

**Berne-Knox-Westerlo  
Central School District**

**Student Code of  
Conduct 2025-2026**



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### **District Mission Statement:**

***The B-K-W CSD will provide an environment that fosters the creative, emotional, intellectual, and physical well-being of each student in order to enable a mastery of the curriculum and a life-long learning capability to meet the challenges of the future.***

## **I. INTRODUCTION**

The Board of Education (“Board”) 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, school personnel, parents and visitors is essential to achieving this goal.

The Berne Knox Westerlo School District (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.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. All violations of New York State’s and US Federal criminal laws, even if not stated in this document, are automatically covered. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this does apply to all students, school personnel, parents and other visitors when on school property or for students attending a school sponsored event off school property.

The school conduct and discipline codes are part of New York State SAVE legislation. This handbook constitutes the required SAVE notification.

## **II. STUDENT’S RIGHTS AND RESPONSIBILITIES**

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:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- Present their version of the relevant events to school personnel.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Be protected from discrimination on the basis of gender in educational or extra-curricular programs (Federal Law, Title IX). Students having concerns in this regard should contact the building Principal, Title IX coordinator, in the secondary school office.
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations.
- Attend school every day, unless excused, and be in class on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive

toward their highest level of achievement possible.

- Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to disciplinary action.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Hold themselves to the highest standards of conduct, demeanor, and sportsmanship in all school activities and at all school-sponsored events.

### **III. BKW PHILOSOPHY STATEMENT**

*To provide an environment where students, through practice and example, consistently exhibit self-discipline, self-respect, and respect for others.*

- BKW students practice self-discipline.
- BKW students respect teachers, staff and peers.
- BKW students have respect for property.
- BKW students are courteous.
- BKW students are aware of their appearance.
- BKW students are responsible.
- BKW students possess good character.
- BKW students are aware of safety procedures on buses and in the school building.

### **IV. RESPONSIBILITIES OF PARENTS AS ESSENTIAL PARTNERS**

All parents are expected to:

1. Recognize and understand that the education of their child (ren) is a shared responsibility of the parents and the school community and collaborate with the district to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure legal absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in society appropriate rules are required to maintain a safe, orderly environment.

7. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the district.
9. Build positive, constructive relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Regularly checking Eschool and ParentSquare for updates.

## V. SECONDARY SCHOOL ATTENDANCE POLICIES AND PROCEDURES

### A. ATTENDANCE

Students should arrive at school at 7:38 am. If a student needs to arrive prior to 7:38 they must report to the cafeteria when entering the building and remain there until the buses unload. Those not doing so will be subject to discipline according to the Code of Conduct.

Students are to report to their first period class by 7:43 am. Daily attendance occurs during the first few minutes of the first period. Students arriving late are considered tardy to school *and* tardy to their first period class and must report to the main office to be signed in. Failure to sign in will result in progressive consequences. Students may also face disciplinary consequences from their first period teacher.

*Students staying after school for any reason must be under a teacher's supervision at all times until 3:10 pm. Parents are responsible for arranging for transportation from school at 3:10pm.*

### B. DISMISSALS AND ABSENCES

State law requires that all pupils attend school during all days and all hours that school is in session. All instances of student absence, tardiness, or early release require a parent/guardian excuse. These excuses must contain:

<b>STUDENT NAME</b> (first and last)
<b>GRADE LEVEL</b>
<b>DATE</b> of absence(s), tardiness or early release
<b>REASON</b> for absence, tardiness or early release
<b>PARENT/GUARDIAN SIGNATURE</b>
<b>MEANS OF TRANSPORTATION</b> (if not picked up by guardian - early release excuses only)

i. **Excused Absences:** It is expected that students be present on each scheduled school day and attend all classes. Excused absences for which the teacher will assist with makeup work include:

- personal illness or death in the family
- medical appointments
- approved college visitations

- obligatory religious observance
- music lessons
- school field trips
- other school activities

All excused absences should be kept to a minimum. Excessive absences may have an impact on a student's ability to pass a course.

**ii. Unexcused Absences:** All other absences are unexcused or truant. Unexcused (those with parent permission, but not for one of the reasons mentioned above) require the student to request work missed. A student who is truant or cuts a class will receive zeroes for work missed and will not have the opportunity to make up assignments.

Any absence without a written parental excuse within three days of the student's return to school will be recorded and remain on their permanent record as an unexcused absence. Unexcused students may not have an opportunity to make up and/or receive a grade for the work that was missed during their period of absence. If the absence is due to truancy, disciplinary consequences will be applied according to the Code of Conduct. Please understand that an administrator may request written documentation/verification for absences, excused releases, and/or tardiness due to "personal reasons" and medical or dental appointments.

### **C. EARLY DISMISSAL**

Students who must be released from school are required to bring a parent/guardian excuse and present it to the office prior to their first period class/study hall. The excuse should specify: name, date, time to be excused, destination, and reason for leaving, person picking the student up from school and telephone number by which the above information may be confirmed. The individual picking the student up from school must bring photo identification at the time of pickup. Students failing to present their excuse prior to first period will receive a warning and subsequent offenses may result in progressive consequences. All early dismissals are recorded in the student's attendance file.

In the event of an emergency or illness during the school day, all students must report to the Nurse or Principal for permission to leave the building. Only the nurse or principal may contact the Parent for permission. Students may not do so. Failure to follow this procedure will result in disciplinary consequences. Leaving school without prior permission from the Nurse, Dean of Students, or Principal will be considered truancy.

If a student does not have driving privileges, a parent/guardian/legal representative must sign the student out in the main office and sign them back in when they return. If a student has driving privileges, a parent/guardian must send in a written note in order for a student to leave early.

### **D. RETURNING FROM ABSENCES**

All students returning to school from an absence must report to the main office upon re-entering the school building and hand in their parent/guardian excuse. Extended absence of three or more days due to illness or excessive absenteeism requires a note from a doctor.

## **E. HOMEWORK REQUESTS**

Students absent for legal reasons may request homework assignments through the guidance office, email their teachers to request assignments, or get them from Google Classroom (if posted). Homework requests should be made before 9:30 a.m. in order to provide sufficient time for teachers to complete these requests. The guidance office will provide the teachers' class work and homework assignments within 24 hours of the request. Assignments may be picked up in the guidance office by a parent or parent designee.

## **F. TARDINESS TO CLASS**

Students must be in class and prepared when the bell rings. Classroom teachers handle routine discipline for unexcused tardiness to class. Repeat offenses will result in referral to Administration.

## **G. TARDINESS TO SCHOOL**

It is expected that students will report to school on time, except in unavoidable emergency circumstances. Students arriving late to school must report to the main office and sign in. A parent/guardian excuse must be presented at the time of the student's arrival or no later than the following day (see page 10). Failure to sign in will be processed as Truancy. Students are limited to six tardies per semester, combined excused and unexcused. Repeated tardiness will result in disciplinary action.

## **H. TRUANCY**

Truancy is any absence from school without consent or prior knowledge of parent/guardian or school. This includes skipping school, tardiness to school, unofficial parties or picnics and leaving school without permission. Disciplinary consequences will be assigned in all cases of truancy.

## **VI. CAFETERIA/LUNCH PERIODS**

Lunchtime is a time to relax and socialize with friends. Students are to exercise good judgment in the use of their lunch period. Students will remain in the cafeteria until the period ends. Students must obey all off-limits regulations. Bathrooms available to students during lunch periods are those in the main hall. All other bathrooms are off-limits. Students failing to obey these rules will receive disciplinary consequences. The use of snack machines in the cafeteria is allowed during a student's lunch period as well as before and after school if the machine is turned on. If a student is working with a teacher during their lunch period, they need to provide a pre-signed pass to cafeteria staff.

### **A. CAFETERIA and LINE BEHAVIOR**

BKW students demonstrate safe behavior while eating in the cafeteria by following directions of the lunch monitors/supervisors and kitchen staff, picking up anything dropped on the floor, reporting any spills to the lunch monitors/supervisors and keeping all food in the cafeteria and depositing all garbage in the appropriate trash or recycling containers. Students failing to obey these rules may be required to serve clean-up detail under the direction of faculty supervisors, restricted lunch and other disciplinary consequences. No food or beverages may be taken out of

the cafeteria. Students may not order food from outside businesses (delivered or take-out) to be eaten at school. These items will be confiscated and disciplinary consequences followed. The only exception is for seniors who have senior privilege to leave for lunch.

