

Updated 8/6/18

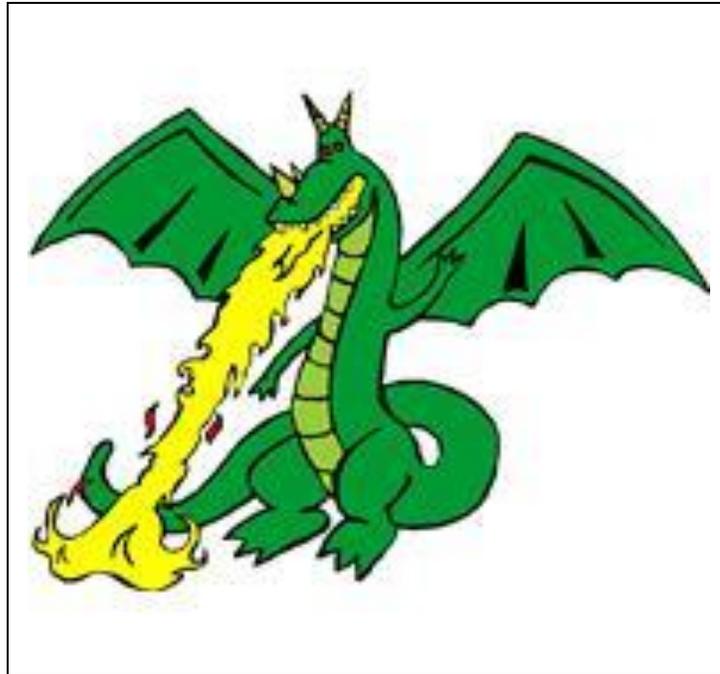
# Pembroke Intermediate School



Student-Parent Handbook  
2018-2019

Pembroke Intermediate School  
A National Blue Ribbon School of Excellence  
A 2013-2014 NYS Reward School

Student-Parent-School Handbook

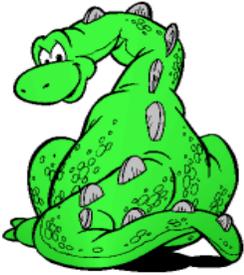


Welcome back to school! We have an exciting year scheduled ahead of us. In order to make it your best year ever, you will need to know the information in this handbook. Included are many of the rules, policies, and procedures for our school.

We encourage parents and children to carefully read through this information together. Some of the language may be difficult for younger children to understand, so we ask for parents to please paraphrase for their understanding. If we all understand and adhere to the basic rules of respect and responsibility, we will all feel safe in school and have a great year. Please also read our monthly newsletter for important dates and information.

After reviewing the contents of this handbook, please return the Agreement Form on the last page of this handbook to your child's teacher by the specified date.

*In partnership with the community, the Pembroke Central School District is committed to knowing each individual student's interests, needs, and desires in order to prepare all students for graduation with the knowledge, skills, and attitudes necessary to lead productive lives.*



## **PEMBROKE INTERMEDIATE SCHOOL PARENT-STUDENT-SCHOOL HANDBOOK AGREEMENT FORM**

### **Respect – Responsibility – Safety**

Please sign, date, and return the slip on the last page of this handbook to your child's teacher **by September 7, 2018.**

All families must read and understand the expectations outlined in this handbook. The PCSD and the Intermediate School expects all students, staff, and visitors to:

- 1. Respect all students and adults. Harassing, intimidating, or bullying behavior will not be tolerated.**
- 2. Respect school property and the property of others.**
- 3. Keep anything that might be used as a weapon or that could cause injury to someone at home.**
- 4. Act in a civil manner. No fighting, horseplay, or "fooling around".**
- 5. Speak quietly and politely, with kindness. Do not use profanity or threatening words toward anyone on school grounds, on the bus, or during off-site school activities.**
- 6. Walk in the building, and to/from the buses.**
- 7. Refrain from using distracting items during school hours (including toys, electronic equipment, etc.).**
- 8. Come to school on time.**
- 9. Bring the necessary supplies to be successful (including writing utensils and paper).**
- 10. Complete assigned schoolwork and participate in class.**
- 11. Refrain from chewing gum.**
- 12. Dress and accessorize appropriately.**



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We agree to abide by the rules listed on the "Agreement Form" page and described in the parent-student-school handbook, and we will support the school in enforcement of the rules.

