CODE OF CONDUCT SUMMARY

2020-2021

Elmira City School District
430 W. Washington Ave.
Elmira, New York 14901
District Information

BOARD OF EDUCATION:
Sara Lattin, President; Randy Reid, Vice President; Ruth Bruning, Scott Moore, Josh Palmer, Ron Shaw, Deborah White, Jonathan Wilbur and Julie Wray.

OUR SCHOOLS:

Beecher Elementary
Kelley Bacalles, Principal
310 Sullivan Street
Elmira, NY 14901
Phone: 735-3500

Broadway Elementary
Rebecca Kiley, Principal
1000 Broadway
Elmira, NY 14904
Phone: 735-3600

Broadway Academy
Carrie Rollins, Principal
1000 Broadway
Elmira, NY 14904
Phone: 735-3300

Coburn Elementary
Chris Sancomb, Principal
216 Mt. Zoar Street
Elmira, NY 14904
Phone: 735-3650

Elmira High School
Christopher Reger, Principal
777 South Main Street
Elmira, NY 14904
Phone: 735-3200

Ernie Davis Academy
Theresa Usack, Acting Principal
933 Hoffman Street
Elmira, NY 14905
Phone: 735-3100

Fassett Elementary
Mary Cox, Principal
309 W. Thurston Street
Elmira, NY 14901
Phone: 735-3900

Diven Elementary
Colin Werfelman, Principal
1115 Hall Street
Elmira, NY 14901
Phone: 735-3700

Hendy Elementary
Marc Vesci, Principal
110 Hendy Avenue
Elmira, NY 14905
Phone: 735-3750

Pine City Elementary
Rhonda Baran, Principal
1551 Pennsylvania Avenue
Pine City, NY 14871
Phone: 735-3800

Riverside Elementary
Heather Donovan, Principal
409 Riverside Avenue
Elmira, NY 14904
Phone: 735-3850

IMPORTANT NUMBERS

Switchboard: 735-3000
Emergency Closing Line: 735-3970
Buildings & Grounds: 735-3980
Bus Garage: 735-3950
Community Information: 735-3091
Finance: 735-3057
Food Services: 735-3236
Health Services: 735-3590
Health & Safety: 735-3992
Human Resources: 735-3027
Special Education: 735-3082
Tax Office: 735-3017

The Elmira City School District hereby advises students, parents, employees and the general public that it offers employment and education opportunities without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, or marital status. Inquiries concerning this policy shall be addressed to:

Hillary Austin, District Title IX Compliance Officer
Jake Sheehan, District Title IX Compliance Officer
Jay Hillman, Section 504 Compliance Officer
at: 430 W. Washington Ave., Elmira, NY 14901 • (607) 735-3000
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This Code of Conduct Summary is created for students and parents. It is written in plain English so that it is easy to read and understand. Copies of the official Code of Conduct, a more detailed version of this summary, are available at the District Administration Building, 430 W. Washington Ave., Elmira, NY 14901. The full Code may also be accessed on the school District web site at: www.elmiracityschools.com/publications.cfm

Introduction

The Board of Education ("Board") is committed to providing a safe and orderly school environment. Students, school personnel and visitors are expected to conduct themselves with civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

This Code of Conduct ("Code") defines the expectations for conduct by all persons on school property, including buses, and identifies the possible consequences and discipline procedures for unacceptable conduct. The Code also applies to student conduct off school property, which would impact a safe environment.

Definitions

For purposes of this Code, the following definitions apply.

1. “Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom, engaging in conduct which results in removal of the students from the classroom by teacher(s) pursuant to the provisions of Education Law section 3214(3)(a) and the provisions sent forth in the Code of Conduct on four or more occasions during a semester, or three or more occasions during a trimester.

2. “Harassment” or “bullying” means the creation of a hostile environment by conduct 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, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property or create or would foreseeably create a risk of substantial disruption within the school environment. For purposes of this definition, “threats, intimidation or abuse” shall include verbal and non-verbal actions. In addition, the term “cyberbullying” shall refer to harassment or bullying, as defined above, that is carried out through any form of electronic communication.

3. “Violent student” means a student under age 21 who:
   • Commits an act of violence upon a school employee, or attempts to do so.
   • Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
   • Possesses, while on school property or at a school function, a weapon.
   • Displays, while on school property or at a school function, what appears to be a weapon.
   • 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.
   • Knowingly and intentionally damages or destroys school District property.

4. “Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other devise, instrument, material or substance that can cause serious physical injury or death when used to cause serious physical injury or death. This definition shall not apply to the possession or lawful use by District personnel of a pocket knife with a blade less than 2.5 inches in length or other tools or instruments regularly used in the performance of work duties.

Student Rights and Responsibilities

Student Rights

All District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.

2. Be in a safe and supportive learning environment, free from distractions and interference caused by clothing, and be free from clothing competition.

3. Present their version of an event to school personnel responsible for disciplining students involved in the event.

5. Be protected from intimidation, harassment, bullying (including cyberbullying) and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender or gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function, or activity.
6. During the COVID 19 pandemic, students have a right to a proper face mask if they do not have one readily available.
7. During the COVID 19 pandemic, students have a right to facilities, which can accommodate social distancing in school activities.

**Student Responsibilities**

All District students have the responsibility to:

1. Maintain a safe and orderly school environment that is conducive to learning and show respect to other persons and property.
2. Be familiar with and abide by all District policies, rules and regulations.
3. Attend school every day (unless legally excused) and be in class, on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits.
5. Follow directions from teachers, administrators and other school personnel in a respectful, positive manner.
6. Develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
10. Accept responsibility for their actions.
11. Conduct themselves in a way that fosters an environment free from intimidation, harassment, bullying and discrimination and to report and encourage others to report any incidents of intimidation, harassment, bullying or discrimination.
12. During the COVID 19 pandemic, all students are required to wear a face mask or face covering, especially when within 6 feet of others. This requirement may be altered when students are outdoors, when students can maintain social distancing, and when students are eating meals at school.
13. During the COVID 19 pandemic students are required to practice social distancing. “Social distancing means that students and other persons must maintain an appropriate distance of at least six feet from all other persons while engaged in any school related activity or while on School District property and twelve feet should be maintained when in an activity that involves voice projection. The purpose of this is to help to stop the spread of the COVID 19 disease. Social distancing requires physical separation and the District will enforce that requirement as part of this code”
14. During the COVID 19 pandemic, to frequently wash hands with soap and water for a minimum of 20 seconds to promote a healthy environment.

**Essential Partners**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. During the COVID 19 pandemic, send students to school with the appropriate personal protective equipment, including a proper face mask or face covering.
6. During the COVID 19 pandemic, instruct students to maintain proper social distancing unless they are members of the same household.
7. During the COVID 19 pandemic, report to the District if a child is not feeling well including but not limited to symptoms involving elevated temperature, loss of taste, loss of smell, and other COVID 19 related symptoms.
8. During the COVID 19 pandemic, conduct daily temperature checks of their students before going to school and provide a daily attestation that their student’s temperature is not higher than 100 degrees Fahrenheit.
9. During the COVID 19 pandemic, urge students to thoroughly wash hands with soap and water for 20 seconds before going to school.
10. Insist their children follow the student dress code.
11. Help their children understand that rules are crucial to a safe, orderly environment.
12. Know school rules that help their children understand them.
13. Show children a supportive attitude toward education and the District.
15. Help their children deal effectively with peer pressure.
16. Inform school officials of changes in the home situation that may affect student conduct or performance.
17. Provide a place for study and ensure homework assignments are completed.
18. Communicate with teachers and other school personnel concerning the growth and achievement of their children.

