Dear Parents, Students and Staff,

Woodhull Intermediate School prides itself on providing a learning environment with an education of high expectations that underscores interdisciplinary learning and differentiation to meet the needs of all our students.

Our Eagle behavior expectations promote a healthy learning environment by teaching good citizenship, clarifying expectations, and modeling peaceful ways to resolve differences. Woodhull Eagles are taught to always be:

Safe  
Respectful  
Responsible

In all areas of the school. Staff looks out for these behaviors and Students can earn “Caught Being Good” coupons to reinforce positive behaviors.

Please familiarize yourself with our school activities and protocols in this handbook.

Our doors are always open for questions, concerns or clarification.

Sincerely,

Mary Stokkers  
Principal  
mstokkers@hufsd.edu

Jarrett Stein  
Assistant Principal  
jstein@hufsd.edu

School Hours

School begins at 8:45 a.m. and ends at 3:05 p.m. To ensure safety, we request that no students be on school grounds prior to 8:25 a.m. unless attending an activity or extra help with a specified teacher.

Telephone Directory

Main Office...................... 673-2030

Attendance Office............. 673-2039

Principal......................... 673-2049

Cafeteria.......................... 673-2138

District Transportation........ 673-2032

Nurse............................... 673-2147

Special Education Office...  425-4711
**General School Information**

**ATTENDANCE**

Regular attendance at school is a key component to academic success. When your child is absent from school please call the attendance office and give your child's name, grade, teacher, and reason for the absence. When your child returns to school after an absence, a written excuse note must be brought to the teacher for legal absences to be recorded. All students must arrive by 8:45am and should remain until dismissal (3:05). Arriving late and leaving early must be avoided as instruction will be missed. Missing periods and days will be recorded in our e-school system.

**NURSE’S OFFICE**

The good health of your child is important to us. Our school nurse, Mrs. Scanello can be reached in the health office at (673-2147). The nurse is responsible for assisting students and staff who might be ill or hurt, and for dispensing medication to students. The nurse may also be consulted on matters related to possible hygiene problems, nutrition, drug and substance abuse, depression, child abuse, neglect or other health related concerns. A phone call will be made home if follow up care is needed.

**CAFETERIA**

The Huntington School District participates in the National School Lunch and Breakfast Program. Breakfast is available to students before school (8:25-8:45) A menu is posted on http://www.hufsd.edu. The cost of breakfast is $1.45 and lunch is $2.20. Prepaid meal tickets can be purchased from the cafeteria. A free and reduced breakfast/lunch program is available by filling out appropriate forms.

**OUTDOOR RECESS**

The recess period follows or precedes lunch for approximately 20 minutes each day. Recess will be outdoors whenever weather permits. Please send your child to school with weather appropriate clothing and proper footwear. Students will be kept indoors or not allowed to use equipment if not dressed appropriately.
PARENT TEACHER CONFERENCES
Each November there is time set aside for teachers to discuss the progress of their students with their parents or guardians. During the conference, the first report card will be given. Each child’s progress, standardized test scores and special needs are discussed and explained. Parents should attend these conferences to find out how they and the school can work together to help children succeed. Teachers and teams will always be available upon requests.

REPORT CARDS
There are four report cards given each year. The first report card is given at the November Parent-Teacher Conference. The other three report cards are sent home in January, April and June. Teacher assignments for the next school year will be in the June report card. Teacher requests will not be honored. Please feel free to contact your child’s teacher at any time if there is a problem or question. Do not feel you have to wait for the teacher to contact you or for the report card to come home to ask how your child is progressing.

HOMEWORK
Please look at your child’s agenda book each night. The faculty of Woodhull is firmly committed to the idea that homework enhances and extends the school learning experience. The purpose of homework is fourfold:

• To help develop good study skills.
• To reinforce skills learned each day in school.
• To provide for extended enrichment beyond the classroom.
• To establish a daily contact with parents in order to be constantly aware of the child’s academic work and test scores.
• Homework should take about an hour each evening.
Please contact your child’s teacher if homework is taking longer.

LOST AND FOUND
Lost articles of clothing are stored in the cafeteria. Jewelry and smaller items are stored in the main office. Children should periodically check the lost and found for missing items. After a reasonable time, unclaimed items will be donated to charity.

MUSIC, CLUBS AND ENRICHMENT ACTIVITIES
Music Programs
Intermediate and Advanced Band–Ms. Jablon or Mrs. Adams
Intermediate and Advanced Orchestra–Mrs. Bhasin
Chorus at each Grade Level and Music Lessons–Mrs. Canales

The Art Club–Advisor: Mr. Hiscox
Before or after school creative outlet for sixth grade students who have demonstrated artistic interests and talents.

School of Rock – Advisor: Mr. Esposito
6th grade students that already play an instrument join together to form a rock band.

