

# Schoharie



Junior High  
Student Handbook

2011-2012  
Central School



# Schoharie Central Jr./Sr. High School

PO Box 430, 136 Academy Drive, Schoharie, New York 12157  
(518) 295-6601 FAX: (518) 295-8161

STACEY A. DELANEY  
Jr./Sr. High School Principal

JAMIAN P. ROCKHILL  
Athletic Director / Assistant Principal

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## Student Handbook 2011-2012

Dear parents, guardians and students,

Greetings and welcome to the 2011-2012 school year! Here is your student handbook. It contains a great deal of information important to student life here in the senior high school. Please keep it to refer to throughout the year. The handbook includes valuable information about:

- Interim reports and report cards
- Attendance expectations
- Code of conduct
- Acceptable use policy
- Academic eligibility procedures
- Dance contract
- Visitor procedures
- Jr./Sr. High School Open House

I ask that you take time to look over and discuss the contents of the handbook with your child. The information in this handbook is extremely important. To acknowledge receipt of this handbook, and that you have reviewed it with your child, please return a signed copy of the signature page located at the end of this book to your child's homeroom teacher as soon as possible. On the signature page, you and your child will also indicate you have read and understand the dance contract and our electronic use policy. It is of the utmost importance to sign and return this page, along with other important school related documents, so that your child will be eligible to attend dances or participate in extracurricular activities.

Parents and guardians, when coming to school, please be sure to sign in the main office to obtain and wear a visitor's pass. Please note that visitors are not allowed to meet with teachers or students unless prior arrangements have been made and the main office is notified. In order to ensure the safety and educational progress of our students, no visitors are allowed unless they have official business to conduct. For those students who would like to bring visitors, they must obtain prior authorization from the principal.

Sincerely,

Stacey A. DeLaney  
Jr./Sr. High School Principal  
295-6601  
sdelaney@schoharie.k12.ny.us

## **MISSION STATEMENT**

*Learning is the mission of Schoharie Central School. The successful completion of this mission depends on the sincere efforts of all those involved in the educational process: students, staff, family and community. With an emphasis on the value of acquiring and using knowledge for the betterment of both the individual and society, students should graduate as self-confident, conscientious, contributing individuals who will continue as life-long learners.*

## **IMPORTANT PHONE NUMBERS**

Mrs. DeLaney, H.S. Principal	295-6601
Fax	295-8161
Mr. Rockhill, Ath.Dir./Asst.Principal	295-6602
A.D. Fax	295-9518
H.S. Fax	295-8161
Guidance Office	295-6611
Fax	295-7031
Mrs. Weber, High School Nurse	295-6634
Fax	295-8186
Mrs. Guest, Attendance	295-6635
Fax	295-8186
Mr. Sherman, Superintendent	295-6679
Fax	295-8178
Mr. Bonaker, Business Office	295-6673
Fax	295-9510
Mrs. Nevulis, Special Education	295-6657
Fax	295-9514
Mrs. Gillis, Elementary Principal	295-6651
Fax	295-9506
Mr. Gathen, Buildings and Grounds	295-6689
Fax	295-9515
Ms. Towne, Transportation	295-6684
Fax	295-6089

## **DISTRICT WEBSITE**

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

Visit our website for information and the latest news about district events, meetings, sports, etc.

## **SCHOOL NEWS NOTIFIER**

Sign up at [www.schoharieschools.org](http://www.schoharieschools.org) for important emergency school announcements to be sent to your email and cell phones.

## Board of Education

Mrs. Linda Isles, President  
Ms. Carol Wilber  
Mrs. Marion Jaqueway  
Mr. James Bleau

Mrs. Edythe Schultz, Vice President  
Ms. Barbara Monsees  
Mr. Terry Burton

Regular Board of Education meetings are held on the first and third Wednesdays of the month.

### SCHOHARIE CENTRAL SCHOOL DISTRICT STAFF

Superintendent:	Mr. Sherman	Adm. Asst. to Supt.:	Mrs. Rockwell
Principal:	Mrs. DeLaney	Ath. Dir./Assistant Principal:	Mr. Rockhill
Secretary:	Mrs. Cardella	Secretary:	Mrs. Takacs
Guidance (Gr. 6,7,8):	Mrs. Kenyon	Guidance (Gr. 9-12):	Mrs. Weinlein
Guidance (Gr. 9-12):	Mrs. Stewart	Guidance Secretary:	Mrs. Marshall
Nurse:	Mrs. Weber	Attendance Clerk:	Mrs. Guest
Business Adm.:	Mr. Bonaker	Business Office Secretary:	Mrs. Smith
Tax Collector:	Ms. Schuppel	Business Office:	Mrs. Langan
ISS:	Mrs. Griffin	Transportation:	Ms. Towne
Cafeteria Manager:	Mrs. Ennist	Supervisor Bldg & Grounds:	Mr. Gathen
Special Ed. Director:	Mrs. Nevalis	Secretary:	Ms. Gannon
Elementary Principal:	Mrs. Gillis	Elem. Secretary:	Mrs. DeSilva
Elem. Secretary:	Mrs. Wilber		

