## CONTENTS

I. INTRODUCTION .............................................................................................................................................. 1

II. STUDENTS’ RIGHTS AND RESPONSIBILITIES .............................................................................................. 2

III. ESSENTIAL PARTNERS ...................................................................................................................................... 3

IV. DEFINITIONS .................................................................................................................................................... 5

V. WEAPONS/FIREARMS ...................................................................................................................................... 6

VI. STUDENT DRESS ................................................................................................................................................. 7

VII. PROHIBITED STUDENT CONDUCT ................................................................................................................... 8

VIII. DISCIPLINARY PENALTIES AND PROCEDURES FOR STUDENTS ............................................................. 8

IX. ALTERNATIVE INSTRUCTION .......................................................................................................................... 14

X. DISCIPLINE OF STUDENTS WITH DISABILITIES .......................................................................................... 15

XI. CORPORAL PUNISHMENT ............................................................................................................................... 17

XII. STUDENT SEARCHES AND INTERROGATIONS ............................................................................................ 17

XIII. GUESTS TO THE SCHOOLS ........................................................................................................................... 18

XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY .............................................................................................. 19

APPENDIX A ............................................................................................................................................................ 21

APPENDIX B ............................................................................................................................................................ 25

APPENDIX C ............................................................................................................................................................ 31
I. INTRODUCTION

The Olean City School District is committed to providing a safe and orderly school environment where students will receive and district personnel will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, family members, and other guests is essential to achieving this goal.

The Olean City School District is committed to maintaining high standards of education for students in the schools. Because the district believes that order and discipline are essential to being educated effectively, the district is also committed to creating and maintaining high behavioral standards and expectations. Character education programs, Positive Behavioral Intervention and Crisis Prevention Intervention are part of the curriculum and classroom management practices and will be followed to promote a safe and supportive school climate. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of conduct that clearly defines individual responsibilities, describes acceptable behavior, and provides for appropriate disciplinary options and responses.

All persons are expected to observe the Code of Conduct governing behavior in school and at BOCES. The code is also enforced at or during school-related functions, field trips, sporting events, aboard transportation (school buses, rented buses), dances and athletic contests both at Olean Schools, opponent’s schools and other venues.

The district believes that order and discipline must be a shared responsibility among school, home and community. The Code of Conduct is reviewed and updated on an annual basis in collaboration with student, teacher, administrator and parent representation, school safety personnel and other board-approved school personnel. The Code of Conduct will be mailed to student households as well as posted to the District’s website. Additional copies of the Code of Conduct are also available in the Main Office of each school.

The Dignity for All Students Act (DASA)

The New York State Dignity for All Students Act took effect on July 1, 2012. The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against, verbally harassed, or physically assaulted. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

The Dignity for All Students Act states:

“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, or sex by school employees or students on school property or at a school function.”

Our efforts to enforce the Dignity for All Students Act:

The Olean City School District will enforce the Dignity Act by using the existing rules in our Code of Conduct and our discipline matrix documents. We take this law very seriously and will regularly review these documents and revise them as needed.

Harassment, bullying and discrimination against students by students and/or school employees are not permitted. Daily announcements are made to remind students and staff of the District’s process for reporting harassment and/or bullying. An anonymous tip line is available on the District’s website www.oleanschools.org.

Harassment Reporting Guidelines

If you are reporting student to student harassment, contact your counselor.

If you are reporting adult to student harassment, contact your principal.

If you are reporting adult to adult harassment, contact the Title IX harassment officers, listed here:

Aaron Wolfe, Director of Human Resources, 375-8097
Lauren Staff, Washington West Principal, 375-8962
The District’s DASA coordinators are:
Jeff Andreano, High School Principal, 375-8029
Gerald Trietley, Middle School Principal, 375-8062
Joel Whitcher, Intermediate School Principal, 375-8069
Brian Crawford, Elementary Principal, 375-8922
Lauren Stuff, Elementary Principal, 375-8962

II. STUDENTS’ RIGHTS AND RESPONSIBILITIES
Intermediate/Middle & High School (Gr. 4-12)

A. Students’ Rights
The Olean City School District students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

Each student will:
1. Take part in all district activities on an equal basis regardless of race, sex, sexual orientation, religion, national origin, or disability;
2. Have school rules and conditions available for review and, when necessary, explanation by school personnel;
3. Have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
4. Be guided by a discipline policy that is fairly and consistently implemented.

B. Students’ Responsibilities
Each student will:
1. Accept responsibility for his/her actions;
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property;
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct;
4. Attend school every day unless legally excused and be in class, on time, and prepared to learn;
5. Work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
6. Work to develop mechanisms to control his/her anger;
7. Ask questions when they do not understand;
8. Seek help in solving problems that might lead to discipline;
9. Dress appropriately for school and school functions;
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship; and understand that when attending school sponsored extracurricular events, he/she may be subject to an alcohol breathalyzer;
11. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
12. Recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
13. Contribute toward establishing and maintaining atmospheres that generate mutual respect and dignity for all. Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal.

STUDENT RIGHTS AND RESPONSIBILITIES
Elementary School (PK-3)

A. Student Rights
1. I have a right to be happy and to be treated with kindness. This means that no one will deliberately hurt my feelings or laugh at me.
2. I have a right to be myself. This means that no student or adult will treat me unfairly because I am fat or thin, tall or short, boy or girl, or because of the color of my skin, or if I have special needs.
3. I have the right to be safe. This means that no one will hit me, kick me, push me, pinch me, or hurt me in any way.
4. I have the right to hear and be heard. This means that no one will scream, shout, make noises, or talk when I am talking.
5. I have a right to learn. This means that no one will disrupt class by actions such as talking out or noisemaking.
6. I have a right to a pleasant environment in this school. This means that no one will destroy school property, leave papers, gum, food or other garbage on tables, chairs or the floor – nor will anyone disturb my belongings.
7. I have a right to work in this school. This means that no one will damage, destroy or take my books or any other learning materials.
8. I have a right to a drug and alcohol free school. This means that neither I nor my classmates will bring, use or distribute any drugs or alcohol in this school.

B. Student Responsibilities
1. I have a responsibility to respect and protect the rights of others.
2. I have a responsibility to respect all adults and respond to any directions or requests in a respectful manner.
3. I have a responsibility to always be prepared to learn and to work as hard as I can, in order to be the best student I can be.
4. I have a responsibility to be in school and on time.
5. I have a responsibility to dress appropriately for school and school functions.
6. I have a responsibility to make the school a safe and orderly place so that all students can learn.
7. I have the responsibility to ask questions when I do not understand.
8. I have the responsibility to ask for help in solving problems that might lead to discipline.
9. I have the responsibility to report to any adult if I am being bullied or if I see someone else being bullied.

III. ESSENTIAL PARTNERS
A. Family Members
A cooperative relationship between home and school is essential to each student’s successful development and achievements. To achieve this wholesome relationship, families:
1. Recognize that the education of their child(ren) is a joint responsibility of the parent and the school community;
2. Show an enthusiastic and supportive attitude toward school and education, including parent/teacher conferences;
3. Teach their children self-respect, respect for the law, respect for others and for public property;
4. Ensure their children attend school regularly and on time;
5. Insist their children be dressed and groomed in a manner consistent with the student dress code;
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment;
7. Know school rules and help their children understand them;
8. Inform school officials of changes in the home situation; address, phone #, and/or any name change;
9. Provide a place for study and ensure homework assignments are completed;
10. Inform administration or the authorities of a potentially dangerous plan or activity of which he/she is aware;

The family members should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

B. School Personnel
School personnel play an important role in the education of students. In view of this responsibility, as appropriate, school personnel will:
1. Promote a climate of mutual respect and dignity, which will strengthen each student’s positive self-image, and promote positive peer pressure and positive social interactions;
2. Show genuine sincerity and sensitivity in dealing with the needs and concerns of the students and their families;
3. Teach the common courtesies by precept and example;
4. Treat students in an ethical and responsible manner;
5. Know school policies and rules, and enforce them in a fair and consistent manner;
6. Communicate to students and/or family members:
   a. course objectives and requirements
   b. marking/grading procedures
   c. assignment deadlines
   d. expectations for students
   e. classroom discipline plan
7. Communicate regularly with students, family members and other teachers concerning growth and achievement;
8. Plan and conduct a program of instruction that will make learning challenging and stimulating;
9. Utilize classroom routines which contribute to the total instructional program and to the student’s development of civic responsibility;
10. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
11. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
12. Identify changing student behavior patterns and notify appropriate personnel;
13. Send communications home promptly;
14. Report to the Principal or Assistant Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
15. Take corrective action to prevent bullying behavior of which they have been made aware at school district sites or activities, including the reporting of bullying behavior to administration;
16. Serve as a surrogate parent in matters of behavior and discipline in accordance with New York State School Law;
17. Enforce the Code of Conduct in all areas of the school;
18. Comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
19. Immediately report and refer violent students to the Principal, Assistant Principal or Superintendent of Schools;
20. Inform administration or the authorities of a potentially dangerous plan or activity of which he/she is aware;
21. Model desirable standards of behavior in compliance with the Code of Conduct and District Policies. ("Refer to Policy #6182-STAFF/VOLUNTEER-STUDENT RELATIONS – FRATERNIZATION")

C. Building Administrators

1. Seek to develop a sound and healthful atmosphere of mutual respect;
2. Evaluate the program of instruction in their school to achieve a meaningful educational program;
3. Develop procedures that reduce the likelihood of student misconduct;
4. Provide the opportunity for students and staff to approach the Principal directly to redress grievances;
5. Work with students and staff to formulate school regulations;
6. Work closely with family members to establish a cooperative relationship between home and school;
7. Utilize all appropriate support staff and community agencies to help family members and students identify problems and seek solutions;
8. Establish necessary building security;
9. Assume responsibility for the dissemination and enforcement of the Code of Conduct and ensure that all discipline cases referred are resolved promptly;
10. Ensure that students are provided with fair, reasonable, and consistent discipline;
11. Comply with pertinent state laws governing hearings, suspensions, and student rights;

D. District Administrators

As the educational leaders of the school system, the Superintendent of Schools and central administrators will:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning;
2. Reinforce and extend the indicated responsibilities of the Principals and make them applicable to the school system for grades Pre K-12;
3. Recommend to the Board of Education appropriate policy, regulations and actions to achieve optimum conditions for positive learning;
4. Develop and implement an effective Code of Conduct supportable by students, family members, staff and community;
5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

E. Board of Education

As the elected officials in charge of our schools, the Board of Education:

1. Adopts the policies governing the District, including this Code of Conduct;
2. Ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
3. Annually approves the Code of Conduct and update it as necessary;
4. Collaborates with students, teachers, administrators, and family representation, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the
conduct of students, district personnel and guests on
school property and at school functions;
5. Leads by example by conducting Board meetings in a
professional, respectful, courteous manner.

