



**James H. Vernon School
Parent and Student Handbook
&
Code of Conduct
2023-2024**

**880 Oyster Bay Road
East Norwich, New York 11732
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www.obenschools.org**

**Ms. Jessica Bader, Principal
Ms. Anastasia Smith, Assistant Principal**

OBEN
Empowering ALL Students to Achieve Excellence

Parent Student Handbook

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OYSTER BAY – EAST NORWICH CENTRAL SCHOOL DISTRICT

2023-2024 CALENDAR HIGHLIGHTS

2023

First Day of School	September 5
Vernon Open House & ENL Parent Orientation Night	September 21
Yom Kippur*	September 25
Columbus Day*	October 9
Election Day*	November 7
Veterans Day*	November 10
Parent Teacher Conferences (early dismissal)	November 15 & 16
Evening Parent Teacher Conferences	November 15
Vernon Musical	November 17 & 18
Early Dismissal	November 21
Thanksgiving Recess*	November 22-24
Winter Recess*	December 25-29

2024

New Year Observed*	January 1
Dr. Martin Luther King, Jr. Day*	January 15
Winter Recess*	February 19-23
Parent Teacher Conferences (early dismissal)	March 6 & 7
Evening Parent Teacher Conferences	March 7
Spring Recess*	March 29, April 1-5
Passover*	April 22-23
Memorial Day*	May 24 & 27
Juneteenth*	June 19
Grade 6 Moving Up Ceremony	June 24
Last day of school (early dismissal)	June 26

***Schools Closed**

Calendar dates are subject to change.
Please check the District website (www.obenschools.org) for updates.

School Hours:

Arrival: 8:15-8:25 AM

Dismissal: 2:30-3:00 PM

James H. Vernon School Telephone Directory

James H. Vernon School		Department Supervisors	
Main Office	624-6500	Fine & Performing Arts	624-6542
Main Office Fax	624-6522	Humanities	624-6534
Principal	624-6589	Mathematics	861-3294
Assistant Principal	624-6546	Physical Education/Athletics	624-6558
Principal's Secretary	624-6562	Science	624-6544
Attendance (voice mail)	624-6568	World Languages and English as a New Language (ENL)	624-6552
Health Office	624-6565		
Health Office Fax	624-2024	Other Information	
Head Custodian	624-6567	Bus Information	624-6508
		Lunch Program (mySchoolBucks)	624-6510
		Special Services	861-3200

If you would like to leave a message for a faculty or staff member, please dial 624-6500 and follow the prompts to leave a voice mail.

VISITOR POLICY

When an in-person visit is deemed essential, the visitor must schedule an appointment. Visits by non-essential persons are strongly discouraged. Visitors are required to sign in and obtain a visitor's pass at the security vestibule in the lobby of the school. All visitors must have valid identification, such as a driver's license or other official *government-issued identification*. The visitor pass must be worn throughout the visit to the school.

Items being exchanged (e.g., mail, deliveries, and items from home) will be received at the security vestibule. *Before dropping an item off for your child, please strongly consider whether the item is absolutely necessary.* If you must drop off an item for your child (e.g., eyeglasses, Chromebook, etc.), please label the item with the student's name and teacher and leave it in the vestibule. A security aide will retrieve the item and have it delivered.

PARKING LOT GUIDELINES

The Vernon parking lot is designed with a bus loop and car loop. This design allows for parents to pick up/drop off their children and for school buses to exit/enter at the same time. For the safety of our students, parents should only drop off at designated areas. Please follow the direction of security aides in the parking lot as well as the signs for student drop-off and pick-up. Double parking, unauthorized parking in handicap spaces, or speeding is prohibited. Children may not cross over driveways without adult supervision. It is critical that all drivers be aware of the rules and regulations for safe driving on school grounds and use of the parking lot. Safety is the priority and convenience is secondary. Adults are expected to adhere to these rules and help set an example for the children.

The Fire Marshall has designated the front entrance and cafeteria entrance as safety zones. As the signs

indicate, visitors are not to park, stop, pick up or drop off passengers in these areas unless so directed by security. These rules are for the safety of everyone and apply to evening and weekend activities as well.