### HIGH SCHOOL FACULTY

Agriculture	David Marbot
Art	Leah Schaefer
Commerce	Janna O'Leary, Jennifer McClure
English	Thomas Clayton, Caroline Brooks, Amie Hausmann, David Cummins, Bonnie Snyder (Reading), Sean Lyons
Family & Consumer Science	Kim Mattice
Foreign Language	Lindsay Peterson, Mary Beth Clark, Francesca D'Amico-Bailey
Health	Martin Messner, Angela Jackson
Technology	David DeLaney
Library	Marion Burghart
Mathematics	Erika Loucks, Jamie Davis, Donna Wissenbach, Justin Maleszweski
Music	Mark Pracher, Paul Lomax, Jessica Gould
Physical Education	Shane Barton, Tammy Drinon, Angela Jackson, Martin Messner
Science	John Styles, George Vosburgh, Alex Mackie, Robin Ogilvie, Cynthia Malone, Claire Bartkus
Social Studies	John Sorady, Ron Mastin, Ed Rivers, David Russell, Steve Hoard
Special Education	Bonnie Newberry, Lisa Devaren, Kevin Scofield, JoAnne Germano, Barbara Wilson, Jennifer Bellen
Social Worker	Pat Jacobsen
Psychologist	Kelly Fagnani
Technology Coordinator	David Holmes
Teaching Assistants	Gail Borst, Michelle Griffin, Martha Karker, Sharon Larson, Karlene Wielt
Aides	Doris Crewell, Pam Guest, Laurie Marsh, Bev Rickard, Melissa Schoeffler, Amy Tessitore

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# SCHOHARIE CENTRAL SCHOOL

## BELL SCHEDULE

<b>Period #</b>	<b>Regular Schedule</b>
Homeroom / 1	8:10 – 9:00 (50)
2	9:03 – 9:43 (40)
3	9:46 – 10:26 (40)
4	10:29 – 11:09 (40) (10 <sup>th</sup> -12 <sup>th</sup> Grade Lunch)
5	11:12 – 11:52 (40) (11 <sup>th</sup> & 12 <sup>th</sup> Grade Lunch)
6	11:55 – 12:35 (40) (7 <sup>th</sup> Grade Lunch 11:55-12:15) (8 <sup>th</sup> Grade Lunch 12:15-12:35)
7	12:38 – 1:18 (40) (9 <sup>th</sup> Grade Lunch)
8	1:21 – 2:01 (40)
9	2:04 – 2:44 (40)

### 11:30 DISMISSAL (no lunches served)

Early release days alternate between periods 1-5 and 5-9.

<b>1<sup>st</sup> &amp; 3<sup>rd</sup> Day</b>		<b>2<sup>nd</sup> &amp; 4<sup>th</sup> Day</b>	
Homeroom / 1	8:10 – 9:00	Period 5	8:10 – 9:00
Period 2	9:03 – 9:43	Period 6	9:03 – 9:43
Period 3	9:46 – 10:26	Period 7	9:46 – 10:26
Period 4	10:29 – 11:09	Period 8	10:29 – 11:09
Period 5	11:12 – 11:30	Period 9	11:12 – 11:30

### 1 HOUR LATE

(We will rotate through days 1, 2 and 3, then back to 1)

<b>1<sup>st</sup> Day</b>		<b>2<sup>nd</sup> Day</b>		<b>3<sup>rd</sup> Day</b>	
Period 2	9:10 – 9:43	Period 1	9:10 – 9:43	Period 1	9:10 – 9:43
Period 3	9:46 – 10:26	Period 3	9:46 – 10:26	Period 2	9:46 – 10:26
Period 4	10:29 – 11:09	Period 4	10:29 – 11:09	Period 4	10:29 – 11:09
Period 5	11:12 – 11:52	Period 5	11:12 – 11:52	Period 5	11:12 – 11:52
Period 6	11:55 – 12:35	Period 6	11:55 – 12:35	Period 6	11:55 – 12:35
Period 7	12:38 – 1:18	Period 7	12:38 – 1:18	Period 7	12:38 – 1:18
Period 8	1:21 – 2:01	Period 8	1:21 – 2:01	Period 8	1:21 – 2:01
Period 9	2:04 – 2:44	Period 9	2:04 – 2:44	Period 9	2:04 – 2:44

- If school is delayed for 2 hours, then we begin classes at the time we are in the schedule.

## **JUNIOR HIGH COURSE REQUIREMENTS**

The following courses are required at the junior high level.

English/Language Arts	2 units
Social Studies	2 units
Mathematics	2 units
Science	2 units
Health	½ unit
The Arts	½ unit in visual arts, ½ unit in music
Languages (other than English)*	2 units by the end of 8 <sup>th</sup> grade
Physical Education	1 unit
Library and Information Skills	equivalent of 1 period per week

### **Note:**

1. The unit of study requirement (180 minutes per week) for one or more subjects may be reduced for students in need of academic intervention services (AIS), but in a manner that does not prevent them from attaining the State learning standards in any area required for graduation or from meeting local standards for promotion.
2. Qualified students in grade 8 shall have the opportunity to take high school courses and receive diploma credit (Section 100.4 of NYCRR). Schools must offer grade 8 acceleration in at least 2 subjects, one of which must be mathematics.

\* Students who complete Checkpoint A: 2 units of study in a language other than English no later than the end of 8<sup>th</sup> grade must pass the language proficiency exam in order to earn 1 unit of credit toward the high school diploma (Section 100.2 (d) of NYCRR).

## **TESTING**

Students in grades 6 and 7 will take the New York State ELA and Math tests. These tests are designed to determine if students have met state standards.

Students in grade 8 will take the New York State Test in English/Language Arts, Mathematics and Science.

The results of the New York State assessments are one factor used to assess each student's need for Academic Intervention Services (AIS). AIS is designed to focus on specific skill development so students will master their graduation requirements.

## **HOMEWORK REQUESTS**

When a student is absent for more than two days and has to maintain coursework for several teachers, it can sometimes be overwhelming for a student to come back to school and make up the coursework. Requesting missed assignments to work on at home can prevent the anxiety this can create. If a student is sick for more than two days, please call the main office at 295-6601 before 9am to request the work they will be missing for the day and any assigned homework. A homework request will be sent to all teachers.

