

# ATTENDANCE POLICY

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## **Attendance & Course Credit**

Regular attendance is expected in all classes, and is considered essential for student success. For the purposes of this policy, classroom participation means that a student is in class and prepared to work. Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.

**A lateness of up to twenty minutes will count as ½ an absence. A lateness greater than twenty minutes will count as a full absence. (Except students on district approved appointments.)**

Any student who absents himself/herself from more than twenty seven classes in a full year course, thirteen classes in a half year or alternating day course, or forty one classes in a lab course will not receive credit for the course. Note: for seniors, loss of credit could jeopardize graduation. However, where a student earns a passing grade, credit will not be denied for the course(s).

Students will be considered in attendance if the student is:

- a) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- b) Working pursuant to approved independent study program; or
- c) Receiving approved alternative/home instruction.

The following is a list of absences that will count/not count towards loss of course credit:

### **Reasons for Absences**

<b>Unexcused Absences</b>	<b>Excused Absences</b>
Family vacations	Suspension (in & out of school)
Truancy	Religious observance
Class cut	Field Trip
Babysitting	Music lesson
Oversleeping	Group/Individual counseling
Obtaining a learners permit/road test	Physical/nurse appointment
<b><u>Other Absences</u></b>	Standardized testing
Illness/Family Illness	Attendance at CSE or other
Death in family	School initiated meetings
	Required court appearance
Requires note from parent/doctor to be an excused absence	

If a student identified as having a disability by the Committee on Special Education (CSE) does not meet the attendance requirements, he/she will be referred to the CSE before any other action is taken.

## **INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY**

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the Supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the websites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of

such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

### **Internet Safety Instruction**

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyber-bullying awareness and response.

### **Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices**

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

## **Notification/Authorization**

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 USC Sections 254(h) and 254(1) 47 CFR Part 54 Education Law Section 814

NOTE: Refer also to Policy #7315 -- Student Use of Computerized Information Resources

(Acceptable Use Policy) District Code of Conduct

Adopted: 3/23/15

**SUBJECT: COMPUTER AND NETWORK USE POLICY**

### **Privileges, Rights and Responsibilities**

The use of the District's computer resources is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Students will receive age-appropriate training from designated teachers related to Internet safety, appropriate behavior online, and cyber bullying. This curriculum will conclude with an assessment. Students' computer use and activity will be monitored by adult staff during students' use of the network. Failure to adhere to appropriate use may result in the loss of network and/or computer privileges, suspension, and

possible legal actions. **Exemplary behavior is expected at all times.**

**The following actions are not permitted:**

- a) Sharing your password or account number with anyone or using another's password
- b) Using impersonating, anonymity or pseudonyms
- c) Leaving your account open and unattended
- d) Damaging, abusing or breaking hardware, software or the network
- e) Plagiarizing or using copyrighted material without permission
- f) Using the computers for illegal activities or for commercial gain, for sending, using or displaying inappropriate or offensive language, pictures, or any other type of communication, including profanity, obscene language, pornography or inflammatory speech
- g) Disrespecting the rights and property of others
- h) Improperly accessing, destroying or misusing files or data of others
- i) Attempting to work in or modify the Network Operating System
- j) Exploring or changing any system files
- k) Intentionally wasting limited resources
- l) Installing or attempting to install software, which only designated employees are allowed to do
- m) Use of Email, IM, Chat, or other social networking by students is strictly prohibited except  
if used with teacher supervision during an educational activity.
- n) Harassing, insulting, or attacking others

### **Safety from Harassment**

Users who feel harassed or threatened by someone on the network should bring the situation to the attention of a teacher or system administrator immediately. The District reserves the right to discipline a student for actions taken off campus that are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school

## **SEXUAL HARRASSMENT POLICY**

The Board of Education of the Little Flower Union Free School District is committed to safeguarding an environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention, but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either gender against a person of the opposite or same gender, and from peers as well as supervisors.

Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment or which has the purpose or effect of creating an intimidating, hostile or offensive working environment. The Board also condemns any retaliatory behavior against grievant or any witnesses.

Any employee who believes that she or he has been subjected to sexual harassment should report the alleged misconduct **immediately** to his/her immediate supervisor or the Principal so that the appropriate corrective action may be taken at once. In the absence of a victim's complaint, the Principal, upon learning of or having reason to suspect the occurrence of sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent is directed to develop and implement specific procedures or reporting, investigating remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the District's collective bargaining agreements and the tenure laws of New York State.

A copy of this policy and its accompanying regulations are to be distributed to all administrative and non-supervisory personnel and posted in appropriate places.

## **SEXUAL HARRASSMENT REGULATIONS**

The Board of Education of the Little Flower U.F.S.D. does hereby adopt the following procedures for the resolution of complaints alleging sexual harassment:

### **1. DEFINITIONS**

- Grievant shall mean an employee who alleges that he/she has been subjected to sexual harassment.
- Employee shall mean each person regardless of title, employed by the District.
- Immediate supervisor shall mean the person to whom the employee is directly responsible (e.g. Superintendent, Principal, etc.)
- Chief Executive Officer shall mean the Superintendent.
- Compliance Officer shall mean the Principal whose role it is to coordinate compliance under laws prohibiting sexual harassment.