Woodhull Student Council—Advisors: Mr. Armyn, Mrs. Barresi
The Student Council supports school and community service projects. Students meet formally twice a month in addition to participating in the many projects planned by the Student Council members.

Theatre Arts Club–Advisor: Ms. VonVange Stage Crew: Mr. Hiscox
Each year a musical production is performed by 5th and 6th grade cast members and stage crew.

Intramurals–Advisors: Mr. Triolo and Mrs. Postel
One day a week for each grade level will be designated for early morning sports at 8:45am when weather permits.

Science Fair
Each year all students at Woodhull School participate in a science fair. Students create and develop science projects that are displayed for the entire student body and their families. Winners will be selected for the Brookhaven National Laboratory Science Fair.

Field Day
In early June all students participate in physical activities supervised by the Physical Education Department. In a spirit of good sportsmanship and fun, students compete in a variety of fun activities.

Arts-In-Education
These are a series of district and PTA sponsored programs that bring a wide range of educational, social and cultural experiences to our children.
Dignity Act-
No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function. Please see website for entire Dignity Act.

Common Core Learning Standards-
The Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects (“the Standards”) are the culmination of an extended, broad-based effort to fulfill the charge issued by the states to create the next generation of K–12 standards in order to help ensure that all students are college and career ready in literacy no later than the end of high school. The Standards set requirements not only for English language arts (ELA) but also for literacy in History/Social studies, Science, and Technical Subjects. Just as students must learn to read, write, speak, listen, and use language effectively in a variety of content areas, so too must the Standards specify the literacy skills and understanding required for college and career readiness in multiple disciplines. Literacy standards for Grade 5 & 6 and above are predicated on teachers of ELA, history/social studies, science, and technical subjects using their content area expertise to help students meet the particular challenges of reading, writing, speaking, listening, and language in their respective fields. It is important to note that the K–12 literacy standards in History/Social Studies, Science, and Technical Subjects are not meant to replace content standards in those areas but rather to supplement them. States may incorporate these standards into their standards for those subjects or adopt them as content area literacy standards.

As a natural outgrowth of meeting the charge to define college and career readiness, the Standards also lay out a vision of what it means to be a literate person in the twenty-first century. Indeed, the skills and understandings students are expected to demonstrate have wide applicability outside the classroom or workplace.

CHARACTER EDUCATION PROGRAMS

Character education is a school wide program integrated throughout class activities and curriculum. Woodhull Intermediate School strives to create an environment of respect for oneself as well as others. We work cooperatively and develop a sense of responsibility and pride. Through our classroom instruction, arts, physical education, music, and specific workshops (health and presentations) our goal is to develop citizens with virtues. We encourage parental participation through workshops, support of programs and positive role modeling.

The Bully Program-
This is presented to our fifth and sixth grade students and is designed to combat negative behaviors. Proactive approaches to peer conflicts are taught. The contents of this program include communication, respect, understanding behaviors, and conflict resolution skills. This will include but not limited to cyberbullying, sexual harassment and sexting.

Caught Being Good Program-
This is a weekly program that recognizes students for kind, cooperative, and exemplary behavior. Students who exhibit these behaviors are presented with a “Caught Being Good” slip by personnel in the building. The slip is then deposited in a team bin. Each week one student from each team is presented with a prize as recognition for his or her good behavior.
DISTRICT CODE OF 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, other members of the school community and other individuals on school grounds, and with proper regard 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 the students’ ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, bully, harass, or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, he/she is subject to discipline under this provision and/or any other provision in this code of conduct that may be applicable to the circumstances involved. Students are prohibited from taking photographs or otherwise electronically recording the image of any other person at any time while on a school bus and/or anywhere in any school building and/or on school grounds during the school day except as expressly permitted in connection with authorized use in classrooms.

State Testing Dates:

