

# MIDDLE SCHOOL



**UNION SPRINGS**  
CENTRAL SCHOOL DISTRICT

*Home of the Wolves*

**HANDBOOK**  
**23-24**



## Dear Union Springs students and families,

The Union Springs Middle School staff believes wholeheartedly in setting you up for success in everything you do. We want you to have the very best experience in 6th through 8th grade, so we will challenge you with the courses you take, provide you with opportunities to participate in extracurricular athletics and activities, encourage you to grow as learners, and support your development as people by helping you to make good decisions. We believe in you and are committed to your success. Your job is to come to school each and every day with an open mind prepared to learn. You are to respect others and honor what people are asking of you and sharing with you. We want you to be problem solvers and forward thinkers. We expect you to put forth your best effort in everything you do. We also expect you to have fun; learning is fun. Engage in the work and you will see the results. Enclosed in this handbook are rules established to help you be successful in middle school. Please read it carefully. The Middle School will continue its work with the Positivity Project (P2) and The Way of the Wolf (W.O.W.), our PBIS program, this year. Please be sure to review our cell phone policy and our academic eligibility policy as well. I encourage you to stay off of social media and to consider the implications of posts, texts and messages. We are going to have an amazing year, and I look forward to celebrating all of your success this year. With the right attitude, failures can be successes too. Look for the learning in everything you do. You are destined for an amazing future!



Kind Regards,

Nora Haldeman  
Middle School Principal  
#WolfPack



## SCHOOL MISSION STATEMENT

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Our mission at Union Springs is to provide the opportunity for all students to reach their maximum educational potential and to foster positive growth in social and emotional behavior and attitude. We believe that these goals can be attained by the cooperation of all those directly related to the school – most importantly the students, as well as parents, teachers, administration, Board of Education, community, and all available support services. The teachers and administrators of Union Springs Schools believe that ALL students should learn and achieve mastery of basic grade level skills, regardless of family background, previous academic performance, social/economic status, race, or gender. This Mission Statement will be subject to yearly review by the faculty.

### NOTICE

Unique and unforeseen circumstances encountered will be reviewed and determinations, regarding expectations or procedures, will be made within the spirit and intent of the section under review. All expectations and procedures contained within this handbook are subject to further evaluation by the building Principal.

## COMMUNICATION

Parents are encouraged to communicate with teachers regarding any issue. The following is a list of names that parents can use to communicate with teachers and staff. Email addresses feature first initial and full last name along with @unionspringscsd.org. *Example: John Smith (jsmith@unionspringscsd.org)*

**Principal:** ..... Nora Haldeman

**Secretary:** ..... Mary Riordan

**School Counselor:** ..... Julie DeWolf

**Psychologists:**..... Dr. Melinda Pritt-Smith  
Daniel Smith

**School Nurse:** ..... Althea Suslik  
Kate Collier

**Attendance Clerk:**..... Sue Sciortino

**Cafeteria:** ..... Mary Lepianka  
Jennifer Middleton  
Kathy Smith  
Lisa Sharp  
Paulette Woodruff

**Art Teacher:**..... Garret Komarisky

**ELA Teachers:** ..... Holly Coppola  
Janet Murphy  
Kaitlin Stone

**ESOL Teacher:** ..... Chelsea Ryan

### Family & Consumer

**Science (FACS) Teacher:** ..... Kyle Lumpkin

**Foreign Language Teachers:** Tonya Acome  
Alanna Matson

**Health Teacher:** ..... Althea Suslik

**Library Media Specialist:** .... Stephanie Berry

**Math Teachers:** ..... Mary Clarisse  
Emily Ryan  
Heather Wiedor

**Music Teachers:** ..... Stephen Persad  
Alec Targett

### Physical Education

**Teachers:** ..... Amy Brunelle  
Kyle Lumpkin

**Science Teachers:**..... Robert Kime  
Roberta Palmiotto

**Social Studies Teachers:** ..... Megan Kruger  
Lindsay Janssen  
Janet Murphy

### Special Education

**Teachers:** ..... Lindsey Clark  
Mandy Gonio  
Heather Wiedor

**Technology Teachers:** ..... Joseph Palmiotto

**Teacher Assistants:** ..... Patricia Williams  
Gretchen Weir  
Scott Zippel

## PARENT/STUDENT HANDBOOK

### A GUIDE TO STUDENT RIGHTS, RESPONSIBILITIES, AND DISCIPLINE

#### **Equal Opportunity Statement**

We encourage students to develop and achieve their individual educational goals. The Union Springs Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities including career and technical educational opportunities without regard to age, color, disability, ethnicity, marital status, national origin, race, religion, sex, gender identity and expression, sexual orientation or veteran status.

#### ***Inquiries regarding compliance with Section 504 may be addressed to:***

Renee Munn  
504 Compliance Officer  
239 Cayuga Street  
Union Springs, NY 13160  
Telephone: 315-889-4117.

#### ***Inquiries regarding compliance with Title IX may be addressed to:***

Jason Dentel or Sheila LaDouce  
Title IX Officer  
239 Cayuga Street  
Union Springs, NY 13160  
Telephone: 315-889-4110

***Alternate formats:*** Whenever possible this handbook may be translated or an interpreter made available upon request. This document can also be reproduced in large print.

***Electronic access:*** This document can be viewed at the Union Springs website:  
[www.unionspringscsd.org](http://www.unionspringscsd.org)

***Detailed Procedures Document:*** A copy of the Detailed Procedures document may be obtained from the District website or by calling or visiting any school main office.

***Compliance:*** This plan meets the requirements of the Project SAVE legislation (Education Law section 28(1) and section 100.2(1) of the New York State Commissioner of Education Regulations.

This manual is intended to guide students, staff, and parents/guardians in fostering appropriate student behavior and discipline in the Union Springs Central School District. The Superintendent or his designee will review the manual yearly and update it in light of changes in student needs, laws, court interpretations, and Union Springs Central School District policies; the Board will subsequently review and approve it.

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## STUDENTS' RIGHTS & RESPONSIBILITIES

The entire staff of the Union Springs Central School District takes seriously our role in educating and supporting the rights and responsibilities of our primary stakeholders, you the students who are the sole purpose behind why our schools exist. Our invested purpose is to help foster your educational development in becoming increasingly more active, understanding, respectful and responsible citizens in our society. As members of our community of schools, and as student citizens...

- You have the right to have established rules and policies available and clearly explained to you, and to have these applied in a fair and consistent manner.
- You have a responsibility to be familiar with and abide by all district policies, rules and regulations dealing with student conduct expectations.
- You have the right to learn in a safe, inclusive, environment free of emotional, physical or cyber bullying, harassment or bias.
- You have a responsibility to contribute to ensuring the school environment is conducive for learning and is a place that feels safe and respectful for all.
- You have the right to have your personal identity respected including your family culture, language and values.
- You have a responsibility to learn about issues of difference and commit to fostering an anti-bias school culture.
- You have the right to identify and express your gender identity freely without fear of being harassed, bullied, excluded or treated in a biased fashion.
- You have the responsibility to treat others who may not express their gender in traditional ways in a respectful and inclusive fashion.
- You have the right to expect all students and staff to be vocal advocates should they witness you not being treated respectfully or safely.
- You have a responsibility to speak-up and take action when you see or are aware of injustice or inappropriate behavior towards others or the school.
- You have the right to attend school.
- You have a responsibility to attend school unless you are legally excused and to be in class on time, fully prepared to engage as an active learner.
- You have the right to have an enriching and appropriately challenging educational experience that recognizes and supports your individual learning needs, personality, and talents.
- Further, you have the right to be taught by highly committed, communicative and caring professional educators, and to have objectives and expectations clearly explained for all aspects of the curriculum including but not limited to grading policies and assignment due dates.
- You have a responsibility to give your best effort in all your academic and co-curricular pursuits, and strive toward the highest level of achievement.
- You have the right to seek and expect guidance and support for your academic and emotional needs.

## STUDENTS' RIGHTS & RESPONSIBILITIES (CONTINUED)

- You have a responsibility to work to develop the skills that allow you to appropriately advocate for your learning needs.
- Furthermore, you have the responsibility to solicit help in mediating and solving problems that may otherwise lead to a breach of the commitment to the learning and safety for yourself and others.
- You have the right to dress according to your own individual sense of style and personality (in accordance with the established Student Dress Code).
- You have a responsibility to dress appropriately for school and related functions (in accordance with the established Student Dress Code).
- You have the right to attend sanctioned school sponsored activities or events.
- And in doing so, you have the responsibility to conduct yourself as a respectful representative of the Union Springs Central School District when attending and participating in any school-sponsored activity or event and to do so to the highest standard of decorum.
- You have the responsibility to respect the rights and interests of classmates who wish to participate in the Pledge of Allegiance or salute.

## DRESS CODE

**Q: Does the District provide exemptions from the dress code?**

A: Students or parents/guardians may contact school administration regarding exemption from the dress code policy when religious, cultural, or medical reasons exist.

**Q: What if a student violates the dress code?**

A: The responsibility for student dress and general appearance shall rest with individual students and their parents/guardians. Administrators have the authority to require a student to change clothing considered inappropriate. If students are sent to the office for being inappropriately dressed, they cannot re-enter the class until they are appropriately dressed.

**Q: What is the district's stance on gang attire?**

A: The presence of gangs and gang activities in the District's schools causes a substantial disruption of or material interference with the educational process and is contrary to the District's objective to provide a safe learning/ teaching environment for all students/staff. No manner of grooming or apparel (including clothing, jewelry, hats; emblems, insignia, symbols or badges) that by virtue of color arrangement, trademark, or tribute is known to be associated with or denote membership in or affiliation with any gang will be permitted in school buildings, school grounds, buses, or at school activities on or off district property.

## ALCOHOL & DRUG USE

**You have the right to:** a safe and drug-free school environment. You have a responsibility to: contribute to a safe environment and give your best effort without compromising either by using alcohol or drugs. You also have a responsibility to think about the impact of substances that you put in your body and to be aware of their impact.

**Policy/background: Refer to Board Policy 7430**

No student shall use, possess, sell, or distribute alcohol and/or other substances on school grounds or at school sponsored events. No student shall use or possess drug paraphernalia, or be under the influence of drugs or alcohol, on school grounds or at school-sponsored events.

The term "alcohol and/or other substances" includes, but is not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of the substances commonly referred to as "designer drugs." The inappropriate use, possession, sale or distribution of prescription and over-the-counter drugs is also prohibited.

Students who violate this policy will be suspended immediately from school.

**What happens when students are suspected of using (or being under the influence of) alcohol or other substances?**

During the school day, the student is sent to the principal's office and assessed by the school nurse. If it is determined the student has consumed alcohol or other substances, parents or guardians are notified and must come get the student. Local law enforcement is contacted if administrators deem it necessary.

At school events or on school grounds after school hours, an administrator attending the event will determine if alcohol or other substance use is involved. If so, the administrator notifies the parent/guardian and local law enforcement if deemed necessary.

Students in violation of the alcohol and drug use policy face suspension from school and can also be excluded from all curricular, extracurricular activities, including sports. Additional and alternative sanctions are also possible.

**What if the person involved with alcohol or drugs is not a student?**

All people are prohibited from school grounds or school-sponsored events if they exhibit behavior, conduct, or personal characteristics that indicate they used or consumed alcohol and/or other substances or if they sell, distribute, or possess alcohol and/or other substances.

**Does the district offer any help to those involved with alcohol or substance use?**

The district will assist students involved with alcohol or other substances in choosing healthier and more productive behaviors and will provide information about third-party service providers to help students with substance abuse problems.