All teachers, counselors, administrators, and the Superintendent are expected to:

1. Promote a safe and stimulating learning environment.
2. Encourage participation.
3. During the COVID-19 pandemic, require all persons to maintain proper social distancing.
4. During the COVID-19 pandemic, require all persons to wear proper face masks/coverings and appropriate personal protective equipment for the activity or duty being performed.
5. During the COVID-19 pandemic, encourage students to wash hands with soap and water for a minimum of 20 seconds in order to promote a healthy environment.
6. Communicate with students and parents about academic and behavioral expectations.
7. Enforce rules in a fair and consistent way.

Student Dress Code and Electronic Devices

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. This dress code is designed to help students and their parents recognize choices regarding attire that would be appropriate in their future workplace as well as in an educational setting. Students are expected to dress themselves in a manner that is not potentially dangerous, does not distract others or disrupt education and does not convey a message contrary to District policy.

Students may not wear anything that contains wording or pictures that: make a derogatory statement; promote gang involvement; exploit illegal drugs, alcohol, tobacco or fire arms; have sexual or political connotations; are libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability; or in any other way, in the opinion of the administration of the school, reflect an inappropriate message or are in poor taste.

All District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting.

A. Acceptable:

Shirts/Sweaters/Sweatshirts
- Crew, V-neck and hooded sweaters or sweatshirts, collared shirts, dress shirts, turtlenecks, long- or short-sleeved T-shirts.
- Shirts/sweaters/sweatshirts may not be longer than hip length; such clothing that is longer than hip length must be tucked in.
- Midriff and chest area must be covered.
- Tops must be at least below belt loops. If not, the shirts must be layered so that this length is met.
- Sleeveless tops (straps must be at least two fingers in width).

B. Unacceptable:

Shirts/Sweaters/Sweatshirts
- Winter coats, jackets and outerwear inside during the school day.
- Tank tops (straps less than two fingers in width).
- Tube tops, halter tops or single-shoulder tops.
- Mesh or fishnet styles, if worn as a singular top with nothing underneath.
- Spandex-type materials.
- Clothing that exposes the back, chest, shoulders or midriff.
- Low-cut or plunging necklines.
- Sheer and see-through.
- Undergarments that are visible.

C. Acceptable:

Pants/Shorts/Skirts/Dresses
- “Dockers”-style pants, cargo pants.
- During the COVID-19 pandemic, a proper face mask or face covering.
- Jeans, pants.
- Capri-length pants, gaucho pants.
- Bermuda or walking shorts.
- Shorts, dresses, jumpers or skirts/skorts must be longer than the fingertips when hands are straight down.

D. Unacceptable:

Pants/Shorts/Skirts/Dresses
- Baggy pants that: Do not fit the wearer’s waist. (For example, wearing a size 38 when the actual waist is a size 30); Expose skin or undergarments; Need to be held up with a hand; Bottom of zipper on pants or shorts falls below the knee.
- “Low Rider” jeans that expose skin.
- Pajama bottoms.
- Undergarments, underwear or boxers that are visible.
- Sheer and see-through clothing.
- “Short-shorts.”
- Chains or metal belts.

E. Acceptable: Footwear
- Sneakers
- Loafers
- Boots
- Closed footwear, including clogs
- Crocs
- Nonflexible rubber sandals

F. Unacceptable: Footwear
- Flip-flops (flexible rubber sandals).
- “Heelies” (sneakers with built-in rollers)
- Any footwear with a heel higher than two inches or presents a safety hazard.
G. Accessories

- **Headgear**: Hats, headscarves, hoods, wave caps, stocking caps, visors, sunglasses and bandannas must be removed upon entering the building and stored out of sight. This applies to both men and women. Administrative approval is needed for exceptional circumstances.

- **Compromising Safety**: Heavy chains, clothing or other items with pointed metal studs that may be deemed hazardous in any way are not permitted in school. This includes, but is not limited to, wallet chains, bracelets, belts, chokers, rings, over-sized earrings, etc.

A good general policy regarding the dress code is: **If there is any question about an item being inappropriate, DO NOT WEAR IT.**

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Administrators reserve the right to identify exceptions to items identified in this policy as it is not possible to identify every acceptable and unacceptable clothing item.

H. Consequences

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 as outlined.

1. **First Offense**: Warning, parental notification
2. **Second Offense**: Up to and including in-school suspension, parental notification
3. **Third Offense/Repeated Offenses**: Up to and including out-of-school suspension, parental notification.

I. Electronic Devices

The Elmira City School District assumes no liability for personal cell phones, iPods and other music devices, Game Boys and other gaming devices and PDAs.

1. **Elementary Level**
   - iPods, MP3 players and similar music devices, Personal Digital Assistants (PDAs), Game Boys and other such electronic hand-held gaming devices shall not be used by students and should not be brought to school. Cell phones brought to school for communication with parents after school must be turned off and left in bookbag/locker during the school day. Cell phones will be confiscated if seen or heard.

2. **Middle Level – Grades 7 - 8**
   - Cell phones, pagers and similar hand-held communication devices, iPods, MP3 players and similar music devices, and Personal Digital Assistants (PDAs) shall not be used by students and must be turned off on school premises during the school day (from beginning bell to ending bell) except in conjunction with a teacher-authorized instructional support process such as electronic note-taking, scheduling of assignments and exams, etc. If not being used in a teacher-directed activity, these devices must be kept in the student’s locker during the period of time between opening and closing school bells.

3. **High School Level – Grades 9 - 12**
   - Cell phones, pagers and similar hand-held communication devices, iPods, MP3 players and similar music devices, and Personal Digital Assistants (PDAs) shall not be used by students and must be turned off or on vibrate on school premises during the school day (from beginning bell to ending bell) except in conjunction with a teacher-authorized instructional support process such as electronic note-taking, scheduling of assignments and exams, etc.

   High school students may use such devices as defined by the high school and in an “electronic device zone” also identified by the high school.

4. **Consequences**
   1. **First Offense**: Warning
   2. **Second Offense**: Confiscation. Student must pick up at the end of the day.
   3. **Third Offense/Repeated Offenses**: Confiscation, and parent will pick up phone at school.

Student Technology Use

All technology use requires the exercise of common sense, courtesy and universally accepted usage rules to maximize the benefits for all. Internet access is coordinated through a computer association of government agencies, states, regional and local networks. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal use of the network resources. If an Elmira City School District (E.C.S.D.) user knowingly violates any of these provisions, their account will be terminated.

Elmira City School District Wide Area Network – Terms and Conditions

1. **Acceptable Use** – The purpose of the Elmira City School District’s Wide Area Network (W.A.N.) and link to the Internet is to support research and education by providing access to unique resources worldwide. The use of your account must be in support of educational research and consistent with the educational objectives of the E.C.S.D. Transmission of any material
violation of any U.S. or State regulation is prohibited, which includes but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial, religious or political endeavors is prohibited.

2. **Privileges** – The use of the Network is a privilege and inappropriate use could result in a cancellation of those privileges. The systems administrator will investigate any reported or observed infractions and may close an account at any time.

3. **Network Etiquette** – We are all expected to follow the universally accepted rules of network etiquette and to use good common sense. These include (but are not limited to) the following:
   a. Be polite and use appropriate language.
   b. Maintain the confidentiality of all users on the network.
   c. Preventing others from accessing the system by running wasteful jobs such as mass mailings, chain letters or intentionally crashing the system is unacceptable.
   d. Have all software approved by the system administrator before it is installed on the system.
   e. Attempting to gain unauthorized access to any computer or system application is unacceptable.
   f. Using, accessing, copying other user’s data or programs without permission and/or acknowledgement is plagiarism and is unacceptable.
   g. Use of inappropriate material including but not limited to obscene materials, weapons, bombs, etc. is unacceptable.

4. **Security** – Security is a high priority on our Network System and must be respected by all. Use of another’s account or password is not acceptable and may result in the cancellation of user privileges. Any user identified as a security risk on our system or other systems may be denied access to our system including Internet privileges.