Schoharie does maintain a **HOMEWORK HOTLINE** website for grades 6-9 ([www.schoharieschools.org](http://www.schoharieschools.org)) from which parents can obtain general homework assignments. Parents can access the site via Jr./Sr. High School Home Page and then clicking on the specific grade. This has been a very effective tool for parents to use for checking their student's daily homework assignments. Even with the use of the internet, students are still **expected to write their assignments in their assignment pad** for a daily written record.

## **HONOR ROLL**

Honor rolls are based on the grade point average (GPA) for each of the four marking periods.

High Honor = 89.500 to 100                      Honor = 84.500 to 89.499

A student will not qualify for the honor roll if they receive any of the following grades:

Less than 65                      U - Unsatisfactory                      INC – Incomplete  
F – Fail                              NG – No grade

## **GRADE POINT AVERAGE**

GPA is calculated at the completion of each quarter. The final GPA is based on the grades given for each course, which are totaled and divided by the total number of credits the courses are worth.

For quarterly GPA calculation, courses that meet every day, including half-year courses (Small Animal care, Intro to Agriculture, etc.) will be counted as the full grade. Courses that meet every other day (PE, keyboarding, etc.) will be counted as half the grade toward the quarterly GPA.

G.P.A. Example:	English (1)	90
	Math (1)	82
	Science (1)	84
	Sm. Animal Care (1)	79
	P.E. (1/2)	87 (43.5)
	Keyboarding (1/2)	<u>79 (39.5)</u>
	Total	418 divided by 5 (credits) = 83.60 GPA

### **JUNIOR HIGH COURSE ACCELERATION**

Junior high students have had the opportunity to take high school subjects in Science, Mathematics, Foreign Language, Agriculture and Business. This process of acceleration can have a great effect on a student's total academic program. Junior high students will be considered for eligibility to take high school courses in Science, Math, Foreign Language, Agriculture or Business if they satisfy the following criteria:

1. Attain a 7<sup>th</sup> grade overall average of 85 or higher in all subjects.
2. Secure the recommendation of the 7<sup>TH</sup> grade teacher of the course or courses of the same area(s).
3. Parental permission.

**Note:** Junior high students will be considered for eligibility to take high school courses upon the request of the parent or legal guardian in conjunction with the recommendation of the school counselor, the input of the seventh grade teacher of the course of the same area, and subject to administrative review.

### **GUIDANCE AND COUNSELING SERVICES**

The guidance and counseling program assists students to identify and realize personal and academic goals through:

Counseling: individual, small and large group settings; topics include career/life planning, decision making, social skills, development, transitional adjustments as students move from grade to grade, study skills, crisis intervention, peer relations, anger management and academic planning.

Consultation services: conferences with parents, teachers, school support services and administrators; referrals for special education testing and evaluations, accommodations, or school psychologist and/or social worker.

Coordination activities: career speakers, community services, referral services and junior high social events.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **A. Students Rights**

The Schoharie Junior/Senior High School is committed to safeguarding the rights given to all students under state and federal law, such as the "*Dignity for All Students Act*," which prohibits harassment against students in school, including harassment based on real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) and sex, and to prohibit discrimination based on these same characteristics. In addition, to promote a safe, healthy, orderly and civil school environment, all Jr./Sr. high students have the right to:

1. Take part in all school activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Be in an environment that fosters mutual respect and encourages the acceptance of diversity.

### **B. Student Responsibilities**

All Jr./Sr. high students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.

11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Conduct themselves in a manner which fosters respect for all members of the school community and refrain from and discourage any action that would humiliate, alienate, demean, or disrespect fellow students based on the race, color, nationality, handicapping condition or gender.
13. Students will use language that is appropriate and in good taste, and act in ways that are acceptable in society.

### **GUIDELINES FOR DISCIPLINE STANDARDS**

The Schoharie Junior/Senior High School expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. School personnel who interact with students are expected to use disciplinary action only when necessary, to place emphasis on the students' ability to grow in self-discipline and to help them understand that accepting responsibility for mistakes is a vital part of maturing into a young adult.

The School recognizes the need to make its expectations for student conduct while on school property or engaged in a school function, on or off school grounds, specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior, and who violate these school rules, will be required to accept the penalties for their conduct.

**General Statement - All possible infractions of proper school behavior are not listed in the following guidelines. The absence of any single infraction does not mean that disciplinary action will not be taken against the guilty student(s). Indeed, in all cases requiring discipline, the school principal is empowered to evaluate the seriousness of each incident, or combination of same, and to administer the punitive action that he/she believes is appropriate under the given circumstances.**

### **PROHIBITED STUDENT CONDUCT**

Students may be subject to disciplinary actions, up to and including suspension from school, when they:

- A. Engage in conduct that is **disorderly**. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Engaging in any activity that puts other students' or staff members' safety in jeopardy, including running in hallway or play fighting.
  3. Making unreasonable noise.
  4. Using language or gestures that are considered profane, lewd, vulgar or abusive.
  5. Obstructing vehicular or pedestrian traffic.
  6. Engaging in any willful act that disrupts the normal operation of the school community.
  7. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- B. Engage in conduct that is **insubordinate**. Examples of insubordinate conduct include, but are not limited to:
  1. Failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness to, missing class, leaving class and/or school without permission.
  3. Skipping detention.
- C. Engage in conduct that is **disruptive**. Examples of disruptive conduct include, but are not limited to:
  1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel in charge of students.
  2. Being late for school or class.
  3. Being unprepared for class.
  4. Use of cell phones, mp3 players, and any other electronic devices. This includes texting, make calls and playing games.
- D. Engage in conduct that is considered **violent**. Examples of violent conduct include, but are not limited to:
  1. Committing an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee, another student or any other person lawfully on school property.
  2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. "Weapon" means a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal

- knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, laser pointer, pepper spray or other noxious spray, explosive or incendiary bomb, projectile, or other dangerous instrument that can cause physical injury or death.
- 3. Displaying what appears to be a weapon.
- 4. Threatening to use any weapon.
- 5. Threatening an act of violence.
- 6. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee, student or any person lawfully on school property, including graffiti or arson.
- 7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that **endangers the safety, morals, health or welfare of themselves or others**. Examples of such conduct include, but are not limited to:
  - 1. Lying to school personnel.
  - 2. Engaging in inappropriate public displays of affection.
  - 3. Acts of sexual harassment as defined in the district's sexual harassment policy.
  - 4. Selling, using or possessing obscene material.
  - 5. Smoking or possessing a cigarette, cigar, pipe, lighter, or possessing or using chewing or smokeless tobacco.
  - 6. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
  - 7. Inappropriately using or sharing prescription and over-the-counter drugs.
  - 8. Harassment which does or may result in emotional distress, including but not limited to any act which tends to humiliate, alienate, demean or disrespect any fellow student or school personnel.
  - 9. To engage in any act that discriminates against any individual based on race, religion, creed or sex.
  - 10. The use of dice, or other devices used for gambling.
  - 11. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- F. Engage in any form of **academic misconduct**. Examples of academic misconduct include, but not limited to:
  - 1. Plagiarism - as defined as a piece of work that has been copied from someone else or source and presented as your own work without referencing.
  - 2. Cheating
  - 3. Copying
- G. Engage in any form of bullying that is designed to or have the effect of interfering with one's ability to be educated in a safe, non hostile environment. For the purposes of this code of conduct and its implementation, "bullying" is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another that takes place on school property, at any school-sponsored function, on a school bus, or that takes place off school grounds.
- H. Engage in Cyber-bullying that is designed to or have the effect of interfering with one's ability to be educated in a safe, non-hostile environment.
  - 1. As with other forms of bullying, cyber-bullying is an attempt to display power and control over someone perceived as weaker. Cyber-bullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices such as cell phones, digital cameras, and personal computers to engage in bullying.
  - 2. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

## **DRESS CODE**

- A. The students of Schoharie Jr./Sr. High School take pride in themselves and their school. They realize that the way they dress and conduct themselves reflects credit on their home and school. No apparel is to be worn during regular school hours and school related activities that is suggestive, disruptive, and unsafe or a hindrance to the teaching and learning process.
- B. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress and appearance shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
  2. Ensure that underwear is completely covered with outer clothing.
  3. Recognize that extremely brief or revealing garments such as tube tops, halter-tops, see-through garments, etc., are not appropriate.
  4. Not include cut-offs, bathing shorts, or excessively short skirts or shorts.
  5. Not include items that are vulgar, obscene, and libelous or that denigrate others on account of race, color, religion, creed, gender, sexual orientation or disability.
  6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
  7. Include footwear, as it is required on all students while they are on school property. Roller blades, roller skates, sneakers with wheels, or any other footwear that contains wheels are prohibited.
  8. Not include the wearing, carrying or displaying of hats, headbands, visors, bandanas and other headwear. These will not be permitted in school.
  9. Be appropriate to a specific educational purpose and not inhibit their full and safe participation. (Ed. law 12:84)
  10. Not include the wearing, carrying, or displaying of chains or spikes.
  11. Not include items or symbols that are used to represent anti-social groups, such as gangs and/or hate groups.
- C. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension. Parents may be called to bring appropriate clothing to school for their student.
- D. The Building Principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.
- E. Students shall be required to wear protective gear in certain classes such as family and consumer science, technology, and/or physical education. Any student who refuses to wear such protective attire shall be prohibited from participating in that part of the class requiring such attire. Safety gear shall include, but not be limited to safety glasses, mouth/nose masks, gloves and hairnets.
- F. Student visitors to the Schoharie Jr./Sr. High School shall be dressed appropriately.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The Schoharie School Community is committed to creating and sustaining a safe school environment where its children can achieve their fullest academic, social and emotional potential. Advocated by the staff, students, parents, and community members, this philosophy aims to promote and reinforce positive, appropriate, and respectful behavior of all students.

The school's transportation facilities are considered to be part of the total school program; therefore, the school bus is considered an extension of the school building and students on buses are responsible for following all school rules and regulations. In addition, the bus driver is in charge of the bus and passengers must follow his/her directions.

### **Code of Conduct:**

1. Students expect and appreciate clear and consistent guidelines and should be accountable for their behavior.
2. Students who have different needs, abilities and values are to be treated in a manner recognizing these differences.
3. Discipline will be administered as soon as possible and be consistent with the severity of the infraction.

### **Riding on school buses is a privilege; Safety demands rules of conduct:**

1. Students must show respect for all persons in authority.
2. Student must be reasonably quiet and orderly.
3. Students must demonstrate consideration for people and property at the bus stops and on buses.
4. Students must enter and leave the bus only when it is motionless and stay in their seats while the bus is moving.
5. Students should refrain from extending any part of their body out of the school bus windows, as it is dangerous.
6. Students may not eat or drink on the bus.
7. Loud talking, pushing/shoving, threatening violence/fighting, offensive language and smoking are NOT permitted.
8. Students may not carry large objects on the bus. (Carried objects must fit into a bag)
9. Only musical instruments of a reasonable size may be carried on the bus.
10. Animal specimens are not allowed on buses and must be brought to and from school by parents/guardians.

**The laws of New York State require the use of safety belts in vehicles that seat 12 or fewer children. Failure or refusal to use the safety belts can result in the loss of transportation privileges.** Children who become a serious disciplinary problem on the school bus may have riding privileges suspended by the principal. In such cases, the parents of the children involved will be responsible for seeing that their children get to and from school safely.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extra-curricular activities. Violations of the school code of conduct, as well as participation in any illegal activities, will be dealt with in accordance with applicable laws and school regulations.