## **VII. OFF LIMITS**

A student is off-limits if the student is anywhere other than his/her supervised class, without an authorized pass.

- Students are not allowed in the halls or bathroom during class periods without a pass or unless accompanied by a teacher.
- Students are not allowed in the PE locker rooms unless it is during their regularly scheduled class period. This will result in immediate disciplinary consequences.
- Once students are on school grounds, they may not leave for any reason without permission.
- All outdoor areas are off-limits during the school day except those marked for student privileges.
- All vehicles and the parking lots are off-limits during the school day except for students who have been granted senior privilege to leave school during specific times of the day.

## **VIII. DRESS CODE**

School is a work environment for both students and staff. All students are expected to pay attention to their personal hygiene and to dress appropriately for school and for all school sponsored activities. Students and their parents are primarily responsible to see to it that students are appropriately dressed for school. Please reflect this in your attire. Should the question arise as to the appropriateness of any student attire, we will follow the New York State Department of Education guidelines as follows:

*Student attire should pass the test of:*

- Decency
- Health
- Safety
- Non-interference in the educational process

Based on these criteria, a student's dress, grooming and appearance including jewelry shall:

1. Be safe, appropriate and not disrupt the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, plunging necklines (front and/or back) and see-through garments and shorts may not be appropriate.
3. Ensure that undergarments are **completely covered** with outer clothing.
4. Include safe and appropriate footwear at all times.
5. 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. Not include articles of clothing which are sexually implicit or explicit (contain messages or imagery).

6. Not include halter tops, tube tops, half-shirts, shirts missing sides or clothing that reveals the midriff or other areas during regular activity.
7. Not promote and/or endorse alcohol, tobacco, vapes, marijuana/THC, or illegal drugs and/or encourage other illegal or violent activities.
8. Not display guns or any other weaponry.
9. No tattoos should be visible on students who are below age 18 (**As per New York State Law**).
10. No display of swastikas or confederate flags is allowed on school grounds.
11. Shorts should be of moderate length as determined by school personnel.
12. Bathing attire is not to be worn to school.
13. Sheer, mesh or backless apparel is not allowed.
14. Costumes and/or masks (other than at approved functions) are not allowed.
15. Hoods should NEVER be worn over the head once inside the building.

**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.**

In all situations, school personnel will determine whether the students' clothing is inappropriate. Students in violation may not return to class until the item is covered or changed. Clothing items are available in the Nurse's office. Repeat offenses will result in disciplinary action.

## **IX. ELECTRONIC DEVICES**

### **A. CELL PHONES**

Cell phones should be off and stored in lockers during the school day (7:45 am – 2:17 pm) unless approved in advance for educational purposes by the building principal. Students using cell phones during the school day may have the phone confiscated. The phone will remain in the main office until a parent is able to come to the school and retrieve it. Repeat offenses will result in disciplinary action. Any inappropriate use of cellphones to degrade, humiliate or to make others uncomfortable will be addressed by the administration as a discipline issue.

A telephone for students' use is available in the main office. To ensure availability, use should be restricted to emergencies.

### **B. OTHER ELECTRONIC DEVICES**

Students may not carry, wear, or use any electronic music devices with earphones/earbuds at any time during the school day. Students may not use any internet-enabled wearables (watches, etc...) during the school day. Lasers and walkie-talkies are not allowed. Items will

be confiscated until a parent is able to pick them up. Repeat offenses will result in disciplinary action.

## **X. EMERGENCY DRILLS**

The District will notify families of upcoming emergency response drills via Parent Square. A fire evacuation plan is posted in each room. Students are responsible for becoming familiar with evacuation plans in all of their classrooms. In accordance with New York State regulations, several emergency and evacuation/"fire drills" will be held during the school year. When the fire alarm sounds, students are to file out of the room and walk quickly and quietly to the designated exit. Running or talking is not permitted. Students are to remain with their class' assigned area until they receive further instruction by school staff.

## **XI. COMMUNICATIONS/POSTERS/SIGNS**

Permission to post any type of printed material or art work must be obtained through the Principal's Office as the Superintendent's designee.

## **XII. DEVICE USE**

Berne-Knox-Westerlo Central School District provides students with access to the Internet. Students' use of school computers and Internet access are privileges intended to be for educational purposes only. All parents and students are required to review and sign the Device Use Agreement prior to the use of school computer resources. By signing the document, parents and students agree to the regulations set forth therein. Failure to comply with the guidelines will result in disciplinary action and removal of device privileges. Students who damage or lose these devices will be charged with repair or replacement.

## **XIII. TRANSPORTATION**

### **A. BUS PICKUP**

Students will wait for their bus at their designated stop. Unauthorized changing from one bus stop to another bus stop is prohibited. Students will be picked up and dropped off from the same place each day during the school year unless prior arrangements are made. Student behavior at the bus stop is the responsibility of parents or guardians. Prior to the bus approaching a pick up point, students will form a line in an orderly manner/fashion without shoving or pushing one another. Buses are not permitted to stop while on route for parents whose child has missed the bus at the regular stop.

### **B. BUS SAFETY RULES**

The driver has responsibility for all students while entering, riding, or leaving the bus. Students are expected to behave, follow the driver's directions, and not distract the driver. Students are expected to fully participate in all scheduled bus drills. The following are examples of prohibited behavior:

- Fighting
- Using profanity, yelling, or distracting the driver

- Changing seat while the bus is in motion
- Damaging the bus seats (writing on, puncturing or cutting the seats, etc.)
- Placing any part of the body outside the bus
- Eating/drinking on the bus without special permission
- Possessing, using or being under the influence of any prohibited substances, (Ex: drugs, alcohol, and/or tobacco)
- Possession and/or using vaping devices or e-cigarettes
- Possessing and/or using any type of weapon
- Littering and/or throwing objects

An object that can be placed on the lap of the student and does not protrude into the aisle is permitted on the bus. Live animals, glass containers, and large objects (tuba, cello, skis, large sports bags, etc...) are prohibited.

Changing from one bus to another bus is prohibited unless the main office grants an exception. Requests for students to ride another bus to a party, lessons, meeting, sleepover, etc. will generally not be granted. The District's responsibility is to safely transport students to and from one location for educationally related activities.

When approaching or departing the bus, all students who have to cross the road to or from their home must exercise extreme caution. Cross at least ten feet in front of the bus in full view of the driver (students should be able to see the driver's face), wait for the driver to signal before crossing, and never retrieve dropped objects or return into the path of traffic.

Parents are discouraged from requesting to pick up students off the bus while the bus is en-route.

### **C. BUS DISCIPLINE**

Students who violate the bus rules will be reported to the transportation supervisor. A Student Discipline Report Form will be completed and sent to the building principal. Disciplinary action will be taken by the principal or Dean of Students according to the Code of Conduct. Removal from District transportation, either short term or long term, is a potential consequence.

### **D. BUS PASSES**

A written note/request is required for a bus pass to be given. Requests for a pass require a reason, parent/guardian signature, and a phone number for confirmation. Phone calls need to be received prior to 1PM to grant a bus pass and will only be given in emergency situations.

### **XIV. STUDENT DRIVING AND PARKING:**

Parking is a privilege available to seniors in good standing academically and behaviorally and to eligible juniors in good standing providing space is available. Recreational vehicles or tractors are not permitted on school grounds. Students must obtain a Parent Permission/Vehicle Registration Form from the Main Office. This form must be renewed each year. All vehicles must be properly listed on the registration form as a permit and mirror tag (FOB) will be issued per vehicle. No FOBs will be issued unless the form is returned.

Students who drive must be present in their 1<sup>st</sup> period class on time, unless this is a senior privilege.

## **A. PARKING RULES**

All vehicles must be properly registered with the FOB properly displayed.

- Vehicles must be properly parked in the designated student parking area.
- Students must remove keys and lock vehicles.
- Students must enter school immediately upon parking.
- Students are not allowed in vehicles during the school day. If a student must return to his/her vehicle after parking, he/she must obtain permission from the main office.
- Students are expected to arrive at school and be present in first period class/study hall on time. Excessive tardiness will result in loss of privileges.