5. **Vandalism** – Vandalism will not be tolerated and will result in the cancellation of privileges and possible additional consequences. Vandalism is defined as any attempt to harm or destroy the data of other users and to damage any software or hardware connected to the system. Violators will be required to make restitution covering damages to hardware or software including the labor cost to repair or restore the damage and may face additional consequences.

### Dignity for All Students Act

The Dignity for All Students Act (DASA) was signed into law by former Governor David Paterson and became effective on July 1, 2012. This legislation is intended to provide students with a school environment that is safe, supportive and free from discrimination, intimidation and harassment on school property, on a school bus or at a school function.

DASA defines harassment as “the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, 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, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property or create or would foreseeably create a risk of substantial disruption within the school environment.”

All students will conduct themselves in a manner that fosters a school environment that is free from intimidation, harassment bullying (including cyberbullying) and discrimination, and will report and encourage others to report any incidents of intimidation, discrimination, or harassment based upon, but not limited to a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. All acts of intimidation, discrimination or harassment will be subject to disciplinary action.

### Prohibited Student Conduct

Students are expected to act in an appropriate and civil manner, focusing on safety and respect for the rights and property of others. Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. **Engage in conduct that is disorderly**
   (Examples: running in the hall, being noisy, using offensive language or gestures, obstructing traffic, trespassing, misuse of computers, dressing in violation of the dress code);

2. **Engage in conduct that is insubordinate**
   (Examples: not following directions, being late or skipping school, skipping detention, repeatedly dressing in violation of the dress code, refusing to change clothing when requested by a teacher); and during the COVID 19 pandemic, failing to properly socially distance when required and/or failing to wear a proper face mask/covering);

3. **Engage in conduct that is disruptive**
   (Examples: not following directions);

4. **Engage in conduct that is violent.**
   (Examples: hitting, kicking, or punching school personnel or other students, possessing or threatening to use a weapon, displaying what appears to be a weapon, intentionally damaging personal or school property);
5. **Engage in any conduct that endangers the safety, morals, health or welfare of others** (Examples: lying, stealing, defamation, discrimination, harassment, intimidation, hazing, bullying (which may consist of, but is not limited to, intimidating physical or psychological negative acts carried out against another repeatedly over time, including cyberbullying), using vulgar or abusive language, during the COVID 19 pandemic, failing to maintain proper social distancing and/or failing to wear a proper face mask/covering when required, selling or possessing obscene material, possessing or using tobacco products, e-cigarettes, vaping products, e-liquids, oils and waxes, possessing or distributing alcohol or illegal substances, inappropriately using or sharing over-the-counter drugs, gambling, indecent exposure, false reporting of a fire or another catastrophe);

6. **Engage in misconduct that endangers and/or distracts the bus driver while on a school bus** (Examples: excessive noise, pushing, shoving, fighting, changing seats);

7. **Engage in any form of academic misconduct** (Examples: plagiarism, cheating, copying, altering records, assisting with any of the above).

**Reporting Violations**

Any person who sees or knows of someone on school property with a weapon, alcohol or illegal substance is expected to report this to a school official. Authorized school officials are expected to impose prompt, fair and lawful discipline.

Administrators have the authority to call law enforcement officers for assistance in conducting an investigation of an alleged incident on school property or at a school event, or in maintaining or restoring order to prevent injury to people or property.

**Disciplinary Penalties and Procedures**

**Penalties**

Students found to have violated the Code of Conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from school or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term suspension from school (five days or less)
12. Long-term suspension from school (more than five days)

13. Permanent suspension from school

**Procedures**

The full Code of Conduct contains the procedures for dealing with student discipline and referrals to counseling and law enforcement officials. The full Code also contains provisions dealing with the discipline and referral of students with disabilities.

**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.

**Student Searches and Interrogations**

**Searches of Students or Their Belongings**

School officials may search a student or his belongings (gym bag, knapsack, packages, etc.) or ask the student to remove his jacket or empty his pockets if it is reasonably believed that the search will uncover evidence that student has violated the law or the Code of Conduct.

**Lockers, Desks and Other School Storage Places**

Student lockers, desks and other storage places are school property, under complete control of the school district. They may be searched at any time without prior notice and without student consent.

**Canine Searches**

An unannounced search by dogs may be conducted in any school building at any time of day throughout the school year.

**Police Involvement in Searches**

The District is committed to cooperating with police
Elmira City School District

officials and other law enforcement authorities to maintain a safe school environment. The police may enter school property to conduct an investigation if they have:
1. A search or arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.
4. The police will conduct any investigations in accordance with applicable laws and due process rights of students.

Child Protective Services Investigations
The District will cooperate with investigations conducted by Child Protective Services of the Chemung County Department of Social Services.

Visitors to Schools
Upon arrival at school, visitors must report to the main office and sign a visitor’s register. They must wear a visitor’s ID badge at all times and return the badge to the main office and sign out before leaving. Visitors at functions that are open to the public do not need to register.

Visitors must have permission from the teacher and principal before visiting a classroom while class is in session. Teachers may not take class time to discuss individual matters with visitors.

Public Conduct on School Property
All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

Prohibited Conduct
No person, either alone or with others, shall:
• Intentionally injure any person or threaten to do so.
• Intentionally damage or destroy school or personal property, including graffiti or arson.
• Disrupt classes, school programs or activities.
• Distribute or wear materials that are obscene, advocate illegal action, are libelous, obstruct the rights of others or are disruptive to the school program.
• During the COVID 19 pandemic, fail to maintain proper social distancing unless students or others are members of the same household.
• During the COVID 19 pandemic, fail to wear a proper face mask/covering.
• Intimidate, harass or discriminate against another person for any reason.
• Enter any part of the school without permission or remain in the school after it is normally closed.
• Obstruct the free movement of any person in any place to which this code applies.
• Violate traffic or parking regulations.
• Possess, distribute or be under the influence of alcohol or illegal substances.
• Use, possess or distribute tobacco, smokeless tobacco products, e-cigarettes, vaping products, oils or e-liquids.
• Possess or use weapons (except law enforcement).
• Loiter
• Gamble
• Refuse to follow orders of school officials.
• Incite others to violate the Code of Conduct.
• Violate any federal, state or local law or Board policy.

Visitors will be asked to leave if:
• They do not have permission to be on school property.
• They violate the rules in the preceding section pertaining to public conduct on school property. If they refuse to leave, the police will be called.

District personnel who violate this Code may be subject to disciplinary proceedings and penalties consistent with their collective bargaining agreement and/or the law.

Extra-Curricular Activities
Chemical Use Rules
The Elmira City School District recognizes that the use of tobacco, drugs, and/or alcohol is a serious problem with legal, physical, emotional, and social implications for the entire community. These impacts are particularly relevant for extra-curricular program participants because the physical and mental exertion required by such activity could magnify the detrimental effects of the substance abuse. To this end, the ECSD holds students accountable for their actions and has instituted policies that apply beginning in seventh grade and continuing until the student finishes twelfth grade. Violations continue to accrue throughout this time period and are not eliminated and renewed each year. Any penalty (i.e., probation) not fully served by a student during a sport(s) season will carry over to, and may affect eligibility for, a subsequent sport(s) season. In order to participate in any extra-curricular activity, a student shall abide by the following rules:

Rule 1
A. Statement of the Rule A student shall not engage or be involved in conduct on or off school property that constitutes the sale or attempted sale of a controlled substance or illegal drug or the sale or attempted sale of any substance represented as a controlled substance or illegal drug and possess, distribute or be under the influence of alcohol or illegal substances, including,
among others, look-alike or synthetic drugs or other substances.

**B. Penalty for Violation** Violators of Rule 1 shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for one calendar year from the date of the determination that Rule 1 was violated.

**Rule 2**

**A. Statement of the Rule** A student shall not engage or be involved in conduct on or off school property that constitutes the use or possession of any of the following: alcohol; controlled substances; illegal drugs, including illegal steroids; prescription medicines, including steroids (if the student is not the person for whom the prescription was written); and drug paraphernalia.

