

## SCHOOL CONDUCT AND DISCIPLINE

### SCHOOL DISTRICT CODE OF CONDUCT

It is the Board of Education's belief that students should be treated as persons who can reasonably be expected to be responsible for their own behavior. The school administration will assist each student in developing personal responsibility with some general rules of conduct, focusing on safety and respect for the rights and property of others, and consistently applied in the classroom, on buses, throughout the school, on school property, or at school-sponsored events away from the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed as fair and impartial by students. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, and has been unsuccessful, students may be removed from class in accordance with this policy and/or referred to the administration. Upon referral, the administration assumes the role of deciding what further action will be taken.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

#### I. SCHOOL/COMMUNITY RESPONSIBILITIES

The Board, acting through the Superintendent of schools, holds the Superintendent and all school employees responsible for the maintenance of order within the school district. All employees, students, parents, and visitors are expected to respect the civil and property rights of all members of the school community and to act and dress in a manner befitting an educational institution.

- A. The Superintendent of Schools shall establish all necessary procedures, rules and regulations to carry out Board policy; shall hold all school personnel, students and parents responsible for conforming to Board policy concerning the behavior of students; and shall support all school personnel performing their duties within the framework of district policies.
- B. The Building Principal or his/her designee is responsible to the Superintendent of schools in implementing all necessary procedures, rules, and regulations to make effective the Board policies. The principal has the responsibility and authority to formulate school rules and regulations in accordance with Board policy. The principal shall give full support to school personnel

performing their duties within the framework of district policies. The principal shall involve other members of the professional team in the disposition of behavior referrals and shall make use of all agencies available for assisting students and parents.

- C. Teachers shall be responsible for providing a well planned teaching/learning situation. They shall enforce the rules and regulations in the schools and shall provide support in maintaining district policy.
- D. Support staff shall be responsible for enforcing rules and regulations in the schools and shall provide support in maintaining district policy.
- E. Students are expected to dress and conduct themselves in a manner conducive to a proper learning environment. Students will be held individually responsible for knowing the policy and assisting in its implementation.
- F. Parents and Guardians have the overall responsibility for the behavior of their children. Parents and guardians are expected to cooperate with school authorities and provide to their children the foundation of respect, dignity, and self-control so that the students' behavior will be supportive of the school's educational program.
- G. Visitors to our schools (including parents) are expected to comport themselves as guests of the district and to abide by all rules and regulations set forth for attending activities and using facilities, including signing in at the greeter desk or main office when visiting a school that is in session. Individuals who do not comply with rules and regulations set forth for activities and using facilities may be removed and/or prohibited from attending future activities.

## II. STUDENT DISCIPLINE CODE

### A. Definitions

1. Disruptive Student - an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
2. School property - in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the school district, or on a school bus, as defined in Vehicle and Traffic Law (Section 142).
3. School Function - any school sponsored extracurricular event or activity.
4. Violent Student - a student under the age of 21 who engages in the following prohibited conduct:

- a. Commits an act of violence upon a school employee, or who attempts to do so;
  - b. Commits an act of violence upon another student or any person lawfully on school property or at a school function, or attempts to do so.
  - c. Possesses, while on school property or at a school function, a weapon.
  - d. Displays, while on school property or at a school function, what appears to be a weapon.
  - e. Threatens, while on school property or at a school function, to use a weapon.
  - f. Knowingly and intentionally damages or destroys school property or the personal property of any school employee or any person lawfully on school property or at a school function.
5. Weapon - includes but is not limited to a firearm as defined in 18 USC Section 921 for purposes of the Gun-Free Schools Act; any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, kirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, machete, electronic dart gun, Kung Fu star, nunchucks, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause physical injury or death.

#### B. Prohibited Student Conduct

A student may be subjected to disciplinary action, up to and including suspension from school when the student violates the rules and regulations of the school he/she attends and/or

1. Engages in conduct which is:
  - a. Disorderly, i.e., causing public annoyance or alarm, or recklessly creating a risk thereof, by any act including, but not limited to:
    1. Running in the hallways;
    2. Making unreasonable noise;
    3. Using abusive or obscene language or gestures;
    4. Obstructing vehicular or pedestrian traffic;
    5. Creating a hazardous or physically offensive condition;
    6. Engaging in any willful act which disrupts the