Failure to observe the above regulations will result in loss of parking privileges and may also result in disciplinary action.

## **B. MOVING VIOLATIONS**

School property is an extension of public roads and drivers are subject to normal highway rules and regulations.

All moving violations will result in a loss of parking privileges as listed below and prosecution under motor vehicle law if applicable.

Examples of moving violations include:

- Speeding (maximum speed on school grounds is 10 MPH).
- Passing school buses with their flashing red lights on.
- Breaking into the line of buses while either entering or exiting the lot.
- Reckless driving (squealing tires, excessive speed for the conditions, horseplay, etc.).
- Truancy (including leaving school grounds in any vehicle without following proper procedures).
- Riding in any vehicle to or from BOCES without prior parent and school authorization and written permission from BOCES.

Moving violations will result in suspension of privileges and disciplinary action.

## **XV. ACADEMIC STANDARDS**

### **A. PLAGIARISM**

The Berne-Knox-Westerlo Secondary School learning community expects all students to abide by ethical academic standards. Academic dishonesty, including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, is strictly prohibited. BKW's Academic Integrity Policy covers all school-related tests, quizzes, reports, assignments and projects, both in and out of class. The purpose of BKW's

Academic Integrity Policy is to prepare students for the world of college and beyond, where violations of academic and professional integrity have significant consequences. Plagiarism is not the same as cooperation or collaboration.

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. This may also include passing off work that is not a complete production of the student's own effort or ideas. This includes the use of Artificial Intelligence generators. When you use someone else's words, you must put quotation marks around them and cite the source. If you revise or paraphrase the words of someone else or use someone else's ideas, you must give the author credit. To use someone else's words or ideas without giving credit to the originator is plagiarism.

Cheating includes, but is not limited to; copying or giving an assignment or answers to an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.

Forgery or stealing academic material includes, but is not limited to; gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Range of Possible Consequences		
<b>Copying class work or homework</b>	-Zero on assignment -Parent contact	Detention - Suspension
<b>Plagiarism or cheating on an Exam or assignment</b>	-Zero on assignment -Parent contact Guidance counselor notification	Referral to administration
<b>Forgery or stealing academic material</b>	Referral to administration	Detention – Suspension

## **B. GRADE DESCRIPTORS**

95+	Superior	80 – 84	Good	65 - 69	Minimum Proficiency
90 – 94	Excellent	75 – 79	Average	0 – 64	Failing
85 – 89	Very Good	70- 74	Below Proficiency		

## **College Based 4.0 Conversion Chart**

100 = 4.00	89 = 3.27	79 = 2.70	69 = 2.20	59 = 1.45
99 = 3.93	88 = 3.20	78 = 2.65	68 = 2.15	58 = 1.36
98 = 3.87	87 = 3.13	77 = 2.60	67 = 2.10	57 = 1.27
97 = 3.80	86 = 3.07	76 = 2.55	66 = 2.05	56 = 1.18
96 = 3.73	85 = 3.00	75 = 2.50	65 = 2.00	55 = 1.09
95 = 3.67	84 = 2.95	74 = 2.45	64 = 1.91	0-54 = 1.00
94 = 3.60	83 = 2.90	73 = 2.40	63 = 1.82	
93 = 3.53	82 = 2.85	72 = 2.35	62 = 1.73	
92 = 3.47	81 = 2.80	71 = 2.30	61 = 1.64	
91 = 3.40	80 = 2.75	70 = 2.25	60 = 1.55	
90 = 3.30				

## **C. GUIDANCE SERVICES**

The purpose of the guidance program is to help all students develop and acquire the skills, abilities, knowledge, and attitudes necessary to plan for their futures. Counselors or students may schedule conferences at any time deemed necessary. Students must sign in after arriving at the counseling center.

### **School counselors assist students:**

- To make plans for their future in and out of school.
- To learn to identify and understand their values and how they affect their lives.
- To learn personal planning and problem-solving skills useful in present and future situations.
- To learn how to secure appropriate occupational and educational training.

## **D. REPORT CARDS**

Report cards are distributed every ten weeks, via Parent Portal, to notify students and parents of student learning progress. Five-week progress reports are distributed, via Parent Portal, five weeks into each ten week quarter.

## **E. HONOR ROLL**

Determined by averaging the numerically (0-100) graded course marks and dividing said average by the number of courses in progress.

High Honors- 94.5-100  
% Honors- 89.5-94.49 %  
Honorable Mention- 84.5-89.49%

FINAL SCHOOL MARK for a full year course is calculated from each of the 4 quarter

averages and the final exam grade and divided by five (5).

FINAL SCHOOL MARK for a half year course is determined by doubling the 2 quarter averages.

As of September 1, 2015 passing in all subjects grades 7-12 is 65.

## **F. COURSE DROPS**

To drop a course, a form must be secured from the guidance office, completed and then signed by the course teacher, school counselor, principal, and parent. Students will not be allowed to drop after the first five weeks of the full year course but if class is dropped it will show as a drop/fail on transcript. Half year courses cannot be dropped after the first 2 weeks. Students dropping classes after two weeks must have parental permission.

## **G. TESTING SERVICES**

Testing covers all grades. In grades 7 - 12, students are tested for scholastic ability, achievement, and aptitude. These test results help students to realize their strengths and weaknesses, aid in course selection, and help teachers know more about their students. In addition to standard testing services, provision is made for students to take all college admission and achievement examinations at the appropriate grade levels. A schedule of these tests is available from the guidance office. Students will also be notified of tests well in advance of the testing date.

## **H. CAREER AND TECHNICAL EDUCATION (CTE) DIPLOMA ENDORSEMENT**

Students pursuing a Career and Technical Education (CTE) endorsement on their diploma must meet all of the assessment requirements for BKW diploma options. Students may meet the unitary graduation requirements of 22 units through an integrated career and technical education program, specialized courses, or a combination of the two. Students must also successfully meet all the requirements of their NYS approved Career and Technical Education program. Requirements for a local diploma by passing the respective Regents Competency Examination in the CTE subject area. Students with disabilities first entering grade 9 in the 2006-2007 school years and thereafter students who score 55-64 on a required Regents examination are eligible to earn a local diploma

## **I. REGENTS DIPLOMA ENDORSEMENT Per New York State Regulations**

5 Assessments, scoring at 65% or better:

English	English Language Arts Regents Exam
Social Studies.	U.S. History & Government and Global History & Geography
Regents Exam	
Math	Integrated Algebra Exam
Science .....	Physical Setting or Living Environment Regents Exams

## **J. REGENTS DIPLOMA WITH ADVANCED DESIGNATION**

8 Assessments, scoring at 65% or better:

English	English Language Arts Regents Exam
Social Studies	U.S. History & Government and Global History & Geography
Regents Exams	

Math .....	Integrated Algebra, Geometry, and Trigonometry Exams
Science .....	1 Physical Science and 1 Life Science Regents Exam
Foreign Language	Language 3 Comprehensive Exam

## **K. VALEDICTORIAN and SALUTATORIAN**

Criteria listed below will be used to determine the valedictorian and salutatorian of the senior high school(s) of the Berne-Knox-Westerlo Central School District.

An eligible student must attend the Berne-Knox-Westerlo Central School District for a minimum of three (3) full academic years, prior to graduation, from grades 9 through 12. Students must be enrolled as a full-time student (6.0 credits) at the time of graduation.

Only the average of grades earned in the Berne-Knox-Westerlo Central School District through the end of the third quarter of the senior year will be used to select the final candidate. Course credits earned in other high schools, in summer schools other than those conducted by Berne-Knox-Westerlo Central School District, and post high school college credits will not be used in determining the final selection of a valedictorian or salutatorian. AP classes will be weighted 1.04 in determining the cumulative average for class rank.

If there is a tie between two students for valedictorian or co-salutatorian within 1/100<sup>th</sup> of a point, a co-valedictorian or co-salutatorian may be awarded at the discretion of the secondary administration.

Eligibility will not be restricted in any way by virtue of the type of courses undertaken by the students.

