STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education's goal is to provide an environment in which a student's rights and freedoms are respected. The Board therefore assures district students that they shall have all the rights afforded them by federal and state constitutions, statutes and regulations. The Board also recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

It shall be the right of each district student:

1. to have safety from physical harm, security of personal possessions, and an orderly atmosphere with swift administrative action should the contrary be the case;
2. to be treated with respect and dignity;
3. to take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability;
4. to attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
5. to acquire the educational tools necessary for competence in today's world;
6. to acquire skills for learning self-control;
7. to be well-informed about laws, rules, regulations, policies and programs which pertain to students;
8. to discuss a problem with a student leader, teacher, counselor, or administrator of the student's choice;
9. to be suspended from instruction only after his/her rights pursuant to Education Law ∋ 3214 have been observed;
10. in all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
11. to have parents or legal guardians examine personal records and may have direct access to these records at the legal age of 18; and
12. to have a voice in policy making decisions which affect one's education, rights, responsibilities, and privileges.

It shall be the responsibility of each district student:

1. to be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the maximum level of achievement possible;
3. to conduct himself/herself in a way that will create an appropriate atmosphere when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to discipline procedures;
5. to be in regular attendance at school and in class;
6. to add pertinent information that may be helpful in completing a transcript;
7. to plan=s one course of study according to abilities, interests and requirements;
8. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;
9. to dress in accordance with standards promulgated by the Board and the Superintendent; and
10. to make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

Cross-ref: 5310, Student Discipline
          5311.3, Student Complaints and Grievances
          5313.1, Detention

Ref: 8 NYCRR §100.2(l)(1)(i)
     Education Law §3214

Adoption date: December 18, 1995
STUDENT COMPLAINTS AND GRIEVANCES

The Board of Education believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in district policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

Building Principals are responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

Annual Notification

At the beginning of each school year, the district shall publish a notice of the established grievance procedures for resolving complaints of discrimination due to sex and/or disability to parents/guardians, employees, eligible students and the community. The public notice shall:

1. inform parents, employees, students and the community that vocational education programs are offered without regard to sex, race, color, national origin or disability;
2. provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination due to sex and/or disability;
3. be included in announcements, bulletins, catalogues, and applications made available by the district.

The Superintendent of Schools shall establish regulations and procedures for presenting problems or appealing decisions which affect individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances which may affect the student body.

Cross-ref: 0100, Equal Opportunity
5300, Student Conduct and Discipline
5310, Student Discipline
5311, Student Rights and Responsibilities
5311.1, Student Due Process Rights
5313.3, Suspension

Ref: Education Law 3214
Title IX, Education Amendments of 1972, 20 U.S.C. Chapter 38; 45 CFR Part 86

Adoption date: December 18, 1995
STUDENT COMPLAINTS AND GRIEVANCES REGULATION

Definitions

1. **Grievant** shall mean a student who alleges that there has been a violation of Title IX or Section 504 Regulations which affect him/her.
2. **Grievance** shall mean any alleged violation of Title IX or of Section 504 Regulations.
3. **Compliance Officer** shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX and/or Section 504.
4. **Representative** shall mean any person designated by the grievant as his/her counsel or to act in his/her behalf.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. For informal conciliation, students should confer with the appropriate teacher or school personnel to achieve prompt resolution. Students may appeal to the highest authority in the school building, i.e., the Building Principal, who has the final determination on all such matters.
2. For resolution of matters where appeal procedures are prescribed by statute, e.g., student suspensions, the prescribed course of action will be followed.
3. The resolution of student complaints alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be dealt with in the following manner:

Stages

A. **Stage I - Compliance Officer**
   1. Within thirty (30) days after the events giving rise to the grievance, the grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the grievant. He/She shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigation.
   2. Within ten (10) days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX or Section 504 of the Rehabilitation Act. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
   3. If the grievant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the grievant may, within ten (10) days after he/she has received the report of the Compliance Officer, file a written request for review by the Superintendent.

B. **Stage II - Superintendent of Schools**
   1. The Superintendent may request that the grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall be held within fifteen (15) school days of the receipt of the appeal by the Superintendent.

3. Within fifteen (15) days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX and/or Section 504 of the Rehabilitation Act, a proposal for equitably resolving the complaint.

4. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

C. Stage III - Board of Education

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.

2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within fifteen (15) school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.

3. The Board shall render a decision in writing within fifteen (15) days after the hearing has been concluded.

Adoption date: December 18, 1995