Child's Signature: \_\_\_\_\_

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

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

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

## **SCHOOL DAY**

For students, the school day begins at 8:25 a.m. and ends at 3:05 p.m., unless coming early for Band, Choraliers, Academic Intervention Services, or detention at 7:30 a.m. **Students may arrive before 8:25 a.m. ONLY IF proper supervision has been arranged by staff**

Bussed students and walkers will be dismissed at 3:05 p.m. **If you plan to pick-up your child at the end of the school day, please send in a note or call the Main Office by 10:00 a.m. informing the school that you plan to pick up your child that day.** Please follow the established sign-out procedures at the Main Entrance when picking up your child.

## **WALKERS**

**All walkers must complete the walker's form.** They should not arrive to school before 8:20 a.m. and will be dismissed at 3:05 p.m. Please ask your child to come home immediately after dismissal to avoid potential problems. **All walkers are required to cross roads at the appropriately designated crossing areas.** All bicycles are to be locked securely in the bicycle rack located on the south side of the building. Missing or stolen bicycles are not the responsibility of the school. It will be the responsibility of the parent to report the theft to the police.

## **RIDING A DIFFERENT BUS**

**All requests for transportation changes must be submitted to the appropriate building secretary on the "Change in Transportation Form" and will have a two-week turn-around time from date of the secretary's receipt.**

Parents/guardians must make arrangements at the current, designated location or may transport students until the two-week date is met. If you choose to transport your Primary /Intermediate children to and from school, please make arrangements to pick your child up from school by contacting your building Secretary by the designated time each day (10:00 a.m.).

## **ATTENDANCE**

1. Regular attendance is essential for a student's success in school, and absences create difficulty for students to learn.
2. Every enrolled student is expected to be in school every day unless the child is absent for one of the following **legal excuses**:
  - Personal Illness
  - Death in the Family
  - Illness in the Family
  - Medical Appointments
  - Dental Appointments
  - Religious Observance
  - Required to be in Court
  - Quarantine
  - Military Obligations
  - Emergency Situations, as approved case-by-case by the Principal

- Parents should **phone the school** (599-4531 ext. 2911) **on the morning when the student is going to be absent**. If a call is not made to the school, the school nurse or designated staff will call the child's home. **Upon returning to school, the child must provide a written excuse**. Absences will be monitored. In the event specific patterns develop, the parent and child will be asked to meet with designated school personnel. Vacations during school time are discouraged and NYS considers absences due to vacations as illegal absences.

### **PERFECT ATTENDANCE**

Perfect Attendance will be defined as just that – perfect. To be recognized as having Perfect Attendance, the student must be in attendance each and every day, must arrive on time, and must never leave early. Students arriving to class after 8:35 a.m. will be counted as late. A student who leaves before 3:00 p.m. will be counted as leaving early.

### **OUTSTANDING ATTENDANCE**

To be recognized for Outstanding Attendance, a student cannot be absent from school more than 3 days.

### **TRUANCY AND TARDINESS**

Any absence for a reason other than those listed under attendance or otherwise approved by the school is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by the school and Family Court.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited under attendance. **A note explaining the cause of lateness is required**. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time. Disciplinary measures will be administered if necessary.

### **EARLY DISMISSAL**

As much as possible, parents should leave their children in school all day and try to schedule all appointments outside school hours and/or during school holidays. If a child does need to be dismissed early, a written note from the parent or guardian should be sent with the child to the teacher. The note will be forwarded to the office. The note should include date, time and reason for the early dismissal. **Students must be signed out in the school office and will only be given to legally responsible parents/guardians or those identified on the student information form (see below). Photo identification may be required.**

### **STUDENT DISMISSAL PRECAUTIONS**

Parents/guardians must submit the names of individuals authorized to release their children from school on the "**Student Verification Form**". In order to ensure safety, no student will be released to any individuals other than the parent/guardian unless their names appear on the form.

Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, will be maintained on file in the main office. We will strictly adhere to the most recent documents received.

To release a student from school, a person must report to the school office and present satisfactory identification to the Building Principal or his designee. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the superintendent will be called.

If the Principal determines that an emergency exists, the Principal may release a student to an individual not appearing on the approved list only if the parent has been contacted and has approved the release.

## **VISITORS**

All visitors **MUST sign in** at the school's secure main entrance. If a visitor is unknown to school personnel, **identification will be requested**. Visitors are not permitted to go to classrooms without prior permission.

## **PARENT CONFERENCES**

Parent conferences are conducted following the first marking period to discuss student progress. The teacher will send home information pertaining to dates and times prior to each conference. Additional conferences may be scheduled as needed by contacting the teacher. ***A parent should always call the teacher first if there are any concerns within the classroom.***

## **LOCKERS**

Lockers are school property and remain under the control of the school at all times. Authorized school personnel may conduct periodic inspections of lockers for any reason at any time without notice. Hall lockers are assigned for the storage and safekeeping of student property. Frequent visits to lockers are not necessary. Lockers should be opened and closed carefully without slamming or kicking them.

## **LOST AND FOUND**

Any item found on school premises should be turned into the Nurse's Office.

## **EMERGENCY DRILLS**

In case of a fire/evacuation emergency, the signal to evacuate the building will be a continuous sounding of the emergency fire alarm. Emergency plans are posted in each classroom, and teachers will give specific procedures based upon the circumstances. **During any emergency/evacuation of the building, everyone must remain calm with no talking. Students are to follow all directions given by staff members.**

## **Student Use of Computerized Information Resources (Acceptable Use Policy)**

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in classrooms. Through software applications, online databases, bulletin boards and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communications opportunities for students and staff.

Each year students will be granted an account to use the school district's computer network. The same standards of acceptable student conduct which apply to any activity shall apply to use of the school computers, devices, networks, and other digital tools. Users shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

Users shall also adhere to the laws, policies and rules governing computers including copyright laws, rights of software publishers, license agreements, and student rights of privacy. Failure to abide by these regulations may result in disciplinary action.

Pembroke Central School Policy Manual 7314

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware or software components
- Copyright infringement

## **FIELD TRIPS**

Field trips within our county and to nearby points of interest are scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Although the PTA desires to pay for the cost of all field trips, a small amount of money may be requested from each student to help defray costs at times. If you wish to attend a field trip with your child's class, please speak to the teacher. **Please note: The Board of Education reserves the right to cancel any trip at any time.**

## **STUDENT ORGANIZATIONS**

The following list presents current student organizations and their faculty advisors. If a student is interested in joining any of the activities sponsored by these organizations, the student should ask the advisor for further information.

<b><u>CLUB</u></b>	<b><u>ADVISOR</u></b>
A and B Bands	Miss Komosinski
Choraliers	TBD
K-Kids Club	Mrs. Bartz/Mrs. Cummings
Mock Trial (Gr. 5)	Mrs. Franks
Pageturners	Ms. Gleiser/Mrs. Konieczny
Pink Dragons	Ms. Grande (for 5 <sup>th</sup> /6 <sup>th</sup> grade girls)
Prayer Club	TBD
Student Council	Mr. Brown
S.A.D.D. Club	Mrs. Gass/Mrs. Swimline
Dragons' Kitchen	Mrs. Short

## **STUDENT COUNCIL**

The Pembroke Intermediate School Student Council is composed of students elected by their peers. The purpose of the Student Council is to assist the school, community, and school board in community events, school decisions, and school events. A delegate is elected by each homeroom to represent each class at Student Council meetings. An election takes place early in the school year to select Student Council officers.