The valedictorian and salutatorian will be afforded the opportunity to speak at commencement.

This does not eliminate other students as determined by the school administration from speaking at commencement, i.e. senior class president, president of the student senate, etc.

Students eligible for graduation at the end of their junior year can qualify under the above criteria. In addition to being eligible as valedictorian and salutatorian, the student graduating at the end of his/her junior year will be permitted to participate in all other senior activities, i.e., prom, inclusion in the yearbook, social functions, etc. It is important to note that the student who opts for graduation at the end of the junior year must fulfill all other requirements of Board of Education policy dealing with early graduation including the determination of the student's status in the year preceding the junior year.

## **L. STUDY HALLS**

All students who are assigned study halls are assigned them as part of their academic day. This time is to be used to study, complete work or seek extra help if available. Seniors with privileges may sign out to a supervised area and must do so on a daily basis as there is no permanent sign out. Students in grades 9-12 possessing a valid Honor Pass for that quarter may sign out to the lobby.

## **XVI. STUDENT LOCKERS**

A locker is assigned to each student. Locker assignments may not be changed without permission from the office. Only school locks are permitted for use on school lockers.

Locks may be rented in the office. Students are financially responsible for all school property in their charge. Lockers must be locked at all times. Students are not permitted to use an unassigned locker, share lockers, or locker combinations with another student. BKW cannot assume responsibility for lost or stolen property. Oversized items may be stored in the P.E. teacher's office during class. To reduce the risk of theft, keep all personal items and books secured in the locker with the lock properly engaged, including P.E. lockers.

## **XVII. STUDENT CLUBS AND ACTIVITIES**

Make all arrangements for student activities/events through the class/activity advisor and the principal. Fill out the activity form and building use form. If special rooms are needed, the sponsor notifies the appropriate faculty member. Obtain a form from the main office a week in advance and have it signed by the advisor and principal. Obtain a required number of faculty chaperones at least a week before the activity is held. The principal and sponsor will determine the required chaperone number for other activities. Arrange with the cafeteria manager if kitchen facilities are needed. If there are decorations or refreshments, a clean-up committee is required. Ensure that if there is entertainment (music), the financial arrangements must be handled through extra-curricular funds. If funds are handled, they are to be secured in the school vault and deposited through the extra-curricular fund the next school day.

## **XVIII. HEALTH SERVICES**

Students who are injured or become ill during the school day must obtain a pass to the Health Office from the classroom teacher. Students report directly to the nurse only in an emergency. Students are responsible to make sure they are signed into the Health Office by the Nurse. The nurse will render assistance and, if necessary, make arrangements with the parent or guardian for student care. Students cannot return to class without a signed pass from the nurse.

For safety reasons, no student is permitted to leave school due to illness prior to consulting the school nurse to make arrangements to leave and must sign out in the office. Students leaving school or missing class without following the above procedure will be considered truant and will be subject to disciplinary action.

Students who will be absent for an extended period for health reasons may arrange for home-bound instruction through the Guidance Office. The need for home-bound instruction must be verified by a physician. Health counseling is available from the School Nurse.

### **A. PHYSICAL EXAMINATION**

The district requires and will provide a free physical examination for children who:

- Are in grades Pre-K, K, 2, 4, 7, and 10.
- Participate in interscholastic sports.
- Need working papers.

Are referred by/to the Committee on Special Education.

### **B. SPORTS PHYSICALS**

Sports physicals are given by the school physician in the summer, fall and late spring of each

school year. Should a major injury or surgery occur after the physical is given, a release to participate from the student's physician is required. Students are notified of physicals 2-3 weeks in advance through daily announcements, verbal communication from the physical education teachers, coaches and through digital notifications. Students will sign up for physicals in the health office

### **C. WORKING PAPERS**

To apply for working papers a student must have a current physical exam. Physical examinations for working papers can be performed by the student's physician or the school physician when available. Working papers and forms are available in the Secondary School main office, for students ages 14 and older.

### **D. ILLNESS AND EMERGENCY PROCEDURES**

If your child is allergic to insect bites or bee stings, please contact the school nurse regarding emergency measures.

Please keep your child home if s/he has a temperature of 100 degrees or greater. Children with severe symptoms from stomach virus, chest congestion, colds, and/or having a high fever should have 24 hours symptom free before returning to school. If your child is taking an antibiotic for any contagious disease, s/he may return to school after 24 hours of antibiotic treatment. This is important for the health and safety of all students.

Please remember to contact the school nurse when your child is absent. A written excuse is required for all student absences.

### **E. MEDICATION PROCEDURES**

The Bureau of School Health Services of the State Education Department has established the following guidelines for the administration of medication in the school.

The school nurse may only dispense prescribed and over-the-counter medication with written permission from parent and physician.

Medicine must be in original containers.

All medicine must be kept in the Health Office and given out by the nurse. Parents should bring medications to the nurse in a labeled and dated container.

No medication is allowed on the school bus.

Medications prescribed for three times a day may be given before school, after school, and at bedtime. This dosage schedule eliminates the need to send medications to school.

In the event that medication must be administered at school, the following guidelines must be followed in advance:

- School nurses must be provided with a note from the child's parent or guardian requesting that the named medication be administered at school.
- School nurses must be provided with a note from a physician stating the medication, dosage and frequency.

## **XIX. PROHIBITED STUDENT CONDUCT**

The Board of Education 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.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

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

### **1 Attendance Level (Level 1 Infractions)**

- 1.1 Tardy to school 3-7 times
- 1.2 8 Tardies
- 1.3 Unexcused
- 1.4 Truancy
- 1.5 Unexcused absence from school

### **2. Insubordination Level (Level 2 Infractions)**

- 2.2 Skipping 2:25- 3:10. Detention or 3:10-4:45  
Detention
- 2.3 Forged excuse/ pass
- 2.4 Disruptive behavior/ refusal to follow class routine
- 2.5 Disrespectful or disobeying teacher
- 2.6 Unprepared for class
- 2.7 Foul language or gesture towards peers
- 2.8 Foul language or gesture to school personnel
- 2.9 Disruptive on bus or in cafeteria
- 2.11 Throwing food in cafeteria
- 2.12 Refusal to follow directions in emergency
- 2.13 Repeated failure to submit assigned work
- 2.14 Leaving class w/o permission

### **3. Violation level (Level 3 Infractions)**

- 3.1 In hallway without a pass
- 3.2 Dress Code Violation
- 3.3 Improper use of electronic devices
- 3.4 Cheating (automatic zero)/ plagiarism
- 3.5 Destroying, littering, defacing or theft of others' (school)
- 3.6 Unsafe behavior on school property
- 3.7 Unauthorized departure from school building
- 3.8 Unauthorized use of electronic devices/computer misuse

- 3.9 Defacing School property
- 3.11 Theft
- 3.12 Smoking or in possession of tobacco/nicotine/vapes
- 3.13 Possession of obscene material
- 3.14 Inappropriate Sexual Contact

#### **4. Violent and Disruptive Incidents (Level 4 Infractions)**

- 4.1 Homicide
- 4.2.1 Forcible sex offenses
- 4.2.2 Non- forcible sex offenses
- 4.3 Robbery
- 4.4 Assault with physical injury
- 4.5 Arson
- 4.6 Kidnapping
- 4.7 Assault with physical harm
- 4.8 Reckless endangerment
- 4.9 Minor altercations
- 4.10 Harassment/ Bullying
- 4.11 Burglary
- 4.12 Criminal Mischief
- 4.13 Larceny and other theft
- 4.14 Bomb threat
- 4.15 False activation of a fire alarm
- 4.16 Riot
- 4.17 Possession of a weapon
- 4.18 Use, possession, distribution, or sale of a controlled substance
- 4.19 Use, possession, distribution, or sale of alcohol

**The following is a more detailed list of prohibited student conduct by categories:**

#### **LEVEL 2 INFRACTIONS:**

- A. **Engaging in conduct that is disorderly.** Examples of disorderly conduct include, but are not limited to:
  - 1. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 2. Obstructing vehicular or pedestrian traffic.
  - 3. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  - 4. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the

district's acceptable use policy.