**B. Penalty for First Violation**

1. Violators of Rule 2 shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for eight weeks from the date of the determination that Rule 2 was violated. During probation, the student may continue to practice but may not participate in official events.

2. The penalty imposed on violators under this paragraph may be reduced pursuant to the following requirements.
   a. The suspension period will be reduced by two (2) weeks if the student admits to the violation when first questioned by the coach, advisor, school administrator, athletic director, or school resource officer.
   b. The student and parent/guardian must meet with a school-recognized drug and alcohol counselor (e.g., Teen Intervene by Trinity) prior to the end of probation and provide written verification of such meeting. Upon acceptance of such written verification by the Superintendent or designee, the probationary period will be reduced by one week.
   c. The student may earn an additional reduction in his/her probation. The student may reduce the probationary period by one week by participating in various drug and alcohol prevention activities (e.g., attendance at drug or youth court) or by either volunteering at Trinity or writing a research paper on a designated topic related to the student’s offense. Any activities or projects undertaken by the student to earn a reduction of the probationary period must be discussed with and approved by the Superintendent or designee before any reduction will be granted.

3. Prior to any return to participation, the student shall provide verification of successful completion of an alcohol/drug evaluation. The parent/guardian and student shall also provide verification of completed or continuing, as appropriate, compliance with all recommendations made by the evaluator.

**C. Penalty for Second Violation**

1. Violators of Rule 2 for the second time shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for twenty weeks from the date of the determination that Rule 2 was violated. During probation, the student may continue to practice but may not participate in official events.

2. The penalty imposed on violators under this paragraph may be reduced by up to three weeks pursuant to the following requirements.
   a. The student may participate in various drug and alcohol prevention activities (e.g., attendance at drug or youth court; volunteering at Trinity or a similar agency; writing a research paper on a designated topic related to the offense).
   b. The activity must be discussed with and approved by the Superintendent or designee before any reduction will be granted.

3. Prior to any return to participation, the student shall provide verification of successful completion of a program with the Tobacco Education Group or a substitute approved in advance by the Superintendent or designee.

**D. Penalty for Third and Subsequent Violations**

1. Violators of Rule 2 for the third and subsequent times shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for one calendar year from the date of the determination that Rule 2 was violated. During this probation, no participation will be permitted.

**Rule 3**

**A. Statement of the Rule** A student shall not engage or be involved in conduct on or off school property that constitutes the use or possession of tobacco products (which includes, but is not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, and smokeless tobacco).

**B. Penalty for First Violation**

1. Violators of Rule 3 shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for three weeks from the date of the determination that Rule 3 was violated. During probation, the student may continue to practice but may not participate in official events.

2. Prior to any return to participation, the student shall provide verification of successful completion of a program with the Tobacco Education Group or a substitute approved in advance by the Superintendent or designee.
C. Penalty for Second and Subsequent Violations
   1. Violators of Rule 2 for the second and subsequent times shall be deemed ineligible to participate (i.e., on probation) in extra-curricular activities for ten weeks from the date of the determination that Rule 3 was violated. During probation, the student may continue to practice but may not participate in official events.
   2. Prior to any return to participation, the student shall provide verification of successful completion of a program with the Tobacco Education Group or a substitute approved in advance by the Superintendent or designee.

B. Initial Determination
   The initial determination that a rule has been violated will be made by the principal (for participants in non-athletic activities) or by the director of athletics (for participants in athletic activities).

C. Appeals
   A student, if 18 or older or a parent/guardian may appeal the initial determination by delivering a request in writing to the office of the principal or athletic director within five days of the initial determination. A review will be conducted by a review committee constituted for this purpose. The person who made the initial determination may not be a member of the review committee but may participate in the review process.

D. Aggregate Violations
   1. For purposes of imposing progressive penalties under any Rule, violations of any other Rule shall be deemed to be a prior violation of the Rule under consideration, if the earlier incidents occurred within eighteen months of the incident under consideration.
   2. When a student is determined to have violated both Rules 2 and 4, the penalty imposed shall be solely the penalty provided under Rule 2 and the two violations shall be deemed to be one violation for purposes of progressive penalties.

Extracurricular Activities Eligibility

Participation in all extra-curricular activities in the secondary schools will be based on the following standards:

- Students are responsible for knowing their eligibility status.
- Students must carry a full academic schedule as determined by the school District and/or NYSPHSA.
- Students must report to school on time, attend all classes, put forth a good effort in all classes, be respectful and follow school rules and policies. Failure to meet these expectations will result in probation and/or ineligible status for the student. Failure of two or more subjects will also result in probation and/or ineligible status for the student. (Athletes must be passing physical education.)
- Students must demonstrate good attendance. Unexcused absences from school, any class or study hall will result in suspension or dismissal from the activity. Students must also demonstrate good behavior and abide by the rules set forth in the code of conduct.

First offense: One-day suspension from the activity.
Second: Five-day suspension from the activity.
Third offense: 21-day suspension from the activity.
Fourth offense: Dismissal from the activity.
• Students must be in attendance the full day (of the activity) to participate in scheduled extra-curricular activity unless a written legal excuse is submitted.
• Students under in-school or out-of-school suspension may not participate for the length of their disciplinary action. Any referrals for misconduct approved by an administrator will result in suspension or dismissal.
• During the COVID 19 pandemic, Students are required to adhere to all safety requirements including but not limited to wearing proper face masks and or coverings, maintaining proper social distancing, properly washing hands and reporting any known illness symptoms, such as elevated temperature over 100 degrees, loss of smell, loss of taste and other COVID 19 symptoms.
• Good community citizenship is expected of all students participating in extra-curricular school activities. Good community citizenship involves following a high standard of behavior and conduct while in or out of the school setting. Students are expected to follow all laws, school and governmental regulations.

The following is a list of examples that may result in suspension or dismissal from participation in school extra-curricular activities as determined by the building eligibility committee. This is not an all-inclusive list.
• Students reported for interfering with the individual and property rights of others which includes, but not limited to, vandalism, trespassing, sexual misconduct, hazing or harassment.
• Any student caught stealing or in possession of stolen items.
• Any student who vandalizes school property.
• Any student involved in conduct that constitutes criminal activity, both in-season and out-of-season.
• Any student committing an act that would be a serious violation of the District’s code of conduct justifying suspension from school of 5 days or more.

Students suspended or dismissed from participation in extra-curricular activities due to poor citizenship are not eligible to participate until deemed eligible by the District eligibility committee, Superintendent or Board of Education.

Procedures for Academic Eligibility

Eligibility will be determined for athletes’ overall average based on the first marking period grade (for winter sports), second marking period grade (for spring sports) and the 4th marking period average (June) for fall sports. If a student is dropped from a class because of lack of seat time, or dropped because of lack of attendance in school, the student will be deemed ineligible for the next season. (dropped in second semester of previous year, no fall sports; dropped in first semester, no winter or spring sports) Eligibility status is given to the athletic manager’s and/or advisors. It’s the coach’s and / or advisor’s responsibility to know the eligibility status of their students.

There will be two academic eligibility status categories:

1. Eligible
   a. Full participation – Overall average 65% or above, and all athletes must be passing physical education.