Student Council meetings are held monthly after school, and the representatives report to their homerooms the following school day. Some Student Council events include activity programs, special days, class day, and student government assemblies.

All students are encouraged to submit ideas to their representatives for consideration.

## **PHYSICAL EDUCATION**

Physical Education is a required course by the New York State Education Department. Each student must participate in the required weekly scheduled amount of Physical Education.

Each student must wear the following:

- Shorts
- t-shirts
- socks
- sneakers

During swimming units, students must have

- bathing suit
- towel

Failure to have the required clothing for each physical education class will constitute being unprepared. When students are unprepared three times, they will serve a detention.

**Excuses:** In order to be excused from physical education class, a student must **present a written excuse from his/her family physician.** The student should give the note to the school nurse, who will in turn notify the physical education teacher. Excused students will still be held responsible for the material covered in class.

The Physical Education Department will not be responsible for valuables. Please make sure that your child leaves valuables at home.

## **SUBSTITUTE TEACHERS**

Periodically, a substitute teacher will be needed to teach during the absence of the regular classroom teacher. Students are expected to behave and follow the classroom rules established by the classroom teacher while a substitute teacher is filling in.

## **ABDUCTION SAFETY**

Students should **never accept rides or gifts from anyone not approved by parents.** Students should always report to the teacher, the principal, police officer, bus driver or parent if they see any adult strangely loitering near the school.

## **ELECTRONIC EQUIPMENT, TOYS, GAMES, CARDS, MONEY, VALUABLES**

Students are not to use I-pods, cell phones, tablets, or other electronic equipment during school hours. **Students are not allowed to text message during the school day. Students are not allowed to take pictures or record video with any personal electronic equipment. All cell phones should be stored in lockers and not used during the school day unless permission is given by a staff member.** If seen in school, any electronic items may be confiscated and may be held until a parent comes in to pick them up.

## **TOYS, GAMES, CARDS, MONEY, VALUABLES**

Students are not to use electronic games, toys, game cards, or trading cards during school hours. Also, bringing large sums of money or other valuables items to school is discouraged. The school will not be held responsible if theft occurs. If valuables are left home they cannot be stolen at school.

## **HOMEWORK**

Homework is an extension of the learning that takes place in school. There are several reasons for homework to be assigned:

1. To provide extra practice on learned skills
2. To provide further learning in areas covered in the classroom
3. To provide an opportunity for students to learn good work habits
4. To increase responsibility
5. To provide parents an opportunity to see what their children are studying.

**Students are expected to record their homework assignments in this daily planner.** Directions on how to use the planner will be reviewed by the classroom teacher. If the planner is lost the student will need to purchase a new one.

The amount of homework varies from teacher to teacher, as well as from student to student (some students need more or less practice to master skills). We ask parents to support learning by:

- providing a well-lit study area free of distractions
- asking questions about the content of the homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

## **STUDY SKILLS**

Parents, please assist your child with study skills by reinforcing the following suggestions:

- Come to class prepared with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well and share your thoughts in class.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just “getting by” will not help you to be successful.

## **HOW TO STUDY**

- Attitude is important – think positively; work independently; seek help when needed.
- Learning requires concentration – keep your mind on what you are doing. It will take less time.
- At home, have a definite well-lighted, quiet place to study.
- Skim the entire assignment to grasp the basic content. Reread slowly to understand the content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; don’t let it go until the last minute.

## **HOW TO TAKE A TEST**

- Relax and forget that other people are around.
- **Read the directions carefully** and follow them.
- Read the whole test first to see what is asked for and how to divide your time.
- Read each question twice before answering.
- Think before you write; use a graphic organizer.
- Answer questions fully with information asked for.
- Check your paper for spelling and grammar before turning it in.

## **PEMBROKE INTERMEDIATE SCHOOL CODE OF CONDUCT**

**Respect** and **Responsibility** continue to be our two key focus words at the Pembroke Intermediate School. Another key word that is a reflection of respect and responsibility is **Safety**. If we all are respectful and responsible we will be practicing safety – safety for others, our school and especially ourselves.