IV. DEFINITIONS

For the purposes of this Code of Conduct, the following
definitions apply (according to the current law):

“Assigned Sex at Birth” shall mean the sex designation,
usually “male” or “female,” assigned to a person when they
are born.

Bullying – Elementary version: “Bullying” is when a person or
group of people hurts, embarrasses, or frightens another
person on purpose and they do it over and over again.

“Bullying/Harassment” means the creation of a hostile
environment by conduct (actions) or by threats, intimidation
or abuse, including cyberbullying as defined in Education Law
§11(8), that
. (a) has or would have the effect of unreasonably and
substantially interfering with a student’s educational
performance, opportunities or benefits, or mental,
emotional or physical well-being; or
. (b) reasonably causes or would reasonably be
expected to cause a student to fear for his or her
physical safety; or
. (c) reasonably causes or would reasonably be
expected to cause physical injury or emotional harm
to a student; or
. (d) occurs off school property and creates or would
foreseeably create a risk of substantial disruption
within the school environment, where it is
foreseeable that the conduct, threats, intimidation or
abuse might reach school property.

For purposes of this definition, the term “threats,
intimidation or abuse” shall include verbal and non-verbal
actions. (Education Law §11[7])

“Color” shall mean the term refers to the apparent
pigmentation of the skin, especially as an indication or
possible indication of race.

“Cyberbullying” shall mean harassment/bullying, as defined
in Bullying/Harassment, through any form of electronic
communication which includes but it not limited to the use of
instant messaging, email, web sites, chat rooms, text
messaging, and other forms of social media when such use
interfere with the operation of the school; or infringes upon

the general health, safety and welfare of District students or
employees.

“Disability” shall mean any restriction or lack (due to any
impairment) of ability to perform an activity in the manner or
within the range considered typical.

“Discrimination” shall mean unjust or prejudicial treatment
of any student by a student or students and/or employee or
employees on school property or at a school function
including, but not limited to, discrimination based on a
person’s actual or perceived race, color, weight, national
origin, ethnic group, religion, religious practice, disability,
sexual orientation, gender or sex.

“Disruptive student” is an elementary or secondary student
under the age of 21 who is substantially disruptive of the
educational process or substantially interferes with the
teacher’s authority over the classroom.

“Emotional harm” shall mean harm to a student’s emotional
well-being which occurs in the context of “harassment or
bullying” through the creation of a hostile school
environment that is so severe or pervasive as to unreasonably
and substantially interfere with a student’s education.

“Employee” shall mean any person employed or contracted
by the district.

“Ethnic Group” shall mean a group of people who identify
with each other through a common heritage including
language, culture, and often a shared or common religion and
or ideology that stresses ancestry.

“Family member” is the parent, guardian, or person in
parental relation to a student.

“Gender” shall mean actual or perceived sex and shall
include a person’s gender identity or expression.

“Gender identity” shall mean a person’s gender-related
identity, appearance or behavior, whether or not that
gender-related identity, appearance or behavior is different
from that traditionally associated with the person’s
physiology or assigned sex at birth. (This is a person’s inner
sense or psychological knowledge of being male, female,
neither or both.)

“Harassment” shall mean the creation of a hostile
environment by conduct or by verbal threats, intimidation or
abuse that has or would have the effect of unreasonably and
substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but 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.

“Miranda” The Miranda warning, which also can be referred to as the Miranda rights, is a right to silence warning given by police in the United States to criminal suspects in police custody (or in a custodial interrogation) before they are interrogated to preserve the admissibility of their statements against them in criminal proceedings.

“National Origin” shall mean a person’s country of birth or ancestor’s country of birth.

“Race” shall mean a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent, "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

“Religion” shall mean specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

“Religious Practice” means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

“Removal” is the act of a teacher in discontinuing the presence of the student in his/her classroom.

“School bus” shall mean motor vehicle owned and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law Section 11[1] and Vehicle and Traffic Law Section 142).

“School function” shall mean a school-sponsored extra-curricular event or activity.

“School personnel” are all individuals employed by or providing a service to the district.

“School property” shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.

“Sex” means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote “sex”.)

“Sexting” is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

“Sexual Orientation” shall mean actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11[5]).

“Suspension” is the temporary removal of a student from regular classroom instruction (either in school or out of school) for disciplinary reasons. It is the act of a Building Principal (or with consent of the Principal the Assistant Principal), Superintendent of Schools, or Board of Education.

“Weight” shall mean aside from the obvious meaning in the physical sciences, the word is used in reference to a person’s “size”.

“Violent student” is a student under the age of 21 that:
  - Commits an act of violence upon a school employee, or another student, or attempts to do so, while on school property or at a school function.
  - Commits an act of violence upon another student or any other person unlawfully on school property or at the school function, or attempts to do so.
  - Possesses, displays and threatens while on school property or at a school function, to use a weapon.
  - Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.

V. WEAPONS/FIREARMS

A “weapon,” as defined by the NYS Penal Code includes, but is not limited to, any antique firearm, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, dangerous knife, billy club, blackjack, razor, stiletto (knife), switchblade knife, gravity knife, brass knuckles, sling
shot, pilum ballistic knife, chukka sticks (numchuks), metal
knuckle knife, box cutter, sand club, cane sword, electronic
dart gun, Kung Fu star, electronic stun gun, pepper spray or
other noxious spray, explosive, fireworks, or incendiary bomb
with propellant charge less than 4 oz., or other device,
instrument, material or substance that can result in physical
injury or death.

A “firearm” as defined by federal law is: A) Any weapon
(including starter gun) which will or is designed to or may
readily be converted to expel a projectile by the action of an
explosive; B) the frame or receiver of any such weapon; C)
any firearm muffler or firearm silencer; or D) any destructive
device. The term “destructive device” means: any explosive,
incendiary, or poison gas- bomb, grenade, rocket having a
propellant charge of more than four ounces, missile having an
explosive or incendiary charge of more than one-quarter
ounce, mine or device similar to any of the devices described
in the preceding clauses. Students possessing a firearm as
defined above will be suspended for one year. The
Superintendent has the authority to modify the suspension
on a case-by-case basis and shall refer the student to a
presentment agency for a juvenile delinquency proceeding.

VI. STUDENT DRESS

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

Students are expected to wear appropriate apparel at
school. A student wearing apparel that is disruptive to the
educational process will be directed to change or remove the
disruptive apparel. This could result in the student contacting
the parent for a change of clothing.

A student’s dress, grooming and appearance, shall:
1. Be safe, appropriate and not disrupt or interfere
with the educational process;
2. Recognize that extremely brief and revealing
garments or clothes in ill-repair, that expose
completely bare shoulders, midriff, breasts, chest
hairs, private parts, and any part of one-half of the
thigh are not appropriate;
3. Ensure that undergarments are appropriately
covered with outer clothing;
4. Include footwear at all times;

5. Not include the wearing of head coverings such as
hoods, hats, do-rags, hair picks, and similar items,
coats or other outerwear or sunglasses, in the
building except for a medical or religious purpose.
The administration, at its discretion, may allow the
wearing of certain items on designated days;
6. Not include items that are vulgar, obscene, libelous
or denigrate others on account of race, color,
religion, creed, national origin, gender, sexual
orientation, gender identity, disability, or weight;
7. Not promote and/or endorse the use of alcohol,
tobacco, vaping or illegal drugs and/or encourage
other illegal or violent activities;
8. Not include coats, jackets and footwear intended
primarily for outdoor use;
9. Not resemble full military fatigues;
10. Not include backpacks, duffle bags, tote bags, etc.
after the start of the school day without prior
administrative approval. Small purses, district -
provided laptop cases containing only the district
provided laptop, and pencil cases are permitted.
Acceptable purse size will be left to the discretion of
the building administrator;
11. Not include radios, headphones and/or electronic
devices including cameras and video recording
devices; excluding Smart phones for HS level
students;
12. Not include chains/spikes that could be used as
weapons;
13. Not include pajamas or other obvious sleepwear;
14. Not include leggings or “tights” that are sheer or
see-through unless worn with other garments such
as skirts or dresses.
15. Rips or holes in jeans, shorts or skirts should not be
above half the thigh.
16. Not include items with perceived sexual content or
references.

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

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

Individual school administration reserves the right to make a list of prohibited clothing items that can be updated as necessary. The list will be posted in the school and on the school web site, and sent home when modifications are made. This list will be subject to review by district level administration.

VII. PROHIBITED STUDENT CONDUCT

The Olean City School District 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 the students’ ability to grow in self-discipline.

The District 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, as outlined in the appropriate discipline matrix.

VIII. DISCIPLINARY PENALTIES AND PROCEDURES FOR STUDENTS

A. Penalties

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 family members, teachers, and/or others, as appropriate;
6. Other extenuating circumstances;
7. The dangerousness of the act;
8. The student’s developmental level and age;
9. Motive and intent, i.e., culpability;
10. The consideration of any mitigating circumstances;
11. Restitution to any aggrieved person, persons or groups, institutions, organizations, etc.;
12. The consideration of victim’s rights.

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.

B. Procedures

The following shall constitute appropriate disciplinary measures authorized by this Code of Conduct:

1. Warnings (oral or written);
2. Removal from the classroom by the teacher;
3. Removal from the lunchroom or other school sponsored event;
4. Written or oral notification to family members;
5. Probation—in case of athletics or extracurricular activities;
6. After school teacher detentions;
7. After school administrative detentions;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extra-curricular activities;
11. Suspension of other privileges;
12. In-school suspension;
13. Short term (five days or less) suspension from school;
14. Suspension for minimum of one calendar year for bringing a firearm to school or school sponsored activity as defined by federal law;
15. Long term (more than five days) suspension from school;
16. Permanent suspension from school.

C. Reasons for Disciplinary Action

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
   - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect;
   - Missing or leaving school without permission;
   - Skipping detention.

3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
   - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

4. Engage in conduct that is violent. Examples of violent conduct include:
   - 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;
   - 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;
   - Possessing a firearm/weapon; only authorized law enforcement officials are the only persons permitted to have a firearm/weapon in their possession while on school property or at a school function;
   - Displaying what appears to be a firearm/weapon;
   - Threatening to use any firearm/weapon;
   - 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;
   - Intentionally damaging or destroying school district property (i.e. pulling fire alarm).

5. Engage in any conduct that endangers the safety, moral, health or welfare of others. Examples of such conduct include:
   - Lying to school personnel;
   - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
   - Bullying, by definition, includes a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful;
   - Cyber bullying or Internet bullying, which includes using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber bullying includes the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees;
   - Sexting, which is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature;
   - Defamation, which includes making false or unprivileged statements or representation about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
   - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability or weight as a basis for treating another in a negative manner;
   - 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;
   - Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
6. 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 consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

7. Engage in any form of academic misconduct. Examples of academic misconduct include:
   - Plagiarism;
   - Cheating;
   - Copying;
   - Using an unauthorized electronic device;
   - Altering records;
   - Assisting another student in any of the above actions.