- normal operation of the school;
  - 7. Trespassing, i.e., presence in a school building other than the one the student regularly attends without permission of the administrator in charge of the building and/or his/her designee;
  - 8. Computer/Electronic communications misuse, including any unauthorized use of computers, software, or Internet account;
  - 9. accessing inappropriate websites; or any other violation of the District's acceptable use policy.
- b. Insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employee or otherwise demonstrating disrespect.
2. Endangers the safety, morals, health or welfare of others by any act including, but not limited to:
- a. Selling, using, distributing, possessing, or being under the influence of alcohol, drugs, illegal substances, or other controlled substances or drug paraphernalia. Illegal substances include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, steroids, look-a-like drugs, and any substances commonly referred to as "designer drugs."
  - b. Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband, including instruments that may have the appearance of a weapon or may reasonably be mistaken for a weapon;
  - c. Selling, using or possessing obscene materials;
  - d. Using profane, vulgar or abusive and offensive language and/or gestures;
  - e. Engaging in libel and/or slander against any student, employee, or other persons;
  - f. Smoking, chewing tobacco, using snuff;
  - g. Gambling;
  - h. Hazing;
  - i. Committing theft or robbery;
  - j. Engaging in racial, ethnic, sexual or other types of harassment and/or discrimination against any student, employee, or other persons, including bullying, teasing, or name calling;

- k. Dressing in a manner that is disruptive to the educational process;
  - l. Making threats against other individuals and/or their property;
  - m. Selling items without permission on school property, on buses, or at school-sponsored events away from the school;
  - n. Defacing and/or destroying school and/or other persons' property.
  - o. Misusing computer/electronic communications in violation of the district's Internet Use Policy.
  - p. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
3. Engages in any of the following forms of academic misconduct but not limited to:
- a. Lateness for, missing or leaving school, class or room assignment without permission or an acceptable excuse;
  - b. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, other forms of unauthorized collusion, or plagiarism).
4. Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
5. In addition to the above, specific rules and regulations governing the attendance of students at Taylor Avenue Early Childhood Center, Thomas J. Lahey Elementary School, Oldfield Middle School and Harborfields High School may be established by the Principals. Such rules and regulations may be located in the Student Handbooks that are distributed to the students on an annual basis. Specific classroom rules and regulations may also be established by teachers and will be communicated to students on an annual basis.
- C. Penalties - Attempts will be made to remediate disciplinary problems through parent conferences and counseling as deemed appropriate. With parental consent, referrals may also be made to human services agencies. Depending upon the frequency and severity of behavior, the range of penalties which may be imposed

for violations of the student discipline code include the following:

1. Verbal warning;
2. Written warning;
3. Probation;
4. Reprimand;
5. Detention;
6. Suspension from transportation, athletic or cocurricular participation, or from other school privileges;
7. Removal from a class or other school-sponsored activities;
8. In-school suspension;
9. Suspension by the Principal of up to five consecutive days and for more than five days after a Superintendent's Hearing.
10. Referral to law enforcement agencies, including PINS petition

Depending upon the nature of the violation, student discipline should be progressive, *i.e.*, a student's first violation should ordinarily merit a lighter penalty than subsequent violations. School officials will take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination. The use of corporal punishment as a means of discipline is prohibited by Education policy. Teachers may remove a disruptive student from class for a maximum of two days in accordance with administrative regulations.

#### D. Reporting Violations

The Principal and/or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as possible, but in no event later than the close of business the day the principal and his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

#### E. Disciplinary Procedures

Any teacher, administrator, parent, student or other person may report a violation of the Student Discipline Code to the Principal or his/her designee. Violent incidents must be reported to the building administration. The principal or his/her designee will make an investigation of the charges as deemed appropriate and

institute an informal or disciplinary proceeding, and/or refer the matter to the building level Child Study Team, as deemed necessary. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty.

F. Students with Disabilities

The district recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The district also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The district is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. Therefore, before students with disabilities are disciplined, school authorities must check with the director of pupil personnel services to determine if the penalty being imposed is permissible under special education law.

The amount of due process a student is entitled to receive before a penalty is imposed depends upon the penalty being imposed. The disciplinary procedures concerning the imposition of discipline shall be in accordance with administrative regulations. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged circumstances and if any interim alternative educational setting (IAES) is appropriate. Students with disabilities assigned to an IAES must continue to receive those services and modifications described on the student's individualized education program (IEP). In more serious cases, the district's Committee on Special Education (CSE) should decide whether or not the student's behavior is a manifestation of his/her disability and if an IAES is appropriate. However, if the behavior involves weapons, illegal drugs, or controlled substances, the use of an IAES would be appropriate.

III. BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

- A. Student Rights - Pursuant to Section 100.2(1)(1)(i) of the Regulations of the Commissioner of Education, a Bill of Student Rights and Responsibilities is established. Students in the Harborfields Central School District shall:

1. Be suspended from instruction only after their rights, pursuant to Education Law §3214 as set forth in Education policy, have been observed.
2. In all disciplinary matters, have the opportunity to present their version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
3. Have the opportunity to take part in all district activities on an equal basis regardless of race, sex, religion, national origin or handicapping conditions.
4. Have the opportunity to take part in student government activities unless properly suspended from participation, pursuant to the district's discipline policy.
5. Have the opportunity to address the Education on the same terms as any citizen.