## **STUDENT DISCIPLINARY CODE:**

The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. The code of conduct is approved by the Board of Education. You can request a complete copy from the main office.

A student may be suspended from school or be subjected to another form of disciplinary action when he/she behaves in a manner, which is:

1. disorderly, that is:
  - a. fighting or behaving violently
  - b. threatening another with bodily harm
  - c. harassing/intimidating/bullying students or school personnel
  - d. making unreasonable noise
  - e. using abusive language or gestures, including racial or ethnic remarks which are improper
  - f. obstructing vehicular or pedestrian traffic, or
  - g. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or is
2. insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of the student, or missing or leaving school without permission; or

3. engages in any of the following forms of academic misconduct;
  - a. plagiarism, and/or
  - b. cheating, or
4. engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:
  - a. harassment/intimidation
  - b. vandalism or any destruction of real and/or personal property (including graffiti or arson)
  - c. theft
  - d. tardiness
  - e. missing or leaving school without permission
  - f. truancy (the district will file a Person in Need of Supervision (PINS) petition for students who are a chronic case of truancy)
  - g. possession/use/sale of drugs or alcohol
  - h. possession of weapons or fireworks
  - i. possession or use of tobacco or tobacco products
  - j. possession/distribution of inappropriate photos, images, or connotations in either paper or electronic form

A suspended student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. If a student is found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

## **HARASSMENT**

It is the policy of the Pembroke School District to maintain an environment that is free from harassment for all students and adults: this includes sex, race, color, weight, religion, religious practice, ethnic group, national origin, gender, and sexual orientation. The school district, therefore, prohibits any form of harassment in the workplace and school buildings or at school-sponsored activities and events where staff and/or students are in contact with each other.

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome such as:

- Inappropriate touching
- Verbal comments
- Sexual name-calling
- Spreading sexual rumors
- Sexual gestures, jokes or pictures
- Blocking a student's movement
- Rape, or attempted rape

Examples of racial or ethnic harassment would include:

- Unwanted verbal comments
- Racial name-calling
- Racial or ethnic slurs, slogans, or graffiti
- Intimidating actions such as painting swastikas
- Treating students differently on the basis of race

Any student who believes that he or she has been subjected to any form of harassment, whether by a teacher, other student, or any individual on school grounds, or at school activities, should report the alleged misconduct to anyone of the following staff:

- the principal
- the nurse
- school counselor
- school psychologist
- any teacher or staff member whom they trust

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any harassment, will promptly begin an investigation and take appropriate action upon learning the results of the investigation.

### **DIGNITY FOR ALL STUDENTS (DASA)**

It is the policy of the Pembroke Central School District and the Intermediate School Code of Conduct to maintain an environment that is free from harassment. Under the Dignity Act, there are eleven (11) protected classes, groups, or characteristics. The Dignity Act prohibits any discrimination of these protected classes based on actual or perceived characteristics. The school district, therefore, prohibits any form of harassment in the workplace and school buildings or at school-sponsored activities and events where staff and/or students are in contact with each other. In aligning with school policy and our Student Code of Conduct, we encourage a climate of mutual respect and dignity through honest communication and the reporting of any incidents of harassment or discrimination. Violation of this policy will be handled through a disciplinary process consistent with the established code of conduct. Incidents of harassment that may be categorized under the Dignity for All Students Act will be investigated through the Dignity Acts Coordinator. The DASA Coordinator for the Intermediate School is the principal.

### **DRUG AND ALCOHOL ABUSE**

The School is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events. The term "alcohol and/or other substances" refers to the use of all substance including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Any substances found shall be taken immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including long-term suspension. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

Disciplinary measures for students found to have used or to be using, in possession of, or distributing alcohol and/or other substances, and for students possessing drug paraphernalia are discussed under penalties.