8. Engage in loitering on school property. Traveling through a school by non-students of that school. Students are expected to walk directly and quietly to their destination, while showing respect for staff of that school. Refusal to do so can result in disciplinary consequences by the student’s school administration.

9. Engage in unauthorized use of personal entertainment devices including, but not limited to, cameras or video recording devices, lasers, laser pointers, beepers, and pagers.

10. Use of roller blades, skateboards, hoverboards, scooters, “heelys”, or similar wheeled footwear.

11. Engage in unauthorized use of cell phones or other electronic devices. At the elementary, intermediate and middle school levels, cell phones must be in lockers and off or secured by an administrator/teacher during school hours.

12. High School usage of cell phones:
    Students at Olean High School are allowed to use cell phones and other personal digital devices in a controlled manner during the school day AFTER the student has a signed Student Use of Personal Devices permission form on file. While this policy permits the use of digital devices by students, high school staff may inspect or confiscate student devices at their discretion. Confiscated devices will be given to a building administrator and secured pending contact of and pick up of device by the family member. Further, staff members or teachers may restrict the use of digital devices in any location when the use of these devices may conflict with student safety or instructional purposes.

   In all areas, students are not permitted to take photos or videos in school without the prior permission of school staff. Making a video or taking photo images may be permitted for limited and instructional purposes. Seniors may make phone calls in senior commons. All students needing to make important and necessary phone calls (calling place of work, college admissions, etc.) may only make the call if prior permission is given by the staff in charge of the student. In addition, students are allowed to access social media only in Green zones; however, students are not to take pictures or video during the school day. This includes, but is not limited to, posts to social media sites such as Facebook, Twitter, Snapchat, and Instagram.

   The operation of cell phones and other Internet-capable devices will be in a system of three zones that range from
“prohibited use” to “unrestricted use” by students. Regardless of the zone, student personal devices will be operated in compliance with the district’s Internet use policy and Student use of Personal Devices Permission form.

**ZONE 1 RED – PROHIBITED USE**
Operation of digital devices in these areas is prohibited. Areas in this zone are instructional classrooms, locker rooms, restrooms, the library, and hallways during class periods. Modification of the prohibition in classrooms will be at the discretion of the teacher. With teacher permission, personal digital devices may be used for instructional purposes. Teachers will post their classroom policies in their rooms.

**ZONE 2 YELLOW – LIMITED USE**
Limited operation of devices is permitted without prior permission. Areas in this zone are building halls (during the change of classes). Texting and monitoring of devices is permitted. Because of safety concerns, audio or the use of ear buds and headphones is prohibited. A student having ear buds in or headphones on his/her ears will be considered in violation of the policy.

**ZONE 3 GREEN – GENERAL USE**
Students may use all allowable features of their digital devices without prior permission. Areas in this zone are “lunch” study halls, cafeteria, and senior commons. Operation of cell phones and devices in “homerooms” or student 1st period classrooms is permitted prior to the start of morning announcements. At no time should the sound from devices be heard by others.

**D. Reporting Code Violations**

1. To School District Personnel:
   Students, teachers and other District personnel are encouraged to report any violation of the **Code of Conduct** to the Assistant Principal or Principal. Teachers and other District personnel are required to immediately report violent students to the Principal, Assistant Principal, or Superintendent of Schools.

2. To Local Law Enforcement Agencies:
The administrator in charge will report any acts of violence against persons that constitute a felony or misdemeanor and other violations of the **Code of Conduct** which constitute a felony to the appropriate local law enforcement agency. When necessary, the District will file a complaint in criminal court. The administrator in charge will report any violations of the

**Code of Conduct** which constitute a crime to the appropriate law enforcement agency.

3. To Human Services Agencies:
   When necessary, the District will file a person in need of supervision (PINS) petition in Family Court.

4. Anytime a student is reported for a violent act, the family will be notified immediately by the Principal, Assistant Principal, or the Superintendent.

**E. Removal of a Student from the Classroom**
A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term “time out” in an elementary classroom or in an administrator’s office; (2) sending a student into the hallway briefly; (3) sending a student to the assistant principal’s office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this **Code of Conduct**, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A teacher may remove a student for the remainder of the class or a period of time designated by the building principal upon the first event and for up to two days of class or a period of time designated by the building principal upon the second or third event. Upon the occurrence of a fourth event, a Principal’s suspension may occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal’s suspension for substantially disruptive behavior may be implemented in addition to or in
lies of removal of the student from the classroom by the
teacher.

Once the teacher determines that the student has been
substantially disruptive or substantially interferes with the
teacher’s authority over the classroom:

- The teacher must inform the student, privately if
  possible, (or within 24 hours of removal where the
  student is unmanageable at the time of initial
  removal) of the reason(s) for the removal.
- If the disruptive student does not pose a danger or
  on-going threat of disruption to the academic
  process, the teacher must provide the student with
  an explanation for why he/she is being removed and
  an opportunity to explain his/her version of the
  relevant events before the student is removed. Only
  after the informal discussion may a teacher remove
  a student from class.
- If the student poses a danger or ongoing threat of
  disruption, the teacher may order the student to be
  removed immediately. The teacher must, however,
  explain to the student why he/she was removed
  from the classroom and give the student a chance to
  present his/her version of the relevant events within
  24 hours.
- The Assistant Principal, Principal, or designee must
  be notified immediately, via intercom or telephone,
  by the teacher of the student’s removal from the
  teacher’s class. Documentation of the event to
  follow by the close of the school day.
- Within 24 hours after the student’s removal, the
  Principal or designee must notify the family member
  in writing that the student has been removed from
  class and why. The notice must also inform the
  parent that he or she has the right, upon request, to
  meet informally with the Principal or the Principal’s
  designee to discuss the reasons for the removal.
- 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 student’s removal at
  the last known address for the family. 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
  family members.
- Upon request, the student and his/her family
  member must be given an opportunity for an
  informal conference with the Principal or designee
to discuss the reasons for removal. If the student
denies the charge(s), the Principal or designee must
provide an explanation of the basis for the removal
and allow the student and/or his/her family member
an opportunity to present the student’s version of
the relevant events within 48 hours of the student’s
removal. If removal occurs on a Friday or the day
before a vacation, the family member may
voluntarily agree to meet the next school day.
- The Principal or designee may overturn the removal
of the student from class if the Principal (or
designee) finds any one of the following:
  1. The charges against the student are not
     supported by substantial evidence;
  2. The student’s removal is otherwise in violation
     of law, including the district’s Code of Conduct;
  3. The conduct warrants suspension from school
     pursuant to Education Law 3214 and a
     suspension will be imposed.
- The Principal’s or designee’s determination on
  whether or not to support the teacher’s removal of
  the student shall be made by the close of business
  on the day succeeding the 48 hour period for the
  informal Principal’s removal conference. The
  teacher who causes the removal may be required to
  attend the Principal’s conference at the Principal’s
discretion.
- Each teacher must keep a complete log (on a district
  provided form) for all cases of removal of students
  from his/her class as previously defined at the
  beginning of this section. The Principal or designee
  must keep a log of all removals of students from
  class.
- A student with a disability can be removed from a
  class as long as the principal or his/her designee
  safeguards the student’s rights under IDEA.

The District shall provide continued educational
programming and activities for students who are removed
from their classrooms.

An appeal brought by the parent or student over the age
of 18 of a Principal’s removal decision must be presented to
the Superintendent of Schools prior to any further appeal.

F. Student Suspension Process

The Board of Education, District Superintendent,
Superintendent of Schools, Building Principal or in his/her
absence, the acting Building Principal, may suspend a student
from school where it is determined that the student:
Is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; or

- Exhibits behavior which endangers the health, safety or morals of himself/herself or of other students; or
- Is removed from a classroom for substantially disrupting the educational process interfering with the teacher’s authority in the classroom four or more times in one semester.

G. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the **Code of Conduct**. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Short-term (5 days or less) suspension from school:

- 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 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 family 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.
- The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the family members of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the family members shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.
- The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.
- After the conference, the principal shall promptly advise the family members in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent’s decision they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent’s decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) suspension from school:

- When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s
family member of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and their right to present witnesses and other evidence on his or her behalf.

- The Superintendent shall personally hear and determine the proceedings or may at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceedings before him or her. A record of the hearing shall be maintained but no stenographic transcript shall be required.

- A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

- An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent’s decision, unless the family members can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

**Permanent Suspension:**

Permanent suspension is reserved for extraordinary circumstances such as where a student’s conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**H. Student Complaints and Grievance Procedures**

Individual complaints and grievances shall be handled in accordance with the following guidelines:

- To reach an informal solution to the problem, the student should try to discuss the incident with the appropriate teacher or staff member. Students may appeal to the highest authority in the school building, the Building Principal.

- For resolution of matters where appeal procedures are outlined in the law, such as student suspensions, the legal course of action will be followed.

In the Due Process, the appeal process on any discipline procedure is as follows: the Building Principal, the Superintendent of Schools, the Board of Education, and the Commissioner of Education of the State of New York.

**I. PINS Petitions**

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 (effective November 1, 2001) who demonstrates that he or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law;

- Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school;

- Knowingly and unlawfully possesses marijuana in violation of Penal Law 221.05. A single violation of 221.05 will be a sufficient basis for filing a PINS petition.

**J. Juvenile Delinquents and Juvenile Offenders**

The Superintendent is required to refer the following students to the appropriate law enforcement agency for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have brought a weapon to school, or;

- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law 1.20(42);

- The Superintendent is required to refer student’s age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

**IX. ALTERNATIVE INSTRUCTION**

When a teacher removes a student of any age from class or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the district will take immediate steps to provide alternative means of instruction for the student.
X. DISCIPLINE OF STUDENTS WITH DISABILITIES

In the event that a student has a known disability or when school officials can be deemed to have known - in accordance with the law - that a student has a disability, the District will first proceed to conduct a 3214 disciplinary proceeding for any suspension of more than five days. The 3214 disciplinary proceeding will be held in two parts, first to determine the student's guilt or innocence on the charges and the second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

Section 504/Title II ADA Disability

Before discipline may be meted out for a student with a disability or suspected disability found solely under 504 of the Rehabilitation Act of 1973 (hereinafter “504”) Title II of the Americans with Disabilities Act (hereinafter the “ADA”), the 504 multi-disciplinary committee (hereinafter the “504 Committee”) must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability (Nexus).

1. If a Nexus is found between the disability and the conduct underlying the charges, the 3214 proceeding must be discontinued and the matter placed under the jurisdiction of the 504 Committee for any further consideration. The 504 Committee must register a referral and bring about an evaluation of a student with a suspected disability or, if the student is already eligible under 504, it must consider possible program modification and disposition on a non-disciplinary basis.

