level, and 2 days at the elementary level after the excused absence to be reviewed by the teacher.

A student shall be regarded as being absent from class under this section of the policy if he or she misses more than five (5) minutes of class at the elementary level or ten (10) minutes at the secondary level, due to tardiness or early departure. Such tardiness or early departure shall



be excused, and the student shall perform the necessary make-up work within the allotted time, in order for the tardiness or early departure to not be counted as an absence for the purpose of determining the student's eligibility.

All medical excuses shall be submitted within three (3) days of the student's return to school at the elementary level, and within two (2) days of the student's return at the secondary level, in order to be considered as a valid excuse for the student's absence.