### **DANGEROUS WEAPONS IN SCHOOL**

The possession of any type of weapon or object intended to be used as a weapon, which poses a danger to the safety and welfare of others, is not permitted on school property. This includes, but is not limited to, the following: pocketknives, BB guns, anything that is sharp and could cause injury, and ammunition of any weapon.

The possession of weapons, including mace or pepper spray, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

A "firearm", as defined in section 921 of Title 18 of the United States Code, includes (1) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

Any student found guilty of bringing a firearm/weapon or dangerous object onto school property shall be excluded from school for a period of not less than one year, provided that the Superintendent of Schools may modify such suspension requirement on a case-by-case basis in accordance with applicable federal and state laws and after affording the student due process pursuant to section 3214 of the Education Law.

## **SMOKING ON SCHOOL PREMISES**

Due to health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco) on school premises, on school buses, or at school-sponsored activities. Students violating this policy will be disciplined using the range of penalties listed.

## **PENALTIES**

The range of penalties, which may be imposed for violations of the student disciplinary code, includes the following:

- Verbal warning
- Written warning
- Reprimand
- Detention
- Parent conference
- Written notification to parent
- Suspension from transportation
- Suspension from athletic participation
- Suspension of other privileges
- In-school suspension
- Suspension of five days or less
- Suspension in excess of five days (superintendent's hearing)
- S.T.A.R. (Student Transition and Recovery)
- PINS Petition (Persons in Need of Supervision)
- Probation

Counseling, although not considered a penalty, may be provided as an alternative to a penalty, if formally arranged through the Guidance Office.

If a classroom teacher disciplines a student, but the student does not behave acceptably, the teacher may file a written report with the Building Principal, who may then take the following action:

## **DETENTION**

A student who violates the student disciplinary code may be assigned detention by the school office or any member of the faculty. In order for a student to be placed on detention, the Building Principal and the parent(s) must be notified. Detention begins at 7:30 a.m. (Tuesday – Friday). The student may be transported on the early bus.

- While in detention, a student is expected to complete assignments from his/her classroom teachers or engage in study of course material from notebooks or other subject matter.
- Students must do written work, read, or study throughout the period.
- Talking with other students, eating, or sleeping is not acceptable behavior during detention.
- Any violation of the above rules, or any other form of misbehavior, will result in additional disciplinary action according to a policy of progressive discipline.

## **STUDENT SUSPENSION**

Continuous refusal to obey the Code of Conduct may result in suspension (either out-of-school or in school) and, if applicable, legal action.

A school administrator will determine length and type of suspension. Parents will be notified of the suspension in writing within 24 hours of the suspension at their last known address. If possible, such notice will also be provided by telephone. While on out-of-school suspension, a student may not be present on school grounds during school hours or for any after-school activity, on or off school grounds. All students who are suspended from regular instruction will be provided alternative instruction.

Students with disabilities will be disciplined in accordance with the procedures contained in federal and state law and their implementing regulations.

If a criminal offense has been committed (such as a false fire alarm, vandalism, or the use and/or possession of weapons) the police will be notified. All violations of the student discipline code and/or public law will be subject to disciplinary proceedings as outlined under Student Suspension.

## **REMOVAL OF DISRUPTIVE OR VIOLENT STUDENTS FROM CLASS**

Education Law 3214 (3-a) provides teachers with the power and authority to remove both violent and disruptive students from class.

Disruptive Students are defined as elementary or secondary students less than 21 years of age who are substantially disruptive to the educational process or who substantially interfere with a teacher's authority in a classroom on four or more occasions during a semester. (Commissioner's Regulation).

Violent Students are defined as elementary or secondary students under the age of 21 whom:

- Commit acts of violence against any school employee,
- Commit acts of violence on school property against any students or other person lawfully on school grounds,
- Possess, on school property, a gun, knife, incendiary bomb, or other dangerous instrument capable of causing physical injury or death,
- Knowingly and intentionally damage or destroy the personal property of any person lawfully on school property, or
- Knowingly or intentionally damage or destroy district property

When a teacher determines that a student presents a danger or an ongoing threat of disruption to the academic process, a teacher may remove a student from class immediately. Within twenty-four hours of removal, the teacher must explain, in writing, why the student was removed and provide an opportunity for the student to present his or her version of the events.