ATTENDANCE

ABSENCE

1. **Please call the Attendance Line (516-624-6568) before 9:00 A.M. and leave a voice mail message** detailing the student's name, teacher, and the reason for the absence. If this is not done, the school will call to verify the absence. A student absent for any reason must bring a written excuse from home. Students must arrange to make up any missed work. Homework assignments are posted in the Google classroom.
2. If a student is absent from school, he/she is **not permitted** to participate in an after-school activity (e.g., concerts, clubs, etc.).

APPOINTMENTS (e.g., medical, dental, personal, etc.)

Appointments should be scheduled outside of the regular school day or when school is not in session to minimize the amount of classroom learning time a student will miss.

LATENESS

Students are expected to be in school and in class on time. **Late arrivals** must obtain a late pass from the monitor in the lobby and give it to the teacher for admittance to class.

LEAVING EARLY & CHANGE OF DISMISSAL

1. Please avoid taking your child out before the end of the school day. If you must pick up your child early, please have your child bring a note signed by a parent/guardian. ***Please do not call the Main Office to change your child's dismissal during the school day, except in an emergency. A change in dismissal will not be taken by phone or e-mail.***
2. If a student needs to be signed out early, the family member will wait in the vestibule and sign the student out.
3. Parents may not pick up children early to avoid difficulty in the parking lot.
4. Students who become ill during the school day need permission from the school nurse to leave school. The nurse will contact the parent/guardian.
5. All other students leaving early must be picked up and signed out by the parent/guardian.
6. Religious Observance: Students will be excused for religious observance upon written request.

GENERAL STUDENT GUIDELINES

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL:

1. **Prior to 8:15 A.M., there is no supervision for students. Students, except those participating in a school supervised activity (e.g., band, chorus, orchestra, intramurals, extra help, etc.), will not be admitted to the building.**
2. Please see the school website for current arrival/dismissal protocols.

DISMISSAL:

1. **Any change in dismissal is strongly discouraged.**
2. Please do not email your child's teacher with a change of dismissal. *Teachers have limited time during the school day to check emails and if the teacher is absent on a given day, the message may not be received on a timely basis.*
3. **Dismissal:** After school, students not involved in a school sponsored activity must leave the school grounds as per their dismissal protocol. Please see the current dismissal procedures on the school's webpage.

Dismissal routines at Vernon include:

- a. **Walker:** A Walker is a student who will walk and leave the Vernon School property at dismissal. *This dismissal is to be used by a student whose parent/guardian authorizes him/her to walk home independently.* It is not intended for a student who will be picked up by a vehicle on school grounds.
 - Students may not linger on the school grounds. There is no supervision provided by the school once the student is released.
 - A **Walker Pass** will be issued to walkers on the first day of school.
 - A Walker will be allowed to leave school upon showing an independent walker pass to school personnel. This pass is to be used only by the named student and may not be transferred.
- b. **Bus:**
 - All elementary age students are eligible for bus transportation.
 - Bus information and a bus pass are mailed by the District Administration Office prior to the start of school.
 - *Students may not change bus routes. They must take the bus on their assigned route.*
 - There are no late buses for activities after dismissal.
 - For questions regarding buses and bus routes, please contact the District Transportation Office at 516-624-6508.
 - To retrieve a personal article left on the bus by a student, you must contact Hendrickson Bus Company, 516-628-1800.
- c. **Pick Up:**
 - These students will be picked up with a vehicle by a parent/guardian. Students will be called individually from their staging area. Students should be ready to load quickly to keep the flow of traffic moving. Parents need not exit their vehicle for this pick up.
- d. **Boys & Girls Club Bus Student:** Parents will have previously arranged with the Boys & Girls Club to have their child take the bus to the Club.