Any consequence(s) for misbehavior will be consistent with the severity of the infraction, determined, and implemented at the discretion of the building principal.

If anything is **lost on a bus**, call the bus garage at 295-6684 to check the lost and found box.

### **HARASSMENT AND HAZING**

The Schoharie Jr./Sr. High School recognizes that hazing, harassment, sexual or otherwise, and/or bullying of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The District further recognizes that preventing and remedying hazing, harassment, and/or bullying in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The School is committed to providing a safe educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, the School condemns and strictly prohibits all forms of hazing, harassment, and/or bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

#### **GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing, harassment or bullying.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing, harassment or bullying.
- C. Apparent permission or consent by a person being hazed, harassed or bullied does not lessen the prohibitions contained in this policy or the enforcement of this policy.
- D. This policy applies to behavior directly connected to school activities that occur on or off school property and before, during and after school hours.
- E. A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

#### **SEXUAL HARASSMENT**

Harassment can occur employee to student, student to employee, student-to-student, male to female, female to male, male-to-male or female-to-female. It shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee. Words alone can constitute sexual harassment. Words can create an atmosphere that is so severe, pervasive and offensive that it denies a victim equal access to educational or employment opportunities.

#### **SEXUAL HARASSMENT DEFINITIONS**

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee’s employment or a student’s education (including any aspect of the student’s participation in school sponsored activities, or any other aspect of the student’s education); or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee’s employment or a student’s education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee’s work performance or a student’s academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

#### **HAZING DEFINITIONS**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization\*, or for any other purpose. The term hazing includes, but is not limited to:

1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student’s willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).

2. Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Substance Abuse – use or abuse of tobacco, alcohol or illegal drugs.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation that adversely affects the health or dignity of the students or discourages the students from remaining in school.
5. Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

\* "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **ELECTRONIC TECHNOLOGY ACCEPTABLE USE PROCEDURE**

The purpose of the Schoharie Central School District's Local and Wide Area Networks, and Internet Access Network is to advance and promote education in all of its school buildings within the District. It is intended to assist in the collaboration and exchange of information among all who are concerned and involved with education. The goal of infusing technology into daily operations of our classrooms, libraries and offices is to promote high quality technological resources in an equitable, efficient and cost effective manner. Such technology includes and is not limited to electronic mail, local computer networks, the Internet and other online services.

The benefit of being connected to the internet and other on-line services is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers, parents, and administrators. These services bring information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea sharing not found in schools that lack Internet and on-line-services access.

While the benefits of the Internet and other on-line services are enormous, parents need to be aware that they are open systems which contain pockets of material that many people would disapprove of and keep away from children. The Schoharie School District will make an effort to prevent student's access to inappropriate materials on the Internet and other on-line services, but we cannot guarantee that they will not encounter text, pictures, or references that are objectionable. The District asks parents for assistance in developing responsible attitudes, reinforcing appropriate behaviors and observing security practices on the network. System users should have no expectation of privacy with respect to files saved or maintained on the District's computer systems. Network administrators and District officials will have access to all files in order to ensure system integrity and compliance with this procedure.

The use of the Local Area Network, Wide Area Network and Internet is a privilege, not a right. Users are responsible for what they say and do on the networks. Because communication with thousands of others is so quick and easy, it is important to think before communicating and to show respect for other people and for their ideas. The use of computers must be in support of education and research, and consistent with the educational objectives and the Mission of the Schoharie Central Schools. Use of the Schoharie District's network or that of another organization's connected network or computing resources must comply with the rules appropriate for each network.

It is imperative that staff, students and visitors conduct themselves in a responsible, decent, ethical and polite manner while using such equipment and networks. This procedure does not attempt to articulate all required or proscribed behavior by its users. The following general guidelines are provided to illustrate appropriate conduct and use.

This is not an exhaustive list, but rather indicative of the type of conduct which will be considered acceptable by the district:

A. Any use of the Schoharie Central School District equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state and/or federal laws as well as the District's rules and regulations. Inappropriate use shall be defined as a violation of the intended purpose of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;

B. Any use of the district's equipment for commercial purpose, or for individual profit or gain, or unauthorized access to databanks is prohibited;

C. Any use of equipment for private business advertisement or political lobbying is prohibited;

D. Any use of the district's equipment that will disrupt use by other users or invade the privacy of individuals is prohibited;

E. The district's on-line network accounts shall be used only by authorized students and staff approved by the Building Principal, and the Superintendent or his/her designee. Users are ultimately responsible for all activity under their operating or individual accounts, which includes but is not limited to unnecessary long distance charges, per minute (unit) surcharges and/or equipment or line costs, liability or damages caused by users who misuse the equipment, software, or networks;

F. Prudent use of the district's finite resources and shared technological resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate (e.g. computer virus, malware, spyware), damage or otherwise hinder the performance of any computer's memory, file system or software;

G. The use of personal devices (jump or flash drives, including wireless devices) is allowed for instructional purposes, only with prior approval of the administration. These devices are permitted as long as the user engages in the required login and authentication process. Any personal devices utilized in concert with District hardware will continue to be the responsibility of the user. Technical support, maintenance and care for non-District owned equipment is the responsibility of the owner or student and use of such devices is at his/her own risk;

H. Only approved hardware is to be connected to the network. Users may not tamper with networks, switches, modems, pc's, terminals, printers, wiring, etc.;

I. Software is protected by copyright laws; therefore, users are not allowed to make, install, use or secure unauthorized copies of software on or from District computers;

J. Plagiarism is not acceptable. All information accessible via the network should be assumed to be private property. Users will properly acknowledge all sources (Internet, email, CDs, etc...) for borrowed words, sounds, music and images with appropriate citation;