If the student does not pose an ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed, before the student is removed.

The Principal, Assistant Principal, or Student Mediator must be notified when a violent student is removed from class. The parents must be notified by phone with a follow-up letter by the Principal.

The parents of a disruptive student who is being removed from class must be notified by the Principal, Assistant Principal, or Student Mediator about the removal within twenty-four hours after the removal and be given reasons for the removal. The teacher must notify the Principal, Assistant Principal, or Student Mediator with written follow-up within 24 hours. The parents may request an informal conference with the Principal, Assistant Principal, or Student Mediator and the teacher to discuss the reasons for the removal. If a student denies the charges at this conference, the teacher must provide an explanation of the reasons for the removal. The conference must take place within 48 hours of the student's removal from class.

The Principal, Assistant Principal, or Student Mediator must make a determination by the close of business on the day following the informal conference to either uphold or reverse the removal. The Principal, Assistant Principal, or Student Mediator has four grounds on which to overturn a student's removal from class. They are:

- A lack of substantial evidence to support the removal,
- A violation of law,
- When their conduct warrants suspension,
- If the removal is inconsistent with the code of conduct.

If the determination upholds the removal, a suspension by the Principal is likely to occur.

All teacher removals must be consistent with the discipline measures included in the code of conduct. The student is only precluded from returning to the class from which he or she was removed.

Students who are removed from class will be provided with continued educational programming and activities.

The removal of a student by a teacher triggers the student's due process rights. If a principal upholds the removal, its duration is determined by the code of conduct. Removing students from class more than five days constitutes a suspension and triggers a formal hearing under Education Law 3214. Only the Principal, Superintendent, or Board of Education has the authority to suspend students.

Students with disabilities may be removed within the provisions of these regulations. The regulations must be consistent with federal and state laws. The suspension or removal of students with disabilities for more than ten days may create an unlawful disciplinary change in placement and requires a hearing with the CSE.

## **STUDENT DRESS CODE**

Attire and accessories that are appropriate for school are more formal than those that may be acceptable for recreation or informal settings. Consequently, students may **NOT** wear the following clothing or accessories:

1. Any items that may have an adverse effect on discipline or the effectiveness of the instructional program (Such as colored hair spray or gel, highly noticeable/distracting make-up, etc.)
2. Any clothing, accessories, or carry items that advertise alcoholic beverages, tobacco products, have sexually explicit terms or innuendoes or express ethnic slurs
3. Any clothing, accessories, or carry items with profane or obscene words or gestures depicting violence
4. Any clothing that expose undergarments, private areas of the body and/or midriffs, including shorts or skirts that are inappropriately short
5. Hats, bandannas, hoods, studded belts, gloves, chains, etc.

**The principal reserves the right to make the final decision on the appropriateness of any behavior or clothing worn in school or at school related functions.**

## **CAFETERIA RULES**

We desire for all students to enjoy their lunch period as it often seems to be their only “free time”. We must, however, maintain a safe and orderly environment in the cafeteria.

- 1) I will follow the Golden Rule at all times.
- 2) I will remain seated at my table during lunch.
- 3) I will speak quietly to my neighbors at the table.
- 4) I will ask permission if I need to leave the cafeteria.
- 5) I will clean my area before leaving the cafeteria.
- 6) I will be responsible for my own behavior in the cafeteria.
- 7) I will respect others by **not** trading or taking someone else’s food.
- 8) I will be respectful; I will not bring toys or play with money at the table.