**What about prescription and over-the-counter medicine?**

The families of children who have conditions requiring medication during school hours must arrange with the school nurse for the administration of medication at school. Medicine must be brought directly to school by parents or guardians and may not be transported by students.



## BULLYING

**You have the right to:** learn in a safe, inclusive, environment free of emotional, physical or cyber bullying, harassment or bias.

**You have a responsibility to:** contribute to ensuring the school environment is conducive for learning and is a place that feels safe and respectful for all. And if it's safe, to intervene as a helpful bystander ("upstander") and/or report instances of bullying, harassment, hazing, etc. using the Bullying Reporting Form.

**Policy/background:** See Board Policy 7424

**The Board of Education** is committed to providing an educational and working environment that promotes respect, dignity and equality. The Board recognizes that discrimination, such as harassment, hazing and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the District to educate its students and disrupt the operation of the schools. Such behavior affects not only the students who are its targets but also those individuals who participate and witness such acts.

The Board of Education condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. The following definitions are provided below to assist educators, families, students and the community with bullying prevention and intervention efforts.

All administrators, faculty, staff, parents/caregivers, families, volunteers, and students are expected to refuse to tolerate harassment, hazing, and bullying and to demonstrate behavior that is respectful and civil. Furthermore, off-campus misconduct that endangers the health and safety of students or staff within the school, or can reasonably be forecast to substantially disrupt the educational process is prohibited. Examples of such misconduct include, but are not limited to:

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

Therefore, discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students may be subject to disciplinary consequences.

### DEFINITIONS:

**Discrimination:** Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities to an individual or group of people because of the group, class or category to which that person belongs.

**Bullying:** Bullying is any gesture or written, verbal, electronic, social, graphic, or physical act that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, religious practice, ancestry, national origin, weight, ethnic group, socio-economic status, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under policy 7424

## **BULLYING (CONTINUED)**

The most common forms of bullying include:

1. **Physical:** including but not limited to hitting, kicking, physical attacks, spitting, pushing, slapping, poking, tripping or causing to fall, scratching, any unwanted physical contact, taking or damaging personal belongings;
2. **Verbal:** including but not limited to taunting, malicious teasing, name calling, making threats, laughing at the expense of another, racial slurs, homophobic language, any unwanted or unreasonable verbal conduct directed toward or affecting another person that annoys, disturbs, frightens, insults, or offends;
3. **Psychological:** (also known as relational aggression, indirect or social bullying, covert aggression) including but not limited to spreading rumors, manipulating social relationships, turning people against each other, social exclusion, extortion, shunning, intimidation, ruining someone's reputation, humiliating, sharing someone's private information, giving dirty looks or aggressive stares, or teasing about clothing or one's looks;
4. **Cyberbullying:** including but not limited to the use of cell phones, e-mail, YouTube chat rooms or social networking (or other electronic modalities) to harass, threaten or intimidate someone and can be transmitted by video, picture or words. Types of cyber bullying can include but are not limited to: posting, sending or forwarding inappropriate or derogatory messages or images, spam, viruses, humiliating messages; sharing private information, sending hateful or defamatory remarks that can include racial, ethnic or homophobic messages, or posting or contributing to polling sites.

**Harassment** has been defined in various ways in federal and state law (including the penal law) and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent behaviors from escalating to violations of law and instead, to promote a positive school environment and limit liability. The Dignity for All Students Act (§10-18 of Education Law) defines school harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race
- Weight
- National origin
- Ethnic group
- Socio-economic status
- Religion
- Religious Practice
- Disability
- Sex
- Sexual Orientation
- Gender (including gender identity and expression)\*
- Other

*\*Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.*

## BULLYING (CONTINUED)

### ***Hazing***

Hazing is an induction, initiation or membership process involving harassment which creates public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is occurring or is likely to occur.

### ***Up-stander***

An up-stander is someone willing to stand up and take action in defense of others. Further, it identifies people who take helpful steps to help others in instances of bullying, discrimination, harassment or other injustices. Depending on the situation they help themselves or others by expressing opposition to the bullying or/and by providing emotional support to the target and/or by getting help for the target.

### ***Reporting and Investigation***

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets and persons with knowledge of bullying report such behavior immediately to the principal, the principal's designee or the DASA Coordinator as soon as possible after the incident so that it may be effectively investigated and resolved. The District will also make a bullying reporting form available on its website and hard copies at each school to facilitate reporting. The District will collect relevant data from written and verbal complaints to allow reporting to the Board on an annual basis.

The District will investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a thorough investigation.

In order to assist investigators, individuals should document the bullying as soon as it occurs and with as much detail as possible including: the nature of the incident(s); dates, times, places it has occurred; name of perpetrator(s); witnesses to the incident(s); and the target's response to the incident (please refer to reporting form).

If, after appropriate investigation, the District finds that a student, an employee or a third party has violated this policy, corrective and possible disciplinary action will be taken in accordance with the Code of Conduct, applicable collective bargaining agreement, District policy and state law. If the reported behavior constitutes a civil rights violation, the complaint procedure associated with that policy will be followed. If either of the parties disagrees with the findings of the initial investigation, an appeal may be made as specified in the Code of Conduct.

### ***Provisions for Students Who Don't Feel Safe at School***

The Board acknowledges that, notwithstanding actions taken by District staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of bullying, should determine if accommodations are needed and possible in order to help ensure the safety of the student and bring this to the attention of the building principal. The building principal, other appropriate staff, the student and the student's parent/caregiver will work together to define and implement any needed accommodations.

## **BULLYING (CONTINUED)**

The District recognizes that there is a need to balance accommodations which enhance student safety against the potential to further stigmatize the targeted student. Therefore, each case will be handled individually, and the student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

### ***Dignity For All Students Act (DASA): An Overview Z***

In September 2010, the New York State Legislature enacted the Dignity for All Students Act, which took effect on July 1, 2012, to make it the policy of the State to provide ALL students in New York public schools an environment free of discrimination and harassment. The goal of the Act is to create a safe and supportive school climate where elementary and secondary school students can learn and focus within a safe and supportive environment free from discrimination, intimidation, taunting and harassment (which includes bullying and cyberbullying) on school property, a school bus and/or at a school function. The Dignity Act states that no student shall be subjected to harassment, bullying or discrimination by employees or students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

### ***Harassment and bullying/cyberbullying is defined as any one of the following under the Dignity Act:***

- The creation of a hostile environment by conduct or by threats, intimidation, or abuse, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being;
- A verbal or non-verbal act or actions that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety;
- A verbal or non-verbal act or actions that reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student;
- A verbal or non-verbal act or actions that occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

### ***The Dignity Act requires that all schools:***

- Include instruction that supports the development of a school environment free of discrimination and harassment;
- Designate and train at least one staff member at every school to handle human relations in the areas of: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex;
- Offer all employees training to raise awareness and sensitivity to potential acts of discrimination and/or harassment and to enable employees to prevent and respond to incidents of discrimination and harassment;
- Build a culture where instances of harassment, bullying, and discrimination are reported, investigated and responded to with prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, and ensure the safety of the student(s) toward whom harassment, bullying or discrimination was directed.

## COMPUTER NETWORKS & STUDENT DEVICES

Students have the right to use designated computer resources owned by the Union Springs Central School District for educational purposes.

### STUDENTS HAVE THE RIGHT AND RESPONSIBILITY:

#### **1. To Respect And Protect The Privacy Of Others And To Have Their Privacy Protected**

- Use only assigned accounts and passwords and don't share your passwords.
- Use, view or copy only authorized passwords, data or networks.
- Log into districts systems using ONLY your name and accessing ONLY your files.
- Read, delete, copy or modify only your own electronic mail or files.
- Disclose names, personal contact information or any other private or personal information about yourself only and think carefully about what you are disclosing about yourself.
- When you receive an email message, share it only with permission of the person who sent you the message.
- Act responsibly at all times when using District accounts.

#### **2. To Respect And Protect The Integrity, Availability And Security Of All Electronic Resources**

- Observe all network security practices as posted
- Abide by the District's filtering software and refrain from bypassing the filtering software. Students have the right to ask permission from a staff member to have the filter software unblocked if the site is needed for educational purposes and the staff member will make that determination.
- Respect data, networks, or other USCSO electronic resources
- Load software onto the district's computers or network only with USCSO administrative permission.
- Comply with District policy and regulations including state, local and federal law regarding the distribution, transmission or downloading of material, information or software.

#### **3. To Respect And Practice The Principles Of The Uscsd Community**

- Communicate in ways that are kind and respectful
- Refrain from any communication via any electronic media (email, social networking sites, iPods, cell phones, etc.) that is hurtful towards another person or group of people or/and harms their reputation. This would also include deleting any hurtful correspondence that you receive.
- Communications or forwarded messages must be free of any personal attacks including prejudicial or discriminatory attacks.
- Wait and think carefully before sending or responding to an angry email.
- Electronic student polling sites are hurtful and disrespectful and must be avoided.
- Communications that use bias language or are discriminatory (such as "that's so gay" or "she's retarded") are hurtful and disrespectful and must be avoided.
- Delete any spam, chain letters or other mass unsolicited mailings.
- Refrain from using anonymous sites to pose embarrassing questions or harmful remarks.
- Refrain from communicating with or accessing internet websites that endorse violence, hate, illegal or libelous material. (Note: this description is not meant to prohibit materials that are used for educational purposes and supported by a teacher or classroom requirement).

## **COMPUTER NETWORKS & STUDENT DEVICES (CONTINUED)**

- Record, send, post, email, text or upload video digital pictures/photos of another person only with explicit permission from that person
- If permission is granted to post a picture (see above), it needs to be used in a way that the person granting the permission intended and it cannot be altered in any way (such as photo-shopping) without permission of that person.
- Certain areas of the school are off limits (such as athletic showers, dressing rooms, or bathrooms) for using electronic devices that take digital pictures/photos (including cell phones) or videos.
- Keep all cell phones, smart phones, iPods, and other electronic devices out of sight and turned off during instructional programs and during classes. Cell phones may only be used in the cafeteria during a student's assigned lunch period. Cell phone use is not allowed at any other time from 7:30-2:20

#### **4. To Respect And Practice The Principles Of The Global Community**

- Respect and protect intellectual property of others by refraining from any form of infringement on copyrights in accordance with federal law, the Fair Use Doctrine and District policies (including illegal copies of movies, games or movies)
- Always give credit to the sources you use online and refrain from plagiarism.
- Respect school property. Vandalism as defined as "harm to" or "destruction of" or an attempt to harm or destroy District equipment or materials, data of another user of the District's system or any other system linked to this District is against the law. Vandalism also includes attempts to disrupt the District's internet system including the uploading or creating of computer viruses.
- Use USCSD's media and services for commercial purposes or financial gain ONLY with prior written permission from Superintendent or designee.
- Refrain from using the District's Internet system to engage in any unlawful act including (but not limited to) arranging drug sale, the purchase of alcohol, engaging in gang activity, threatening the safety of another person, or other criminal activity.
- Refrain from sending, downloading, transmitting, accessing, forwarding or taking pictures or videos that are pornographic or showing nudity or semi-nudity.
- Immediately notify a teacher or administrator if you become aware of any violations set forth in this Acceptable Use Policy.

All computer resources, including files maintained on hard drives and servers, remain in the possession and control of the USCSD. Students have no reasonable expectation of privacy rights in any information or communications created or accessed using the District's electronic media and services. The section above applies to all electronic devices and computer networks. Included are all school sponsored events that take place on and off school property, even during non-school hours.