2. Probationary/Ineligible
   a. Probationary – If students’ overall average is not 65% or above, they will be deemed academically on probation. In order to participate in practices and games during the probation period, the athlete must attend and participate in study hall regularly for a three (3) week period. If a student is deemed on probation for the fall season, based on the overall average after the fourth marking period, they must attend summer school, in order to be deemed eligible to play in games for the fall season. If a student is eligible for summer school and does NOT attend summer school, then the three week probationary period for the fall season will begin on the first day of the athletic study session. That student will not be eligible for games until the athletic study hall begins and that student attends and participate in that athletic student hall. The 3 week probationary period for the winter and spring seasons will begin on the first day of the season. Eligibility status for students will be determined by the Athletic Director record, citizenship and overall average will be reviewed. If all is satisfactory, full participation will be restored. If all is not satisfactory, the student will remain in the athletic study hall for the remainder of the season and/or building principal. At the end of the three-week period, students’ grades, attendance, attitude/behavior

   b. Ineligible –
      i. If a student does not meet all the
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probationary criteria needed for the student to be deemed eligible, then the student is ineligible for practices and games for the remainder of the season.

ii. A student who is removed or suspended from school cannot participate in the extra-curricular activities for that period of suspension or removal.

iii. Students who are deemed ineligible, may appeal their eligibility status. Students who wish to appeal, must be in good standing, attend class regularly and complete class assignments throughout the marking period.

iv. A student will contact the building principal to appeal within five days of being deemed ineligible. The building principal will review the appeal application and make an initial determination in writing within five school days. If it is determined that the student is academically ineligible, the student may appeal in writing to the building eligibility committee.

☐ We have read and understand the above rules and regulations:

Parent/Guardian Name (please print):

________________________________________

Parent/Guardian Signature:

________________________________________

Student Name (please print):

________________________________________

Student Signature:

________________________________________

Date:

This contract will take effect as of the first day of student participation in the above referenced extracurricular activity and will remain in effect until the last day of student participation in said extracurricular activity during the school year in which the contract is signed. Each student signing this contract is required to comply with its terms at all times while the contract is in effect. If a penalty assessed for a violation of this contract is not fully served prior to the last day of student participation in the extracurricular activity for which this contract is signed, the remaining portion of the penalty will carry over to the next extracurricular activity in which the student participates.

Transportation policy

Transportation policy is set by the Board of Education of the Elmira City School District. State education law requires school Districts to provide transportation to District residents, other than those living in the city, who live more than two miles (if elementary students) or three miles (if secondary students) from the school they legally attend.

Transportation for students attending public schools other than their assigned schools is the responsibility of their parents or guardians.

Grades PreK-6

All students who attend primary schools are eligible for bus transportation to the elementary school to which they are assigned if their residence is located at a distance of one mile from the school (as measured along the shortest possible road course) equal to or in excess of one mile.

Transportation for students attending public schools other than their assigned schools is the responsibility of their parents or guardians.

Exceptions

The only exceptions to the Transportation Policy are:

- Elementary students are not expected to walk across four-lane highways.
- Elementary students are not expected to cross any river.
- Elementary students are not expected to walk on main county highways that have a high volume of traffic, poor visibility and no shoulders.

Grades 7-9

All students who attend middle school are eligible for bus transportation to middle school if their residence is located at a distance from the school (as measured along the shortest possible road course) equal to or in excess of 1.5 miles.

Grades 10-12

All students who attend senior high school are eligible for bus transportation to high school if their residence is
located at a distance from the school (as measured along the shortest possible road course) equal to or in excess of two miles.

**Winter warning**

When hazardous road conditions cause school cancellations, an announcement will be made shortly after 6 a.m. on all Elmira radio and TV stations. You can also receive information about school closings by calling 735-3970 after 6 a.m. You can also check the District website: www.elmiracityschools.com and the District Facebook page: www.facebook.com/ElmiraCitySchoolDistrict. Please do not call radio or TV stations or school officials.

If a storm hits while school is in session, we do not dismiss early. If students stay in school, it gives highway crews a chance to clear the roads.

**Delayed start**

Winter weather conditions may warrant a District decision to delay the start of school by one or two hours. If this situation occurs, the announcement will be made on all Elmira radio and TV stations no later than 5:30 a.m. The statement will be made that the start of school for the Elmira District will be delayed. If the delay is subsequently changed to a school closing, the decision will be made by 6:30 a.m. and will also be announced on TV and radio.

**A delay means:**

- Every child’s schedule will be two hours later – at the bus stop and for the start of school. The return home will be at the regular time.
- Classes may be shortened or modified in each individual school to accommodate the day’s requirements.
- The lunch menu will likely remain the same for that day and regular lunch times will be followed.
- There will be no breakfast program that day.
- Morning BOCES students will not attend BOCES but will be required to report to the high school to a room designated by the principal.
- **Note:** Please do not drop off your child or allow him/her to walk to school early. There will be no supervision and schools will still be locked, as staff will also be reporting to work two hours late.

**Special information**

Do not lose your bus privilege – follow these rules!

- Observe classroom conduct.
- Be courteous; use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- **During the COVID 19 pandemic, wear a face mask/covering.**

- During the COVID 19 pandemic, maintain proper social distancing, unless you are a member of the same household.
- Cooperate with the driver.
- Do not smoke.
- Do not damage bus or equipment.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Do not fight, push or shove.
- Do not tamper with bus equipment.
- Do not bring pets on the bus.
- Do not bring flammable material on the bus.
- The bus driver is authorized to assign seats.
- Have a safe trip!

**Other scheduling and routing information**

**Side roads**

Transportation will not be provided on side roads that are not maintained by town highway departments if the lack of maintenance makes it unsafe to travel on these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow and mud.

**Private roads**

Transportation will not be provided on highways that have not been dedicated and/or maintained by town, county and/or state highway departments.

**Turnarounds**

Turnarounds will not be established unless adequate space is available and this space is properly maintained (Education Law section 3062, 3635). All turnarounds must be approved by the Transportation Supervisor or designee.

**Babysitters and day care centers**

Students will be transported to approved day care centers, private babysitters and latchkey locations within our District, according to Board of Education policies. The location must be on a regular bus route from that school where students can be dropped off at an approved bus stop location, and the request must be made in writing. Contact the Transportation Department (735-3950) for further information.

**Private schools**

We provide transportation to private schools as required by state law. Parents requesting such transportation must do so in writing prior to April 1 of the year for which transportation is being requested (in March for the following September). The request must
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be renewed every year.

Misplaced children
If your child doesn’t get off the bus, call the school at once. Remember, the safest place for your child is on the bus. If your child got on the wrong bus by mistake, he/she will be brought home as soon as possible.

Bus drills
According to a schedule established by the state Education Department, at least three bus emergency drills must be conducted each year by the school principal or his/her designee. The procedure for pupils to follow in case of an accident, including instructions on use of emergency exit windows and doors, will be covered.

Supervision
Each school will have supervision for bus students during the time between bus arrival and the start or finish of school. The schools are also responsible for the safety of pupils boarding or disembarking.

The driver of each bus is responsible for seeing that all rules are obeyed on the bus. The driver has full authority and may assign seats if necessary.

Information for students
Each student must be on time. Students should be ready five minutes before the scheduled pick-up time.

While walking to the bus stop, students should avoid standing or playing in the road; keep books, lunch pails, and instruments out of the road; not litter or damage surrounding property; not throw snowballs or rocks at the bus or other students; and not crowd into the road when the bus arrives.

Small radios or iPods are allowed if a headset is used.

Passengers should hold large packages and instrument cases while on the bus, not leave them in the front of the bus or in the aisle.

Items allowed if held on lap:
- Piccolo
- French horn
- Soprano clarinet
- Viola
- Lacrosse stick
- Alto saxophone
- Flute
- Violin
- Snare drum
- Baseball/softball bat
- Oboe
- Trumpet
- Bassoon
- Fishing pole

Items not allowed on a school bus:
- Alto clarinet
- Contrabass clarinet
- Baritone saxophone
- Hockey sticks
- Cello
- Skateboards
- Explosive/flammable materials or liquids
- Weapons, as defined in this Code

No live or dead animals are allowed on a school bus.

The District reserves the right for its transportation personnel to ban or permit other objects on a case-by-case basis. Special permission can be requested, and other questions answered, by contacting the Bus Garage at 735-3950.