2. If no Nexus is found yet a disability is indicated or has been identified, discipline may be imposed upon remand to the 3214 Hearing Officer. A student whose sole disabilities are found under 504 and for whom no Nexus is found shall be disciplined in the same manner as their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a Nexus determination was not made. The Olean City School District must continue to provide a free appropriate public education to students who have been suspended from school.

A. IDEA Disability

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (hereinafter “IDEA”) (a student with an education disability), the Committee on Special Education (hereinafter the “CSE”) must make a determination of whether the conduct underlying the charges was a manifestation of the disability.

- If a Nexus is found between the disability and the conduct the 3214 proceeding must be discontinued (except for weapons, drugs and dangerous behavior) and the matter placed under the jurisdiction of the CSE for any further consideration. The CSE must register a referral and bring about an evaluation in the case of a student who may be deemed to be known as having a disability or, if the student is already classified under IDEA, it must consider possible program modification and disposition on a non-disciplinary basis.

- If no Nexus is found, yet nonetheless a disability is indicated or has been identified, discipline may be imposed upon remand to the 3214 Hearing Officer. The relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner in which they would be applied to children with disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.

- Where no Nexus is found and no suspected disability is determined to exist, the matter shall be remanded to the 3214 Hearing Officer for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a Nexus determination was not made. The School District must continue to provide a free appropriate public education to students who have been suspended from school.

B. Suspensions beyond Ten (10) School Days

A student with a disability or suspected disability found solely under 504/Title II of the ADA may not be suspended for more than 10 school days unless the 504 Committee has conducted a Nexus determination and finds that the behavior underlying the disciplinary charges was not a manifestation of the student's disability.

A student classified or deemed to be known as having an educational disability under IDEA may not be suspended for more than 10 school days unless:
The CSE has made a determination that the student’s misconduct was not related to the student’s disability;
• The School District obtains a court order authorizing the suspension;
• The disciplinary charges involved the carrying of a weapon to school or a school function or the knowing possession, use or sale of illegal drugs at school or a school function;
• The family member or student 18 years of age or older gives their consent, in writing.

In determining a disciplinary outcome, a 3214 Hearing Officer and/or decision making authority may not consider incidents in the past anecdotal record of a student with a disability under 504/Title II ADA and/or IDEA, or suspected of being a disability unless there has been a negative manifestation determination regarding such incident(s) by the 504 Team or CSE, respectively.

C. Suspensions for Misconduct Involving Firearms/Weapons and or Drugs

A student classified or deemed to be known as having an educational disability under IDEA may be suspended and placed in an interim alternative educational setting for up to forty-five (45) days (less if the discipline for a non-disabled student would be less), if the student carries a weapon to school or a school function or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

• In accordance with law, the terms “firearms and weapon” are defined in this code.
• In accordance with law, the term “illegal drugs” means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of Federal law.

Before a student is suspended and placed in an interim alternative educational setting for up to 45 days for behavior involving firearms/weapons and/or drugs, the CSE must conduct a manifestation determination and a functional behavioral assessment, as well as implement a behavioral intervention plan that addresses the behavior underlying the disciplinary proceeding or review any such pre-existing plan for modification, if necessary.

• Placement in an interim alternative educational setting as a result of conduct involving weapons and/or drugs is not contingent upon a CSE determination that the misconduct is not related to the student’s disability.

• It is up to the CSE to determine what would constitute an interim alternative educational setting that would meet the requirements of the student’s IEP and enable the student to participate in the general curriculum (although in another setting).

The exception allowed for the suspension/removal of students with educational disabilities for up to 45 days for conduct involving weapons and/or drugs does not apply to students whose disabilities are founded solely upon 504 Title II ADA.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

D. Dangerous Student (Classified)

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education impartial hearing officer who can order the placement of the student in an interim alternative setting for up to 45 days.

• The CSE must conduct a Nexus determination within 10 school days of the initial disciplinary action.

Placement in an interim alternative educational setting as a result of dangerous behavior is not contingent upon a CSE determination that the misconduct is not related to the student’s disability.

• It is up to the CSE to determine what would constitute an interim alternative educational setting.

• The hearing officer may grant such if maintaining the student in the current placement is substantially likely to result in injury to the student and/or others, and the School District has made reasonable efforts to minimize the risk of harm in the current placement. The hearing officer must also consider the appropriateness of the student’s current placement and whether the interim alternative educational setting meets all the requirements of the student’s IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.
Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

E. Declassified Student

In accordance with law, the CSE must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

XI. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury;
2. Protect the property of the school or others;
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

XII. STUDENT SEARCHES AND INTERROGATIONS

The Olean City School District 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, nor are school officials required to contact a student’s family 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, the school nurse and district security officials, excluding the school resource officer, to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search may result in evidence that the student violated the law or the district’s Code of Conduct.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion as long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

A. Student Lockers, Desks and Other School Storage Places

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

B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a
safe school environment. Police officials however, have limited authority to interview or search students, who are suspects, in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function; or
- Been invited by school officials. Before police officials are permitted to question or search any student, the building principal or his/her designee shall notify the student’s family to give the family the opportunity to be present during the police questioning or search. If the student’s family cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. 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 official on school property or at a school function will be afforded the same rights they have outside the school. This means:

- They must be informed of their legal (Miranda) rights per NYS Juvenile Criminal Procedure Law;
- They may remain silent if they so desire;
- They may request the presence of a family member and/or attorney.

C. Child Protective Services Investigations

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

All requests by Child Protective Services to interview a student on school property shall be made directly to the building principal or his/her designee. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the family’s consent.

XIII. GUESTS TO THE SCHOOLS

The Olean City School District encourages family members and other district guests to visit the district’s schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or an enrolled student of the school will be considered a visitor.
2. All guests to the school must report to the main office upon arrival at the school. They will be required to sign the guest’s register and will be issued a guest’s identification badge, which must be worn at all times while in the school or on school grounds. The guest must return the identification badge to the office before leaving the building.
3. Guests attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register but are required to follow public health safety rules. Guests to dances that are closed (prom, winter weekend, etc.) are allowed by invitation from school authorities only.
4. Family members or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with guests.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All guests are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
8. No student or school personnel are authorized to allow entrance to any school building without reporting the person to main office and obtaining a visitor's pass.

XIV. PUBLIC CONDUCT ON SCHOOL PROPERTY

The Olean City School District recognizes that the primary purpose of the school district is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with or delaying the educational process or having such effect is prohibited. The District also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The District will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, family members, faculty and other staff, guests, licenses, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs and activities, whether or not conducted on school premises.

A. Prohibited Conduct

No person, either singly or in concert with others, shall:

- Willfully cause physical injury to any other person, or threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which she/he has a lawful right to do, or to do any act which she/he has a lawful right not to do;
- Intimidate, harass or discriminate against any person on the basis of race, creed, color, national origin, religion, gender, gender identity, age, marital status, sexual orientation, disability or weight;
- Physically restrain or detain any other person, or remove such person from any place where she/he is authorized to remain, with the exception of any authorized procedures as outlined in this Code of Conduct;
- Willfully damage or destroy property of the District or under its jurisdiction, or remove or use such property without authorization;
- Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, illegal drugs or be intoxicated by either on school property or at a school function;
- Enter upon and remain in any building or facility for any purpose other than its authorized use or in such a manner as to obstruct its authorized use by others;
- Without authorization, remain in any building or facility after it is normally closed;
- Refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the Board of Education;
- Obstruct the free movement of persons and vehicles in any place to which these rules apply;
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views including invited speakers without infringing on the rights of others;
- Knowingly have in his/her possession upon any premises to which these rules apply, any weapon/firearm as defined in the Gun-Free Schools Act and the New York State Penal Codes without written authorization of the Superintendent of Schools, whether or not licensed to possess the same has been issued to such person;
- Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so;
- Violate any federal or state statutes, local ordinances or Board policies while on school property or while at a school function.

B. Penalties and Procedures

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:
If a licensee or invitee, his/her authorization to remain upon the grounds or other property shall be withdrawn and he/she shall be directed to leave the premises. In the event of failure to do so, he/she shall be subject to ejection.

If trespasser or guest without specific license or invitation, he/she shall be subject to ejection and/or arrest.

If he/she is a student, he/she shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by 3214 of the Education Law and the Code of Conduct.

If a faculty member, he/she shall be subject to disciplinary action as prescribed by and in accordance with procedures of the Education Law and the collectively negotiated agreement.

If a staff member in the classified service of the civil service, described in 75 of the Civil Service Law, he/she shall be guilty of misconduct and subject to the penalties and procedures prescribed in said section and be subject to ejection.

If a staff member other than one described above, he/she shall be subject to discipline in accordance with the law and any applicable collectively negotiated agreement.

C. Enforcement Program

The Superintendent of Schools shall be responsible for the enforcement of these rules, and he/she shall designate the other personnel who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

In any case where violation of these rules does not cease after such warning and in other cases of willful violation of such rules, the Superintendent or his/her designee shall cause the ejection of the violator from any premises which she/he occupies in such violation and shall initiate disciplinary action according to this Code of Conduct.

The Superintendent or his/her designee may apply to the public authorities for any aid that she/he deems necessary in causing the ejection of any violator of these rules and she/he may request the Board’s counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

In the case of any apparent violation of these rules by such persons, which in the judgment of the Superintendent or his/her designee, does not pose any immediate threat of injury to person or property, such school official may make a reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for resolution of any issues which may be presented.

This code and the penalties set forth herein are not considered to be inclusive or to be precluded in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided therein.

The Code of Conduct will be reviewed at the first faculty meeting of each school year.

Principals and/or his or her designee will review the Code of Conduct with students within the first week of school and provide an age-appropriate language summary.