**Q: Can a school district regulate a student's use of the school districts computer system?**

**A:** Yes, if it is seriously disruptive to the school process.

**Q: Can a school district regulate a student's use of the internet off campus?**

**A:** Yes, if it is used to threaten a student's safety or disrupts the educational process.

## COMPUTER NETWORKS & STUDENT DEVICES (CONTINUED)

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

Students who violate the student dress expectations shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including out of school suspension.

If students are wearing something that is not appropriate for school, any of the following procedures will take place:

- The student will be counseled about appropriate dress
- Parents will be notified when necessary
- Students will be asked to remedy the situation with another garment
- Students will be sent home to change
- Students can be subject to our Board of Education discipline policy found in the District-Wide Code of Conduct

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. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process. (This includes Physical Education classes.)
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Ensure that underwear is completely covered with other clothing. Pajamas are not appropriate for school.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. Slippers are not appropriate footwear.
- Includes the wearing of hats/other head gear in the classroom except for a medical or religious purpose or by special permission. Head gear should not be worn during school hours from 7:30 a.m. – 2:20 p.m.
- Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- When standing, with arms at one's side, a student's shorts or skirt should reach the tip of their longest finger to be considered appropriate.
- Shirts, pants, shorts and skirts should be providing enough coverage so that no part of an undergarment or midriff skin is visible. Shirts should cover the torso completely.
- When clothing is in question, wear something else.

## SEARCH, SEIZURES AND STUDENT PRIVACY RIGHTS

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You have the right to protection of your Constitutional Rights.

You have a responsibility to: abide by your school's need to protect itself as an educational institution from any disruption.

Searches must be reasonable in duration and a level of intrusiveness commensurate with the seriousness of the infraction of school rules or violation of the law for which evidence is sought. The following applies to search, seizure and right to privacy as it pertains to public schools. Searches may be made based upon reasonable suspicion of possession of prohibited items.

### 1. Possession of Prohibited Items

- Drugs; alcoholic beverages; narcotics; cigarettes; e-cigarettes; vaping devices and cartridges; inhalants; cigarette lighters; matches; tobacco products and look-a-likes.
- Explosive devices; including firecrackers; fireballs; cherry bombs; stink bombs; etc.
- Gang paraphernalia; such as rags/bandanas, etc.
- Weapons; look-a-like weapons; guns; knives; screwdrivers; and/or other items designed or easily used to cause physical harm.
- Medication or pills.
- Animals; pets; etc.

### 2. Searches of Student Lockers and Desk

- Students have no reasonable expectation of privacy in lockers and desks.
- Lockers are to be used for storing items needed to be a participant in school activities only.
- If a search is warranted, it will be done with one witness other than student.
- Non-permitted items will be removed for evidentiary purposes.
- Any dangerous items may be turned over to guardians or law enforcement.

### 3. Searches of Students and Personal Belongings

- Search may be conducted by Principal if there is reasonable suspicion of prohibited item.
- A search beyond outer clothing can take place when there is a "high" level of suspicion and exigent circumstances warrant.
- Principal will be assisted by another designated employee.
- Searches as stated above can be made by authorization, emergency, consent of student, or law enforcement warrant incident or arrest.

**Note: Reasonableness of the scope of search partly depends on age and sex of student.**



## SEARCH, SEIZURES AND STUDENT PRIVACY RIGHTS (CONTINUED)

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### 4. Searches of Electronic Devices

- Student electronic devices may be confiscated when they are being used inappropriately or in a way that goes against school policy. Personal electronic devices cannot be searched by school personnel without permission of the owner.

### 5. Law Enforcement Search

- Searches may be conducted by law enforcement officials with legal justifications. (Reasonable suspicion/probable cause or pursuant of valid warrant.)

### 6. Reporting of Searches

- Parents/Guardians will be notified after a student's belongings have been searched.

## Q&A'S

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**Q: May public school official search student's belongings while in attendance at school?**

A: Yes, a school needs to have a reasonable suspicion to conduct a search.

**Q: Can a school official search a student's locker?**

A: Yes, although students have exclusive rights over lockers, their rights do not overpower the school officials.

**Q: Can a school confiscate dangerous and illegal weapons such as knives and guns brought to school by students?**

A: Yes, police and parents should be notified (right to search on reasonable suspicion)

**Q: Can a school official take my cell phone because I am not allowed to use it in class and then search through it?**

A: Yes, they can take the phone. However they cannot search the contents of the phone without the owner's permission.

## TRANSPORTATION

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**You have the right to:** safe transportation and a positive bus environment.

**You have a responsibility to:** follow the direction of the bus driver and obey all school bus rules. Treat your driver and classmates with respect while riding the bus and respect bus property. Our district's bus rules are based on the concept of respect.

Union Springs School District bus drivers and attendants care deeply about student safety, but they can't do it by themselves.

**Policy/background:** See Board Policy 7450 and 7451

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers, as well as to ensure the least possible distraction for bus drivers.

Some students are eligible for bus transportation to and from school. All such students are expected to maintain good conduct while traveling to and from school. Excessive noise, pushing, shoving and fighting will not be tolerated. It is also important that those waiting for buses conduct themselves properly with respect to the rights and property of others. Parents/caregivers are reminded that bus transportation for students is a privilege, which may be suspended due to misbehavior.

On buses, it is the responsibility of the school bus driver to maintain order. In this connection, he/she must communicate closely with the Building Principal or his/her representative. If a student becomes a serious disciplinary problem on a school bus, the Superintendent's designee may suspend his/her transportation privileges.

Union Springs school bus drivers and attendants care about your safety! Your mature and responsible bus behavior helps protect all students on your bus.

### **Bullying on School Bus is Unacceptable- and Against the Law**

If anyone makes you feel threatened, bullied, or unsafe on the bus or at the bus stop, or if you know another student is being threatened or harassed, always tell your driver, attendant, parent/guardian, or another adult as soon as possible.

### **Seatbelts**

Students must use seat belts when traveling in district buses or other district vehicles equipped with such seat belts. The bus driver shall notify the Superintendent of any student failing to use a seat belt, or violating any other rule concerning conduct on school buses. Violation of such rules may result in suspension of a student's privilege to ride a school bus in accordance with regulations adopted by the Superintendent.

## TRANSPORTATION (CONTINUED)

### Prohibited Items on the Bus

- No items (coolers, luggage, sports equipment, etc.) may be placed in the bus aisle on a regular run or school trip. It is against state and federal law to block access to an exit on a school bus.
- No weapons, cutting tools, aerosol sprays, or glass containers are permitted on a school bus.
- Large items (string bass, drums, tubas, amplifiers, skis & ski poles, long snowboards- more than 3', sleds, scooters, etc.) are not permitted on regular bus runs. Such items may be allowed on school trips if the bus is equipped with a luggage compartment. Pre-approval from the Transportation Department is required. Please call (315) 889-5036.
- Smaller items (baseball bats, hockey and lacrosse sticks, tennis racquets, etc.) are permitted if they are transported in a carrying case, backpack or satchel, or securely wrapped in a towel. Balls must be carried in a bag or container. Smaller musical instruments are permitted if they do not block the aisle or take up passenger seating space. Roller skates, skateboards, ice skates with blade protectors, and short snowboards (less than 3') are permitted if transported in a carrying case.
- School projects are permitted at the driver's discretion if they can be safely accommodated in a bus seat or at the front of the bus. Umbrellas, crutches, and canes are permitted; they should be securely stored next to the seated passenger.
- Pets and animals and insects for school projects are not permitted on the bus, even in secure containers. Inflated balloons are not permitted on a bus.
- Students will not be allowed to eat food on the bus during all daily runs to and from school. This is to reduce the possibility of students having allergic reactions to food or choking. Exceptions are made for medical needs, for example, students with diabetes.
- No metal spikes may be worn on the bus.
- Electronic games, musical devices with earphones, and cell phones are permitted on the bus if they do not create a distraction. Students are not permitted to take or display photos on the bus with a cell phone or camera. Earphones and cell phones may not be used while students are boarding or exiting from the bus- it's dangerous.
- Student medication cannot be transported on a bus. Parents are responsible for taking their children's medications directly to the school nurse.

### Consequences for Violating Bus Rules

Dangerous behavior cannot be tolerated on the bus- it could place other students at risk. Except in extreme circumstances, students who violate a bus rule will receive an initial warning from the driver or attendant. If the behavior is not corrected, a formal behavior referral will be issued. Bus referrals are handled by the student's principal, who will contact the student's parents. Depending on the nature of the infraction, disciplinary consequences can range from removal of school privileges, in-school suspension, suspension from the bus, or out of school suspension.

Discipline of students with disabilities varies depending on the circumstances. The Director of Transportation will work collaboratively with the Special Education Department, school principals, and parents to resolve issues relative to students with disabilities.

## WEAPONS

**You have the right to:** Feel safe from any form of violence or threat of violence.

**You have a responsibility to:** Maintain a safe environment free of weapons or destructive devices that can inflict harm on another person or incite fear in others as listed below.

**Policy/background:** See Board Policy 7470

### Firearms

Pursuant to the Federal Gun-Free Schools Act of 1994, any student found guilty after a Superintendent's Hearing of bringing a firearm onto school property or of having a firearm in his or her possession on school property, will be subject to at least a one-year suspension from school. All incidents of firearms found on school property will be reported to the local law enforcement agency.

### For the purposes of this provision, the term "firearm" shall include:

1. any weapon (including a starting gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer; or
4. any "destructive device" including, but not limited to, any explosives, incendiary or poisonous
5. gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device, any type of weapon which is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant and which has a bore more than one-half inch in diameter, and other similar materials or devices (18 U.S.C. Section 921).

### Other Weapons

In accordance with the Union Springs School District Conduct and Discipline Policy, the possession, use, or sale of any other weapon including illegal knives, electronic dart gun, electronic stun gun, taser, firecracker or other fireworks is strictly prohibited and subject to immediate suspension and recommendation to a superintendent hearing.

Possession and/or use of any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm is strictly prohibited and subject to severe disciplinary action. Such instruments or objects include but are not limited to:

6. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife
7. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles
8. a sandbag or sand club
9. a sling shot or slung shot
10. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun-chuck, or shirked an explosive
11. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray
12. an imitation gun
13. loaded or blank cartridges or other ammunition
14. any other deadly or dangerous instrument

## WEAPONS (CONTINUED)

The district may utilize temporary short-term disciplinary measures, such as suspension of five days or less, or in-school suspension in dealing with violations of this policy on a case-by-case basis. The school principal, in concert with a member of the executive team, has the discretion to use short-term measures before making a recommendation to hold a formal superintendent's hearing based on such factors as:

1. The student's age or developmental level
2. The student's grade in school
3. The student's prior disciplinary record
4. The principal's belief (or designee) that other forms of discipline may be more effective
5. Input from parents/guardians, teachers and/or others
6. Other extenuating circumstances

A student with a disability may be suspended in accordance with the requirements of state and federal law. The Superintendent of Schools shall develop administrative regulations to implement this Policy.

### **Weapons and the Superintendent's actions**

Pursuant to the Federal Gun-Free Schools Act of 1994, any student found guilty at a Superintendent's Hearing of bringing a firearm onto school property or of having a firearm in his or her possession on school property, will be subject to at least a one-year suspension from school, subject to review on a case-by-case basis by the Superintendent [See Board Policy 7470]

## TOBACCO

**You have the right to:** a safe and tobacco-free school environment.

**You have a responsibility to:** contribute to a safe environment and give your best effort without compromising either by using tobacco. You also have a responsibility to think about the impact of substances that you put in your body and to be aware of their impact to your health and the health of others.