B. Student Responsibilities - It shall be the responsibility of all students in the Harborfields School District:

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 their abilities in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. To conduct themselves, when participating in or attending school-sponsored extracurricular events, as a representative of Harborfields Central School District and as such, hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
4. To regularly attend class and school.
5. To contribute to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property.
6. To make constructive contributions to their school and to report fairly the circumstances of school-related issues.
7. Dress in a manner that is conducive to the educational process and suitable for the function being attended.

#### IV. EARLY IDENTIFICATION AND RESOLUTION OF STUDENT DISCIPLINE PROBLEMS

Student service personnel, administrators, teachers, students and others will report students to the Principal or his/her designee when they believe such students present a potential risk of committing violence or exhibiting anti-social behavior or a discipline problem. At the direction of the principal or his/her

designee, a review will be conducted, which may include conferences with the complainant, student, parents, teachers, other student service personnel or others, as deemed appropriate for the early identification and resolution of the suspected problem. If it is suspected that the problem may be a manifestation of a disability, the matter will be referred to the Committee on Special Education in the manner prescribed by 200.4 of the Commissioner's Regulation and by district policy. To the extent possible, the identity of a student reporting another student will be kept strictly confidential.

#### V. ALTERNATIVE EDUCATION PROGRAMS

Every effort will be made to foster early intervention measures in attempting to resolve potential for violent or anti-social behavior or disciplinary problems. For those students who are unable to benefit from the learning experiences offered within the regular school program, or if in the principal's judgment, the student's conduct, including potential for violent or anti-social behavior or discipline problems, raises a question as to the student's ability to function, then placement may be made in an alternative education program, including home instruction. Such placement will require approval by the Superintendent. No student who has been identified as disabled will be placed in an alternative education program, unless recommended by the Committee on Special Education.

#### VI. IN-SCHOOL SUSPENSION PROGRAMS

The Board recognizes the importance of school attendance. Therefore, suspension or expulsion from school must generally be reserved for the most serious of student disciplinary infractions. The Board also recognizes the need to remove unruly or disruptive students from the regular school program, so that learning can take place in the classrooms of the district. In-school suspension programs will provide appropriate supervision of students; such programs are set forth in Education policy.

#### VII. STAFF DEVELOPMENT OPPORTUNITIES

Continuing staff development on the part of the entire staff is essential for the success of educational programs and the effective application of this School District Code of Conduct policy. To familiarize the staff with the provisions and purposes of this policy, in-service programs will be conducted on an annual basis. The staff will be encouraged to make use of available in-service opportunities, including participation in special in-service courses and attendance at workshops and conferences.

### VIII. DISSEMINATION AND REVIEW OF CODE OF CONDUCT

The Board will work to ensure that the community is aware of this code of conduct by:

1. Printing the school district Code of Conduct in the school calendar each year.
2. Printing the school district Code of Conduct in the student handbooks distributed to all middle and high school students, and arranging for a presentation on the school district Code of Conduct at assembly programs held at the beginning of each school year.
3. Providing all teachers with a copy of the code of conduct and copies of any amendments to the code as soon as practicable after adoption.
4. Providing all new employees with a copy of the school district Code of Conduct when they are first hired.

The Board will review this school district Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

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July 6, 2004

## SCHOOL DISTRICT CODE OF CONDUCT REGULATIONS

- I. Student Code of Conduct and School Rules and Regulations
  - A. All staff members are expected to be familiar with the school district Code of Conduct and to participate fully in its enforcement.
  - B. The administration of each school in the district will be responsible for developing a set of rules and regulations to govern the behavior of students attending that school. These rules and regulations should be consistent with the school district Code of Conduct and reviewed on a regular basis to insure compliance with state and federal laws, district policy, and current building practice.
  - C. The school district Code of Conduct and school rules and regulations should be disseminated to students and parents annually through regular, updated publications and appropriate assembly programs. Changes to the code of conduct and school rules and regulations should be highlighted in these publications and assembly programs.
  
- II. Teacher Removal of a Student from Class
  - A. Teachers may remove a disruptive student for up to two subsequent classes, which means the next one or two times the class meets on consecutive days.