If you have any questions or concerns regarding the contents of this document, please contact the main office at your student’s school.
## APPENDIX A

### OLEAN CITY SCHOOL DISTRICT

### ELEMENTARY (PK-3) PROGRESSIVE DISCIPLINARY MATRIX – 2021-2022

### DISORDERLY CONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe Behavior</td>
<td>Warning</td>
<td>Family Notification</td>
<td>Family Notification</td>
</tr>
<tr>
<td>Making unreasonable noise or disrupting the learning of others</td>
<td>Warning</td>
<td>Family Notification</td>
<td>Family Notification</td>
</tr>
<tr>
<td>Using language or gestures that are vulgar or lewd</td>
<td>Warning Family Notification</td>
<td>Family Notification Detention</td>
<td>1 Detention Detention</td>
</tr>
<tr>
<td>Engaging in any willful act that disrupts school (ex. food fight)</td>
<td>Warning Family Notification</td>
<td>Principal Conference</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Sexting</td>
<td>Family Conference Confiscate phone until family conf. 1-5 days Suspension Police Action, if warranted Supt. Hearing</td>
<td>Family Conference Confiscate phone until family conf. 1-5 days Suspension Police Action, if warranted Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Inappropriate clothing</td>
<td>Warning Change clothing or turn inside out/cover up</td>
<td>Family Notification Change clothing or turn inside out/cover up</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Horseplay (physical, non-threatening, inappropriate behavior)</td>
<td>Warning</td>
<td>Family Notification Detention</td>
<td>1-5 days Suspension Family Notification</td>
</tr>
</tbody>
</table>

### DISRUPTIVE MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misbehavior for a substitute teacher</td>
<td>Warning</td>
<td>Principal conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td>Intentionally damaging or destroying school property</td>
<td>Restitution Family Notification</td>
<td>1-5 days Suspension Restitution Family Notification</td>
<td>PINS Referral</td>
</tr>
<tr>
<td>Unless asked by a teacher, or given permission in advance, items such as toys, personal entertainment devices and lasers should not be brought to school</td>
<td>Warning (item kept in the office-student may be able to pick up at the end of the day)</td>
<td>Item is taken and kept in the office; parent must pick up item(s) Student conference with Principal</td>
<td>Item is taken Detention</td>
</tr>
</tbody>
</table>

### INSUBORDINATE MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to comply with direction of staff</td>
<td>Restricted Activity</td>
<td>Restricted Activity</td>
<td>1-3 days Suspension</td>
</tr>
<tr>
<td>Failure to comply with an administrative directive</td>
<td>Restricted Activity</td>
<td>Restricted Activity Detention</td>
<td>1-3 days Suspension</td>
</tr>
</tbody>
</table>

Olean City School District
### VIOLENT MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committing an act of violence upon a teacher, administrator or other school employee or student</td>
<td>Suspension 1-5 days Family Notification Detention Supt. Hearing Police Action</td>
<td>Suspension 1-5 days Family Notification Supt. Hearing Police Action</td>
<td>Suspension 1-5 days Supt. Hearing Police Action Family Notification</td>
</tr>
<tr>
<td>Threatening to use any weapon or bodily harm</td>
<td>Family Notification Restricted Activity</td>
<td>1-2 days Suspension CPS</td>
<td>CPS</td>
</tr>
</tbody>
</table>

### SAFETY/HEALTH/WELFARE MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lying to school personnel</td>
<td>Warning</td>
<td>Family Notification Principal Conference</td>
<td>Family Notification Detention</td>
</tr>
<tr>
<td>Stealing property of students, school personnel or other person lawfully on school property or attending a school function</td>
<td>Restitution Family Notification</td>
<td>Restitution Family Notification Detention Family Conference</td>
<td>Police Action, if warranted Restitution Family Conference Detention 1-5 days Suspension</td>
</tr>
<tr>
<td>Bullying and Cyber-Bullying</td>
<td>Warning Family Notification</td>
<td>Family Notification Family Conference Principal Conference 1-3 detentions</td>
<td>1-5 days Suspension Family Conference</td>
</tr>
<tr>
<td>Causing conflict or retaliation that results in a disrespectful physical or verbal outcome</td>
<td>Warning Family Notification</td>
<td>Family Notification Detention</td>
<td>Family Notification 1-5 days Suspension</td>
</tr>
<tr>
<td>Defamation or discrimination which includes making false statements or derogatory representations about an individual or group (groups include those, but are not limited to those related to race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight).</td>
<td>Warning Family Notification</td>
<td>Family Notification Detention</td>
<td>Family Notification 1-5 days Suspension</td>
</tr>
<tr>
<td>Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning</td>
<td>Warning</td>
<td>Family Notification Detention</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Intimidation, which includes actions or statements that put an individual in fear of bodily harm</td>
<td>Warning</td>
<td>Family Notification Detention</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Offense/Violation</td>
<td>1st Disciplinary Action</td>
<td>2nd Disciplinary Action</td>
<td>3rd Disciplinary Action</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking or vaping materials or related paraphernalia (matches, lighters, rolling papers)</td>
<td>Detention</td>
<td>Family Notification</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Possessing <em>(inappropriately or otherwise)</em>, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, prescription or over the counter medications, dietary supplements, compounds or organic synthetic substances, or drug paraphernalia; or being under the influence or being suspected of being under the influence</td>
<td>Family Notification Suspension</td>
<td>Family Notification Suspension CPS Notification</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Gambling</td>
<td>Family Notification</td>
<td>Family Notification 1-3 detentions</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Indecent exposure of private parts of the body in a lewd manner</td>
<td>Family Notification</td>
<td>Detention</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher or pulling the fire alarm</td>
<td>Suspension 3-5 days</td>
<td>Detention</td>
<td>1-5 days Suspension</td>
</tr>
<tr>
<td>Public display of affection</td>
<td>Warning</td>
<td>Family Notification</td>
<td>Family Notification</td>
</tr>
<tr>
<td>Sexual misconduct</td>
<td>Warning</td>
<td>Family Notification 1-3 detentions</td>
<td>CPS Notification</td>
</tr>
<tr>
<td>Misconduct involving urine, fecal matter, or bodily fluid</td>
<td>Warning</td>
<td>Written Notification regarding health and safety concerns Restricted Access</td>
<td>1-5 days Suspension</td>
</tr>
</tbody>
</table>

**TRANSPORTATION MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in misconduct while on a school bus or at a bus stop</td>
<td>Warning</td>
<td>Written Warning</td>
<td>Suspension of bus privileges (1-5 days)</td>
</tr>
<tr>
<td></td>
<td>Family Notification</td>
<td>Principal Conference</td>
<td></td>
</tr>
</tbody>
</table>

**ACADEMIC MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism/copying/cheating</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
</tr>
<tr>
<td>Altering records</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
</tr>
<tr>
<td>Assisting another student in any of the above</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
<td>At discretion of Elementary principal</td>
</tr>
</tbody>
</table>

23 Olean City School District
A part of the student behavior plan will include:

- that all students will have a conference with the building administrator to explain their actions
- the family will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created, if a student is suspended
- consideration of victim’s rights

As a general rule, discipline and consequences will be progressive. This means that a student’s first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the “Code of Conduct” disciplinary actions, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances. **Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling.** In due process, the students have a right to appeal.
## APPENDIX B
### OLEAN CITY SCHOOL DISTRICT INTERMEDIATE (GR. 4-5) - MIDDLE SCHOOL (GR. 6-7) PROGRESSIVE DISCIPLINARY MATRIX – 2021-2022

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running in hallways</td>
<td>Warning</td>
<td>Level 1 detention</td>
<td>1-2 Level 2 detentions Family Conference</td>
</tr>
<tr>
<td>Making unreasonable noise</td>
<td>Warning</td>
<td>Level 1 detention</td>
<td>Level 3 detention Family Conference</td>
</tr>
<tr>
<td>Using language or gestures that are vulgar or lewd</td>
<td>Warning</td>
<td>Level 1 detention</td>
<td>Level 3 detention Family Conference</td>
</tr>
<tr>
<td>Engaging in any willful act that disrupts school</td>
<td>ISS 2-4 days Family Conference</td>
<td>OSS 1-3 days Family Conference</td>
<td>OSS 3-5 days Supt. Hearing Family Conference</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Level 3 detention Police Action</td>
<td>Police Action</td>
<td>Supt. Hearing Family Conference</td>
</tr>
<tr>
<td>Violation of Student Laptop agreement</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>Disabling of USB ports on laptop</td>
<td>Disabling of USB ports on laptop</td>
<td>Disabling of USB ports on laptop</td>
</tr>
<tr>
<td></td>
<td>Loss of privilege to take</td>
<td>Loss of privilege to take</td>
<td>Loss of privilege to take</td>
</tr>
<tr>
<td></td>
<td>laptop home for grade 7</td>
<td>laptop home for grade 7</td>
<td>laptop home for grade 7</td>
</tr>
<tr>
<td></td>
<td>Loss of laptop use</td>
<td>Loss of laptop use</td>
<td>Loss of laptop use</td>
</tr>
<tr>
<td></td>
<td>Loss of school activities/</td>
<td>Loss of school activities/</td>
<td>Loss of school activities/</td>
</tr>
<tr>
<td></td>
<td>privileges</td>
<td>privileges</td>
<td>privileges</td>
</tr>
<tr>
<td></td>
<td>ISS/OSS PINS Referral</td>
<td>ISS/OSS PINS Referral</td>
<td>ISS/OSS PINS Referral</td>
</tr>
<tr>
<td>Violation of Student Acceptable Use of Technology Guidelines</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>Strictly supervised computer use</td>
<td>Loss of computer/network use</td>
<td>Loss of computer/network use</td>
</tr>
<tr>
<td></td>
<td>Loss of computer/network use</td>
<td>Loss of school activities/</td>
<td>Loss of school activities/</td>
</tr>
<tr>
<td></td>
<td>privilege</td>
<td>privileges</td>
<td>privileges</td>
</tr>
<tr>
<td></td>
<td>ISS/OSS PINS Referral</td>
<td>ISS/OSS PINS Referral</td>
<td>ISS/OSS PINS Referral</td>
</tr>
<tr>
<td>Inappropriate use of electronic devices (cell phones, cameras, video recording</td>
<td>Confiscate and parent pick up</td>
<td>Confiscate and parent pick up</td>
<td>Confiscate and parent pick up</td>
</tr>
<tr>
<td>devices, et. al.)</td>
<td></td>
<td>Loss of privileges of electronic</td>
<td>Loss of privileges of electronic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>devices for 1 month</td>
<td>devices for 1 month</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 3 detention</td>
<td>Level 3 detention</td>
</tr>
<tr>
<td>Sexting and/or use of electronic devices to take, possess or share inappropriate</td>
<td>Level 3 detention Confiscate</td>
<td>OSS 1-5 days Confiscate phone</td>
<td>See administrative insubordination</td>
</tr>
<tr>
<td>pictures/video</td>
<td>phone ISS/OSS 1-5 days Police</td>
<td>phone ISS/OSS 1-5 days Police</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Action Supt. Hearing</td>
<td>Action, if warranted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Inappropriate clothing</td>
<td>Warning</td>
<td>Level 3 detention</td>
<td>See administrative insubordination</td>
</tr>
<tr>
<td></td>
<td>Change clothing or turn inside</td>
<td>Change clothing or turn inside</td>
<td></td>
</tr>
<tr>
<td></td>
<td>out/cover up</td>
<td>out/cover up</td>
<td></td>
</tr>
</tbody>
</table>