<table>
<thead>
<tr>
<th>Test</th>
<th>Administration Dates</th>
<th>Make-up Dates</th>
<th>Scoring Dates</th>
<th>Final Dates to Submit Answer Sheets to Scanning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NY State Alternate Assessment (NYSAA)</td>
<td>Monday, September 30 – Friday, February 7</td>
<td>Make-ups must be given within the testing window</td>
<td>Monday, March 10 – Thursday, May 1</td>
<td>Thursday, May 1</td>
</tr>
<tr>
<td>NY State English Language Arts (ELA)</td>
<td>Wednesday, April 9 – Friday, May 16</td>
<td>Make-ups must be given within the testing window</td>
<td>Speaking is scored as it is administered</td>
<td>Thursday, May 29</td>
</tr>
<tr>
<td>Grades 3-8 Mathematics</td>
<td>Tuesday, April 1 – Thursday, April 3</td>
<td>Friday, April 4 – Tuesday, April 8</td>
<td>Friday, April 4 – Wednesday, April 30</td>
<td>Wednesday, April 30</td>
</tr>
<tr>
<td>Grades 3-8 English Language Arts</td>
<td>Wednesday, April 30 – Friday, May 2</td>
<td>Monday, May 5 – Wednesday, May 7</td>
<td>Monday, May 5 – Wednesday, May 14</td>
<td>Wednesday, May 14</td>
</tr>
<tr>
<td>NY State Math</td>
<td>Monday, May 5 – Friday, May 16</td>
<td>Make-ups must be given within the testing window</td>
<td>Monday, May 19 – Thursday, May 29</td>
<td>Thursday, May 29</td>
</tr>
<tr>
<td>Grade 4 Science Performance Test</td>
<td>Wednesday, May 21 – Friday, May 30</td>
<td>Make-ups must be given within the testing window</td>
<td>Scoring may start immediately following administration</td>
<td>Thursday, June 12</td>
</tr>
<tr>
<td>Grade 5 Science Performance Test</td>
<td>Wednesday, May 21 – Friday, May 30</td>
<td>Make-ups must be given within the testing window</td>
<td>Scoring may start immediately following administration</td>
<td>Thursday, June 12</td>
</tr>
<tr>
<td>Grade 4 Science Written</td>
<td>Monday, June 2</td>
<td>Tuesday, June 3 – Wednesday, June 4</td>
<td>Following make-up dates, but no later than Thursday, June 12</td>
<td>Thursday, June 12</td>
</tr>
<tr>
<td>Grade 5 Science Written</td>
<td>Monday, June 2</td>
<td>Tuesday, June 3 – Wednesday, June 4</td>
<td>Following make-up dates, but no later than Thursday, June 12</td>
<td>Thursday, June 12</td>
</tr>
</tbody>
</table>

Students who meet the Standards readily undertake the close, attentive reading that is at the heart of understanding and enjoying complex works of literature. They habitually perform the critical reading necessary to pick carefully through the staggering amount of information available today, both print and digitally. They actively seek the wide, deep, and thoughtful engagement with high-quality literary and informational texts that builds knowledge, enlarges experience, and broadens worldviews. They reflexively demonstrate the cogent reasoning and use of evidence that is essential to both private deliberation and responsible citizenship in a democratic republic. In short, students who meet the Standards develop the skills in reading, writing, speaking, and listening that are the foundation for any creative and purposeful expression in language.
STUDENT DRESS CODE
All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have a primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Student’s dress grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.
2. Recognize that extremely brief garments, including but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and back) and see through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing at all times.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Exclude items that are vulgar, obscene, and libelous or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
7. Exclude any combination of clothing and/or items that law enforcement agencies currently consider gang related (these items may change over time).

Each 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.

Provisions of the Dress Code are applicable at all times within the school building and at all school functions. Exceptions or modifications may be authorized by the building principal for a specific school activity on a single event basis. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

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

Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:
1. Running in hallways.
3. Using language or gestures that are profane, lewd, vulgar, and abusive or gang related or that incites others.
4. Obstructing vehicular or pedestrian traffic.
5. Recklessly using a motor vehicle on school property.
6. 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. Students serving a penalty of out of school suspension are not permitted on school property during the period of suspension without the express and prior approval of the student’s building principal.
7. Misusing computer/electronic communications equipment, including any unauthorized use of computers, software, or internet/intranet accounts; accessing inappropriate websites; or any other violation of the District’s Acceptable Use Policy No.7314.
8. Any act that interferes with or disrupts the normal operation of the school community and/or the school environment.

Engage in conduct that is insubordinate. Examples of insubordinate conduct, which includes but is not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees or otherwise demonstrating disrespect.
2. Being late for, missing or leaving school and/or class without permission.
3. Skipping detention.
4. Leaving school grounds without prior permission or authorization.
5. Lying to school personnel and/or making false statements to school personnel during the course of an investigation.

Engage 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 or otherwise showing disrespect.
2. Selling or distributing any item on school grounds without prior approval of the building principal or his or her designee.
3. Using any electronic device on school property during the school day such as, but not limited to, electronic games, beepers, cell phones, picture phones, video games, cameras (digital or otherwise), CD players, IPods, MP3 Players and other similar devices except as expressly permitted in connection with authorized use in classrooms. Unauthorized use of such items includes, but is not limited to, sending or receiving messages (voice and text), making or receiving telephone calls, taking photos, voice recording, videotaping and/or electronically recording the image of any person.

4. Inciting or urging one or more persons to engage in imminent violent conduct on school grounds.
5. Inappropriate sexual public contact or activity.
6. Engaging in any act or conduct that disrupts or interferes with the normal operation of the school community and/or school environment.