## **RULES AND REGULATIONS GOVERNING STUDENTS RIDING BUSES**

Safeguarding the lives of those riding buses to and from school during the regular school day, or in relation to any activities sponsored by the school, is the responsibility of all passengers. Good conduct and behavior of students is absolutely necessary. Students are asked to carefully read the following rules and regulations:

- Be on time! Bus drivers follow a 3 second rule after stopping. Stay back from the road until the bus stops.
- Sit promptly and stay seated until the bus stops; no standing; no changing seats.
- Stay in your seat while the bus is moving.
- Keep the bus sanitary – no eating, drinking or smoking on the bus.
- Keep the bus clean – no paper, mud or dirt on the bus.
- Don’t throw things out the window.
- Keep your head, hands and arms inside the bus.
- Bully behavior is not tolerated.
- Treat the school bus and equipment kindly; you will be responsible for your vandalism.
- Cross the road in front of the bus on the driver’s signal.
- Bad language or loud talking is not permitted.
- If someone bothers you, or you have a problem, see the driver. The bus driver is there to help you, but do not bother the driver while the bus is in motion.
- A student may lose his or her privileges to ride a school bus for not following the rules.

# Cafeteria Charge Policy

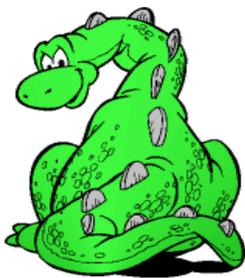
Charging a meal is a courtesy we extend to our students only in the event they forget or lose their breakfast or lunch money.

1. Students are permitted to charge only a complete meal. Snacks, ice cream, extra sandwiches, etc. may not be charged.
2. Cashiers/School Lunch Director will track all charges and payments.
3. Students are allowed three (3) charges. A student who has an excess of three charges can and will be refused the regular menu meal. If a student shows up without a lunch, he or she will receive a plain cheese sandwich, fruit and milk. It will still be charged to the student at the regular meal price. (Such a refusal is not considered to be in violation of the Child Nutrition Act of 1966, as amended, or the National School Lunch Act. It is not our goal to deny any student a meal, therefore every effort will be made to ensure that each student receives something to eat).
4. Once three (3) charges have been recorded:
  - a. The School Lunch Director will place a call to the student's parent/guardian.
5. If a student continues to show up without a meal or money, the issue will be referred to the building principal.
6. Parents/guardians with special circumstances are encouraged to discuss them with their building principal.
7. The charge policy will be posted on the school website.

Updated: 8/6/18 [Revisions may take place during the 2018-19 school year]

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*In partnership with the community, the Pembroke Central School District is committed to knowing each individual student's interests, needs, and desires in order to prepare all students for graduation with the knowledge, skills, and attitudes necessary to lead productive lives.*



## **PEMBROKE INTERMEDIATE SCHOOL PARENT-STUDENT-SCHOOL HANDBOOK AGREEMENT FORM**

### **Respect – Responsibility – Safety**

Please sign, date, and return the slip below to your child's teacher **by September 7, 2018.**

All families must read and understand the expectations outlined in this handbook. The PCSD and the Intermediate School expects all students, staff, and visitors to:

- 1. Respect all students and adults. Harassing, intimidating, or bullying behavior will not be tolerated.**
- 2. Respect school property and the property of others.**
- 3. Keep anything that might be used as a weapon or that could cause injury to someone at home.**
- 4. Act in a civil manner. No fighting, horseplay, or "fooling around".**
- 5. Speak quietly and politely, with kindness. Do not use profanity or threatening words toward anyone on school grounds, on the bus, or during off-site school activities.**
- 6. Walk in the hallways, and to/from the buses.**
- 7. Refrain from using personal electronic equipment or other distracting items during school hours (including toys, trading cards, games, etc.).**
- 8. For any emergency or drill, listen and follow the teacher's directions.**
- 9. Be prepared to participate and be successful (Bring pen, pencil, and paper).**
- 10. Complete assigned schoolwork, participate in class, and do your best every day.**
- 11. Dress and accessorize appropriately.**
- 12. Be on time to school every day.**

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We agree to abide by the rules listed on the "Agreement Form" page and described in the parent-student-school handbook, and we will support the school in enforcement of the rules.

Child's Signature: \_\_\_\_\_

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

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

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