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25

Olean City School District
<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throwing food</td>
<td>Level 2 detention</td>
<td>½ day of ISS</td>
<td>ISS 1 day</td>
</tr>
<tr>
<td></td>
<td>5 days of lunch detention</td>
<td>Lunch detention(10 days)</td>
<td>Lunch detention(1 Month)</td>
</tr>
<tr>
<td>Horseplay (physical, non-threatening, inappropriate behavior)</td>
<td>Warning</td>
<td>Level 2 detention</td>
<td>Two Level 3 detentions</td>
</tr>
<tr>
<td></td>
<td>Level 1 detention</td>
<td></td>
<td>Family Conference</td>
</tr>
<tr>
<td>Fighting on school property</td>
<td>Detention</td>
<td>OSS 5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS 1-5 days</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td></td>
<td>OSS 1-5 days</td>
<td>Supt. Hearing</td>
<td>PINS referral</td>
</tr>
<tr>
<td></td>
<td>Contact Police</td>
<td></td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Serious verbal abuse or physical threat of serious bodily harm to anyone.</td>
<td>Level 3 detention</td>
<td>ISS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS 1-5 days</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td></td>
<td>OSS 1-5 days</td>
<td>Supt. Hearing</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Coming to class unprepared with school provided equipment/books</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; – 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Level 2 Detention</td>
<td>Level 3 Detention</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch Detention</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISRUPTIVE MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy to class *a fresh start will be given to students at the start of the 3&lt;sup&gt;rd&lt;/sup&gt; marking period.</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;–3&lt;sup&gt;rd&lt;/sup&gt; Warning 4&lt;sup&gt;th&lt;/sup&gt;–6&lt;sup&gt;th&lt;/sup&gt; Level 1 detention Family Conference</td>
<td>7&lt;sup&gt;th&lt;/sup&gt;–10&lt;sup&gt;th&lt;/sup&gt; Level 2 detention Family Conference</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; – Infinity 3 days detention Two level 3 detentions</td>
</tr>
<tr>
<td>Tardy to school-unexcused *a fresh start will be given to students at the start of the 3&lt;sup&gt;rd&lt;/sup&gt; marking period</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;–3&lt;sup&gt;rd&lt;/sup&gt; Verbal Warning</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;–6&lt;sup&gt;th&lt;/sup&gt; Written Warning 7&lt;sup&gt;th&lt;/sup&gt;–10&lt;sup&gt;th&lt;/sup&gt; Level 1 detention</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; – 14&lt;sup&gt;th&lt;/sup&gt; Level 2 detention 15&lt;sup&gt;th&lt;/sup&gt; – Infinity Family sign student in at attendance office Level 3 detention PINS referral</td>
</tr>
<tr>
<td>Deliberately signing in late or not at all when late to school</td>
<td>Warning</td>
<td>Level 2 detention</td>
<td>Level 3 detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td>Truant</td>
<td>Level 3 detention and school pick-up</td>
<td>ISS ½ day</td>
<td>ISS 1 day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Family Conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PINS Referral</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Skipping class</td>
<td>1 detention for each instance/Level 3 Family Conference</td>
<td>ISS ½ day</td>
<td>ISS 1 day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Family Conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Offense:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISS 2 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Offense/Violation</td>
<td>1st Disciplinary Action</td>
<td>2nd Disciplinary Action</td>
<td>3rd Disciplinary Action</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>Leaving a class without permission</td>
<td>Warning Lunch detention</td>
<td>2 detentions/Level 1 Family Conference</td>
<td>2 detentions/Level 3 Family Conference</td>
</tr>
<tr>
<td>Disrupting detention</td>
<td>ISS ½ day</td>
<td>ISS 1 day Family Conference</td>
<td>ISS 2-4 days Family Conference</td>
</tr>
<tr>
<td>Misbehavior for a substitute teacher</td>
<td>Level 3 detention</td>
<td>½ day ISS Family Conference</td>
<td>ISS 1 day Family Conference</td>
</tr>
<tr>
<td>Skipping detention</td>
<td>2 Level 3 detentions</td>
<td>ISS ½ day</td>
<td>ISS 1-2 days Family Conference Loss of activities/privileges</td>
</tr>
<tr>
<td>Intentionally damaging or destroying school property</td>
<td>Level 3 detention ISS 1-5 days OSS 1-5 days Restitution Police Action if warranted Supt. Hearing</td>
<td>OSS 1-5 days ISS Restitution Police Action if warranted Supt. Hearing</td>
<td>Supt. Hearing Restitution Police Action OSS 1-5 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSUBORDINATE MISCONDUCT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense/Violation</td>
<td>1st Disciplinary Action</td>
<td>2nd Disciplinary Action</td>
<td>3rd Disciplinary Action</td>
</tr>
<tr>
<td>Failure to comply with direction of staff</td>
<td>1 Level 1 detentions</td>
<td>2 Level 3 detentions Family Conference</td>
<td>ISS 1-2 days Family Conference</td>
</tr>
<tr>
<td>Failure to comply with an administrative directive</td>
<td>3 Level 3 detentions Family Conference</td>
<td>ISS 2-4 days Family Conference</td>
<td>OSS 1-5 days Supt. Hearing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIOLENT MISCONDUCT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense/Violation</td>
<td>1st Disciplinary Action</td>
<td>2nd Disciplinary Action</td>
<td>3rd Disciplinary Action</td>
</tr>
<tr>
<td>Committing an act of violence upon a teacher</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
</tr>
<tr>
<td>administrator or other school employee acting in an</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>official capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committing an act of violence upon another student</td>
<td>OSS 1-5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
</tr>
<tr>
<td>or other person lawfully on school property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possessing a weapon</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
</tr>
<tr>
<td>Possessing a firearm- (Section 3.6.1 Gun-Free School</td>
<td>Supt. Hearing One year mandatory suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threatening to use any weapon</td>
<td>ISS 1-5 days OSS 5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY/HEALTH/WELFARE MISCONDUCT</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense/Violation</td>
<td>1st Disciplinary Action</td>
<td>2nd Disciplinary Action</td>
<td>3rd Disciplinary Action</td>
</tr>
<tr>
<td>Lying to school personnel</td>
<td>Level 3 detention</td>
<td>ISS ½ day Family Conference</td>
<td>ISS 1-2 days Family Conference</td>
</tr>
<tr>
<td>Behavior and Consequences</td>
<td>Detention</td>
<td>ISS</td>
<td>OSS</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
</tbody>
</table>
| Stealing property of students, school personnel or other person lawfully on school property or attending a school function | 1-5 days, Level 3 detention  
Police Action, if warranted  
Restitution | ISS 1-3 days  
Police Action, if warranted  
Restitution  
Family Conference  
Supt. Hearing | OSS 1-3 days  
Police Action, if warranted  
Restitution  
Family Conference  
Supt. Hearing |
| Bullying and Cyber-Bullying | Level 3 detention  
Family Conference | ISS 1-3 days  
Family Conference  
Police Action | OSS 1-5 days  
Supt. Hearing  
Police Action |
| Defamation which includes making false statements or derogatory representations about an individual or group | 1 Level 3 detention  
Police Action, if warranted  
½ day ISS | ISS 1-2 days  
Police Action, if warranted  
Family Conference | OSS 1-3 days  
Police Action, if warranted  
Family Conference |
| Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight. | ISS 1-3 days  
Family Conference | Supt. Hearing  
OSS 1-3 days | |
| Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning | ISS 1-3 days  
Police Action, if warranted  
Peer Mediation  
Family Conference | OSS 1-3 days  
Police Action, if warranted  
Peer Mediation  
Family Conference | OSS 3-5 days  
Police Action, if warranted  
Supt. Hearing |
| Intimidation, which includes actions or statements that put an individual in fear of bodily harm | ISS 1-3 days  
1 Level 3 detention  
Police Action, if warranted  
Peer Mediation  
Family Conference | 3 Level 3 detention  
ISS  
OSS 1-3 days  
Police Action, if warranted  
Peer Mediation  
Family Conference | OSS 3-5 days  
Police Action, if warranted  
Supt. Hearing |
| Hazing, including any intentional or reckless act against another | OSS 1-3 days  
Police Action  
Supt. Hearing | ISS 1-3 days  
Family Conference  
Supt. Hearing | |
| Selling, using or possessing obscene material | 1-3 Level 3 detentions  
Supt. Hearing | ISS 1-3 days  
Family Conference  
Supt. Hearing | OSS 1-3 days  
Supt. Hearing |
| Smoking a cigarette, e-cigarette, vaping device, cigar, pipe or using chewing or smokeless tobacco or possession of any smoking materials related paraphernalia (matches, lighters, rolling papers) | 2 Level 3 detentions  
Family Conference | ISS 1-2 days  
Family Conference | OSS 1-3 days  
Family Conference |
| Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or drug paraphernalia or being under the influence or being suspected of being under the influence | OSS 1-5 days  
Police Action  
Supt. Hearing  
Family Conference | |
| Inappropriately possessing, using or sharing prescription and over-the-counter medications, dietary supplements or any other compound | OSS 1-3 days  
ISS 1-3 days  
Police Action  
Supt. Hearing | OSS 3-5 days  
Supt. Hearing  
Police Action |
<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gambling</td>
<td>ISS 1 day Family Conference</td>
<td>OSS 1-3 days Family Conference</td>
<td>OSS 5 days Supt. Hearing</td>
</tr>
<tr>
<td>Indecent exposure, exposure of private parts of the body in a lewd or indecent manner</td>
<td>OSS 1-3 days Police Action Supt. Hearing</td>
<td>OSS 3-5 days Police Action Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Falsely initiating a report warning of a fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher</td>
<td>OSS 3-5 days Police Action Supt. Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public display of affection</td>
<td>Warning</td>
<td>1-3 Level 3 detentions Family Conference</td>
<td>ISS 1-3 days Family Conference Supt. Hearing</td>
</tr>
<tr>
<td>Sexual misconduct</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual harassment</td>
<td>Level 3 Detention ISS 1-5 days ISS 1-5 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSPORTATION MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in misconduct while on a school bus or at a bus stop</td>
<td>Warning</td>
<td>ISS 1 day</td>
<td>ISS 1-3 days Supt. Hearing</td>
</tr>
<tr>
<td></td>
<td>1-3 Level 3 detentions</td>
<td>Suspension of bus privileges 1-10 days</td>
<td>Suspension of bus privileges until Supt. Hearing</td>
</tr>
<tr>
<td></td>
<td>Suspension of bus</td>
<td>Family Conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td>privileges 1-5 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACADEMIC MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism/copying/cheating</td>
<td>1-3 Level 3 detentions Zero on assignment Family Conference</td>
<td>ISS ½ day Zero on assignment Family Conference</td>
<td>ISS 1-3 days Zero on assignment Family Conference</td>
</tr>
<tr>
<td>Altering records</td>
<td>1-3 Level 3 detentions</td>
<td>ISS ½ day</td>
<td>ISS 1-3 days Supt. Hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assisting another student in any of the above</td>
<td>1-3 Level 3 detentions Zero on assignment Family Conference</td>
<td>ISS 1 day Zero on assignment Family Conference</td>
<td>ISS 2 days Zero on assignment Family Conference</td>
</tr>
</tbody>
</table>
Detention Times:
Level 1      3:15-3:40 p.m.
Level 2      3:15-4:05 p.m.
Level 3      3:15-4:30 p.m.