**B. Engaging in conduct that is insubordinate.** Examples of insubordinate conduct include, but 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.
4. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

**B. Engaging in misconduct while on a school bus.** It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

### **LEVEL 3 INFRACTIONS:**

**C. Engaging in conduct that is disruptive.** Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate contact of a sexual nature.
3. Engaging in any willful act which disrupts the normal operation of the school community.

**D. Engaging in any form of academic misconduct.** Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

### **LEVEL 4 INFRACTIONS:**

**E. Engaging 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 a teacher, administrator, or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator,

other district employee or any person lawfully on school property, including graffiti or arson.

7. Intentionally damaging or destroying school district property.

**F. Engaging in any conduct that endangers the safety, physical or mental health or welfare of the student or others.** Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel, or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk or physical injury.
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 statements 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, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight, or disability to deny rights, equitable treatment or access to facilities available to others.
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.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying. This includes hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.
8. Hazing, which includes an induction, initiation, or membership process involving harassment and which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule, or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.
9. The use of media to invade privacy (such as taking pictures or videos without consent) of students, or staff or posting inappropriate comments on social media sites (Facebook, Snap Chat, Twitter, etc.).
10. Selling, using or possessing obscene material.
11. Using vulgar or abusive language, cursing or swearing.
12. Smoking a cigarette, cigar, pipe, using chewing or smokeless tobacco, or any mechanical device that simulates smoking.
13. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either, or possessing any paraphernalia designed to ingest drugs, alcohol, and tobacco or nicotine substances.
14. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic marijuana, and any substances commonly referred to as "designer drugs."
15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Gambling, or the perception of gambling.
17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher, playing with or tampering with the emergency

communication receivers, or defibrillators.

**G. Engaging in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.**

Examples of such misconduct include, but are not limited to:

1. Cyberbullying (i.e. inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

**XX. REPORTING VIOLATIONS**

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, counselor, the building principal, the dean of students or the superintendent.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

**XXI. DISCIPLINARY PENALTIES**

*Procedures and Referrals*

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

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 when required by law, 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, except to the extent permitted by law.

Whenever penalties are being imposed, parents are to be notified. If the violation occurred against another student, the parents or legal guardians of the offended student must be notified of the offense against their children. Only one custodial parent or guardian in either circumstance needs to be notified by the school.

- A. **DETENTION:** After school detention with a teacher will be held Monday, Tuesday and Thursday from 2:25 – 3:10 PM. Administrative detentions, in lieu of in-school suspensions, will be held on Thursdays from 3:10 to 4:00-4:45 pm. Parents must arrange for student transportation home from detention. Students must report on time and be prepared to work quietly. After school detention assignments take precedence over all job obligations. Cutting detention will result in further disciplinary consequences. **Lunch detention** is held Monday–Friday during a student's regular lunch period. Students will eat lunch and engage in quiet work.
- B. **IN SCHOOL SUSPENSION (ISS):** In-school suspension (ISS) is a disciplinary measure where a student is removed from their regular classroom for a set period, but remains within the school building, typically in a designated area, to continue their learning. The building principal or dean of students must assign the student to in-school suspension and considers the student behavior to be disruptive to the learning environment, but not warrant a full suspension from school.
- C. **OUT OF SCHOOL SUSPENSION (OSS):** When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law Section 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents. **The offenses that a student could be suspended out-of-school for include, but are not limited to: Level 3 and 4 infractions, and repeated Level 2 infractions.** In some circumstances, a parent conference may be required before the student returns to school. Students assigned O.S.S. are restricted from school and all school activities for the duration of the

suspension, through 7:55 a.m. of the date of the student's return to school. Students entering BKW school property while suspended from school will be considered trespassing and subject to criminal prosecution.

**D. SUSPENSION FROM TRANSPORTATION:** A student subjected to a suspension from transportation is **not** entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

**E. 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 Education Law Section 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 suspension to discuss the conduct and the penalty involved

## **XXII. 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 is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. Procedural safeguards are available in the Special Education Office.

## **XXIII. HARASSMENT AND BULLYING**

In order to facilitate implementation, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use and explain the term bullying (which is subsumed under the term "harassment"), which is understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror.

Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying often includes the following characteristics:

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

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

**Verbal bullying** includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications (“cyber-bullying”), anonymous notes, etc.

**Physical bullying** includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.

**Social or relational bullying** includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.

In each building, the head administrator/designee is responsible for receiving oral or written complaints alleging violations of this policy.

Students may report complaints of bullying, harassment, or discrimination to any school district employee. All district employees who receive reports of bullying, harassment, or discrimination will contact district administration and file a written report. Bullying Reporting forms are available in the Main Office.

#### **XXIV. DIGNITY FOR ALL STUDENTS ACT**

The Dignity for All Students Act (hereinafter referred to as the Dignity Act) is a comprehensive bill that focuses on prevention of harassment and discriminatory behaviors through the promotion of education measures meant to positively impact school culture and climate. Among other provisions, the Dignity Act requires all public school districts to update their codes of conduct to fully address all forms of harassment and discrimination against students attending New York public schools. By building on the 2000 Safe Schools Against Violence in Education (SAVE) Law which focuses primarily on guiding school districts on how to track and respond to school violence, the Dignity Act strengthens existing district policies protecting students and upholds New York’s commitment to safe and orderly schools.

The investigation of a reported act of bullying, harassment, or discrimination of a student, school employee, and all other individuals on BKWCSD property will be initiated upon report. The building administrator, designee, and/or investigative designee shall document all complaints in writing using the appropriate forms available in the Main Office, Guidance Office or school website. **A copy of the Dignity for All Student frequently asked questions and student reporting form can be found on pages 33 and 34 and on the district website.**

To the greatest extent possible, the administration will ensure that all complaints and the identities of all parties involved will be treated as confidential and in accordance with this policy.

##### **A. EXPECTATIONS**

Students, faculty, staff, and all visitors to the BKW CSD are expected to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others. All are to:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex, which will strengthen students' self-concept and promote confidence to learn.
- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Report incidents of harassment and discrimination that are witnessed or otherwise brought to a teacher's attention in a timely way.

## **B. INTERVENTIONS**

The Dignity Act calls for “remedial responses” to code of conduct violations. Remedial responses focus on correcting the reasons why harassment and discrimination occur; and are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- restitution and restoration;
- peer support groups; corrective instruction or other relevant learning or service experience;
- supportive intervention behavioral assessment or evaluation;
- behavioral management plans, with benchmarks that are closely monitored;
- student counseling; parent conferences; or student treatment through therapy.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent harassment and discrimination. Environmental remediation strategies may include, but are not limited to:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- adoption of research-based, systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations;
- peer support groups.
- disciplinary consequences

## **C. RETALIATION**

The Dignity Act specifically prohibits any form of retaliation against the victim, complainant, witnesses or others named in a DASA investigation or report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner in an investigation is specifically prohibited and in accordance with this policy shall be treated as another act of bullying, harassment, or discrimination and subject to disciplinary consequences.

## **XXV. STUDENT SEARCHES AND QUESTIONING**

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, 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. School officials are **not** required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, dean of students, the school nurse and 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. This includes students' lockers, desks, book bags and other school storage spaces.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his designee will be required to label items taken from students and personally deliver illegal or dangerous items taken from students to the police.

## **XXVI. POLICE COLLABORATION**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

## **XXVII. ACADEMIC ELIGIBILITY**

Any student failing two or more subjects will be ineligible to participate in any sport contest, club event, dance, prom, the musical or any activity sponsored by the school community. Any student with two or more incomplete grades will be considered ineligible until the grade is changed to numerical. If at least one grade is passing, the student will automatically be eligible. If the numerical grades lead to the student failing two or more subjects, then the student will be on the Ineligibility List and will have to follow the procedures as outlined below.

**To be removed from the Ineligibility List student will be solely responsible for the following 3-step process:**

1. Monday of the week the student is listed as ineligible, the student shall obtain an Eligibility Checklist from the school counseling office for each subject she/he is failing. The student should deliver one checklist to each teacher of a subject she/he is failing.
2. Monday through Friday, the student should hand in all homework, complete all class work (including note taking), be on time for class, arrive for class prepared, attend any extra assistance sessions set forth by the classroom teacher, and have no behavioral referrals in that class.
3. On Friday of that same week, the student shall collect the checklists from the teachers and return them to the school counseling office. The checklist will not be accepted any later than 3:20 pm on a Friday afternoon, unless the student or teacher is absent. In that case only, the slips would be accepted until Monday 12:00 pm for those classes in which the teacher or student was absent on Friday.