Note for parents of students receiving special education
Welcome to our special transportation system. The Elmira City School District operates 54 buses on bus routes every day. Twenty-three of these buses are used for transportation of special education students. These special buses operate on a very tight schedule. To keep this schedule running, we have established the rules below. If you have questions, please call the Supervisor of Transportation at 735-3950.

Please have your child ready 10 minutes before the scheduled pickup. In the afternoon, have someone home 20 minutes before your child’s scheduled drop-off time.

If for any reason your child is not going to school, please call the bus garage before 6:30 a.m. If possible, let us know at this time when your child will return. When we go to your house in the morning and your child does not come out, it causes unnecessary delays in the bus route. If this happens two days in a row, we will not return to your house until you call and inform us that your child is ready to return to school.

Each special bus covers a special area. We need to know if your child is going to a babysitter after school, as your child might have to ride a different bus. Check with the bus garage ahead of time to determine if your babysitter is in a bus area.

Students are expected to behave on the bus or they will be written up. Repeated write-ups will result in disciplinary action or suspension of riding privileges.

Responsibilities
Each of the following sections points out specific duties of the Transportation Department, schools, bus passengers, bus driver, parents and chaperones on a bus.

Board responsibilities
It is the responsibility of the Board of Education to set policy regarding bus transportation for the District.

Superintendent responsibilities
The responsibility for administering the transportation program rests with the Superintendent of Schools. The administration is expected to adhere to applicable laws, regulations and policies established by federal, state and local authorities. This responsibility is, in part, delegated to the Supervisor of Transportation, who reports to the Superintendent.
Supervisor of Transportation responsibilities
The Supervisor of Transportation is responsible for:
- Establishing bus rules.
- Assigning bus drivers.
- Arranging for, recording and reporting bus drivers’ overtime.
- Arranging transportation for special trips, such as outdoor education, recreational programs, educational trips and others.
- During the COVID 19 pandemic, require all students to properly socially distance, except members of the same household.
- During the COVID 19 pandemic, require all students, personnel, and others to wear proper face masks/coverings.
- Preparing specifications for bidding on new buses.
- Arranging for special transportation for students attending other school districts.
- Planning and arranging for preventive and other maintenance on buses and other vehicles.
- Reviewing and approving payment of bills for maintenance, special transportation and overtime.
- Maintaining a continuous analysis of transportation costs and providing reports as requested.
- Preparing transportation contracts and state Education Department reports.
- Assisting in school bus driver personnel management.
- Assisting in provision of required bus drill instruction.
- Assisting in the transportation budgeting process.
- Administering the bus transportation student discipline policy.

Principal responsibilities
Each principal is responsible for the following:
- Requiring that regular instruction and pertinent safety regulations are provided for all pupils.
- Providing adequate supervision at school bus loading and unloading zones. Bus riders should not be permitted to move toward the bus at school loading zones until the bus has been brought to a full stop. Pupils should line up and take their turns entering the bus in an orderly manner.
- Ensuring student awareness that the same student behavior expected in the classroom is to be practiced on the school bus.
- During the COVID 19 pandemic, require all students, personnel, visitors (except members of the same household) to maintain proper social distancing.
- During the COVID 19 pandemic, require all students, personnel, visitors to wear proper face masks/coverings.
- Taking prompt action on all behavior problems where principal involvement has been requested.
- Enforcing safe traffic regulations at the school site.
- Reporting to the Supervisor of Transportation any unsafe conditions or practices brought to his/her attention relating to the transportation program.
- Requiring that pupils ride their assigned school bus and do not board a bus going to any destination other than their home or assigned activity without proper authorization.
- Informing the Transportation Department when bused students have been suspended from school.

Bus drills
The drills on school buses required by Section 3623 of the Education Law include practice and instruction in the location, use and operation of emergency doors, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills will also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus. Each drill should include specific instructions for pupils to advance at least 15 feet in front of the bus before crossing the highway after snow, ice, rain and other inclement weather. All such drills will include instruction in the importance of orderly conduct by all school bus passengers.

Students who do not ride a school bus must participate in either on-board drills or receive in-class instruction concerning bus safety practices and procedures. A minimum of three such drills will be held during the school year, the first to be conducted during the first seven days of the fall term, the second prior to Jan. 1 and the third prior to May 1. No emergency drills will be conducted when buses are on route.

Once each year the district will hold a special emergency drill. All students will go home 15 minutes early. Notice of the drill will be sent home. School authorities will certify on the annual report to the state Education Department that the district has complied.

Non-public schools in the District must also participate in bus drills.

Bus driver responsibilities
Each school bus driver must do the following:
- Drive a school bus safely, defensively and efficiently.
- Operate the vehicle at a safe speed according to conditions at all times.
- Obey all traffic laws and regulations.
- Keep bus clean inside and out.
- During the period of the COVID 19 pandemic, require students and others to maintain proper social distancing unless the students or others are members of the same household.
Parents play an important role in the safe and efficient operation of the school’s transportation system. If the system is to function effectively, parents must assume an obligation to the program and to the people responsible for its operation.

Parents are expected to ensure that their children are at the proper bus stop on time and properly clothed for the weather.

Parents are expected to insist on the good behavior and full cooperation of their children at bus stops and on the bus so drivers can concentrate on safely driving the bus.

Parents should make written suggestions to school authorities for any improvement of the bus transportation program.

During the period of the COVID-19 pandemic, parents are expected to send their children to school with the appropriate equipment, including personal protective equipment, including but not limited to a proper face mask or proper face covering. Parents are also expected to report to the District daily if their child is feeling ill, including, but not limited to, symptoms involving elevated temperature over 100 degrees, loss of taste, loss of smell and other COVID-19 related symptoms. Parents are expected to complete daily health checks for symptoms of COVID-19 including a temperature over 100 degrees, and parents must provide an attestation to the school stating that their student has no relevant illness symptoms or a temperature.

Note: Videotaping is conducted on the buses, at our discretion, to ensure the safety of your children.

Permission to ride a different bus

Permission is required to ride a different bus or to get off at a different stop. Students must normally be bus riders to receive permission to ride another bus. Call the bus garage at 735-3950 to get permission for bus students to ride a different bus. Also send notes for the driver and the school to inform them.

This system allows some flexibility in filling temporary transportation needs, such as plans to go home with a friend after school. However, there are limitations to the degree of flexibility possible. Students must normally be bus riders to receive permission to ride another bus. Requests to get off the bus at other than the designated stop must be accompanied by a note. These requests may be denied because the requested location is not on the bus route or may be dangerous place for the bus to stop.

Because of these limits, it is important for you to check with the bus garage on the day of the request to confirm approval. Permission is temporary and a written parental request is required for each issuance. If you have a long-term need for a change in your child’s scheduled transportation, you should contact the bus garage at 735-3950.

Student responsibilities while waiting for the bus:

Students should arrive at their bus stop five minutes before the scheduled pick-up time. They should wait several feet away from the highway or designated bus stop. Any students who are not on time will be left behind.

While walking to and waiting at the bus stop, students should:

- Avoid standing or playing in the road.
- Keep books, lunch pails or instruments out of the road.
- Not litter or damage surrounding property.
- Not throw snowballs, stones or other items at the bus or other students.
- Not crowd into the road as the bus arrives.
- Not arrive at the bus stop earlier than 10 minutes before the time the bus usually arrives.

During the period of the COVID-19 pandemic, maintain proper social distancing and wear face masks/coverings when within 6 feet of others.

- Not allow younger children who are not attending school to come to the bus stop.
- Observe all safety precautions while waiting for the bus:
- If possible, avoid crossing streets.
- Whenever you must cross a street, look both ways and cross if no moving vehicles are approaching from either direction.
- Do not push, pull or chase any other students.
- Avoid trespassing on private property and being noisy.
As the bus approaches:
- Line up at least 6 feet from the highway.
- Do not approach the bus until it has stopped and the driver has opened the door.