K. Storage on the network and or hard drives of any Schoharie Central School District computer is not permanent. Users have the responsibility to save work as instructed and to maintain backups of important files on diskettes or flash drives maintained in good condition. CD and DVD burners are available by permission for archiving larger projects;

L. Students, staff, parents, and administration must agree not to give out students' records, personnel information, confidential records, or internal financial data to unauthorized receivers;

M. All users' traffic that traverses another network will be subject to that network's acceptable use policy;

N. As applicable, student use will be permitted provided there is parent notification and administrative authorization and proper supervision maintained by the staff;

O. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;

P. Students who leave or graduate and staff who leave the employment of the District may not maintain a network account or have access to District equipment;

Q. Each building administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action. The Superintendent shall receive a report on any incident and the results of the administrator's investigations;

R. The Superintendent of Schools for the Schoharie Central School District shall remain the final authority on the issuance of user accounts and on use of the networks.

**Consequences for Violation of the Technology Use Policy**

Infraction	1 <sup>st</sup> Offense	2nd Offense	3rd Offense
Hacking into a server, knowingly loading damaging software (i.e., viruses or crash inducing software), or modification of the system software.	Restriction from using computers for remainder of the school year, minimum 5 day suspension pending Superintendent's Hearing, possible arrest and criminal prosecution.	Indefinite restriction from using computers, minimum 5 day suspension pending Superintendent's Hearing, possible arrest and criminal prosecution.	Arrest and Criminal Prosecution
Theft or use of files belonging to another person or the school.	Restriction from using computers for 30 days.	Restriction from using computers for 60 days.	Restriction from using computers in excess of 90 days.
Deleting another person's files.	3 day suspension from school and restriction from using computers for 30 days.	5 day suspension from school and restriction from using computers for 60 days.	Minimum 5 day suspension pending Superintendent's Hearing, restriction from using computers in excess of 90 days, possible arrest and criminal prosecution.
Playing games without teacher permission or supervision	Restriction from using computers for 30 days	Restriction from using computers for 60 days.	Restriction from using computers for 90 days
Leaving any improper files, pictures, or sounds on the computer.	Restriction from using computers for 30 days	Restriction from using computers for 60 days.	Restriction from using computers for 90 days, 5 day suspension.
Using another person's password.	Restriction from using computers for 30 days	Restriction from using computers for the remainder of the school year, 5 day suspension.	Minimum 5 day suspension pending Superintendent's Hearing.
Inappropriate use of the internet or email functions.	Restriction from using computers for 30 days	Restriction from using computers for the remainder of the school year, 5 day suspension.	Minimum 5 day suspension pending Superintendent's Hearing.
Producing any inappropriate graphics or written material.	Restriction from using computers for 30 days	Restriction from using computers for 60 days.	Restriction from using computers for 90 days.

Inappropriate use or intentional misuse of the school's hardware or software that isn't included in the categories listed above will result in consequences of 30, 60 and 90 day restrictions for 1st, 2nd and 3rd infractions respectively. Teachers will provide students with alternative assignments to meet class requirements. Consequences listed above are separate from those additional consequences considered as a result of harassment or insubordination. Infractions which result in physical damage or the need for significant manpower to repair damage could result in financial restitution being required. It should be noted that consequences listed above which indicate loss of privileges for a specific number of days, refers to days school is in session. Students are given alternative assignments by their teachers which do not require the use of computers during the loss of privileges period.

➤ **The last page of this handbook must be signed by both the parent/legal guardian of the student and the student indicating that you have read, discussed and understand the school's electronic technology policy.**

### **SPECTATOR CODE OF CONDUCT**

Spectators are an integral part of scholastic sporting events. Spectators at all times should adhere to acceptable standards of good sportsmanship and behavior. In order to promote the fundamentals of good sportsmanship, all spectators are encouraged to follow the Section 2 Sportsmanship Policy, which is posted throughout the gymnasium. They should respect and obey all school officials, supervisors, security and police at all athletic contests.

All spectators should:

1. Show interest in the contest by cheering and applauding good plays or performance of both their team and that of the opposition.
2. Understand that it is a privilege to observe the contest, not a license to verbally attack the athletes, coaches or officials.
3. Not make disrespectful remarks toward the players and officials.
4. Follow the rules and requests of officials and faculty supervisors who are there to keep order.
5. Stay off the floor, field, or contest area at all times.
6. Not throw any object at an athlete, official, or other spectator.
7. Respect school property by not causing any damage to equipment and facilities.
8. Know that school officials have the right to refuse attendance or remove any spectator that is not behaving properly.
9. Know that NYS law prohibits smoking or the use of alcoholic beverages of any kind on school property. It further prohibits any person under the influence of alcohol to be on school property.

### **REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

### **DISCIPLINARY PROCEDURES AND PENALTIES**

#### **PENALTIES**

Students who are found to have violated the districts code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - Any member of the school staff (school staff includes teachers, administrators, bus drivers, aides, cafeteria staff and aides, custodians, other paraprofessionals).
2. Written documentation - Any member of the school staff (school staff includes teachers, administrators, bus drivers, aides, cafeteria staff and aides, custodians, other paraprofessionals).
3. Written notification to parent - Teachers, Principal, Superintendent
4. Detention - Teachers, Principal, Superintendent
  - a. In school detention
  - b. After school detention
5. Suspension from transportation - Principal, Superintendent
6. Suspension from athletic participation - Principal, Athletic Director, Superintendent
7. Suspension from social or extracurricular activities - Principal, Superintendent
8. Suspension of other privileges - Principal, Superintendent
9. In-school suspension - Principal, Superintendent
10. Referral to building principal by teacher, Bus Driver, Monitors & Aides
11. Removal from classroom by teacher - Teachers, Principal, Superintendent
12. Short-term (5 days or less) suspension from school - Principal, Superintendent, Board of Education
13. Long-term (more than 5 days) suspension from school – Principal, Superintendent, Board of Education

➤ **Students suspended from school or in ISS are not eligible to participate in any school activities during the period of the suspension.**

## **PROCEDURES**

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or in school detention are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. After School Detention: Teachers, principals and the superintendent may use after-school detention as a penalty for student misconduct. Detention will be run from 2:50 p.m. to 3:25 p.m. on Tuesday, Wednesday and Thursday each week.