**Policy/background:** See Board Policy 7430

No student shall use, possess, sell, or distribute tobacco products on school grounds or at school-sponsored events. Tobacco advertising is not allowed on school property, grounds, at any school sponsored off-campus event and in all school sponsored publications.

The term "tobacco products" includes, but is not limited to, cigarettes, e-cigarettes, vaping devices and cartridges, cigars, any smoking device, pipes, bidis, clove cigarettes, dip, chew, snus, snuff, and any other spit or smoking tobacco product. The use, possession, sale or distribution of tobacco products is also prohibited.

Students who violate this policy will, at a minimum, be suspended out of school for three days on the first offense. The second offense will carry a minimum five day out of school suspension. The third offense and thereafter will include a five day out of school suspension and a Superintendent's Hearing to review if additional consequences are necessary.

**Q: How is this policy made known to students and the general public?**

**A:** Signs about this policy shall be posted at building entrances, grounds and vehicles. Students, parents/ guardians, staff, contractors and other school visitors will be notified by written materials including, but not limited to, handbooks, manuals, contracts, newspapers, and newsletters.

## DISCIPLINE PROCEDURES – 6-12

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The Superintendent and others he or she may designate, including all building administrators and directors, are responsible for identifying student behavior in conflict with the responsibilities of the Student Conduct Code. They will take measures to investigate, determine responsibility level(s), and assist students in making amends for their behavior, and apply appropriate disciplinary measures.

The building administrators may also implement restorative justice measures. These measures assist the responsible student(s) to:

- Restore their relationship to the affected person(s);
- Restore their relationship to the school community;
- Make progress in personally assuming responsibility for their actions;
- Make amends for their actions;
- Reduce the likelihood of repeating the behavior;
- Increase empathy for and understanding of the affected student(s).

Teachers may impose certain forms of disciplinary action and restorative justice, including the removal of a student causing substantial disruption from their classroom. Principals may impose all of these forms of disciplinary action and restorative justice, except for suspension from Commencement, long-term suspension (more than five days), and permanent suspension from school.

Except in extreme situations, the principal or teacher will request that student in violation of their responsibilities attend a conference before disciplinary action is decided. A conference intended for the purpose of considering suspension may also be held. Depending upon the nature of the offense, other persons involved, including parents/guardians, may be asked to attend the conference. In general, teachers and principals will keep parents advised of discipline problems with their children long before they reach the truly serious stage.

### **1. Restorative Practice Measures**

- Counseling;
- Phone call home;
- Self-assignment of restrictions or removal from activities;
- Mediation with offender and harmed person(s);
- Group mediation with offender, harmed person(s), and their supporters;
- Reading assignment and reflective paper;
- Research assignment on relevant topic;
- Apology-written and/or verbal;
- Behavioral contract;
- Community service to the school;
- Producing informative materials relevant to the offense;
- Cleaning up;
- Payment of damages and/or repairing damage;

## DISCIPLINE PROCEDURES – 6-12 (CONTINUED)

### 2. Range of Consequences

- Verbal warning;
- Written warning;
- Verbal notification of parent(s)/guardian(s);
- Written notification of parent(s)/guardian(s);
- Time out;
- Academic probation;
- Reprimand;
- Detention, losing recess, staying after school;
- Cleaning up;
- Payment of damages and/or repairing damages;
- Referral for PINS (Person in Need of Supervision) proceeding, for repeated, incorrigible behavior;
- Suspension or expulsion from transportation
- Ban or removal from athletic participation;
- Ban or removal from co-curricular, social or extracurricular activities;
- Ban or removal of other privileges, including but not limited to computer network use;
- Exclusion from a particular class;
- Removal from classroom of disruptive pupil;
- In-school suspension/intensive study service;
- Short-term suspension (up to five full days) with alternative instruction;
- Short-term suspension from school (up to five full days);
- Long-term suspension from school (more than five full days);
- Permanent suspension (expulsion) from school;
- Referral to law enforcement, other social services.

### 3. Standardized Consequences

All of these violations may warrant more than the minimum consequences stated here. Project SAVE legislation requires that each district state the absolute minimum of consequences for violent behaviors and then "build" from that baseline.

Standardized consequences for middle school students will be adjusted by the Principal as developmentally appropriate to the age of the child.

#### **Disruptive acts: minimum one full school day of out-of-school suspension for a student who:**

- Commits an act of violence against another student or any person lawfully or unlawfully upon District property (based upon the severity of the injury).
- Knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other District employee, or any person.
- Knowingly and intentionally damages or destroys school property (based upon the severity of the damage.)

## **DISCIPLINE PROCEDURES – 6-12 (CONTINUED)**

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### **Violent acts: five full school days out-of-school suspension and recommendation to a superintendent hearing for a student who:**

- Commits an act of violence upon a teacher, administrator, or other school employee.
- Possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous weapon.
- Threatens to use, as a weapon, any instrument that appears capable of causing physical injury or death.

The District will assist students involved with alcohol or other substances in choosing healthier and more productive behaviors, and will provide information about third-party service providers to help students with substance abuse problems.

The Superintendent or designee must refer any student under the age of sixteen who has brought a weapon to school to the Presentment Agency (County Attorney's Office) for a juvenile delinquency proceeding. The Superintendent or designee must refer any student sixteen years of age or older, or a student fourteen or fifteen years of age who qualified for juvenile offender status, who has brought a weapon to school, to appropriate law Enforcement officials.

## **DISCIPLINE PROCEDURES – 6-12 (STUDENTS WITH DISABILITIES)**

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Students with disabilities are expected to follow the Student Conduct Code. However, if a student with a disability violates the code of conduct and the District is considering suspension or removal that constitutes a disciplinary change of placement (i.e., removal or series of removals constituting more than 10 days within one school year) the District must conduct a manifestation determination to decide:

- if the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
- if the conduct in question was the direct result of the school district's failure to implement the IEP.

If the manifestation team determines that the specific behavior has no relation to the disability, the standard school discipline code will be followed.

If the manifestation team determines that the conduct was caused by or had a direct and substantial relationship to the student's disability or the conduct in question was the direct result of the school district's failure to implement the IEP, then:

- the CSE must conduct a functional behavioral assessment and implement a behavioral intervention plan for the student; and
- except for removals for drugs, weapons or serious bodily injury pursuant to section 201.7 of the Regulations of the Commissioner, the student must be returned to the placement from which the student was removed, unless the parent and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

Regardless of the manifestation determination, however, a student with a disability may be removed to an interim alternative educational setting (IAES) for illegal drugs, controlled substances, weapons and serious bodily injury for up to 45 school days.



## DISCIPLINE CODE

The following items are considered violations of the discipline code for student behavior, and will be addressed with disciplinary consequences and possible civil or criminal sanctions. The number in parenthesis after certain items corresponds to the New York State Education Department's Violent and Disruptive Incident Report (VADIR).

### 1. Disorderly Conduct - Disruptive Behavior:

- 1.1 Disturbing any lawful assembly or meeting/disruption of school activity
- 1.2 Obstructing vehicular or pedestrian traffic
- 1.3 Interfering in the discipline of others
- 1.4 Throwing or propelling objects
- 1.5 Inappropriate language

### 2. Disorderly Conduct - Violent Behavior:

- 2.1 Threats- including extortion -written, verbal, or electronic (10)
- 2.2a Assault with serious physical injury (4)
- 2.2b Assault with physical injury (7)
- 2.3a Fighting (9)
- 2.3b Minor altercation (9)
- 2.4 Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose (e.g., horseplay, roughhousing)
- 2.5 Criminal mischief including the destruction of property (12)
- 2.6 Any willful and unsanctioned act that disrupts the normal operation of the school community
- 2.7 Engaging in other violent behavior

### 3. Insubordinate - Disruptive Behavior:

- 3.1 Failing to comply with lawful directions of a teacher, school administrator, or other school employee/insubordination
- 3.2 Failure to comply with any school or district rule, regulation, or policy
- 3.3 Being tardy, missing or leaving school or class without permission or excuse
- 3.4 Inappropriate attire/failure to comply with dress code
- 3.5 Misuse of Internet and other technologies as defined by Computer Network for Education Policy
- 3.6 Forgery
- 3.7 Tardy with disruption to class

### 4. Reckless Endangerment - Violent Behavior (any action that threatens the health, welfare, or safety of another or oneself):

- 4.1 Throwing or propelling objects that result in physical injury (8a)
- 4.2 False alarm (15)
- 4.3 Bomb threat (14), even if later determined to be a hoax
- 4.4 Unsafe driving (8d)

## DISCIPLINE CODE (CONTINUED)

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### **5. Endangering Safety, Morals, Health, or Welfare of others - Disruptive Behavior:**

- 5.1 Selling, distributing, using, or possessing alcohol (19)
- 5.2 Selling, distributing, using, or possessing tobacco or a look-alike intended to portray itself as such
- 5.3 Selling, distributing, using, or possessing drugs including related paraphernalia (18), or of substances they believe to be or portray to be drugs, or substances that "act like" or mimic being under the influence of drugs, or the inappropriate use, distribution or sale of prescription drugs
- 5.4 Selling, distributing, possessing, or accessing obscene materials
- 5.5 Burglary (11)
- 5.6 Theft (13)
- 5.7 Gambling

### **6. Endangering Safety, Morals, Health, or Welfare of others - Violent Behavior:**

- 6.1 Selling, distributing, using, or possessing (1) firearms or (2) other destructive devices, weapons, fireworks, or other dangerous instruments or contraband (17)
- 6.2a Sexual activities- forced (2.1)
- 6.2b Sexual activities- other (2.2)
- 6.3a All forms of verbal harassment/bullying including using profane, vulgar, or abusive language against cultural, religious and ethnic groups, and including that which promote homophobia, sexism, or racism - acts which substantially disrupt the educational process (10)
- 6.3b All forms of physical harassment/bullying against cultural, religious and ethnic groups, and including that which promote homophobia, sexism, or racism- acts which substantially disrupt the educational process (10)
- 6.3c Sexual harassment - verbal
- 6.3d Sexual harassment- physical
- 6.4 Threatening, harassing, intimidating or annoying students or school personnel through the use of electronic means/cyberbullying
- 6.5 Hazing
- 6.6 Inciting other students to intimidate or to act with physical violence upon any other person (10)
- 6.7 Arson-deliberately starting a fire with intent to damage or destroy property (5)
- 6.8 Robbery (3)

### **7 Academic Misconduct:**

- 7.1 Cheating
- 7.2 Plagiarism
- 7.3 Failure to attend class
- 7.4 Excessive tardiness

### **8. Other Misconduct:**

- 8.1 Any conduct violating Federal, state, or local law, rule, or regulation, or District policy including but not limited to the District's policy on maintenance and enforcement of public order on school property.
- 8.2 Gang-related activity, including soliciting others for gang membership.

## GRIEVANCE PROCEDURES FOR STUDENTS

Students may dispute the actions of a staff member or of the district in regards to their individual rights. The district intends to resolve the matter at the earliest possible stage while ensuring that the rights and integrity of all concerned are protected.

Students who feel one or more of their individual rights have been violated may follow established procedures to address their concerns. Generally the first place to seek information is from a teacher, a school counselor, school social worker, or the principal. Students who feel they have not received a satisfactory resolution at this level may seek a solution through formal procedures (e.g., the Student Grievance Procedure). Students and parents may also have recourse to the Commissioner of Education, certain federal and other state agencies, and/or a court of law. Parents/guardians may be involved at any level of a grievance and have the same rights as the student.