Loading the bus:
- When getting on the bus, cross the road 15 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver.
- At school dismissal time, go immediately to your bus. Students who miss their bus should immediately report back to the school’s main office. The bus will not stop to board students once departure from the bus stop has begun.
- Get on the bus quickly, in an orderly fashion, and be seated at once (unless seats are not available).
- During the period of the COVID 19 pandemic, maintain proper social distancing, unless the students are members of the same household.
- Load the bus from the middle of the bus first.
- If seats are not available, go to the back of the bus, remain standing in the middle aisle and grasp the seat back firmly before the bus begins to move.
- Listen carefully and obey any directions issued by bus personnel.
- Bus personnel may, at any time necessary, assign seats.
- Bus routes are established, in part, on the basis of three riders to a seat.
- Do not board the bus with any object that cannot be held on your lap or between your knees. Do not bring objects on the bus that are potentially dangerous or distracting to other students or bus personnel.

Riding the bus:
- Stay in your seat while the bus is in motion. It is appropriate for three to sit in each seat, being careful not to block the aisle.
- Heads, hands and legs must stay inside the bus.
- During the period of the COVID 19 pandemic, maintain proper social distancing while on the bus, unless the student is seated with members of the same household.
- During the COVID 19 pandemic, wear a proper face mask/covering.
- Listen carefully and obey any directions given by the bus driver.
- Remain on the bus until arrival at your destination.
- Profanity, loud talking, horseplay or behavior that might divert the bus personnel’s attention is not permitted.
- Keep the bus clean and care for bus equipment. Emergency doors and windows, as well as other bus equipment, are to be used only when appropriate.
- No live or dead animals are allowed on the bus.
- Hold large packages and instrument cases while on the bus. Do not leave them in the front of the bus or in the aisle.
- Show identification upon request and comply with all requests by the bus driver, the monitor or other district personnel.
- Do not throw any articles in or at the bus or at any other vehicle.
- You may not use or possess tobacco, alcohol or illegal drugs on or near the school bus at any time. These products will be confiscated according to school district policy.
- You are not permitted to eat food or candy on regular bus routes.
- Sit quietly, face forward and remain seated until the bus stops. Do not change seats unless directed by bus personnel. Drivers may assign seats.
- During the period of the COVID 19 pandemic, maintain proper social distancing while on the bus, unless the student is seated with members of the same household.
- During the COVID 19 pandemic, wear a proper face mask/covering.
- When getting off the bus, cross the road-15 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver. Stop at the center of the roadway and look both ways before proceeding.
- Get on and off the bus at your regular designated stop. A written request from your parent or guardian to the principal must be presented before you may be allowed to get off at any other stop or ride a bus other than the one you have been assigned to.
- Observe all safety precautions as you travel from your bus stop to your home.

Unloading the bus:
- Remain seated until the bus comes to a complete stop and the bus driver has opened the door. Leave the bus quickly and in a courteous manner.
- During the period of the COVID 19 pandemic, maintain proper social distancing, unless the students are members of the same household.
- During the COVID 19 pandemic, wear a proper face mask/covering.
- Do not walk or leave the bus until it comes to a complete stop.
- During the period of the COVID 19 pandemic, maintain proper social distancing, unless the students are members of the same household.
- During the COVID 19 pandemic, wear a proper face mask/covering.
- When getting off the bus, cross the road-15 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver. Stop at the center of the roadway and look both ways before proceeding.
- Get on and off the bus at your regular designated stop. A written request from your parent or guardian to the principal must be presented before you may be allowed to get off at any other stop or ride a bus other than the one you have been assigned to.
- Observe all safety precautions as you travel from your bus stop to your home.
Discipline

Continued disorderly conduct or persistent refusal to submit to the authority of the bus personnel is sufficient reason for a pupil to be denied transportation on a school bus. The school district may deny students bus transportation if safety guidelines are violated.

Parents and guardians still have the legal responsibility to have their children attend school and must assume any transportation responsibilities if the student is suspended from school bus transportation.

Consequences for inappropriate student behavior

The Supervisor of Transportation or his/her designee will deal with reports from bus personnel concerning student misbehavior. The Supervisor of Transportation may request a meeting with the parents of a student who misbehaves and has the authority to prevent that student from riding the bus.

Bus personnel are obligated to report violations of rules to the Supervisor of Transportation. Bus personnel will complete the bus conduct report and forward to the Supervisor of Transportation. The Supervisor of Transportation’s action will be filed and copies sent to the student’s parents, principal and bus personnel.

First offense

Bus personnel will complete a bus conduct report form and submit it to the Supervisor of Transportation, who will call the parents to request their assistance. Parents will receive a copy of the bus conduct report. Bus personnel should make an attempt to correct any discipline problems by speaking directly to the student(s) involved and, if necessary, making special seat assignments for certain students.

Second offense

The student may be suspended from the bus for five days. During the period of suspension, the parents shall be responsible for transportation to and from school. The bus personnel will complete a bus conduct form and submit it to the Supervisor of Transportation. The Supervisor of Transportation will communicate the situation to the parents and building principal or his/her designee. The action taken will be noted on the report and copies sent to the building principal.

The action report will be placed in the student’s school record file. A copy of the report will be sent to the parents/guardians. The Supervisor of Transportation will offer to schedule a conference with the child and parents to allow the parents the opportunity to discuss and appeal the suspension. The building principal will be notified of the meeting and will attend if appropriate.

Third offense

The student may be suspended from the bus for 10 school days. During the period of suspension, the parents are responsible for transportation to and from school. The procedures outlined for the second offense will be followed.

Fourth offense

The student may be suspended for the remainder of the school year. During the period of suspension, the parents are responsible for transportation to and from school. The procedures outlined for the second offense will be followed. The Supervisor of Transportation may suspend the transportation privilege indefinitely.

Inappropriate behaviors

The following behaviors may result in immediate suspension from the school bus after proper warning and notification:

- Abusive language to bus personnel.
- Striking bus personnel.
- Striking another student.
- Fighting on the school bus, whether started or participated in.
- During the COVID 19 pandemic, failing to maintain proper social distancing except where students are members of the same household.
- During the COVID 19 pandemic, failure to wear a proper face mask/covering.
- Smoking or use of smokeless tobacco.
- Exiting a bus without permission.
- Alcohol on bus.
- Refusal to give name.
- Drug-related incident.
- Interfering with the health, safety and welfare of self or others.
- Weapons of any kind.

Immediate suspension of riding privileges:

- The bus personnel will notify the Supervisor of Transportation by written report of an existing problem.
- The Supervisor of Transportation will investigate the report and make a determination as to action to be taken.
- The Supervisor of Transportation will notify the parents by mail and personal contact of the suspension of riding privileges for the child. Also, he will offer to schedule a conference with the child and parents to allow the parents to discuss and appeal the suspension.
- The building principal will be notified of the meeting and will attend if appropriate.
- During the period of suspension, the parents are
responsible for transportation to and from school.

- Proper record of each offense, parental conference and disciplinary action will be maintained.

**Right of hearing and appeal**

A hearing will be scheduled at the parents’ request. A bus transportation suspension decision may be appealed to the Director of Student Services.

The Supervisor of Transportation will determine the suspension period on a case-by-case basis. Considerations such as the nature of the offense, attitude of the student, parental cooperation and the transportation discipline history of the student may be considered in determining a reasonable suspension period.

Any of the procedures may be waived at the discretion of the Supervisor of Transportation and the transportation privilege either suspended or withdrawn for a serious infraction even though it may be a first or second offense.

**BOCES buses**

If a student is suspended from morning and afternoon buses, he/she will still be allowed to ride the BOCES bus. If a student is suspended from the BOCES bus, the nature of the incident will determine if he/she is also suspended from the morning and afternoon buses.

**Sports buses**

If a student is suspended from regular morning and afternoon buses, he/she will still be allowed to ride sports buses.