A part of the student behavior plan will include:
- that all students will have a conference with the building administrator to explain their actions
- the family will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created, if a student is suspended
- consideration of victim’s rights

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the “Code of Conduct” disciplinary actions, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances. Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling. In due process, the students have a right to appeal.

Key:

Administrative Detention  To be served for two (2) periods per day at the Administrator’s discretion
ISS  In-School Suspension
OSS  Out-of-School Suspension
PINS  Person In Need of Supervision
## APPENDIX C
### OLEAN CITY SCHOOL DISTRICT
### HIGH SCHOOL (GR. 8-12) PROGRESSIVE DISCIPLINARY MATRIX – 2021-2022

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running in hallways</td>
<td>Warning</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Making unreasonable noise</td>
<td>Warning</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Using language, gestures or pictures that are vulgar or lewd</td>
<td>Warning</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Engaging in any willful act that disrupts school</td>
<td>ISS 2-4 days</td>
<td>OSS 1-3 days</td>
<td>OSS 3-5 days</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Detention</td>
<td>Police Action</td>
<td>Police Action</td>
</tr>
<tr>
<td>Violation of Student Laptop agreement</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Violation of Student Acceptable Use of Technology Guidelines</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>Inappropriate use of electronic devices (cell phones, cameras, video recording devices, et. al)</td>
<td>Confiscate and family pick up</td>
<td>Confiscate and family pick up</td>
<td>Confiscate and family pick up</td>
</tr>
<tr>
<td>Sexting and/or use of electronic devices to take, possess and/or share inappropriate pictures/video</td>
<td>Confiscate phone until family conference</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
</tbody>
</table>

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31  Olean City School District
<table>
<thead>
<tr>
<th>Inappropriate clothing</th>
<th>Warning</th>
<th>Detention</th>
<th>See administrative insubordination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change clothing or turn inside out/cover up</td>
<td>Change clothing or turn inside out/cover up</td>
<td></td>
</tr>
<tr>
<td>Throwing food</td>
<td>Detention</td>
<td>ISS 1-2 days</td>
<td>ISS 3-5 days</td>
</tr>
<tr>
<td>Horseplay (physical, non-threatening, inappropriate behavior)</td>
<td>Warning</td>
<td>Detention</td>
<td>ISS 1-2 days</td>
</tr>
<tr>
<td></td>
<td>Detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting on school property</td>
<td>Detention ISS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>Contact Police</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td>Serious verbal abuse of a person in authority</td>
<td>Detention</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS/OSS 1-5 days</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td></td>
<td>Contact Police</td>
<td>Supt. Hearing</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Serious verbal abuse or physical threat of serious bodily harm.</td>
<td>Detention</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS/OSS 1-5 days</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td></td>
<td>Contact Police</td>
<td>Supt. Hearing</td>
<td>Supt. Hearing</td>
</tr>
</tbody>
</table>

**DISRUPTIVE MISCONDUCT**

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy to school (within 15 minutes of first bell)</td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td>*Tardy to school 6 times and every 6 times thereafter.</td>
<td>Family Contact</td>
<td>Family Contact</td>
<td>Loss of senior privileges – 5 weeks</td>
</tr>
<tr>
<td>Tardy will be reset after 1st semester.</td>
<td></td>
<td></td>
<td>OSS 1-5</td>
</tr>
<tr>
<td>Deliberately signing in late or not at all when late to school</td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>Family Contact</td>
<td>Family Contact</td>
<td>OSS 1-5</td>
</tr>
<tr>
<td>Absence from a class or leaving class without permission</td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS 1-5</td>
<td></td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PINS referral</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Leaving school without permission</td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS 1-5</td>
<td></td>
<td>OSS 1-5</td>
</tr>
<tr>
<td></td>
<td>Contact Police</td>
<td></td>
<td>PINS referral</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact Police</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Disrupting detention</td>
<td>ISS 1 day</td>
<td>ISS 2 days</td>
<td>ISS 3-4 days</td>
</tr>
<tr>
<td></td>
<td>Family Conference</td>
<td>Family Conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td>Failure to serve teacher detention</td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PINS referral</td>
</tr>
<tr>
<td>No show for administration detention</td>
<td>2 After School Detentions</td>
<td>3 After School Detentions</td>
<td>ISS 2-5 days</td>
</tr>
<tr>
<td></td>
<td>ISS 1 day</td>
<td></td>
<td>OSS 1-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Loss of activities/privileges</td>
</tr>
<tr>
<td>Intentionally damaging or destroying school property/vandalism</td>
<td>Detention ISS 1-5 days OSS 1-5 days Restitution Police Action, if warranted Supt. Hearing</td>
<td>OSS 1-5 days Restitution Police Action, if warranted Supt. Hearing</td>
<td>Supt. Hearing Restitution Police Action</td>
</tr>
</tbody>
</table>

### INSUBORDINATE MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to comply with reasonable direction of staff/insubordination</td>
<td>Detention</td>
<td>ISS 1 day Family Conference</td>
<td>ISS 2-5 days Family Conference</td>
</tr>
<tr>
<td>Failure to comply with an administrative directive</td>
<td>ISS 2-4 days Family Conference OSS 1-3 days</td>
<td>OSS 1-3 days Family Conference Supt. Hearing</td>
<td>OSS 3-5 days Supt. Hearing</td>
</tr>
</tbody>
</table>

### VIOLENT MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committing an act of violence upon a teacher, administrator or other school employee acting in an official capacity.</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
<td>OSS 5 days Supt. Hearing Police Action</td>
</tr>
<tr>
<td>Committing an act of violence upon another student or other person lawfully on school property.</td>
<td>OSS 1-5 days Police Action Supt. Hearing</td>
<td>OSS 5 days Police Action Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Possessing a weapon</td>
<td>OSS 1-5 days Contact Police Supt. Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possessing a firearm (Section 3.6.1 Gun-Free School Act)</td>
<td>Supt. Hearing One year mandatory suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threatening to use any weapon or perceived weapon</td>
<td>ISS 1-5 days OSS 5 days Supt. Hearing Police Action</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SAFETY/HEALTH/WELFARE MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1st Disciplinary Action</th>
<th>2nd Disciplinary Action</th>
<th>3rd Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lying to school personnel</td>
<td>Warning Detention</td>
<td>ISS 1 day Family Conference</td>
<td>ISS 2-5 days Family Conference</td>
</tr>
<tr>
<td>Intentionally propping an outside door open or opening an outside door for others to enter</td>
<td>Detention</td>
<td>ISS 1 day Family Conference</td>
<td>ISS 1 3days Family Conference</td>
</tr>
<tr>
<td>Offense</td>
<td>Detention</td>
<td>ISS 1-3 days</td>
<td>OSS 1-3 days</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Stealing property of students, school personnel or other person lawfully on school property or attending a school function</td>
<td>Detention 1-5 days, Police Action, if warranted, Restitution</td>
<td>ISS 1-3 days, Police Action, if warranted, Restitution, Family Conference, Supt. Hearing</td>
<td>OSS 1-3 days, Police Action, if warranted, Restitution, Family Conference, Supt. Hearing</td>
</tr>
<tr>
<td>Harassment of fellow student (Bullying)</td>
<td>Detention, Loss of privileges up to 1 week, ISS 1-5 days, OSS 1-5 days, Police action, Supt. Hearing</td>
<td>Detention, Loss of privileges up to 1 week, ISS 1-3 days, OSS 1-5 days, Police action, Supt. Hearing</td>
<td>ISS 1-5 days, OSS 1-5 days, Police action, Supt. Hearing</td>
</tr>
<tr>
<td>Cyber-Bullying</td>
<td>Detention, Loss of privileges up to 1 week, ISS 1-3 days, Family Conference</td>
<td>Detention, ISS 1-5 days, OSS 1-5 days, Supt. Hearing, Police Action</td>
<td>OSS 5 days, Police Action, Supt. Hearing</td>
</tr>
<tr>
<td>Defamation which includes making false statements or derogatory representations about an individual or group</td>
<td>Detention, Police Action, if warranted, ISS 1 day, Family Conference</td>
<td>ISS 2-3 days, Police Action, if warranted, Family Conference</td>
<td>OSS 1-5 days, Police Action, if warranted, Family Conference, Supt. Hearing</td>
</tr>
<tr>
<td>Discrimination, which includes race, color, creed, national origin, religion, gender, gender identity, sexual orientation, disability, or weight</td>
<td>ISS 1-5 days, Family Conference</td>
<td>OSS 1-5 days, Supt. Hearing</td>
<td></td>
</tr>
<tr>
<td>Harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements that would be perceived as ridiculing or demeaning</td>
<td>ISS 1-5 days, Police Action, if warranted, Peer Mediation, Family Conference</td>
<td>OSS 1-2 days, Police Action, if warranted, Peer Mediation, Family Conference</td>
<td>OSS 3-5 days, Police Action, if warranted, Supt. Hearing</td>
</tr>
<tr>
<td>Intimidation, which includes actions or statements that put an individual in fear of bodily harm</td>
<td>ISS 1-5 days, Police Action, if warranted, Peer Mediation, Family Conference</td>
<td>OSS 1-2 days, Police Action, if warranted, Peer Mediation, Parent Conference</td>
<td>OSS 3-5 days, Police Action, if warranted, Supt. Hearing</td>
</tr>
<tr>
<td>Hazing, including any intentional or reckless act against another</td>
<td>OSS 1-5 days, Police Action, Supt. Hearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selling, using or possessing obscene material</td>
<td>Detentions, ISS 1-2 days, Supt. Hearing</td>
<td>ISS 1-2 days, OSS 3-5 days, Family Conference, Supt. Hearing</td>
<td>OSS 3-5 days, Supt. Hearing</td>
</tr>
<tr>
<td>Possession/use of tobacco or any smoking materials or related paraphernalia (matches, lighters, rolling papers, e-cigarette, vaping devices)</td>
<td>Detentions, Family Conference</td>
<td>Detention, ISS 1-5 days, Family Conference</td>
<td>OSS 1-5 days, Family Conference, Supt. Hearing</td>
</tr>
<tr>
<td>Possession/use of or under any amount of influence of alcohol on school property, school sponsored events or during transportation to or from the event. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30</td>
<td>ISS 1-5 days</td>
<td>ISS 1-5 days</td>
<td>ISS 1-5 days</td>
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<tr>
<td>OSS 1-5 days</td>
<td>Contact Police</td>
<td>Loss of privileges (10 weeks)</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Family Conference</td>
<td>Supt. Hearing</td>
<td>Contact Police</td>
<td>Loss of privileges (20 weeks)</td>
</tr>
<tr>
<td>Family Conference</td>
<td>Supt. Hearing</td>
<td>Loss of privileges (40 weeks)</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Inappropriately possessing, using or sharing prescription and over-the-counter medications, dietary supplements or any other compound of organic or synthetic substance (Ex: synthetic cannabinoids)</td>
<td>ISS 1-2 days</td>
<td>ISS 3-5 days</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td>OSS 1-2 days</td>
<td>OSS 3-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td>Police Action</td>
<td>Police Action</td>
<td>Contact Police</td>
<td>Contact Police</td>
</tr>
<tr>
<td>Supt. Hearing</td>
<td>Supt. Hearing</td>
<td>Loss of privileges (20 weeks)</td>
<td>Loss of privileges (40 weeks)</td>
</tr>
<tr>
<td>Possessing or under the influence of any illegal drug or substance, or drug paraphernalia. NOTE: Voluntary counseling will reduce loss of after school privileges 10/5, 20/10, 40/30</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>ISS 1-5 days</td>
<td>ISS 1-5 days</td>
<td>ISS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Contact Police</td>
<td>Contact Police</td>
<td>Contact Police</td>
<td></td>
</tr>
<tr>
<td>Loss of privileges (10 weeks)</td>
<td>Loss of privileges (20 weeks)</td>
<td>Loss of privileges (40 weeks)</td>
<td></td>
</tr>
<tr>
<td>Gambling</td>
<td>ISS 1 day</td>
<td>OSS 1-3 days</td>
<td>OSS 5 days</td>
</tr>
<tr>
<td>Family Conference</td>
<td>Family Conference</td>
<td>Supt. Hearing</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Initiating a report warning of fire or other catastrophic event without valid cause. Misuse of 911 or discharging a fire extinguisher</td>
<td>OSS 3-5 days</td>
<td>Detention ISS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Policy Action</td>
<td>Policy Action</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Indecent exposure, exposure to the sight of private parts of the body in a lewd or indecent manner</td>
<td>OSS 1-2 days</td>
<td>OSS 3-5 days</td>
<td>Detention ISS 1-5 days</td>
</tr>
<tr>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Policy Action</td>
<td>Policy Action</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Public display of affection</td>
<td>Warning</td>
<td>Detention</td>
<td>Detention ISS 1-5 days</td>
</tr>
<tr>
<td>Family Conference</td>
<td>Family Conference</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Sexual misconduct</td>
<td>OSS 5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
</tr>
<tr>
<td>Police Action</td>
<td>Police Action</td>
<td>Police Action</td>
<td></td>
</tr>
<tr>
<td>Sexual harassment</td>
<td>Detention ISS 1-5 days</td>
<td>Detention ISS 1-5 days</td>
<td>Detention ISS 1-5 days</td>
</tr>
<tr>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td></td>
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<tr>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Theft</td>
<td>Detention ISS 1-5 days</td>
<td>ISS 1-2 days</td>
<td>OSS 3-5 days</td>
</tr>
<tr>
<td>1-2 days</td>
<td>OSS 1-5 days</td>
<td>Restitution</td>
<td>Restitution</td>
</tr>
<tr>
<td>Restitution</td>
<td>Restitution</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
<tr>
<td>Contact Police</td>
<td>Contact Police</td>
<td>OSS 1-5 days</td>
<td></td>
</tr>
</tbody>
</table>
### TRANSPORTATION MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in misconduct while</td>
<td>Warning</td>
<td>ISS 1 day</td>
<td>ISS 1-3 days</td>
</tr>
<tr>
<td>on a school bus or at a bus stop</td>
<td>Detention</td>
<td>Failure to ride bus 1-10 days</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td></td>
<td>Failure to ride bus 1-5 days</td>
<td>Family Conference</td>
<td>Failure to ride bus until</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supt. Hearing</td>
</tr>
</tbody>
</table>