### ***The aggrieved student has the right to:***

- State his or her grievance orally and/or in writing
- Be notified of the progress of the case at each step of the way
- Ask questions of witnesses who present testimony at the hearing level
- Be furnished copies of official records that may be kept of the proceedings

### ***Time Limits***

A student must start a grievance within 10 school days of the time he or she knows of, or should have known of, the act or condition that is the subject of the grievance. A student may start a grievance at Step 1, either individually or by asking for assistance from an advocate of the student's choice.

### ***Grievance Procedure Steps***

*Step 1:* The aggrieved student (with an advocate, if desired) should discuss the situation with the staff member involved. If the student is not satisfied with the response, he or she may move to Step 2 within two school days of this meeting.

*Step 2:* The student should discuss the matter with his or her school counselor or the Principal. The counselor or administrator will respond to this discussion within two school days unless all parties have agreed upon a specific request for more time. If the student is not satisfied with this response, he or she may move to Step 3 within five school days of receipt of the decision.

## **GRIEVANCE PROCEDURES FOR STUDENTS (CONTINUED)**

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*Step 3:* The student should file a written appeal with the Principal. This must include the student's name, a statement of the particular problem, the identity of the people involved, the time, place and circumstances of the events or conditions that led to the grievance, and a statement of the action the student wants in order to correct the situation. Within five school days of receipt of this written appeal, the Principal or representative will hold a hearing with the student and others involved. Within two school days of the conclusion of this hearing the Principal will provide a decision in writing to the student. If the student is not satisfied with this response, he or she may move to Step 4 within five school days of receipt of the decision.

*Step 4:* The student should file a written appeal with the Superintendent or the Superintendent's designee. This written appeal should follow the same form as for Step 3. The Superintendent will consider the written appeal, the record of the matter created in the prior steps, and any other information required at his or her discretion, and shall render a written determination to the student within 10 school days. The Superintendent's decision (except in cases of suspension from school and cases of Equal Opportunity grievances) is final.

*Step 5:* In cases regarding equal education opportunity, if the student still feels aggrieved, he or she may carry the appeal in writing to the Board within 30 school days.



## FREQUENTLY ASKED QUESTIONS

**Q: A Code of Conduct Violation was committed against my son or daughter. When I asked the principal what the consequences were for the student who violated the code of conduct, the principal told me that she/he wasn't allowed to share this information. Why?**

A: While it can be frustrating not to know the outcome of a disciplinary incident where your son or daughter was a victim, the school district is bound by FERPA (Family Educational Rights and Privacy Act) to only share information with families about their own children. This ensures privacy as individual student school records can only be shared with that individual student's family.

**Q: What is restorative justice and how is it used in the USCS D?**

A: Restorative Justice is an approach to discipline where conflict and code of conduct violations are addressed in a variety of alternative forms including counseling and rehabilitation programs, partnering with families, shaping school norms about appropriate behavior, and enabling children to mediate conflicts and find peaceful solutions, and community service. In restorative justice practices, in school suspension and out of school suspension are used as a last resort.

**Q: What is the Dignity for All Students Act?**

A: New York State's Dignity for All Students Act seeks to provide the state's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010 and takes effect on July 1, 2012. For more information about the Dignity for All Students Act see pages 10 and 11 of the code of conduct.

**Q: What happens if my child and I do not attend the superintendent's hearing?**

A: You will be called and be given a window of time to attend. If no one shows up within that window of time, the hearing will proceed. The hearing officer will make a decision based on the evidence presented. You will be notified of the decision.

**Q: What is the difference between a superintendent's suspension and a principal's suspension?**

A: A principal's suspension, in accordance with School Law, is a short-term suspension from school for five days or less. A superintendent's suspension, in accordance with School law, is a long-term suspension from school in excess of five days.

## **FREQUENTLY ASKED QUESTIONS (CONTINUED)**

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**Q: What is a hearing officer?**

A: A hearing officer is a designated person hired by the district that conducts the hearing. The hearing officer's report is advisory only, and the superintendent may accept or reject all or any part of it.

**Q: If I move in or out of the district, do the discipline records follow?**

A: Yes, the district is required to forward all records including discipline.

**Q: Will my students discipline record keep him/her out of accelerated classes and/or college?**

A: Decisions for classes are based on grades, student motivation, teacher recommendation, and not discipline.

**Q: Can DSS take a child from school based on abuse or maltreatment?**

A: Not without a court order.

**Q: Do police have the rights to enter a school?**

A: Yes, if a crime has been committed, has a warrant for an arrest or was invited.

**Q: Can schools implement mandatory drug testing without reasonable suspicion?**

A: Yes, with athletics and with parental consent.

**Q: Do schools have to read students the "Miranda Rights" before questioning a student?**

A: No

## ELIGIBILITY POLICY

### ACADEMIC ELIGIBILITY

Students who fail to meet the required academic standards will become ineligible and will not be allowed to participate in interscholastic athletics or extracurricular activities (clubs) until he/she demonstrates satisfactory academic progress. For athletics, post season participation is at the discretion of the athletic director and coach; for extra-curricular activities, participation is at the discretion of the principal. The principal reserves the right to assign a lunch detention or after school detention for any student who chooses not to abide by the eligibility rules outlined below.

**The following rules for eligibility, based on academic performance, have been established:**

1. A student is considered ineligible if he or she receives a failing grade in:
  - a. Two or more coursesOR
  - b. Fails the same course in two consecutive marking periods
2. The eligibility period is based on the following:
  - a. Mid-marking grades (5-weeks) through the end of the marking period (10-weeks, quarter grades)AND
  - b. Quarter grades (MP1, MP2, MP3, MP4) through mid-marking grades (5-weeks)
3. Students may return to eligibility by:
  - a. Turning in a "Return to Eligibility" form to the main office; a student will not be removed from the list until that form is turned into the office.
4. Expectations for students prior to turning in a "Return to Eligibility" form:
  - a. Stay after school with a teacher whose class he or she is failing
  - b. Work with counselor on organization, pacing and academic success plan
  - c. Submit credit recovery work (teacher & student plan) or complete missing assignments for class
5. Expectations for staff regarding eligibility:
  - a. Clear communication with student regarding course grade
  - b. Communication with families regarding student's progress in class, particularly if the student is failing

## **ELIGIBILITY POLICY (CONTINUED)**

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### **ELIGIBILITY FOR THE MIDDLE SCHOOL MUSICAL**

1. Students who are ineligible at the end of the first mid-marking period must see the director to arrange necessary measures to avoid being cut from the musical.
2. Students who become ineligible at the end of the first eligibility period must follow the rules outlined above.
3. Should the student not follow through with these stipulations, he or she will not be allowed to participate in the musical.

### **ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS AND MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES**

1. Students may participate in practices when they are ineligible, as long as they stay after school, per the eligibility policy.
2. Students may not participate in regular season games while they are ineligible.

## **UNION SPRINGS MIDDLE SCHOOL PBIS PROGRAM**

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The Union Springs Middle School Positive Behavior Intervention and Supports (PBIS) program, which began in the 2018-2019 school year, will continue this year! "PBIS is a research-based systems approach to preventing and responding to school and classroom behavior problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments (PBIS.org)." All staff and students at Union Springs Middle School will participate in the PBIS program. Students and staff will work together, during the first week of school learning about the changes that this program will bring about regarding expectations around academic and behavior at the middle school. Students will be introduced to the program in all areas, including (but not limited to) classrooms, hallways, the cafeteria, and school buses. The purpose of this program is to provide students with education and clear expectations regarding behavior and performance at Union Springs Middle School. We look forward to celebrating our students who exemplify the Way of the Wolf (W.O.W.)!



## STUDENT SERVICES

The Union Springs School District embraces its responsibility to provide a free appropriate education to all resident children until they graduate from high school or reach the age of 21 years. A variety of student services exist in order to help students succeed in school:

### ***I. ACADEMIC***

#### ***RTI***

Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities.

The Academic Intervention Services (AIS) program has been developed to provide extra time for focused instruction and/or increased student-teacher instructional contact time to those students who are having difficulty meeting the New York State learning standards. AIS is intended to help those students who are at risk of not achieving the State Learning Standards in English Language Arts, Mathematics, Science and Social Studies; or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on state assessments. Service is based on student performance on the New York State assessment score. Depending on the degree of academic need, students could be scheduled from one to several times per week. The level of intensity and length of each session would be based on an individual student's academic need. Placement into this service is important as it provides students with extra help in areas where they are experiencing difficulty. This extra opportunity for learning will provide students with the needed skill work to be successful on future assessments.

Parents are notified of placement into RTI services during the months of September and February. Notification is typically sent at these times due to the New York State Assessment schedules. RTI reports will be mailed home to keep parents updated on student progress and skill development. If you have any questions regarding Response to Intervention Services please call the Middle School or the Guidance Office.

### ***II. HEALTH***

#### ***Medical Services***

The school nurse keeps an up-to-date record of each student by recording the height, weight, vision, hearing defects, and dental health. This record keeping process follows an announced health examination by the school physician. In addition, parents are requested to update information cards to be filed in the nurse's office on a yearly basis before Oct. 1 of each year. All students have various health checks at stages of the high school years, including vision, hearing, and scoliosis. All entering sophomores must have a physical completed by their own physician, or by the school physician as mandated by NYS Educational Law.

## **STUDENT SERVICES (CONTINUED)**

### ***Absences Related to Medical Conditions***

The nurse checks the absentee list daily and may contact the home if the student has been reported by the Attendance Clerk as ill. This procedure acquaints us with disabilities, delinquencies and social conditions requiring our attention. One of the vital phases of the nurse's attendance work is to prevent the spread of contagious or communicable diseases. All questionable cases are addressed promptly. The nurse is readily available to administer first aid, care for temporary illness, and is constantly alert concerning sanitary and health conditions in the school and community. If it is necessary to leave school during the day because of illness, the pupil should report to the nurse to be properly excused. Parents are not to be called by the student to be picked up without the nurse's permission. This is an illegal absence and is prohibited. To be excused from Physical Education for an extended period of time, the student must present a physician's written statement to the nurse. If the excuse is for a day or two only, the nurse will accept a parent's written excuse.

### ***Dispensing Medications***

State Education Law strictly prohibits dispensing all prescription and/or over the counter medication to students. In most instances, medication can be given at home, but if it is necessary for the student to take internal medication during the school day, the nurse will cooperate with the family physician and the parents. The parent must submit a written request to the school nurse in which the family physician indicates the frequency and the dosage of the prescribed medication. The medication must be brought to the Health Office in the original container.

### ***Accidents***

The school is dedicated to maintaining the health and safety of all students. In the event that an accident occurs, the school nurse and/or school officials will contact parents. Accidents sometimes happen that may not be noticed by staff. Students must report all injuries or accidents at once to their teachers, the school nurse and/or other school officials. Appropriate treatment, parent notification, and completion of accident reports will occur as quickly as possible. Injuries requiring medical treatment are COVERED FIRST under the parent's medical insurance program, then, if appropriate/applicable, by the District's accident insurance. Specific questions in this event are handled through the school district business office.

### ***Immunization***

All students attending school must be immunized against Diphtheria, Tetanus, Pertussis, Hepatitis, Polio, Measles, Mumps, and Rubella. Physicians administering immunizations are required to provide a certificate of immunization to the parent/guardian. A note or letter from the parent is not acceptable. No teacher or principal shall permit any student to be admitted to school without such certification. The Public Health Law, Section 2146 further states that: 1) if a doctor will testify or certify that administering the vaccine to a specific youngster is detrimental to his health under his present condition, he may be excused, 2) if he belongs to a religious organization that does not hold with immunizations, he may also be excused.