BUILDING EXPECTATIONS

1. A teacher, teaching assistant, or monitor must be in the classroom before a student may enter.
2. Once dismissed, students may not return to the building.
3. When a student stays for an after-school activity, he/she is not permitted to leave the school premises for any reason and then return to the building. There is NO supervision on the playground at dismissal.
4. Bicycles should be locked in the racks. The school is not responsible for theft or damage to bicycles. All students must comply with state and local laws pertaining to helmets and bicycle safety.
5. Students should refrain from using the office telephone except in an emergency. To limit instructional interruptions, only messages of extreme importance will be given to students during the school day.
6. Student cell phones should not be visible. The phone must remain turned off and kept in the backpack during school hours.

BUS EXPECTATIONS

1. The bus driver is, at all times, in full charge of the bus.
2. Students are expected to follow the directions of the bus driver or chaperone on the bus.
3. Ignoring or disobeying the bus driver's instructions may result in suspension of the student's privilege to ride the bus.

CARE OF SCHOOL PROPERTY

1. Students are responsible for taking care of school issued Chromebooks, books, equipment, and materials. A student must pay for the repair or replacement of any lost or damaged books, equipment, and/or materials.
2. Any student who vandalizes school property must pay the expense to repair the damage or do whatever repair is necessary to restore the school's property.
3. Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. The tidiness and appearance of the school building depends on each student's cooperation in keeping individual desks neat and clean.

DRESS/PERSONAL PROPERTY GUIDELINES

1. Students are not permitted to wear hats in class during the school day.
2. Students are expected to dress neatly and in attire that does not disrupt or interfere with the educational process. Discretion should be used when dressing during the warmer months. Students should choose clothing that is comfortable during warmer temperatures but is still appropriate for the school setting. For safety, students should refrain from wearing flip-flop sandals to school.
3. Coats are not to be worn during the school day. Students are advised to wear layers of clothes if they feel the need for additional warmth during the winter months.
4. Party invitations are not to be distributed in class unless the entire class is invited.
5. **Due to serious latex allergies, balloons are not permitted in the building.** Flowers, balloons, etc. should not be sent to students during school hours. Please be mindful of food allergies/restrictions of classmates. Contact your child's teacher or the school nurse for guidance.
6. Gum chewing is not allowed in school.

BREAKFAST & LUNCH/RECESS

Breakfast

The Breakfast Program at the Vernon School is designed to make it more convenient for students to eat breakfast to fuel their brains for a day of learning.

1. A 'grab and go' bag breakfast will be available from 8:15-8:30 A.M. The breakfast menu is posted on the school website.
2. Breakfast is not served when there is a delayed school opening.

Lunch/Recess

The lunch/recess period provides students with time for a balanced diet with proper nutrition and an opportunity to relax.

1. Students may bring or obtain a school lunch.
2. The 'mySchoolBucks' lunch payment program is in effect. Your child will receive a pin number which will remain the same throughout his/her time in the district.
3. Each student is responsible for cleaning the table where he/she eats.
4. During recess, students involved in outside activities must stay on school property within full view of the supervisor and away from the classrooms. Students are not permitted in wooded areas or streets. Students may not leave the school grounds.
5. During recess, children will be supervised either outside, in the gymnasium, in the Butler Building, or the classroom. They are expected to play respectfully and safely.

PERSONAL ELECTRONIC DEVICES

1. *Personal* electronic devices may not be used in school. The school is not responsible for loss, theft, or damage of electronic items. These devices include, but are not limited to:
 - Cell phones
 - iPods and MP3 players, iPads, tablets or other eReaders for recreational use. If your child brings an e-reader or iPad to school, it must be for educational purposes.
 - Laptops, notebooks, or other personal computing devices
 - Wearable devices/smart wearables, including smart watches and health wearables with a display
 - Personal headphones, headsets, or in-ear headphones such as earbuds, and
 - Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages.
2. Personal electronic devices must not be visible and must remain "off" during the school day. If an electronic device is confiscated by school personnel, the parent will be notified. The school is not liable for stolen, lost, or broken electronic devices.
3. Misuse of personal electronic equipment to distribute inappropriate materials (nude/scantily clad photos, vulgar/hostile communications) is a violation of the Code of Conduct.