### ACADEMIC MISCONDUCT

<table>
<thead>
<tr>
<th>Offense/Violation</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Disciplinary Action</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Disciplinary Action</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
<td>Family Conference</td>
<td>Family Conference</td>
<td>Family Conference</td>
</tr>
<tr>
<td></td>
<td>Detention</td>
<td>Detention</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISS 1-3 days</td>
<td>PINS referral</td>
</tr>
<tr>
<td>Forgery</td>
<td>Detention</td>
<td>ISS 1-3 days</td>
<td>ISS 1-5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PINS referral</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Family Conference</td>
<td>ISS 1-2 days</td>
<td>ISS 3-5 days</td>
</tr>
<tr>
<td></td>
<td>Detention</td>
<td>Family Conference</td>
<td>Supt. Hearing</td>
</tr>
<tr>
<td>Assisting another student in</td>
<td>Family Conference</td>
<td>ISS 1 day</td>
<td>Detention</td>
</tr>
<tr>
<td>any of the above</td>
<td>Detention</td>
<td></td>
<td>ISS 2 days</td>
</tr>
</tbody>
</table>

A part of the student behavior plan will include:
- that all students will have a conference with the building administrator to explain their actions
- the family will be notified if offense warrants
- restitution will be provided if appropriate
- a conflict resolution agreement will be created when two or more people are involved if deemed necessary
- a behavioral plan will be created, if a student is suspended
- consideration of victim’s rights

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lesser penalty than subsequent violations of the same rule.

As stated in the “Code of Conduct” disciplinary actions, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior.

The preceding student behaviors and consequences are subject to variable circumstances. Therefore, depending upon the manner and degree of certain student behaviors the Building Principal shall retain the right to modify or adjust student disciplinary actions and/or schedule counseling. In due process, the students have a right to appeal.

### Key:

- **Administrative Detention**: To be served for two (2) periods per day at the Administrator’s discretion
- **ISS**: In-School Suspension
- **OSS**: Out-of-School Suspension
- **ASD**: After School Detention
- **PINS**: Person In Need of Supervision
Eligibility for certain privileges at the High School

1. For Academic Eligibility in Interscholastic Athletics: Please see the OHS Interscholastic Athletics Handbook. An excerpt from the athletic handbook on eligibility is included on the following page.

2. For Eligibility to attend extra-curricular activities (attending sporting events, dances, concerts, running for SAC offices, etc.):
   a. Students who have attained a Level 3 or Level 4 attendance level, will be considered ineligible.
   b. Tardies after 8:35 are included in the attendance policy.
   c. A student who receives ISS will be considered ineligible for a period of five (5) days, starting the first day of ISS served. A student who receives OSS will be considered ineligible for a period of seven (7) days, starting the last day of OSS served.

3. For Eligibility to maintain Senior Privileges:
   a. Each student must maintain a passing grade in all courses. This will be evaluated every 10 weeks. If a student is failing any course, they will lose senior privileges until the next report card grade is issued.
   b. If a senior receives ISS or OSS, they will lose their senior privileges for a period of five (5) weeks from the final date of the suspension.
   c. Any senior with level 3 absenteeism will lose their privileges for a period of five (5) weeks. Any senior with level 4 absenteeism will lose their privileges for the remainder of the year.
ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

In the Olean City School District Board Policy 6131.1, the board of education encourages participation in interscholastic athletics, but also affirms that attaining acceptable academic standards is a student’s primary responsibility. The policy states that academic achievement will be given consideration in determining interscholastic athletic participation eligibility.

1. At the beginning of each sport season, the coach/advisor shall formally counsel student participants on the academic expectations required for participation in interscholastic athletics.

2. At the beginning of each sport season, all faculty/staff members will receive, from the athletic department, a list of students participating in the interscholastic athletic program for that season. Student-athletes will have their academic performance evaluated by staff members on a weekly basis. Every Monday, unless otherwise designated, by 8:00 am, all staff members shall submit to the athletic office, the names of all student-athletes in their class who are failing to maintain a minimum average of 65%. A standardized form will be provided by the athletic department and be used by all faculty/staff members when submitting class failures.

3. A student-athlete who is failing two or more subjects will be placed on an Interscholastic Athletic Ineligibility List.
   - A student-athlete who appears on the Ineligibility List during a sport season will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
   - The first time, during a sport season, a student-athlete appears on the Ineligibility List, he/she will be placed on probation and will have one week to get his/her name removed from the list or suspension will follow. This is a warning. Only one probationary period (warning) will be granted a student-athlete per sport season.
   - While on probation, the student-athlete will be allowed to participate in all practices and contests.
   - The parent/guardian and coach of the student-athlete on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.

4. A student-athlete who continues to appear on the Interscholastic Athletic Ineligibility List, after a probationary (warning) period has been granted, will begin serving a 1-week suspension period from the Monday, unless otherwise designated, of notification by the athletic director, until the following Monday, unless otherwise designated, following the notification.
   - A student-athlete required to serve the 1-week suspension period will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
   - While serving the 1-week suspension, the student-athlete may continue to attend and participate in practice but will not be eligible to participate in any interscholastic athletic contest. Travel with the team to any away contests during the 1-week suspension period is up to the coach.
   - The parent/guardian and coach of the student-athlete on the Ineligibility List will be notified via phone call and/or written notice from the athletic department.
   - At the end of the 1-week suspension period the student-athlete will regain eligibility provided his/her name does not continue to appear on the Interscholastic Athletic Ineligibility List.

5. A student-athlete who continues to appear on the Interscholastic Athletic Ineligibility List, after the initial 1-week suspension period, will receive a second 1-week suspension period from the Monday, unless otherwise designated, of notification by the athletic director, until the following Monday, unless otherwise designated, following the notification. Bullets same as previous suspension.
6. A student-athlete who continues to appear on the Interscholastic Athletic Ineligibility List, after the second 1-week suspension period, will receive a final 1-week suspension period from the Monday, unless otherwise designated, of notification by the athletic director, until the following Monday, unless otherwise designated, following the notification.
   - While serving the 1-week final suspension, the student-athlete will not be allowed to attend or participate in any interscholastic athletic practice or any contest during the 1-week final suspension period.
   - At the end of the 1-week final suspension period the student-athlete will regain eligibility provided his/her name does not continue to appear on the Interscholastic Athletic Ineligibility List.

7. A student-athlete who continues to appear on the Interscholastic Athletic Ineligibility List after the final 1-week suspension period will be dismissed from his/her respective athletic team for the remainder of the season, due to academic needs.
   - A student-athlete being dismissed for academic needs from his/her respective athletic team will be notified in person by the athletic director or his/her designee each Monday, unless otherwise designated.
   - The parent/guardian and coach of the student-athlete will be notified of the dismissal via phone call and/or written notice from the athletic department.
   - The student-athlete will be removed from the team roster and will be ineligible for any athletic awards for the respective sport season.

8. A student-athlete will regain eligibility to participate in interscholastic athletics at the beginning of each new sport season.

<table>
<thead>
<tr>
<th>INTERSCHOLASTIC ATHLETICS INELIGIBILITY LIST PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
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<tr>
<td><strong>Step 3</strong></td>
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<tr>
<td><strong>Step 4</strong></td>
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<tr>
<td><strong>Step 5</strong></td>
</tr>
</tbody>
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Olean City School District