## STUDENT SERVICES (CONTINUED)

### ***Athletic Physicals***

An athletic physical is required for all students prior to participation in an interscholastic sport. This athletic physical can be done by the school physician who will then certify the eligibility of students to compete. Physicals are held in the high school and are paid for by the school. They are scheduled in May so that eligible students are certified for sports for the entire school year.

If a student does not report for an athletic physical on the scheduled date and wishes to participate in interscholastic sports, it is the responsibility of the parents to schedule an athletic physical with the school physician and/or family physician at their own expense. The school will not make appointments with the school physician for students who have missed the dates when physicals were administered. If the student does not report for the school physical, the following stipulations must be observed:

- Students must notify the school and obtain proper forms to be filled out by the designated physician.
- Students must return the physical form to the high school nurse who will in turn notify the respective coaches as to the eligibility to practice and compete.

***\*\*\*The school physician has the final authority to determine the physical capability of a student to participate in a sport. If the physical examination is performed by the family physician, the school physician must review and authorize the student to participate in a sport.***

### **III. COUNSELING**

The opportunity for students to discuss their academic goals or school related problems of a personal nature are available in a number of ways. Each building principal and teacher is available. The school employs the services of school psychologists, school counselors, a CHAD counselor, mental health counselors, and social workers. The counseling office provides a number of services that are designed to help students through the high school experience. Our school counselors welcome the opportunity to provide a wide range of counseling services to both students and parents.

Each year it is necessary for students to select the courses they will take during the next school year. To help students make appropriate choices, the school counselors will set up conferences with parents and students in the late winter or early spring. Planning a program involves making wise choices based on answers to the following five questions:

1. What is my tentative career choice?
2. What are my academic and personal strengths and weaknesses?
3. What are my interests as shown by hobbies and extracurricular activities?
4. What experiences have I had in the "world of work"
5. What information have I discovered through career research?

Students should recognize that choices are not final and flexibility is possible. Establishing a strong academic base allows students the most options as they progress through school and prepare for their future.

The school counselors will be meeting with students at each grade level during each year to discuss post-graduation opportunities, college admission process, and career planning.

Working Papers are issued in the counseling office and are required by employers who employ students between the ages and 14-17. Different kinds of working papers are required for different age groups.

## **GRADE REPORTING AND SCHEDULING**

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### ***STUDENT CLASS LOAD***

Students will complete their course requests during the spring of each school year. Students schedules will include Math, Science, Social Studies, ELA, Physical Education, Spanish (unless otherwise specified), and all special area courses for a specific grade level.

### ***SCHEDULE CHANGES***

#### ***ADDING AND DROPPING A COURSE***

In Middle School, the only courses that can be added during the school year include band, chorus, and academic labs. Students will not be allowed to drop a course unless they are adding a similarly weighted course (Principal may review requests and make determinations based on special circumstances)

#### ***INDEPENDENT STUDY***

An independent course of study will not be made available to students if that subject is available through the regular instructional schedule. If a student needs a course that is not available or does not fit into a student schedule because of course load, then an independent course may be developed and will need the approval of the teacher involved, school counselor, parent(s), and building principal.

#### ***ONLINE COURSES***

Online course work can be done in one of two ways:

1. Credit Recovery- If a student fails a course they may take the course online to gain that credit. (Note: Not all courses can be done online)
2. Credit Accrual- Students may take course work for credit in the following scenarios: they cannot fit a needed course in their schedule; they have a special interest in a course that we do not offer; or they will be short credits for graduation. (Students will not be allowed to take a course that we offer online if it fits in their schedule)

#### ***ACCELERATION: TESTING OUT AND STUDENTS TAKING COURSES ABOVE NORMAL GRADE LEVELS***

Information regarding acceleration may be obtained from the Guidance or Middle School Office. There are a number of specific circumstances involved with testing out of a high school course.

Similarly, there are numerous criteria that must be met for a student to take courses above normal grade levels.

## GRADE REPORTING AND SCHEDULING (CONTINUED)

### **REPORT CARDS AND GRADING**

The passing grade for all subjects is 65%. The school issues report cards four times during the school year, two times during each semester with each marking period being ten weeks long. Each teacher will provide a course outline/syllabus explaining grading policies and procedures.

Schooltool is an online program available for parents to view student progress and performance at any time. Parents will need to provide the school with a valid email address in order to access Schooltool.

Students may receive an incomplete grade at the end of a marking period if extenuating circumstances prevent completion of all course work. They have two weeks to make up an incomplete. At the end of the two week period if work is not complete the actual numerical grade that reflects student performance will be entered into the progress report.

### **MIDTERMS AND FINAL EXAMS**

- Midterms will be administered at the end of the first semester in January and will be used to calculate mid-year grades.
- Final exams will be administered during the June examination period at the end of the second semester and will be used to calculate final averages.

### **HONOR ROLL**

- Principal's Honor Roll is determined by the overall average of 94.5 to 100.
- High Honor Roll is determined by the overall average of 89.5 to 94.49.
- Honor Roll is determined by the weighted average of 84.5 to 89.49



## ATTENDANCE

### ***DETERMINATION OF EXCUSED/UNEXCUSED ABSENCES, TARDIES AND EARLY DEPARTURES***

Based upon the District's education and community needs, values and priorities, the school district has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

**Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

**Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the excused categories (e.g. family vacation, hunting, babysitting, oversleeping, haircut).

### ***ATTENDANCE INTERVENTION***

Our school attendance official will keep attendance records for every student as reported by homeroom and classroom teachers. In addition, if a student falls below the minimum attendance requirement parents will be notified by letter.

The following process for intervention will be applied in cases where students chronically fall below the minimum attendance requirements.

- The attendance official phones the parent/guardian.
- The attendance official informs the guidance counselor who requests a parent conference.
- A discipline referral will be sent to the office. Interventions will be determined on an individual basis, and/or according to the discipline code.
- If chronic unexcused absences persist, the school will initiate a conference with the parents in order to develop a plan to improve attendance.
- A PINS petition may be filed with the County Probation Department for chronic truancy and/or chronic unexcused absences.

***\*\*\*For College Courses the College Attendance Policy will apply***

### ***EXTENDED ILLNESS***

Students with an extended illness may be placed on home tutoring and will not be counted as absent from school. Home tutoring will be available only after five full school days of consecutive absences or more; tutoring will be granted for two hours/ every full day of absence.

A doctor's statement indicating the medical reason for requesting home tutoring must be submitted by the parent/guardian before approval by the administration.

### ***RESIDENCY***

Students must reside within the District's boundaries to attend Union Springs Schools. Students who do not comply with the notice and residency requirements will be excluded from attendance.

## STUDENT ACTIVITIES

### **MIDDLE SCHOOL SITE BASED TEAM**

The Middle School Site Based Team includes two student representatives, as well as representatives from the following other school related groups – parents, community, administration, support (clerical, maintenance, and custodial), and faculty (teachers and teacher assistants). The team meets regularly during the school year and has real decision making power as to bringing about change in the Middle School to enhance learning – including rules, process, and procedures.

### **STUDENT GOVERNMENT**

Student Government is a forum for students to express their concerns and recommend changes involving Middle School related matters. Such recommendations will be addressed to the Middle School Faculty, Middle School Principal, or Middle School Site Based Team as appropriate. Any student who wishes to be a member of Middle School Student Government may do so by attending the Student Government meetings.

### **DANCES**

Dances and similar activities are classified fundraisers and are to follow all fund raising procedures. Because of the economic impact to the school district (custodial costs, supervision costs, etc.), the following guidelines will be in effect:

- Dances are school sponsored events.
- All expectations within the “Code of Conduct” and eligibility rules apply to all dances.
- Students are not allowed to bring guests to Middle School dances.
- Once a student leaves the dance, that student will not be readmitted.
- Students will not be admitted after the first hour of the dance.
- Students must be academically eligible to attend a Middle School dance.

### **Dance Expectations**

The expectation is for students to conduct themselves appropriately. It is important to maintain dignity and decorum while dancing. **ONE WARNING** (Students will be asked to leave the dance and parent will be called)

**\*\*\*Determination will be at the discretion of the Building Principal.**

## STUDENT ACTIVITIES (CONTINUED)

### ***NATIONAL JUNIOR HONOR SOCIETY***

The faculty awards membership in the National Junior Honor Society to eighth and ninth grade students who have attained excellence in the areas of scholarship, leadership, character, and service. Continued membership shall be based on each student's ability to maintain inside and outside of school the standards set for entry into the National Honor Society.

### **Clubs and Activities**

Yearbook Club	Debate Club	Wellness Club
Yorker Club	Student Government	Perform 4 Purpose
Lighting & Sound	Culinary Cuisine	Chess Club
Global Issues	Odyssey of the Mind	
Coding & Robotics	Running Club	

### ***Field Trips***

Field trips are an important part of a student's educational experience. If a class or group is scheduled for a field trip all students registered for that class or group are expected to attend. The following procedures and expectations are to be followed when attending field trips.

- All students must have a signed permission slip prior to leaving for the trip.
- All students are expected to follow all classroom expectations for the field trip.
- Students are responsible for making up all schoolwork and assignments due in missed classes within a reasonable amount of time. Teachers will explain reasonable time expectations as per class. Failure to make up any missed assignments will result in the loss of credit for the missed work.

### ***EIGHTH GRADE TRIP***

The eighth grade trip is not guaranteed. Eighth grade trips must be approved by the building principal and must include an educational plan that involves culture, theatre, history or science.

- All expectations within the "Code of Conduct" and eligibility rules apply to the eighth grade trip.
- Students will be subject to having all bags and contents inspected before the trip.
- Excessive absences/tardies and/or disciplinary referrals may eliminate students from going on the eighth grade trip. **Out of school suspensions automatically eliminate students from going on the eighth grade trip.**
- Students who are academically ineligible will not be allowed to attend the eighth grade trip. The deadline for eligibility will be posted as the trip draws near.



## STUDENT PRIVILEGES & GUIDELINES

### ***PERMISSION TO LEAVE EARLY***

Students must have prior permission from an administrator to leave the building at any time prior to dismissal. Every effort should be made by students and parents to make doctor, dentist, and other appointments after school hours. If this is impossible, students must bring a note signed by their parent or guardian stating the date and time to be excused. Early dismissal excuses are processed before school in the Attendance Office.

### ***CAFETERIA***

Expectations:

- Follow all guidelines set forth by the PBIS cafeteria rubric
- Treat each other with respect.
- Be responsible for own conduct.
- Be responsible for cleanliness on and around table.
- Dispose of food or trash where seated.
- Remain in a seat throughout the lunch period
- No more than eight students at any one table
- Tables are not to be moved
- Each table in Middle School lunches will be dismissed by a lunch monitor

### ***Breakfast***

1. The cafeteria is open from 7:30am for students to get breakfast during homeroom and advisory. It is the responsibility of the student to check in with homeroom prior to going the cafeteria.
2. Students cannot go to the cafeteria during a scheduled class without teacher permission.

### ***FOOD AND DRINKS***

- Food or drink is encouraged to be consumed inside the cafeteria.
- All candy fundraising sales will be limited to a designated time and location.
- Teachers may permit food and beverage items in the classroom at their own discretion. Energy drinks such as Red Bull, Monster, etc. are not allowed in school. Drink containers can be no larger than one liter and should contain no additives (protein supplements, flavorings, etc.)
- Students who do not follow these expectations will receive consequences in accordance with the "Code of Conduct."