ACCEPTABLE USE POLICY FOR COMPUTERS

Students are fortunate to have the use of technology to enhance their learning in and out of the classroom.

1. Each student accepts responsibility to manage his/her own files both in school and remotely.
2. Students will be held responsible for their actions and activity in their account.
3. Unacceptable use of school equipment or the network will result in suspension or revocation of these privileges.

TEXTBOOKS AND OTHER DISTRICT ISSUED EQUIPMENT

1. Textbooks should be covered.
2. Books are the responsibility of the individual student and care should be taken that books are returned in good condition at the end of the school year.
3. If a book is lost or damaged, the student must pay for its replacement or repair. If the book is returned, the money will be refunded.
4. Chromebooks must be maintained in good working condition.

HOMEWORK

1. The purpose of homework is to increase the student's knowledge of the subject. Homework should be completed as soon as possible after being assigned, rather than being put off until the last minute.
2. Homework assignments are posted in Google classroom(s).

LOST AND FOUND

1. Lost articles such as clothing and lunch boxes, will be placed in the lost and found area in the cafeteria.
2. Valuable items, such as jewelry, cell phones, etc. should be turned in to the Main Office. The owner, upon proper identification, may reclaim the article. Unclaimed articles will be donated.

HEALTH SERVICES

A full-time school nurse and the school physician provide health services to all students. The school nurse conducts mandated screenings according to the NYS Public Health Law for vision, hearing, and scoliosis. You may contact the nurse, Ms. Ann Marie Ranieri, by email (araneri@obenschools.org) or by phone at 516-624-6565.

NYS Education Law requires that all students new to the school district are required to have a physical exam.

- ***Third and fifth grade students are required by New York State law to have a physical exam.*** This examination is best done by the family physician. If a certificate from the family physician is not returned by October 1, a health appraisal will be conducted by the school physician.
- Physical exams are accepted within one year of the start date of school. Health forms are available on the school website: www.obenschools.org.

Students in grades 3 & 5 are required to provide documentation of a dental exam from their dentist.

Many children have food allergies and food restrictions. Please do not send in any food with nut ingredients to be consumed at a class party. Please consider sending healthy food choices for these events.

EXCUSE FROM PHYSICAL EDUCATION CLASS

When a parent requests that a student be excused from physical education classes for one week (three consecutive PE classes), the student will take his/her note directly to the nurse and physical education teacher who will honor the request. Beyond one week, a written statement from your doctor is required. Physical education is part of the curriculum mandated by New York State. If a doctor's note is not provided, the student will be marked "unprepared" instead of "excused" which may compromise a student's grade.

DENTAL RECOMMENDATIONS

Dental certificates are required for students in the third grade and fifth grade.

IMMUNIZATIONS

In accordance with New York State Public Health Law (Article 21, Chapter 443), as of 2003 NO CHILD WILL BE ADMITTED TO SCHOOL OR ALLOWED TO ATTEND SCHOOL without appropriate certification of immunizations against the following:

- Polio
- Diphtheria/Pertussis/Tetanus,
- Measles, Mumps, Rubella
- Hepatitis B (if born after 1/1/95)
- Varicella/ Varivax (if born after 1/1/2000).
- Incoming 6th graders who are 11 years of age or older must have Tdap.

MEDICATION

1. *Self-medication is not permitted in school.* Parents are encouraged to administer medication before school when possible.
2. When medication is needed under special circumstances, *a prescription is required from the physician* for prescriptions and over-the-counter medications. Please contact the school nurse for procedures to follow or consult the Health and Safety section in the COMMUNITY tab on the district website.
3. Health forms may also be found on the website.

CHANGE OF ADDRESS/TELEPHONE NUMBER

1. Parents are responsible for notifying the school office of any change of address or telephone number. In addition, **proof of residency must be presented to Ms. Sanchez, Registrar, at the Vernon School for all address changes.**
2. For emergency purposes, it is extremely important for the school to have a:
 - current home phone number,
 - current cell phone number(s), and
 - current email address

TITLE IX

In accordance with Title IX, the Oyster Bay-East Norwich Central School District does not discriminate on the basis of sex in its educational programs or employment practices. For administrative procedures relating to grievance under Title IX, contact the Superintendent of Schools, telephone number 624-6505.