**If an ineligible student fails to complete this process each week, she/he will remain ineligible.**

The student will remain on the Ineligibility List for the full five weeks and must complete the above 3-step process each week. Should a student on the Ineligibility List choose not to complete the 3-step process or not meet all the criteria for a specific week, the student will be dropped from all extracurricular activities for one week or until they produce the next weekly checklist.

An ineligible student who does not successfully complete the checklist, may attend play practice, extracurricular meetings, and athletic practices, but not participate in the play, any planned extracurricular activity, or any scheduled sport contest. An athlete is expected to sit with the team for home and away games.

Students wishing to participate in the school's extracurricular activities are expected to attend class regularly and in a timely fashion, complete all required homework, be prepared for class, and to behave appropriately. The student will not be allowed to participate unless he/she produces the participation slip. The coach or advisor will accept no excuses.

### ACADEMIC INELIGIBILITY PERIOD SCHEDULE

1. Interim progress reports
2. End of 1<sup>st</sup> marking period (report cards)
3. Interim progress reports
4. End of 2<sup>nd</sup> marking period (report cards)
5. Interim progress reports
6. End of 3<sup>rd</sup> marking period (report cards)
7. Interim progress reports

**Eligibility Checklist**  
(For students failing two or more courses at an Ineligibility Period)

Student Name: \_\_\_\_\_ Week: \_\_\_\_\_

Class Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Please circle your answers to the following questions:**

Question	Eligible	Ineligible
1. Has the student completed all homework assignments this week?	Yes	No
2. Has the student completed all class work this week, including taking notes?	Yes	No
3. Has the student been on time to your class this week?	Yes	No
4. Has the student arrived for your class with your materials (ex. pen/pencil, textbook, notebook) this week?	Yes	No
5. If you have scheduled any extra assistance sessions with this student, has he/she attended them this week	Yes N/A	No N/A
6. Has the student had any disciplinary referrals in your class this week?	No	Yes

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

Teacher's Signature: \_\_\_\_\_

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

## **XXVIII. FREQUENTLY ASKED QUESTIONS ABOUT DIGNITY ACT**

### **(DASA) Who is protected by the Dignity for All Students Act?**

All public elementary and secondary school students are protected by the Dignity Act.

### **What does the Dignity Act prohibit?**

The Dignity Act prohibits the harassment and discrimination of students by students and by school personnel.

### **How does the Dignity Act relate to bullying and hazing?**

Bullying and hazing are forms of harassment and discrimination. The Dignity Act protects students against these forms of harassment.

### **What physical spaces are covered by the Dignity Act?**

The Dignity Act applies to behavior *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.

### **How does the Dignity Act affect the school's Code of Conduct?**

Under the Dignity Act, the school district's code of conduct must include age appropriate, plain language that prohibits discrimination and harassment against any student by employees or other students that creates a hostile environment.

### **What is considered a hostile environment?**

A hostile environment may occur with or without physical contact and/or by verbal threats, intimidation or abuse. Does the conduct unreasonably and substantially interfere with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being? Does the conduct reasonably cause a student to fear for his or her physical safety?

### **What is required of the school?**

All students must be informed annually of the behavioral expectations in the code of conduct. Training for staff will be provided to raise their awareness and sensitivity to potential discrimination or harassment and how to prevent and respond to discrimination or harassment. Staff who know—or reasonably should know—of possible harassment must take immediate and appropriate action to investigate or otherwise determine what occurred. When harassment has occurred, staff must take prompt and effective steps to end it, eliminate any hostile environment and prevent it from recurring.

## DIGNITY FOR ALL STUDENTS REPORTING FORM

Name of Complainant \_\_\_\_\_

Date of Complaint \_\_\_\_\_

Name of person alleged of bullying or harassing \_\_\_\_\_

Date and school/location of incident \_\_\_\_\_

Description of incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Incident (*check all that apply*):

Bullying \_\_\_\_\_ Cyberbullying \_\_\_\_\_ Discrimination \_\_\_\_\_ Harassment \_\_\_\_\_ Hazing \_\_\_\_\_

Did the incident involve any bias related to the following? (*Check all that apply*)

Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_ Ethnic Group \_\_\_\_\_ Religion \_\_\_\_\_

Religious Practice \_\_\_\_\_ Disability \_\_\_\_\_ Sexual Orientation \_\_\_\_\_ Gender \_\_\_\_\_ Sex \_\_\_\_\_

Were any injuries reported? \_\_\_\_\_ No \_\_\_\_\_ Yes (Give Description):

\_\_\_\_\_

Name(s) of witness(s) (if any) \_\_\_\_\_

Were parents notified? \_\_\_\_\_ No \_\_\_\_\_ Yes – notification done by:

\_\_\_\_\_

Has an incident with the same person been reported before? \_\_\_\_\_

If yes, when? To whom? \_\_\_\_\_

What was the resolution? \_\_\_\_\_

\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Name/Signature of Person Receiving This Complaint \_\_\_\_\_

*Forms should be submitted directly to your child's School DASA Coordinator. Complaints that are district-wide in nature, involve administration, or are not tied to a particular school should be made to the Office of Human Resources.*

Dear Parents/Guardians and Students:

Welcome to the Berne-Knox-Westerlo Interscholastic Athletic/Extra-Curricular programs. This handbook has been prepared to be used as a reference by our student-athletes, extra-curricular students, and their parents/guardians in an effort to define responsibilities as they pertain to the rules and regulations, as well as the guidelines for participation in our interscholastic athletic/extra-curricular programs.

Nationwide studies have shown that students involved in extra-curricular programs, such as interscholastic sports and clubs, achieve better grades, manage their time more effectively, have less discipline problems, and stay in school.

When a student chooses to participate in our athletic program or activities, he/she has committed his/herself to certain responsibilities and obligations. This handbook will acquaint you with some of the specific policies/rules that are necessary for a well-organized program of interscholastic athletics.

The Berne-Knox-Westerlo interscholastic athletic program is governed by the regulations of the New York State Commissioner of Education's basic code for extra-class athletic activities. In addition, Berne-Knox-Westerlo is a member of the New York State Public High School Athletic Association (NYSPHSAA), Section II, and competes in the Western Athletic Conference Southern Division.

Please feel free to contact me if you have any questions or concerns regarding the Berne-Knox-Westerlo athletic program. We look forward to working with you to ensure that you take advantage of the tremendous opportunities athletics can provide.

Sincerely,  
Tom Galvin  
Athletic Director

## **SPORTS LEVELS**

### **Modified (Grades 7 & 8 and 9)**

This program is available to students in the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade between the ages of 12 and 15. A student reaching the age of 16 at any time prior to or during a sport season must play junior varsity or varsity. Sport activities offered are determined by existence of leagues, student interest, and relationship to the high school program and board approval. At this level the focus is on learning athletic skills and "game rules", fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition. At this level there may be limitations on the number of students on one team. This program is designed to offer students the opportunity to engage in a more highly organized competitive experience than what is found in intramural or recreation programs, but not as involved as those found on JV or regular varsity teams. An attempt will be made by all coaches to give all team members meaningful contest participation over the course of a season.

### **Junior Varsity (JV)**

This program is intended for those who display the potential of continued development into productive varsity level performers. Team membership varies according to the structure of each sport, but sophomores and freshman occupy the majority of the roster positions. Juniors may be eligible for the junior varsity program in certain instances. Also, 7<sup>th</sup> and 8<sup>th</sup> graders who have satisfied all the selection classification requirements may be included. At this level there may be limitations as to the number of students on the team. At this level increased emphasis is placed upon elements and strategies of team play, physical conditioning, refinement of fundamental skills, and “socio-emotional” development. The JV program works towards achieving a balance between continued team and player development and victory. The outcome of the contest becomes a “consideration” at this level. An *attempt* will be made to play all participants, however equal playing time is neither required nor expected. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the junior varsity level.