A student may not return to the classroom until the principal makes a final determination or the period of removal expires, whichever is less. A disruptive student is defined as “an individual who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.”
  - B. Short-term measures consuming the balance of a single class period such as creating a “time out” situation in the hallway or some other location, sending a student to another classroom, to guidance, or an administrative office, do not constitute removal from class.
  - C. It shall be the teacher’s responsibility to:
    1. Complete the “Student Removal Form” and meet with the principal or his/her designee by the end of the day or prior to the start of the school the following day to explain the circumstances of the removal and to present the “Student Removal Form”;
    2. Within 24 hours explain to the student the reason for the removal and allow the student to give his/her version of the relevant events;
    3. Within 48 hours of the removal, along with the principal or

his/her designee, meet with the student and his/her parents to explain the reason for the removal if such a conference is requested by the parents;

4. Provide appropriate school work for the student to do while the student is assigned to another location in the building during the removal. This work should enable the student to remain current with the class to the extent possible;
5. Advise the administrator if a student is classified. Removal of a student with a disability may constitute a change in the student's placement. Accordingly, no student with a disability may be removed from a class until the Principal or his/her designee has verified with the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

D. The school administration shall be responsible for:

1. Insuring that the staff is aware of the procedures involved with removing a student from class, including state law and the Education policy and administrative regulations;
2. Evaluating and determining the validity of the removal. There are four grounds for school administration to overturn a removal: a lack of substantial evidence to support a removal, a violation of law, when the conduct warrants a suspension, or if the removal is inconsistent with the code of conduct.
3. Arranging for parents to be notified in writing of the removal within 24 hours;
4. If requested by the parents, conducting a conference wherein the teacher can explain the circumstances leading to the removal and affording the student the opportunity to present his/her version of the relevant events;
5. Establishing a location in the building to accommodate students who have been removed from a class and procedures to insure that class work has been provided for the student to do while in the alternative location;
6. Discussing the removal of students with a disability with the chairperson of the Committee on Special Education to determine if such an action would be violative of the student's rights under state or federal law or regulation;
7. Conducting appropriate in-service training to insure to the extent possible that there is consistency among staff members regarding the removal of students from class.

E. Minimum Periods of Suspension

1. Possession of a Weapon

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In making a determination, the Superintendent may consider the student's age, grade in school, prior disciplinary record, alternative forms of discipline, input from parents, teachers, and others, and other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Violent Students

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Disruptive Students

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the

educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student's being removed from the classroom by a teacher or teachers pursuant to Education Law 3214 and this code of conduct on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

### III. Referrals

- A. Referrals for student counseling should be made through the guidance office.
- B. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment by:

1. Being habitually truant and not attending school as required by part one of article 65 of the Education Law;
2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school;
3. Knowingly and unlawfully possessing marijuana in violation of Penal Law Section 221.05. A single violation of this law will be a sufficient basis for filing a PINS petition.

C. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to appropriate law enforcement authorities for prosecution by the County Attorney in a juvenile delinquency proceeding before the Family Court:

1. Any student under the age of 16 who is found to have brought a weapon to school, or
2. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).

IV. Procedures for Other Disciplinary Measures

A. Detention

Teachers, principals, and the Superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parents have been notified and it has been determined that the student has appropriate transportation home following detention.

B. Suspension from Transportation

If a student does not conduct him/herself properly on a bus, the driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their transportation privileges suspended by the Principal or the Superintendent or their designees. In such cases, the student's parents will become responsible for seeing that their child gets to and from school safely. The student and the student's parents will be provided with a reasonable opportunity for a conference with the Principal or his/her designee to discuss the conduct and the penalty involved.

C. Suspension from Athletic Participation, Co-Curricular Activities, and Other Privileges

A student subjected to a suspension from athletic participation, co-curricular activities, or other privileges will be provided with a reasonable opportunity for a conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

D. In-School Suspension

The Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as a result of a code of conduct violation in in-school suspension. The in-school suspension teacher will be a certified teacher. A student subjected to in-school suspension will be provided with a reasonable opportunity for a conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

E. Short-Term (Five Days or Less) Suspension from School

Students subjected to a short-term suspension must be given an opportunity for an informal conference with the Principal, at which an explanation of the basis for the suspension must be provided. The suspending authority must notify the student's parents in writing within 24 hours of the decision to impose a suspension. The letter must indicate the reason for the suspension and afford the parents of their right to request an informal conference with the principal. The notice and opportunity for a conference must take place before the student is suspended, unless the student's presence is deemed to be a continuing danger to person or property or an ongoing threat of disruption to the academic process. Parents have the right to appeal the principal's decision to the Superintendent within five days of being notified. The Superintendent must issue a written decision within 10 business days, whereupon the parents may file a written appeal to the Board within 10 days of the date of the Superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

F. Long-Term (more than five days) Suspension from School

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he/she shall give reasonable notice to the student and the student's parents of their right to a fair hearing.

At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to

administer oaths of office and to issue subpoenas in conjunction with the proceeding. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board who will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt, in whole or in part, the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

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