SMOKING REGULATIONS

In line with desirable health practices, Board of Education policy prohibits all smoking on school property.

EMERGENCY PROCEDURES

Emergency Closing of School

Whenever possible, the school will activate the automated message system if there is an emergency closing or early dismissal. Information will also be posted on the District website (www.obenschools.org). Delayed openings and emergency school closings will be announced over many of the local radio stations, including: WINS 1010, WCBS 880, WNBC 1240, and WALK 97.5 as well as being posted on the district website. **PLEASE DO NOT CALL THE SCHOOL.**

In the event of a delayed opening, morning programs (e.g., band, chorus, orchestra, intramurals, extra help, the breakfast program) are cancelled.

In accordance with the NYS Safe Schools Act, we will be practicing emergency response drills throughout the school year. These drills include fire/evacuation, lockdown, and shelter drills.

EMERGENCY RESPONSE PLAN

The Emergency Response Plan addresses prevention and intervention strategies, and emergency response and management at the Vernon School. The Emergency Response Team is comprised of Administrators, faculty and support staff. Key members of the team are the building Principal, the Assistant Principal, the School Psychologist, the School Nurse, and the Head Custodian.

As required by the NYS Safe Schools Act, emergency response drills will be practiced on a regular basis throughout the school year.

Please be aware of the following procedures to be implemented in an emergency:

Fire Alarm	There is no talking. This is necessary should further instructions be needed. Students will follow the exit instructions for the room to which they are assigned and are to remain with their teacher until they return to the classroom.
Shelter In Place	Students/staff are brought in from outside. Students and staff are required to remain indoors. Instruction may continue but students and staff should not leave their rooms until the protocol is over. In case of severe weather such as a hurricane or tornado, students will proceed quietly and quickly to their designated shelter location.
Lockdown	The classroom door is locked and students report to their assigned spots in the classroom where they are not visible from the door or windows.
Lockout	Exterior doors are secured. No one enters or leaves the building with permission from the Principal or Incident Commander. Building activities continue as usual.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The New York State Dignity for All Students Act became effective on July 1, 2012. The Act states,

“No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or at a school sponsored function.”

The New York State Legislature passed an amendment to the Dignity for All Students Act to specifically address cyberbullying not only within schools but also incidents that occur off school property that could “foreseeably disrupt” the school environment. This amendment took effect on July 1, 2013.

Cyberbullying will be defined as harassment or bullying by any form of electronic communication and include incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment.

The Dignity for All Students Act coordinators at the James H. Vernon School are:

Ms. Jessica Bader, Principal and Ms. Ashley Weiman, Social Worker

Any report of harassment or discrimination will be immediately reported to a DASA Coordinator. Further information about the Dignity for All Students Act is available in the Code of Conduct.

WHAT IS BULLYING?

Bullying is when one child, or a group of children, hurt another child with words or actions. Bullying may include hitting, shoving, kicking, name-calling, teasing, leaving a child out of a game or activity, cyberbullying, spreading rumors, and/or harassment. A bully can be a friend, or a bully can be someone you do not know well. To constitute as bullying, an incident or incidents need to meet the following criteria:

The behavior occurs over time (or if extremely serious, it may be a one-time event).

There is a power imbalance between the victim and the perpetrator.

The perpetrator intends to cause harm to the victim.

Social or relational aggression consists of behaviors intended to harm friendships or social status and includes social exclusion (both verbal and non-verbal), friendship manipulation, and malicious gossip.

Bullying of any kind will not be allowed at Vernon School. The Vernon School is a place where all students can feel safe, accepted, and valued. Bullying behavior will have serious consequences. Depending on the situation, one or more of the following consequences may be instituted: *Strong warning, phone call, parent conference, meeting with principal or social worker, detention, out-of-school suspension.*

If a student is the victim of a bully, he/she should report the incident to an adult. If a student witnesses someone being bullied, he/she should speak up! It is important to tell an adult when someone is being bullied or is in danger.