### **Varsity**

The varsity level of interscholastic sports is the culmination of the high school athletic program. Normally, seniors and juniors make up the majority of the roster; however, gifted sophomores and freshmen may be considered. It is also possible for 7th and 8th graders that meet the selection requirements to be included on a varsity roster. At this level there may be limitations as to the number of students on the team. Team play, sportsmanship, individual physical ability, motivation, and mental attitude are all very important aspects of competition at this level. While contest participation over the course of the season is desirable, a specified amount of playing time is not guaranteed. It is vital that each team member has a role and knows its importance. Preparing to win and striving for victory in each contest are worthy goals of a varsity level team. The varsity coach is the leader of his/her sport program and is responsible for communication and system development among each level.

### **RISK FACTORS**

Participation by a student in an extracurricular activity may involve a certain degree of risk of physical injury. Such physical injury can occur in any type of activity, be it a “contact” or “non-contact”. Furthermore, many injuries are truly accidental in nature and by volunteering to participate in a school-sponsored activity, a student and his/her parents/guardians assume the risks for injuries to occur.

### **CLASSIFICATION**

The Selection Classification program is a process for screening student-athletes in grade 7 and 8 to determine readiness to compete at a higher level of competition (varsity or junior varsity) than their current grade level. It is based on readiness, rather than grade level. This program has been designed to assess a student- athlete’s physical maturation, physical fitness, and skill. This program is intended for the exceptional few in each school who would be better served playing on a higher level than age or grade might indicate. Parents who wish for their child to be considered for this program should contact the Athletic Director and Middle School Nurse. Information must be collected and evaluated by the Director of Athletics/Physical Education before a student may try out for a team.

Considerations that must be met include:

1. Recommendation for inclusion in this process will come from coaches, Athletic Director, and physical education teachers.
2. Parental permission Medical examination and approval by the school/family physician with the development or maturity level determined by the school/family physician in accordance with established guidelines for the level of a particular sport.
3. The six-item athletic performance test must be administered by a physical education teacher or by the Director of Athletics/Physical Education. The athlete must meet or exceed the criteria established for the level of participation desired.
4. The individual's prior experience and skill level is judged on the demands of the sport at the level of play at which the student is seeking to qualify.

## **ETHICS:**

It is the duty of all concerned with middle/high school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a congenial relationship between visitor and host.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by players on the team.
9. To recognize that the purpose of athletics is to promote physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game – not a matter of life or death for player, coach, school, fan, or community.

## **SPORTSMANSHIP:**

It is the duty of all concerned with middle/high school athletics:

1. Learn and understand the rules of your sport. Play hard, play to win, but play fairly within the rules.
2. Maintain self-control. Do not allow your emotions to distract you from the fundamentals of good sportsmanship.
3. Respect your opponent.
4. Show courtesy to visiting teams and officials.
5. Acknowledge good play.
6. Respect the integrity and judgment of officials. Never question the decision of an official.
7. Be an example for your school, teammates, and opponents.
8. A player who is disqualified from a contest for unsportsmanlike behavior by an official is prohibited from playing in the next regularly scheduled contest.
9. A player who strikes or otherwise physically assaults an official will be subject to an extended suspension from athletic competition. A physical confrontation with an official is any incident in which a player strikes, bumps, or otherwise physically or verbally intimidates an official prior to, during, or after an athletic contest.

## **ELIGIBILITY**

According to NYSPHSAA Regulations, in order for a student to be eligible for interscholastic competition they must meet the following criteria:

Be a registered student in school,

Enrolled in a minimum of four subjects including physical education.

Duration of Competition (High School level). Students are eligible to compete for:

1. Four consecutive years upon entry into 9th grade.
2. Four years in one sport unless advanced by selective classification. Students reaching the age of 19 prior to July 1 may not participate during the school year.

## **ELIGIBILITY FOR MEMBERSHIP**

Students are expected to commit themselves to team membership, attendance at school, and at practices/contests/events for the duration of the season or year.

When this commitment is not fulfilled, the student's membership and position shall be reviewed by the coach or advisor with the student and a recommendation of action will be made by the coach to the Athletic Director or Principal for review. Conditions for membership are as follows:

1. Students are expected to attend all practices and contests/events unless excused by the coach or advisor. It is the student's responsibility to notify the coach or advisor in advance of any circumstances which would prohibit attendance at practice(s) or contest(s) or event(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team depending upon the nature and/or frequency of the offense.
2. A student who is absent from school will not be eligible for participation in any athletic event or practice session on the day he or she is absent. The administration may permit participation when, in his/her judgment, the absence is unavoidable and supporting documentation signed by a parent or guardian is provided. Students are therefore advised to make requests for absence(s) in advance.
3. Students are expected to be in school on time on a daily basis. All student athletes and club members will be subject to the BKW policy on tardiness.
4. The coach or advisor will establish rules for attendance and participation. All members will be made aware of the rules and the coach or advisor will review these rules with all members. All members are expected to comply with and abide by the rules established for their group.

## **ELIGIBILITY FOR PARTICIPATION**

1. A student's absence(s) due to mandatory participation in family activities will not jeopardize the student's team membership status. However, it is important to note that upon his or her return the position previously held by the student may be held by another member. It is the returning student's responsibility to regain his or her position through individual effort.
2. The use, sale and/or possession of any controlled substance(s) alcohol, tobacco products, illegal drugs or drug paraphernalia other than those prescribed by a physician is strictly prohibited.

3. As a member, students should be mindful that they represent their school, family and community. Members are expected to have an obligation to conduct themselves as good citizens both in and out of school and the community. Students are expected to refrain from exhibiting any behavior(s) which violates the principles of good citizenship. In other words, never do anything which might bring embarrassment or an unfavorable view to yourself, your teammates, coaches, advisors, family, school or community.
4. A student who participates in activities resulting in his/her arrest or formal charges being filed in a court of law may face additional penalties under this Code. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.
5. Students may be suspended from extracurricular activities for a period not exceeding seven (7) days by the coach or advisor for violations of rules. Students who feel unjustly suspended may ask for a review of the case by a committee consisting of the coach, advisor, the principal, and the Athletic Director if sport related. Nothing herein shall be deemed to limit a coach or advisor in determining the extent of participation in any game or practice. Permanent suspensions may not take place until a meeting has been held between the student involved, the parent/guardian, the coach, the Secondary School Principal, and the Athletic Director. The Secondary School Principal or his/her designee will make the final decision regarding permanent suspension. Permanent suspension shall occur only after a finding of persistent violation of governing rules. Any appeal of a permanent suspension is to be made first to the Superintendent of Schools.

## ACADEMIC ELIGIBILITY

1. Any student, who is failing two or more subjects shall be ineligible to participate in any sport, club event, dance, Prom, the play or any activity sponsored by the school community.
2. A list will be compiled by the Guidance Department, grade 7-12, of every student who is failing two or more subjects, at the end of each 5 week interim period and at report card time. A student will have to complete the 3-step process, as stated on page 29.
3. The Guidance Department will prepare the list of students with failing subjects the Friday after the end of the evaluation period. **Suspensions will go into effect the following Monday.**
4. Suspended students will be notified by their coach or advisor on the Friday before the suspension is in effect. Should a student improve in the failing subjects – to the point where he/she is passing – but is still failing one subject(s), he/she will be eligible for participation **after the initial week suspension.** However, if the student is still failing two or more subjects, the suspension **will continue.**
5. Conditions of the Suspension:
  - A. **Students will be suspended from participation in interscholastic**

**contests, scrimmages, events and activities. During the suspension, the student will have to sit on the team bench in street clothes on game day. In addition, suspensions will prevent participation in end of the season banquets and awards ceremonies.**

**B. Coaches or advisors may permit the student to practice with the team provided they make arrangements for after school assistance with the teachers whose subjects they are failing. Each day they will be allowed to practice provided that they bring a signed form from the teacher indicating they have been in for after school help for a minimum of forty (40) minutes and present that to the coach who will then give it to the Athletic Director and Principal.**

**C. This procedure will follow again the next week. If the student is suspended for five weeks, he/she will be terminated from that sport for the remainder of that sport season or activity.**

### **APPLICATION OF THE CODE**

The Code of Conduct will apply to each student for the entire school year (July 1 to June 30) (including summer) and will be in effect at all times, in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by the administration. Each coach or advisor also has the prerogative to establish and implement additional guidelines/penalties specific to his/her particular team. All violations of the Code will be cumulative beginning with a student's initial participation on a junior varsity, varsity team or group activity.