### ***Cafeteria Privileges***

The cafeteria will be open for Lunch periods. In addition, students can report to the cafeteria periods 1, 2, and 3 for morning snacks.

## ***CAFETERIA INFRACTIONS***

Any conduct that infringes on the rights of others or creates disorder in the cafeteria is unacceptable. Students are expected to comply with requests made by cafeteria supervisors or other members of the staff. Disciplinary action for inappropriate behaviors in the cafeteria may include denial of the privilege of eating in the cafeteria, Saturday detention, ISS, and/or suspension from school.

## ***GUIDELINES FOR THE DISTRIBUTION OF LITERATURE***

Rules and regulations of the Board of Education of the Union Springs Central School District prohibit general distribution or dissemination of publications, magazines, newspapers, or other written documents (hereinafter, "Literature") that are not directly related to the educational program or to school sponsored events. Also prohibited is literature which not widely circulated or available to the general public. Distribution of any literature without the prior approval of the principal or a delegated representative is prohibited.

## ***POSTERS***

Students wishing to place posters anyplace in the building or on school grounds must have permission from the building administrator. In the event that such a poster does not involve a particular school organization or class, it should be initialed by the principal for approval.

## ***ACADEMIC LAB EXPECTATIONS (INCLUDING ALL INTERVENTION LABS)***

- Students must bring texts and materials to academic lab.
- One student at a time may use the lavatory.
- One student at a time may go to their locker.
- Each student is expected to recognize the purpose of the academic lab and to respect the rights and needs of others.
- Academic lab is a quiet time to do homework, school projects or other work assigned by the teacher.
- Teachers are expected to call classrooms when students request to visit a teacher during academic lab time.
- Students are not allowed to play games on their chromebooks, phones, tablets, etc. during academic labs

## ***UNAUTHORIZED ASSEMBLY***

It is the responsibility of the administration of the school to protect the individual rights and safety of the students and staff. If an individual student or group of students is inciting other students to participate

in an unauthorized assembly, boycott or sit-in, the following action will be taken:

- The student(s) will be asked to report to the office and his/her parent(s) will be required to come to school.
- The student(s) may be suspended from school.

## ***ELECTRONIC DEVICES***

The use of cell phones (except during the students lunch period), radios, tape recorders, CD players, i-pods, pagers, lap tops, e-readers, kindles (and like devices), cameras and similar equipment is not permitted unless it is part of a classroom activity.

## STUDENT PRIVILEGES & GUIDELINES (CONTINUED)

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### **CELL PHONE ABUSE**

**First Offense:** The student's phone will be confiscated and placed in the Middle School office until a parent has been notified and gives permission and/or arrives in school for return of phone.

**Second and Any Additional Offenses:** The student's phone will be confiscated and placed in cushioned box until the parent comes to school to pick the phone up.

*Insubordination due to cell phone abuse: If a student refuses to give their cell phone to a staff member when asked to do so, that student will be placed in ISS for two days.*

**\*\*\*Parents are requested not to contact students by cell phone during the school hours from 7:30-2:20pm. Should students need to contact their parents for any reason, they can come to the middle school office and use their cell phones (must ask permission) or the school phone.**

### **TELEPHONES**

Office phones are available for the convenience of students for emergency use during the school day. A staff member or administrator may require the student to terminate the call. Permission must be granted for the use of these phones. Parents needing to contact students during the normal school day should call the Middle School Office: 889-4112.

## LIBRARY MEDIA CENTER

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The Library Media Center is a multidimensional library with all types of learning resources. Students and teachers will find an excellent collection of books, periodicals, and other printed materials, all of which provide a variety of learning opportunities. The collection consists of more than 15,000 books, subscriptions to 50 magazines and The Post-Standard newspaper, as well as donations of The Citizen and The Wall Street Journal newspapers. There are twenty-two computers available for student use. Students can access useful online resources, most of which are available outside of the school. This includes an online database of hundreds of magazines and newspapers, in full text, from 1986 to the present. Students, teachers, and community members share these resources and services. The library also offers testing services for students directly from classes or those signed up from study halls. Normally the library is open after school for student use. To serve the needs of students and teachers, ensure maximum availability as well as security of materials, and maintain the library as an effective study center for the school, the following policies of operation have been adopted.

### **BORROWING PRIVILEGES**

Non-reference books and back issues of magazines are loaned for a period of three weeks. Reserved books, most reference materials, and current periodicals are not normally used outside of the library.

**OVERDUE LIBRARY MATERIALS**

Library overdue notices are sent to the students through their homeroom teachers and/or the appropriate subject teacher after materials are four weeks overdue. Calls may be made home if materials have not been returned after one week. Detentions will be given if a student fails to return or pay for overdue materials in a timely manner.

All students, staff, and community members are responsible for any overdue or lost library materials signed out in their name until they are returned or paid for.

**ADMISSION**

- Academic lab students who want to use the library should go directly to the library and sign in.
- Students are to sign their own name on the list for the appropriate academic lab.
- This sign-up must be done during passing time. Once the period starts, it is expected that students in both the library and academic labs will stay for the remainder of the period.
- If a student is habitually late to the library or study hall, library privileges may be limited.
- Students with restricted library privileges may not sign the library list unless they have a subject pass from their assigning teacher.
- When necessary, the library staff will determine seating arrangements for students.

**LIBRARY EXPECTATIONS**

- Talking is permitted only when it relates directly to academic studies and is done quietly. Talking is not permitted from one seating area to another, such as table to table.
- Students are not permitted to use the library for excessive socializing or games.
- Students are not permitted to use the library computers for non-academic purposes such as games, virtual sports, chat rooms, or instant messaging.
- Students are expected to find a seating station at which they will stay for the period.
- Students are expected to utilize their time in a productive way.
- Distribution of leisure magazines will only be done during the first ten minutes of the period.
- To avoid unnecessary distraction, students should bring all study materials with them at the beginning of the period.
- Food, candy and beverages are not allowed in the Library.
- Students who fail to observe the library rules should be aware that their leisure privileges may be limited or withdrawn.
- Taking any materials out of the library, without it being first properly checked out, is not permitted and will be treated as theft.

## SECURITY

### **SAFE HOMES LEGISLATION**

A safe and secure environment is a prerequisite for effective teaching and learning. Threats to the safety and security of people and property can arise from natural hazards – for example earthquake, floods and storms – or from human actions – such as vandalism, arson, and violent crime. While catastrophic events and human tragedies cannot be eliminated entirely, there is a role for facility designers, institutional managers, emergency response teams, and post-crisis intervention in mitigating their negative impact. (OECD).

### **BUILDING SECURITY**

The school follows appropriate procedures based on National and State recommendations for terrorist alert situations. Students are not to open locked exit doors to enable people to enter the building from outside the building. Most building exit doors are locked for security reasons, and visitors should go to the main foyer door and then sign in at the attendance office.

### **VISITORS**

Visitors are welcome at the school with permission from the principal or designated administrator. All visitors should report to the attendance office upon arrival at school and state their business. It is a Class B misdemeanor to remain unlawfully in a public school building, or to refuse to leave the premises when personally asked to by a principal, maintenance personnel, or other staff member.

### **VOLUNTEERS**

Volunteers can impact student success by contributing their time and talents to schools and students. There are many different areas available for participation with each school having their own rewarding opportunities. All volunteers, including volunteer athletic coaches, must be approved on an annual basis by the Union Springs Board of Education. Volunteers must complete the appropriate paperwork prior to board of education approval. Volunteer coaches must also have completed the appropriate New York State coaching certification requirements.

### **LOCKERS**

Lockers are the property of the school and, like textbooks, are loaned to students during the school year. Lockers are not the property of students and may be subject to search where reasonable suspicion exists as to the violation of school rules and/or the law. The school retains the right to inspect lockers and expects that students will maintain them in a clean and orderly manner. Combinations to locks are kept in the High School Office. All students must place their books and outer garments in the hall lockers. Doubling up in lockers is not permitted. Procedures for gym lockers are the same as those for hall lockers. In most cases theft is a result of unlocked lockers. Valuables should not be brought to school or stored in lockers. Students should report to the Middle School Office for safekeeping of valuables if needed.

### **BACKPACKS/BAGS/PURSES**

Students should make every effort to keep these in their locker. If unable to do so the backpacks/bags/purses are to be kept in a designated area of the classroom. Purses are to be stored under desks during class.

## SECURITY (CONTINUED)

### **LOST AND FOUND**

Lost and found departments are located in both the Middle School and High School offices. Any personal or school property found in or near the immediate area of the school should be taken to one of these offices. Each month any unclaimed items will be donated to a local charity.

### **FIRE DRILLS/CODE DRILLS**

Specific instructions are posted in each classroom, and will be reviewed annually by staff. At the sound of the bell/announcement, all students are to remain silent and follow directions for safe and efficient instructions. Students will return to a normal routine in a quiet, orderly manner under the direction of the staff.



## ADDENDUM

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### PROTOCOL FOR BREATHALYZER TESTING

Students exhibiting signs of having consumed alcohol, including but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor may be requested to take a breathalyzer test. The following is a description of the protocol for use of the breathalyzer:

1. The Breathalyzer can be used during the school day and at all school-sponsored activities including but not limited to: dances, proms or other extracurricular activities.
2. The Breathalyzer is administered to any student who is suspected of being under the influence of alcohol using the checklist attached.
3. The Breathalyzer will be administered by a school administrator or his or her designee.
4. We will make every effort to have two people present when the observation checklist is completed and the Breathalyzer is administered (either another school administrator or a teacher).
5. The Breathalyzer will be administered in a private area, away from other students.
6. The student will have two opportunities to take the Breathalyzer. The initial test may be administered at any time. A second test will be conducted fifteen minutes after the first test has been administered to confirm/verify the first test.
7. If this test is positive, the student will be denied entrance and or participation to the event, detained by school officials until parents/guardians arrive and subject to a thorough investigation. The student will be sent home and subject to disciplinary procedures as defined by the student code of conduct
8. Students who refuse the test will be denied entrance and or participation to the event and detained until parents/guardians arrive to remove them. In such cases, the student will be subject to disciplinary procedures.
9. The Breathalyzer Protocol Shall Apply to all students and guests, regardless of age.
10. The extra-curricular code of conduct as described in the Extra-Curricular Handbook will also apply to these offenses as appropriate.