2. Suspension from Transportation: If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Building Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Building Principal or the Superintendent. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal to discuss the conduct and the penalty involved.

3. Suspension from Athletic Participation, Extra Curricular Activities and Other Privileges: A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. After School Tutoring: A student suspended from school and under the compulsory education age of 17 must be provided with instruction. To fulfill this, the district will provide after school tutoring for said students from 3:30 p.m. to 5:30 p.m. Monday – Thursday; 3:00 p.m. to 5:00 p.m. Fridays for each day suspended from instruction.

5. In-school Suspension (ISS): A student may be subjected to in-school suspension (ISS) that removes the student from a classroom and places the student in an alternative location. Students will be supervised at all times and will eat lunch at a set time. No other eating will be permitted. Students will be provided with academic assignments to be completed while in ISS. They may not leave their seats or talk without permission and they must sit attentively (no sleeping). Pass privileges will be limited to two bathroom passes (one in morning; one in afternoon). Students in ISS will not be permitted to attend any school or district functions or activities (including athletic and/or social events). Disruptive and uncooperative behavior while in ISS will be handled directly by an Administrator, who may add additional days to the remaining ISS time, as well as out-of-school suspension and/or a superintendent's hearing, depending upon the severity of the behavior.

6. Suspension from School (OSS): Suspension from school is a severe penalty which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of themselves or others.

## **ATTENDANCE EXPECTATIONS**

We encourage excellent student school attendance. This policy is presented with the hope that its implementation will improve student school attendance and improves the student's academic and social achievement as a member of the school community.

New York State mandates that a student meet a minimum seat time requirement in order to receive academic credit for a course. Class time and other curricular-related times spent with any of our teachers are as important as quizzes, tests, projects, reports, labs and other more tangible forms of assessments. To receive course credit in a full year course, a student needs to be in attendance a minimum of 153 days. To receive credit for a half-year course, the student needs to be in attendance for a minimum of 76 days. Students who exceed the number of absences may be denied course credit. Students will not be allowed to make up class time in order to earn class credit. Grading will include credit for class attendance or loss of credit for absences. If students exceed the number of class absences a superintendent's hearing may be held to determine denial of course credit. (If course credit is denied to a senior and the student fails a required course, the student is not eligible for participation in graduation.)

When students are absent, it is their responsibility to obtain **homework assignments**. If students are absent for more than two days, *the parents should call the school in the morning as early as possible to request homework* to be picked up at the end of the day. The maximum time allowed for make-up work is equal to the time absent. If students are required by a physician to convalesce at home because of a serious illness or injury for a period of more than ten (10) school days, they will be entitled to home instruction. The costs for home instruction must be assumed by the school district by law. When students are receiving home instruction, technically, they are considered to be "attending school regularly."

School attendance affects co-curricular and interscholastic activities as well. Therefore, to participate, either directly or as a spectator in these events:

1. Students must attend school on the day on which an evening co-curricular or interscholastic event is scheduled. Such events include, but are not limited to, athletic events, dances, plays, practices or concerts.
2. Students must attend school on the day preceding a weekend co-curricular or interscholastic event, subject to the coach, advisor or Principal's review.
3. If a student's absence has been the result of an appointment which was not possible to schedule at another time, *the student's parent should provide a note* to this effect upon the student's arrival at school. In such cases, the student may be allowed to participate in a co-curricular activity with the authorization of the Principal.
4. Students must arrive at school by 8:20 a.m. in order to compete, perform or otherwise participate in a co-curricular or interscholastic activity.
5. Any requests for variance on these stipulations must be directed to the principal before the event or activity in question occurs.

## Definitions

### 1. Excused Absences

- a. Personal illness and illness or death in the family
- b. Religious observance
- c. Medical visits
- d. Approved college visits
- e. Military obligations
- f. Absences approved in advance by the Principal, Superintendent, and the Commission of Education

### 2. Unexcused Absences

- a. A student who is absent from school or classes with the knowledge and consent of his parents or legal guardian for other than legal reasons is considered an unexcused absence from school. Such excuses as the following are included under this heading: shopping trips to the local mall, family vacation, oversleeping, skipping class, and any other absence that is not excused as determined by the Principal, Superintendent, and the Commissioner of Education. Unlawful detention is considered to be a serious matter by school officials and education law.
- b. A student who is absent from school without the knowledge or consent of a parent or legal guardian is considered to be truant from school. Truancy from school is considered to be a serious matter by school officials and education law. *Truancy results in calls to parents and two (2) days of detention for each full day truant. Repeated trancies may result in suspensions or referrals to county agencies for those under 16 and consideration of withdrawal from school for those 16 and over. (In accordance with Chapter 400, Laws of 1981.)*
- c. There is no school, or class approved "skip day" for any group. If a day of organized absences by any group (seniors and/or juniors, etc.) is apparent, the district will take appropriate action.
- d. If a questionable pattern or number of illegal excuses appears on the student's record, the attendance officer may require a doctor's excuse for all succeeding absences. If no medical excuse is provided, the absences will be marked as unexcused.

## EXCUSES

Students are required by Commissioner's Regulations to bring in a written excuse signed by their parent or guardian stating the reason for the absence. We also encourage parents to telephone the nurse to verify student absences.