**Handicapped/special class**

These incidents will be reviewed on an individual basis, and bus monitors will work with the schools and parents involved when student suspension may be necessary.

**Special buses**

Special buses include those used for field trips, athletic trips, BOCES or handicapped transportation. The following rules apply.

- Chaperones should discuss their seating arrangements with the driver.
- Chaperones should report promptly to the bus driver any damage done to the bus. Anyone causing damage will be expected to cover the full cost of repairs.
- **During the COVID 19 pandemic**, students are required to maintain proper social distancing and wear a proper face covering while loading the bus, riding the bus, unloading the bus, unless they are members of the same household.
- **During the COVID 19 pandemic**, wear proper face masks and or face coverings.
- Use or possession of alcohol or controlled substances is prohibited. Violators will be dealt with upon returning to school through district discipline procedures.
- Cheering and singing will be permitted as long as it is at a reasonable level and not vulgar or offensive in nature.
- Bus riding rules for morning and afternoon buses apply to special buses.
- The chaperone and bus personnel have a mutual responsibility to report any infractions to the Supervisor of Transportation.

**Eating on the bus**

New York State regulations prohibit any eating on the bus while in motion (section 721.21 (e) Regulations of the Commissioner of the Department of Transportation).

If a group wishes to stop to eat at a restaurant, prior approval must be obtained from the Supervisor of Transportation and, where applicable, from the Athletic Director.

If a group wants to pack a lunch to eat either at their destination or at a rest stop along the way, they may do so with the following provisions:

- Prior approval from the building principal and/or Athletic Director and the Supervisor of Transportation and/or designee is required.
- No glass containers will be allowed on the bus. Food and beverages must be in plastic or metal containers.
- If more than one bus is on the trip, they all will either stop or come directly home.
- If food and/or beverages are to be eaten on the bus (only when the bus is parked off the road), the transportation request should include a request for such permission and approved by the Supervisor of Transportation.
- Students are responsible for cleaning the bus of all food, beverages and containers. Chaperones are responsible for ensuring that students clean the bus.
School bus safety facts

Every year children are killed and hurt in accidents with cars, airplanes, bicycles and school buses. You may not know anyone who has been hurt around a school bus. If you and your friends are careful around the bus, maybe you never will.
<table>
<thead>
<tr>
<th>SAFETY SKILLS</th>
<th>SAFETY REASONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAITING</strong></td>
<td></td>
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<tr>
<td>• WALK SAFETY TO YOUR BUS STOP</td>
<td>• Always be careful near traffic and stay away from strangers.</td>
</tr>
<tr>
<td>• BE ON TIME</td>
<td>• Too early – you are waiting alone too long.</td>
</tr>
<tr>
<td>• WAIT QUIETLY AWAY FROM THE ROAD</td>
<td>• Too late – you could get hurt rushing to the bus.</td>
</tr>
<tr>
<td>• DON’T MOVE TOWARD THE BUS UNTIL THE DRIVE SIGNALS</td>
<td>• Cars don’t always stay on the road. If you are running you might go into the road by accident.</td>
</tr>
<tr>
<td>• During COVID 19 pandemic, wear a proper face mask/covering.</td>
<td>• The bus might skid as it stops or traffic might not stop right away. The driver signals when it is safe to load.</td>
</tr>
<tr>
<td>• During COVID 19 pandemic, maintain proper social distancing unless members of the same household.</td>
<td></td>
</tr>
<tr>
<td><strong>LOADING</strong></td>
<td></td>
</tr>
<tr>
<td>• USE THE HANDRAIL</td>
<td>• A fall on the stairs could hurt. Could strings or straps on your coat or backpack catch in the handrail or door?</td>
</tr>
<tr>
<td>• DON’T BRING LARGE, SHARP OR BREAKABLE THINGS ON THE BUS</td>
<td>• Students have been killed picking up things they’ve dropped near the bus when the driver cannot see them.</td>
</tr>
<tr>
<td>• DON’T CARRY AWKWARD LOADS – USE A BACKPACK OR BOOKBAG TO KEEP STUFF TOGETHER</td>
<td>• A quick start could knock you down if you’re not seated when the bus starts to go. Get seated immediately and stay seated.</td>
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<tr>
<td>• SIT DOWN IMMEDIATELY AND STAY SEATED</td>
<td></td>
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<tr>
<td><strong>RIDING</strong></td>
<td></td>
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<tr>
<td>• DON’T DISTRACT THE DRIVER</td>
<td>• The driver’s full attention must be on safe driving. Noisy students have caused serious driver mistakes.</td>
</tr>
<tr>
<td>• KEEP BODY INSIDE THE BUS</td>
<td>• Trees, trucks and utility poles have all caused serious accidents to students hanging out of windows.</td>
</tr>
<tr>
<td>• DON’T BOTHER OTHER STUDENTS</td>
<td>• Every student deserves a safe ride to school.</td>
</tr>
<tr>
<td>• KNOW HOW TO EVACUATE THE BUS</td>
<td>• Quiet talking with friends is OK.</td>
</tr>
<tr>
<td>• During the COVID 19 pandemic, wear a proper face covering.</td>
<td>• Keep the aisles and floors clear. Know where emergency exits are and how to use them.</td>
</tr>
<tr>
<td>• During the COVID 19 pandemic, maintain proper social distancing unless members of the same household.</td>
<td></td>
</tr>
<tr>
<td><strong>UNLOADING</strong></td>
<td></td>
</tr>
<tr>
<td>• CHECK BEFORE YOU STEP</td>
<td>• Be sure no cars are trying to pass you on the shoulder.</td>
</tr>
<tr>
<td>• MOVE AWAY FROM THE BUS RIGHT AWAY During the COVID 19 pandemic, wear a proper face covering</td>
<td>• Be sure you have enough room to move away from the bus.</td>
</tr>
<tr>
<td>• During the COVID 19 pandemic, maintain proper social distancing unless members of the same household.</td>
<td>• If you can touch the bus, you are too close. Don’t walk alongside the bus. The bus can be very dangerous.</td>
</tr>
<tr>
<td>• GO DIRECTLY HOME</td>
<td>• Be sure to stop at home before you go to a friend’s house to play or visit. Stay away from strangers.</td>
</tr>
<tr>
<td><strong>CROSSING</strong></td>
<td></td>
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<tr>
<td>• WALK 10 GIANT STEPS AHEAD OF THE BUS UNTIL YOU CAN SEE THE DRIVER’S FACE</td>
<td>• The driver must always be able to see you. If you drop something near the bus, ask for the driver’s help to get it.</td>
</tr>
<tr>
<td>• WAIT FOR THE DRIVER TO SIGNAL</td>
<td>• The driver will signal when it is safe to cross. Be sure you know the driver’s signals.</td>
</tr>
<tr>
<td>• CROSS TO THE OUTSIDE EDGE OF THE BUS AND MAKE SURE ALL TRAFFIC IS STOPPED</td>
<td>• You must make sure it is safe to cross. The driver might blow the horn to warn you of danger.</td>
</tr>
<tr>
<td>• IF CLEAR, CROSS QUICKLY</td>
<td>• If it isn’t safe to cross, move back to the side of the road. Don’t just stand waiting in the road.</td>
</tr>
<tr>
<td>• IF NOT CLEAR, RETURN TO CURB</td>
<td></td>
</tr>
</tbody>
</table>
The Elmira City School District hereby advises students, parents, employees and the general public that it offers employment and education opportunities without regard to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status. Inquiries concerning this policy shall be addressed to:

Hillary Austin, District Title IX Compliance Officer
Jake Sheehan, District Title IX Compliance Officer
Jay Hillman, Section 504 Compliance Officer
at: 430 W. Washington Ave., Elmira, NY 14901
(607) 735-3000

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Superintendent
Hillary Austin

www.elmiracityschools.com