CYBERBULLYING

Cyberbullying is defined as harassment of bullying by any form of electronic communication.

Cyberbullying that occurs during school, at school events, and at incidents occurring off school property that create or would foreseeably create a risk of substantial disruption within the school environment, are covered under the DASA legislation.

Code of Conduct

JAMES H. VERNON SCHOOL

Code of Conduct

Oyster Bay-East Norwich Central School District:

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property and at school-sponsored activities and events, including those that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Introduction

We have created this document to help keep everyone in the school safe. These are protocols for students, teachers, employees, parents, visitors, or anyone at school. Everyone is expected at all times to demonstrate good character, to be honest, tolerant, helpful, caring, kind, and respectful of everyone, even if they are different from you. These practices must be followed before school, during school, after school, and at all school functions.

James H. Vernon School Dignity Act Coordinators

Ms. Jessica Bader, Principal 516-624-6589
Ms. Ashley Weiman, Social Worker 516-624-6546

Definitions:

Bullying: Bullying is a form of harassment. It has been described by the U.S. Department of Education as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The person bullying has a goal to cause harm. Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of harassment and bullying include, but are not limited to:

- Verbal: Name calling, teasing, inappropriate comments about someone's body, sexual orientation or gender, taunting, and threatening to cause harm.
- Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking, or breaking someone's things, and making mean or rude hand gestures.

Cyberbullying: Cyberbullying is bullying that occurs through the use of electronic technology such as cell phones, computers, and tablets. It can also involve the use of communication tools, such as social media sites, text messages, and websites.

Dignity Act Coordinator: A District staff member is designated to be thoroughly trained to manage human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

Discrimination: Discrimination against any student by a student or employee based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

Disruptive Student: A disruptive student acts in an inappropriate way. A disruptive student interferes with teaching and learning.

Gender Identity: The gender a student identifies as.

Harassment: Harassment is when someone makes verbal threats, physical threats, or intimidates another person. Harassing conduct may interfere with a student's academic performance, well-being, or school experience. Remember, we must always respect other people.

School Function: A school function is an activity before school, during school, or after school that is planned and supervised by the school. It may take place on school property or off school property (field trip, special event.)

School Property: School property is your school building, including all classrooms, common areas (gym, cafeteria, library, restrooms, etc.), and hallways, as well as the property around the school, including the playground and parking lot. Buses are considered school property.

Sexual Orientation: Sexual orientation has to do with who you fall in love with. Sometimes you fall in love with a girl and sometimes you fall in love with a boy.

Visitors to the School: A visitor is anyone who is not an employee or student of the school. When visitors are in the school or attending a school function, they must follow the Code of Conduct.

Weapon: A weapon is an object that can be used to hurt someone or something.

Students' Rights

- You have the right to be safe.
- You have the right to be heard.
- You have the right to be respected.
- You have the right to learn.

Students' Responsibilities

- Your responsibility is to act safely.
- Your responsibility is to follow school rules.
- Your responsibility is to listen to others in a respectful manner.
- Your responsibility is to treat yourself and others with respect.
- Your responsibility is to be prepared for school, to participate, and to put forth your best effort.

Student Dress Code

Students are expected to dress neatly and in attire that does not disrupt or interfere with the educational process. Students are not permitted to wear hats or coats during the school day. Discretion should be used when dressing during warmer months. Students should choose clothing that is comfortable during warmer temperatures but is still appropriate for a school setting. To maintain safety, students should refrain from wearing flip-flop sandals to school. Backpacks may be carried or worn to and from school but not during school.

Student Use of Electronics

Electronic devices may not be used in school. Electronic devices must not be visible and must remain “off” during the school day. If an electronic device is confiscated by school personnel, the parent will be notified to pick up the item. Misuse of electronics to distribute inappropriate materials (nude/scantily clad photos, vulgar/hostile communications) will be deemed a violation of the code of conduct.