- Representative shall mean any person designated by the grievant as his/her counsel, or to act on his/her behalf.

## **2. PROCEDURES**

An employee who believes he/she has been subjected to sexual harassment shall report the incident to his/her immediate supervisor. (Should the immediate supervisor be the alleged harasser, the Compliance Officer is to substitute at this step.) Incident of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in a separate, confidential file. This file will be subject to all applicable laws and any relevant provisions found in appropriate collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions contained in District's collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment.

- **Informal Complaints**

An employee who believes he/she has been subjected to sexual harassment may request that an informal meeting be held between himself/herself and the appropriate supervisor. (Should the immediate supervisor be the alleged harasser, the Compliance Officer is to substitute at this step.) The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor will then promptly discuss the complaint with the alleged harasser. Should the harasser admit to the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend to the Compliance Officer that further disciplinary action be taken. Such disciplinary action would be consistent with proper procedures under Civil Service Law or Education Law being followed depending on whether the person is permanent or not, or tenured or not. The Compliance Officer would then have to ask the Chief Executive Officer or the Board to determine if disciplinary action should be commenced.

Thereafter, the supervisor is to prepare a written report of the incident and inform the grievant who is to indicate on the supervisors report whether or not he/she is satisfied with the resolution.

If the grievant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The supervisor is to inform the grievant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the grievant be dissatisfied with the resolution, he/she is to file a formal written complaint.

If during the supervisor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor is to file a report with the next appropriate level of management. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the alleged harasser of the allegations against him/her, the alleged harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor is to inform the grievant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file an up to date report. If the grievant submits a formal complaint, a copy of it should accompany the supervisor's report along with the supervisor's recommendation for further action.

- **Formal Complaints**

Formal complaints may be submitted either to initially report any incidence of sexual harassment or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the supervisor originally consulted, who will then forward it to the Compliance Officer for appropriate action.

- **Investigating a Complaint**

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. Grievant is to be notified of the outcome of the investigation.

- **Remedial Action**

Following a finding that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law and collective bargaining agreements. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment.

Anyone subjecting grievant or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the collective bargaining agreements.

Following a finding that no sexual harassment has occurred, or if the grievant is not satisfied with the remedial action taken after a finding of sexual harassment, the grievant may appeal to the Chief Executive Officer and ultimately to the Board. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed and an explanation of why the grievant is appealing.

- **Post Remedial Action**

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any of the victim's responses.

- **Complaint Records**

Grievant should receive a copy of any resolution reports filed by the supervisor concerning his/her complaint.

Copies of a verified complaint should be filed in the personnel records of both the grievant and the harasser. If a complaint is not verified, the investigative material should be kept in a confidential file held by the Chief Executive Officer.

- **Investigation in the Absence of a Complaint**

The Chief Executive Officer will, in the absence of a complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of or having reason to suspect, the occurrence of any sexual misconduct.

## Dignity for All Students Act

*The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation. **Students or a parent of a student who feels that they are a target of discrimination or harassment while on school property by any student/students or employee are encouraged to seek out assistance from whomever they feel most comfortable speaking with.** Any staff member who witnesses students being the target of discrimination or harassment or is told of a student being a target of discrimination or harassment must fill out the Little Flower DASA Reporting Form and submit it to the Dignity Act Coordinator. This form is kept in the school's main office. **The Dignity Act Coordinator is William Glasshagel. Contact info is: [wglasshagel@littleflowerufsd.org](mailto:wglasshagel@littleflowerufsd.org), (631)-929-4300 x106***

The following is a list of useful definitions provided by the **Dignity for All Students Act**:

<b>School Property</b>	means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).
<b>School Bus</b>	means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
<b>School Function</b>	means a school sponsored extracurricular event or activity (Education §11[2]).
<b>Disability</b>	means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).
<b>Employee</b>	means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its

	students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
<b>Sexual Orientation</b>	means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
<b>Gender</b>	means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
<b>Harassment</b>	means 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 wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

***The Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyber bullying.***

The following excerpt was taken directly from the **Dignity Act Guidance Document**, which explains the course of intervention schools need to explore when working with cases of discrimination and bullying:

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**Little Flower Union Free School District  
Student Contract**

**I have read and I understand the Code of Conduct & Acceptable Use Policy. I have had the opportunity to ask questions on anything that confused me.**

\_\_\_\_\_ **I understand my rights and responsibilities for the school year.**

\_\_\_\_\_ **I have read and understood the Little Flower Code of Conduct.**

\_\_\_\_\_ **I have read and understood the Little Flower Computer and Network Use Policy**

\_\_\_\_\_ **I have read and understood the Little Flower Attendance Policy.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**