Engage in conduct that is violent. Examples of violent conduct include but are not limited to:
1. Committing, threatening, or attempting an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, student, administrator, school employee, or any other person lawfully on school property.
2. 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.
3. Possessing, distributing, attempting to distribute, using, possessing or selling fireworks, stink bombs, smoke bombs, explosives, mace or any other device with the potential for creating a public disturbance or harm.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Using a weapon. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property or at a school function, including but not limited to graffiti or arson.
7. Intentionally damaging or destroying school district property including but not limited to graffiti or arson.
8. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication:
   a. can reasonably be interpreted as a threat to commit an act of violence on school property; or,
   b. results in substantial disruption to the school community and/or school environment.
Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct includes but are not limited to:

1. Lying to school personnel and/or making false statements to school personnel during the course of an investigation.
2. Stealing district property or the property of other students, school personnel or any other person lawfully on school property or at a school function.
3. Defaming, 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. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, Youtube, etc.).
4. Discriminating, which includes the use of a person's actual or perceived race, age, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identify or disability as a basis to deny rights, equitable treatment, or access available to others.
5. Harassing, 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, demeaning or threatening. For the purposes of the Dignity for All Students Act, harassment is also defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
6. Intimidating, bullying, threatening, abusing or extorting any person, including any intimidation, bullying, threatening, abuse or extortion based on a person's actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Recruiting and/or initiating students into gang membership or gang related activities; displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
9. Selling, using, distributing, displaying or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking, using, distributing, selling a cigarette, cigar, pipe or chewing or smokeless tobacco.
12. Possessing, consuming, smoking, snorting, sharing, selling, using, distributing and/or exchanging alcoholic beverages, illegal substances or possessing, sharing, using, distributing or selling paraphernalia for the use of such illegal substances, or being under the influence of alcoholic beverages or illegal substances. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, ecstasy, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids, and any substances commonly referred to as "designer drugs," and controlled substances, except for those legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any therapy under the federal Controlled Substances Act or any other federal law.
13. Inappropriately using, consuming, possessing, distributing, exchanging, selling, or sharing controlled substances, prescription and/or over-the-counter drugs.
15. Indecently exposing the private parts of the body in a lewd or indecent manner.
16. Initiating a report or warning of fire or other catastrophe without valid cause, misuse of 911, discharging a fire extinguisher, making a bomb threat or leaving a threatening message(s) on phone answering machines, recording devices or on the Internet.
17. Internet Bullying also referred to as “Cyberbullying” -
“Cyberbullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messaging, mobile phones, pagers and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means.” This may also include electronically sending, receiving or forwarding sexually suggestive, nude or nearly nude photos through text message or e-mail where there is a sufficient nexus to the school environment.

18. Discrimination, Harassment and/or bullying as set forth in the District Dignity for All Students Act Policy No. 7550.

**Engage 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 that is consistent with all aspects of this code of conduct and all other district policies, regulations and rules. Excessive noise, pushing, shoving, fighting, throwing objects or other dangerous behavior will not be tolerated.

**Engage in any form of academic misconduct.** Examples of academic misconduct, which includes but is not limited to:

1. Plagiarizing.
2. Cheating.
3. Copying.
4. Altering records.
5. Accessing other users email accounts or network storage accounts and/or attempting to read, delete copy, modify, and interfere with the transferring and receiving of electronic communications.
7. Assisting another student in any of the above actions.

**REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, coach, advisor, guidance counselor, psychologist, social worker, advisor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance or paraphernalia for the use of such illegal substance, on school property or at a school function shall report this information immediately to a teacher, chaperone, club advisor, coach, the building principal, the principal’s designee or the superintendent.

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

Any weapon, alcohol or illegal substance or paraphernalia for the use of such 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 to law enforcement authorities. 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 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.
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, impartial and uniform. 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 and develop 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 generally a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, and if warranted, shall be administered consistent with statutes and regulations relating to discipline of 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 as permitted by law and regulations.

PENALTIES

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

1. Verbal warning - bus drivers or any member of the district staff
2. Written warning - bus drivers or any member of the district staff.
3. Written notification to parent - bus driver, coaches, advisors, guidance counselors, teachers, principal, superintendent.
4. Detention - teachers, principal or his/her designee, superintendent
5. Suspension from transportation – principal or his/her designee, superintendent
6. Suspension and/or removal from athletic participation – designated supervisors, coaches, athletic director, principal, superintendent
7. Suspension and/or removal from social or Extracurricular activities - activity director, principal, superintendent
8. Suspension of other privileges - principal, superintendent
9. In-school suspension - principal, superintendent
10. Removal from classroom by teacher - teachers, principal
11. Short-term (five days or less) suspension from school - principal, superintendent, board of education
12. Long-term (more than five days) suspension from school -, superintendent, board of education
13. Permanent suspension from school - superintendent, board of education.