## ALCOHOL OBSERVATION CHECKLIST

### OBSERVATION OF STUDENT

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

Time: \_\_\_\_\_

Event/Location: \_\_\_\_\_

### CHECK ALL THAT APPLY:

1. Walking

normal  stumbling  staggering  falling  unsteady

2. Speech

normal  shouting  slurred  incoherent  whispering

3. Demeanor

normal  sleepy  crying  fighting  overexcited  agitated

4. Eyes

normal  bloodshot  glassy  watery  dilated

5. Personal Conduct

normal  profanity  hostile  erratic

6. Breath

normal  alcoholic odor  faint alcoholic odor

### OTHER OBSERVATIONS:

#### Questions:

Are you feeling ill?  Yes  No If yes, please describe \_\_\_\_\_

Are you taking any medication?  Yes  No

If yes, would care to tell us what it is? \_\_\_\_\_

Have you consumed alcohol today?  Yes  No

How did you get here? \_\_\_\_\_

Disposition/conclusion: \_\_\_\_\_

Next action: \_\_\_\_\_

Contact parents:  Yes  No

Breathalyzer test results attached:  Yes  No

Staff member's name: \_\_\_\_\_

Witness: \_\_\_\_\_



## APPENDIX A

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### UNION SPRINGS CENTRAL SCHOOL ADMINISTRATIVE TEAM

#### CENTRAL OFFICE / SCHOOL SUPPORT

**Jarett Powers, Ed.D.**

Superintendent of Schools  
(315) 889-4100

**Valerie Castiglia**

Secretary to the District Superintendent  
(315) 889-4100

**Mike Wurster**

Assistant Superintendent for Business  
(315) 889-4157

**Teresa Carner**

Purchasing Clerk  
(315) 889-4106

#### PRINCIPALS

**Union Springs High School**

Jason Dentel, Principal  
Telephone: (315) 889-4110  
[jdentel@unionspringscsd.org](mailto:jdentel@unionspringscsd.org)

**Union Springs Middle School**

Nora Haldeman, Principal  
Telephone: (315) 889-4110  
[nhaldeman@unionspringscsd.org](mailto:nhaldeman@unionspringscsd.org)

**A.J. Smith Elementary**

Sheila LaDouce  
Principal of Special Programs  
Telephone:(315)889-4170  
[sladouce@unionspringscsd.org](mailto:sladouce@unionspringscsd.org)



**APPENDIX A (CONTINUED)**

**DIRECTORS & SUPERVISORS**

**Kathleen Smith, Director of Food Services**

Telephone: (315) 889-4120

*kmsmith@unionspringscsd.org*

**Andrea Lang, Transportation Supervisor**

Telephone: (315) 889-5036

*alang@unionspringscsd.org*

**Althea Suslik & Ms. Kate Collier, MS/HS Nurse**

Telephone: (315) 889-4128

*asuslik@unionspringscsd.org & kcollier@unionspringscsd.org*

**Todd Salls, Athletic Coordinator**

Telephone: (315) 889-4136

*tsalls@unionspringscsd.org*

**Sheila LaDouce, Principal of Special Programs**

Telephone: (315) 889-1170

*sladouce@unionspringscsd.org*

**Renee Munn, CSE Chairperson**

Telephone: (315) 889-4117

*rmunn@unionspringscsd.org*

**Kevin Casler, Director of Operations & Technology**

Telephone: (315) 889-4105

*kcasler@unionspringscsd.org*

**EMERGENCY CLOSINGS**

In case of emergency school closings, please use the following TV/Radio stations to provide updates:

WSTM-TV Channel 3

THE WALL/WGVA/WSFW

WYXL-FM/Radio 97.3

WTVH-TV Channel 5

WHEN-FM /Radio

SMOOTH-FM/Radio 106.9

WSYR-TV Channel 9

WSYR-AM/Radio 570

WAUB/WNYR/Radio

WBBS-FM/Radio 104.7

WYYY-FM/Radio 94.5

WVOR-FM/Radio 100.5

WNTQ/WNDR/Radio 93Q

Topic	Step 1	Step 2	Step 3
Academics			
Student Progress	Teacher	Principal	Superintendent
Curriculum/Instructional Materials	Teacher	Principal	Curriculum Coordinator
Student Behavior	Teacher	Principal	Superintendent
Athletics	Coach	Athletic Coordinator	Principal
BOE Policies	Administrator closest to the issue	Superintendent	Board of Education
Bullying, Harassment, Discrimination	Teacher	Principal	Superintendent
Extra-Curricular Activities	Advisor	Principal	
Health Related	School Nurse	Athletic Coordinator (sports related)	Principal
Safety/Security	Principal	Head of Buildings and Grounds	Superintendent
Transportation	Bus Driver	Transportation Supervisor	Assistant Superintendent for Business
Building Use	Building Principals		
Food Service Free/ Reduced Lunch Program	Food Service Manager	Principal	Assistant Superintendent for Business

## APPENDIX C

### **RESPONSIBILITIES OF UNION SPRINGS STAFF**

**Responsibilities of ALL staff of Union Springs Central School District including (but not limited to): Administrators, Teachers, Educational support Professionals, Clerical Staff, Custodial staff, Bus drivers, Student Services Staff, Maintenance staff and Food Service Staff**

- A. Know school policies by reviewing the code of conduct annually. Follow rules in a fair and consistent manner.
- B. Foster and support a positive teaching-learning environment that is orderly and stimulating by being responsive to both the needs and goals of the school community and the laws and regulations mandated by the state and federal governments.
- C. Communicate consistently, fairly and respectfully with all students, colleagues and families.
- D. Be a positive role model for students.
- E. Work collaboratively with staff, students and families to establish cooperative techniques for creating an effective educational program.
- F. Offer and uphold a safe and inclusive environment free of emotional or physical bullying harassment or bias.

### **Administrators' Responsibilities**

- A. Establish reasonable rules and regulations for the well-ordered operation of the school and provide appropriate professional development to support positive and effective learning communities.
- B. Give full support to the staff charged with the responsibility for guiding conduct and enforcing discipline in accordance with district policies and NYS law.
- C. Make final decisions regarding disciplinary actions with consistency and fairness.
- D. Collaborate annually with students, teachers, administrators, parent organizations, school safety personnel and other school personnel to revise the Code of Conduct in order to clearly define expectations for the conduct of students, district personnel and visitors on school property and at school functions.

### **Teachers' Responsibilities**

- A. Promote and maintain a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn.
- B. Come to class on time and prepared to teach using the lens of rigor, relationship, and relevance to inform instructional practice.
- C. Demonstrate interest in teaching and concern for student achievement.
- D. Communicate the following to students and caregivers:
  - Course objectives and requirements;
  - Evaluation procedures;
  - Assignment deadlines;
  - Behavioral and academic expectations;
- E. Communicate regularly with students, parents and other educators concerning growth, achievement and concerns in a timely fashion.
- F. Identify and address the special needs of students and offer additional help and support which is carefully monitored using instructional data so that they can make academic and behavioral progress.

## APPENDIX C (CONTINUED)

- G. Be familiar with the different learning styles of students and offer a range of instructional approaches and supports that will help them to reach their potentials
- H. Prepare students to be responsible citizens in a free society in the spirit of understanding, peace, tolerance, equality of the sexes, and friendship among all peoples, ethnic, national and religious groups and persons of indigenous origin.

### ***Student Services' Staff Responsibilities (school counselors, psychologists, social workers)***

- A. Support students with academic and social-emotional challenges.
- B. Coordinate meetings as necessary to support students' academic and social-emotional growth and development.
- C. Provide assistance with post-secondary planning and/or career planning.
- D. Assist students in fully engaging in the curriculum and extracurricular programs.
- E. Insure that all students are receiving the supports that they are entitled to receive.
- F. Regularly review the progress of students receiving extra support using data to monitor their progress and make adjustments to their educational program as needed in order that they reach educational goals.
- G. Collaborate with school staff to help promote safe, inclusive, healthy learning environments.

## APPENDIX D

### **SUPERINTENDENT HEARING APPEAL PROCESS**

According to School Law 20:27,"...students can appeal long-term suspensions to their local school board." The following steps are to be followed relative to this process:

1. Student or parent/caregiver submits a letter to the Union Springs Central School District Board Clerk.
2. A copy of the letter is made by the Board Clerk for review by the Superintendent of Schools and the original is kept in the Board Clerk's office. The Board Clerk sends a letter to the parent/caregiver to notify receipt of the appeal letter.
3. The Superintendent of Schools (in concert with his designee) reviews the suspension documentation (hearing notes, witness statements, etc.) and confers with the Board of Education officers notifying them of the appeal.
4. The Superintendent of Schools and Board Clerk determine the soonest regularly scheduled Board meeting to hold the appeal and the parent /caregiver is notified via mail of this date. This meeting will be held in Executive Session.
5. "Request for Appeal Letter" is sent home to the entire Board of Education along with the date of the appeal meeting.
6. The Board of Education holds the meeting and listens to the appeal from the parent/caregiver and the school district and makes a decision to either uphold the suspension or overturn it.
7. At the next public Board of Education Meeting, a resolution is made and a public vote is held relative to the matter. After the vote, a letter will be sent on the Board of Educations' letterhead notifying the parent/caregiver of the decision with a copy sent to the school principal and the file.

## APPENDIX E

### COMPUTER USE AGREEMENT FORM

Appropriate use of technology can enhance learning and engage students in the learning process. However, with this availability comes a great deal of responsibility on the student's part. This agreement "outlines" the expectations and potential consequences for using district technology and internet services. For a complete explanation please refer to pages 14-16 in this handbook or the Board of Education Policy 8321. This Computer Use Form MUST be signed and dated by both the Parent/Guardian and Student within the first two weeks of school. If this form is not returned within or prior to those two weeks student access to computers and network use may be revoked.

I/We agree to the following conditions of technology/internet use at the Union Springs Middle School and High School.

1. The use of computers, software, internet services, and other relevant services or programs related to technology is a "Privilege Not a Right".
2. Students shall use District Technology and the Internet in a responsible, safe, and appropriate manner.
3. Students shall have no expectation of privacy in District technology resources while on district premises, or at school events, or while using district sponsored "Cloud" access (Google or Office 365). In addition computer files and electronic communications, including email, are not private and may be accessed by the District at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using District technology or through the Districts network but are stored externally.
4. Students shall not install software onto any District computer.
5. Students shall not interfere with, delete, or disable any district installed programs or applications.
6. Students shall not bypass blocks on sites deemed by the District as objectionable.
7. Students shall not use District technology resources to transmit offensive content. These include but are not limited to: pictures, foul language, threats, clips, movies, harassing messages, etc.
8. Students shall not vandalize the District computers or electronic works of other students or staff members.
9. Should a student recklessly/carelessly damage a District computer(s) as determined by administration, he/she will be financially responsible for any repairs or replacements.
10. Students shall adhere to all copyright laws while using District technology.
11. District computers are NOT to be taken home without approval from the building principal.
12. Computers are picked up in homeroom in the morning and dropped off during homeroom in the afternoon. It is the student's responsibility to plug their computer in each afternoon.

Students not abiding by these conditions may lose their access to technology and/or related services such as internet access. In addition disciplinary consequences may be applied at the discretion of the principal or his/her designee.

Parent/Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER NO LATER THAN THE SECOND FRIDAY OF SCHOOL.**

## *Alma Mater*

**Near Cayuga's deep blue waters  
Stands the school we love so well  
With the green fields close beside  
her Trees and shrubs and hill and dell.**

**U.S.C.S. speed the echoes,  
    Ringing at thy call,  
U.S.C.S. Alma Mater,  
    Loved the best of all.**

**May our love for thee grow stronger  
    As the years go speeding by.  
Be thy name remembered ever,  
    May thy glory never die.**

**U.S.C.S. speed the echoes,  
    Ringing at thy call.  
U.S.C.S. Alma Mater,  
    Loved the best of all.**

*This handbook contains important information for students' and parents' reference. As a handbook, it seeks to address questions and practices from previous years. New information and rules may be added during the year, and the administration will inform students and parents of changes or additions as they occur.*



# UNION SPRINGS

CENTRAL SCHOOL DISTRICT



## FOLLOW US:

@UnionSpringsCSD  
@UnionSpringsHS  
@UnionSpringsMS  
@UnionSpringsAJ  
@USCSD\_Wolves



## Check out our website!

[www.unionspringscscsd.org](http://www.unionspringscscsd.org)



## CONTACT US:

239 Cayuga Street  
Union Springs, NY 13160

Phone: (315) 889-4101

Fax: (315) 889-4108

Created by CiTi Public Relations



Email: [cnypr@Citiboces.org](mailto:cnypr@Citiboces.org)

[www.citiboces.org/publicrelations](http://www.citiboces.org/publicrelations)

*Home of the Wolves*