Prohibited Student Conduct

It is very important that students understand that it is their responsibility to follow the rules of conduct in order to protect the rights and property of others. In order to keep our students safe and comfortable, the following conduct is **not** acceptable:

➤ **Disorderly Conduct**

- Running in the hallways
- Making unreasonable loud or offensive noises
- Entering a room without adult supervision
- Going on a computer or electronic device without permission
- Acting in a way that disrupts teaching and learning

➤ **Disrespectful Conduct**

- Not following adult directions
- Using language or gestures that hurt someone's feelings or offend others
- Using mean or rude hand gestures
- Harassing or bullying behavior

➤ **Violent/Aggressive Conduct**

- Hurting others physically including, but not limited to, hitting, punching, shoving, kicking, pinching, spitting, tripping, or pushing
- Threatening to physically hurt someone
- Having or using a weapon, or something that can look like or be used as a weapon
- Threatening to use a weapon
- Taking or breaking someone's things
- Damaging or destroying school property or someone's personal property

Reporting Violations

Prohibited behaviors and actions that create an intimidating, hostile, or offensive educational environment should be reported to a school employee or a Dignity Act Coordinator to determine the appropriate course of action. This includes incidents of any type of harassment based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. All complaints will be investigated promptly.

Restorative Practices and Disciplinary Consequences

The Dignity Act emphasizes the creation and maintenance of a positive and safe learning environment for all students. Restorative practices and disciplinary consequences should be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act.

Restorative practices and disciplinary consequences will depend on:

- A student's age
- The student's actions or behavior
- A student's prior record of conduct
- Information from parents, teachers, and other adults that might be important

Restorative Practices

Restorative practices may include, but are not limited to:

- Corrective instruction (conflict resolution, problem solving, self-reflection)
- Supportive interventions
- Behavioral assessment
- Behavioral management plans
- Parent conferences

Disciplinary Consequences

Consequences for behavior that is disorderly, disrespectful, violent, aggressive, dangerous, and/or unsafe may include:

- Verbal warning
- Written warning
- Time out of recess, classroom, special activity, or school-wide program
- Detention
- Loss of recess
- Replacement of damaged property
- Repair of damaged property
- Short or long-term suspension from transportation
- Suspension from extracurricular activities
- Suspension of other privileges, including participation in school-wide special events/programs/functions
- In-school suspension
- Removal from classroom
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school

Discipline of Students with Disabilities

If a child's misbehavior is related to a disability, the incident will be brought to the Committee on Special Education for review.

Communication

Communication is essential for sustaining an inclusive school culture. Investigations of complaints will provide an opportunity for students to tell what happened. Parent communication is a priority.

NOTES

OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT

Board of Education

Laurie Kowalsky, President
Nancy Castrogiovanni, Vice President
Caitlin Amatrudo, Darren Gerbosi, Maryann Santos, Michael Schindler, Norah Windhausen

Central Administration

Dr. Francesco Ianni, Superintendent of Schools
Maureen Raynor, Deputy Superintendent
Alba Gallegos, Executive Director for Curriculum and Instruction
Michael Farina, Executive Director for Administrative Services
Zachary Nyberg, CPA, Executive Director for Finance

District Administration

Lynette Abruzzo, Director of Special Services
Renata Anqa, Supervisor of ENL and World Languages
Eric Bramoff, Director of Physical Education, Health and Athletics
Dr. Joy-Anne D’Anca, Supervisor of Guidance
Nicole Friedman, Assistant Director of Special Services
Jaclyn Gibbons, Director of Technology and Data
Erica Giglio Pac, Director of Fine, Performing and Media Arts
Tami McElwee, Director of Humanities
Daniel Moy, Supervisor of Science
Carla Pimentel, Supervisor of Mathematics

**Oyster Bay High School
Administration**

Melissa Argaman, Principal
Robert LoCastro, Assistant Principal
John Pardue, Assistant Principal

**James H. Vernon
Administration**

Jessica Bader, Principal
Anastasia Smith, Assistant Principal

**Theodore Roosevelt
Administration**

Devra Lee Small, Principal