### **DUE PROCESS**

Students accused of violation of this policy will have the right to a meeting within three (3) days of the allegation between the student, their parents/guardians, the secondary school principal, the Athletic Director, coach, advisor and any other pertinent persons immediately following the allegation that a violation of the policy has taken place. The final determination will be made by the high school principal or his/her designee after such meeting. Appeals to the determination are to be made to the Superintendent of Schools.

### **MULTIPLE SPORTS**

A student may participate in no more than two sports during a season. Students will only be allowed to participate in two sports when an agreement has been drawn up and agreed to by the coaches, athletic director, student athlete, parent/guardian, and administration.

### **WITHDRAWAL/CHANGING SPORTS**

A student who wishes to resign from one team and become a candidate for another team must follow the procedure listed below:

This decision must be made prior to the first interscholastic contest in the sport to be withdrawn from. The student involved must personally communicate his/her intention to the coach, and is not allowed to stop attending practice until this has been done. Failing to follow this procedure results in suspension from further sports during that season.

After informing the original coach, the student must request a review of the case through a form obtained from the Athletic Director indicating reasons for withdrawing and a request to try out for another team.

The case will be reviewed by the coaches involved, the student, and the Athletic Director within two days of the request.

Students allowed to switch sports must first return all equipment issued to the original coach before he/she may begin practice with the new team.

A student wishing to reconsider and rejoin the team must notify the head coach within 48 hours or forfeit the chance.

## **ATTENDANCE**

A student shall be in attendance within the first 40 minutes of the beginning of the school day in order to practice or participate in an athletic contest. Students who have a written legal excuse are exempt from this policy but must be in school by 11:30AM. (Examples: doctors/physicians visits, sickness/death in the family, educational visits, religious observance, no class first period or any others listed in the student handbook.) Habitual absences and/or tardiness will affect eligibility as determined by the coach, advisor, athletic director or Principal. Communication with your coach/ advisor and the attendance office is imperative. Attendance on the day before, the day of, and the day after an event or contest is considered to be especially important.

## **TRANSPORTATION**

All members will ride on transportation approved and provided by the school district. If a parent/guardian needs to bring their student home from an away contest, parent or guardian must sign out their student with the coach. The parent/guardian must sign the transportation release form provided by the coach or advisor. Permission for a student to leave with any other individual will not be given unless the parent/guardian has provided the coach or advisor with written permission ahead of time. In extenuating circumstances, parents/guardians may request a special situation exception. The athletic director or Principal must approve this extenuating circumstance

## **EQUIPMENT**

All equipment must be returned at the end of the activity to the coach or advisor. This includes uniforms, medical braces, and/or other equipment, which was given to you. A student will not be given a uniform or other equipment for another until all equipment is returned. The student will be financially responsible for any unreturned equipment.

## **COMMUNICATION**

The team coach or activity advisor is the best source of information. The student should address concerns directly with him/her. If, after speaking with the coach or advisor, you are not satisfied, the parent/guardian should speak to him or her. The next step would be for the parent/guardian and/or student to communicate with the athletic director or principal.

Appropriate concerns to discuss with coaches/ advisors:

1. The treatment of your child mentally and physically
2. Ways the parent can help the child to improve
3. Concerns about your child's behavior
4. Scheduling conflicts
5. Special needs or your student
6. Medical History

Issues not appropriate to discuss with coaches:

1. Team strategy
2. Parts or positions
3. Play calling
4. Personal Information
5. Coaches/ advisors experience
6. Playing time
7. Other student athletes

It is very difficult to accept that your child is not participating as much as you may hope. Coaches and advisors are professionals and they make judgment decisions based on what they believe to be the best for all the students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach or advisor. Other issues, such as those listed, must be left to their discretion. **Please do not attempt to confront a coach or advisor before or after a practice, contest or event. These can be emotional times for both parties. Meetings of this nature usually do not promote resolution and set both parties up for failure.**

## **FAMILY VACATIONS**

Students who miss practices or competition for any reason may have their position or playing time adjusted. Coaches or advisors shall make every effort to inform parents/guardians and students of the season's schedule as far in advance as possible

## **PHYSICAL EXAMINATIONS**

All students in grades 7-12 who desire to participate in interscholastic athletics must receive an approved physical examination and a medical history update. The physical examination must be approved by the school physician. No student will be allowed to try out, practice, or participate with any team without a required physical examination. There are no exceptions. Physical examinations will be provided by the school district at various times during the school year and athletes should see the school nurse to set up an appointment. As a parent/guardian, you may have your son/daughter examined by your family physician, if you so desire. The district medical form must be completed and returned directly to the school health office. Failure to provide proof of a physical examination and proper health forms will prevent an athlete from participating at any level. Physical examinations are valid for one calendar year. All injured athletes who have been seen by a physician must be released (signed statement of release) by the examining physician in order to resume participation with their team. This release must be filed with the school nurse prior to resuming practice or competition. In cases of a long term or severe injury, clearance by the school physician may also be necessary prior to the return of the athlete. Note: Parental consent forms as well as medical history update forms must be completed and returned to the school prior to the first practice. Also, if a student misses 7 or more calendar

days of participation, he/she will be required to participate in  $\frac{1}{2}$  of the required number of practice necessary for their original participation in that sport.

### **OUTSIDE PARTICIPATION**

The NYSPHSAA allows outside participation (AAU, travel, club, etc.).

Berne-Knox-Westerlo athletes must understand that commitment to the school team comes first, and outside participation should not be detrimental to an individual or to a Berne-Knox-Westerlo team.

There will be many circumstances where a student should not participate in an outside activity due to the possible effect on the team. Always check with your coach and/or athletic director.

### **NCAA**

If a student-athlete is planning to enroll in college as a freshman and wants to participate in intercollegiate athletics at the Division I or Division II level, the NCAA Initial-Eligibility Clearinghouse must certify him/her. Applications may be obtained in the high school guidance office. For more information, contact the athletic director or call the NCAA Hotline at 1-800-638-3731 or visit their website at [www.ncaa.org](http://www.ncaa.org).

### **DISSEMINATION**

The athletic director will provide adequate notice and opportunity for potential athletes to sign up for the next sports season. Sign-ups for Berne-Knox-Westerlo school sports will be posted in the high school gymnasium. (See your physical education teacher. Parents and coaches should encourage prospective participants to sign up and complete necessary paperwork and athletic physicals on time so that they will be ready for the first practice session. Section II and the Western Athletic Conference representatives determine sports seasons and follow the guidelines below:

**Fall Season** – mid August to late November (sign up in the spring of previous school year)

**Winter Season** – early November to late March (sign up in early October of current school year)

**Spring Season** – early March to mid-June (sign up in mid-January of current school year)

### **POST SEASON**

In the past and hopefully into the future, our teams here at Berne-Knox-Westerlo have had their seasons extended into the postseason. Postseason being sectionals, state qualifiers, and state competition. We ask that parents and students take this into account when planning vacations and trips. Postseason extends beyond the regular season. These contests and games can go weeks and perhaps a month beyond the end of the regular season. We ask the athlete and their families to plan accordingly.

We hope the information provided will help make you and your child's experience with the Berne-Knox-Westerlo Athletic Program more enjoyable, as well as rewarding.



**BERNE-KNOX-WESTERLO SECONDARY SCHOOL  
CODE OF CONDUCT, PARTICIPATION AND AUTHORIZATION  
FORM**

**By signing below, you indicate that you have read the Student Handbook for students and parents/guardians. Having done so, you are, by signature, agreeing to follow them. These guidelines apply to all BKW students regardless of academic, club or athletic participation.**

**Student Name (Please Print):** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_

**I agree to allow my child to attend school sponsored field trips during the school year with prior written notice from the adult organizing the trip.**

**Parent/Guardian Signature:** \_\_\_\_\_

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

***\*\* This form must be signed and returned to the main office prior to participation in any school sponsored event or activity.***