Upon returning to school after an absence, students should report to the nurse's office and present an excuse for re-admission before going to homeroom. Excuses not provided within 3 days after returning will result in the absence(s) being marked as an unexcused absence. Parents will be notified by letter when the absences have been marked truancy because of no excuse being provided. **Excessive unexcused absences may affect course credit.**

In addition, students arriving late must sign in at the nurse's office with an official written excuse for this tardiness.

## LATE ARRIVALS AND EARLY DISMISSALS

Schoharie Jr./Sr. High School requires specific sign-out procedures for partial absences from school or for early dismissals for students. In these cases, written or phone permission is required from a student's parents and school approval is required through the principal. Approved parental requests are to be processed through the school nurse for sign-in or for sign-out purposes.

The school recognizes valid reasons for partial absences. Such reasons include medical appointments, dental appointments, and deaths in the family, court appearances, and probation meetings, out of school suspension and college visitation. The administration discourages activities such as banking and motor vehicle business on school time. The principal reserves the right to withhold permission for these activities.

Activities which are unacceptable reasons for partial absences and which will be discouraged are shopping, work and recreation.

### **EARLY LEAVE NOTES**

Students with notes to sign out for an excused purpose *must present them at the nurse's office first thing upon arriving at school*. The student should then return to the nurse's office (between classes) to pick up a gold/yellow pass to be shown to their teacher at the time of departure *and* present to the high school office upon departure.

### **BOOK AND LOCK REGULATIONS**

All books and other materials provided by the school for student use, including library books, are the property of the Schoharie Jr./Sr. High School. The following regulations govern their use:

1. Students are responsible for the care of texts and library books signed out to them.
2. The District does not supply Regents review books.
3. Students are liable to a charge or fine in the following instances:
  - a. If a book is lost or stolen
  - b. If a book is defaced or abused
  - c. If a lock is lost or stolen
  - d. If a locker is defaced or abused

Lockers and locks are provided by Schoharie Jr./Sr. High School for safe storage of school related materials. Students are encouraged to keep their lockers securely locked at all times to ensure safekeeping of their clothing and educational materials. Toward this end, students should **keep their combinations confidential and maintain their assigned locker**. Students must keep lockers locked securely at all times. Students should immediately report faulty lockers or locks to the aide in ISS. **All lockers are the property of the school and, as such, are subject to staff inspection at any time, through conventional means or with police assistance.**

Remember the locker rules:

1. Don't give your combination to other people.
2. Do not leave money or valuables in your locker.
3. You must keep your locker clean.
4. You may go to your hall locker only at appropriate times or with a pass.

**Please Note: The school is not responsible for student's personal property which may be lost, stolen or damaged. Electronic devices are especially prone to loss, and we cannot stress how important it is for these devices to remain home and not be brought to school.**

### **PARENT COMMUNICATION**

Student academic progress is reported through several means. Mid-marking reports may be sent home four times per year in October, December, March and May. Report cards are sent home in November, February, April and June. In addition to marks, students' class attendance and effort are also reported to parents.

Anyone wishing to access staff, teachers, counselors or administration may do so by calling the school at 295-6601 during school hours (7:30 a.m. – 4:00 p.m.). Parent conferences are available upon request, either through teachers, school counselors or administration.

### **GRADING POLICIES GRADES 7-8**

Schoharie Jr. High School conducts four report card distributions each year. These distributions occur at ten-week intervals. Report cards are sent home via the students at the first three distributions. The final report card is sent home by mail.

The purpose of assigning grades is to report students' educational progress to parents and students. The determination of ten-week marks is the responsibility of individual subject teachers. Marks will reflect a numerical equivalent to student achievement. Quarterly grades will reflect, but not be limited to, a student's performance on tests, quizzes, papers and any other specifically assigned projects. A student's quarterly grade will also reflect the importance of attendance. Additional guidelines include the following:

1. Final averages are determined by averages of quarterly performances, performance on mid-term exams, final exams, and special projects and Regents exams when applicable. Parents and students should feel free to ask each teacher about the specific method used for final average calculation.
2. The passing grade in grades 7-8 is 65.
3. Jr. High students enrolled in Advanced Regents courses must take and pass Regents examinations in order to gain Regents credit.
4. In order to be promoted to the next grade, the student must satisfactorily complete all course requirements determined by the principal. A student who fails required courses must attend an approved summer school or repeat the grade level the following school year.

### **GRADES OF "INCOMPLETE"**

Teachers who wish to extend a particular courtesy to students who have been legally absent may assign a grade of I – Incomplete on the student's report card. "Incompletes" must be completed or resolved within two weeks following the end of the marking period, otherwise the student's grade will reflect the grade earned.

If students do not resolve the “Incomplete” during the allotted time, they will not receive credit for the missing work and will risk being assigned a failing grade for the marking period in the incomplete course. Teachers will inform the parents about the “Incomplete” and the effect that repeated absences will have on a student’s course work.

**2011/2012 PROGRESS REPORTING AND GRADE REPORTING SCHEDULE**

1 <sup>st</sup> Quarter	Mid-Marking Period Ends	-	10/07/11
	Interim Reports Home with Students	-	10/12/11
	Marking Period Ends	-	11/10/11
	Report Cards Home with Students	-	11/16/11
2 <sup>nd</sup> Quarter	Mid-Marking Period Ends	-	12/16/11
	Interim Reports Home with Students	-	12/16/11
	Marking Period Ends	-	01/27/12
	Report Cards Home with Students	-	02/01/12
3 <sup>rd</sup> Quarter	Mid-Marking Period Ends	-	03/02/12
	Interim Reports Home with Students	-	03/07/12
	Marking Period Ends	-	04/05/12
	Report Cards Home with Students	-	04/18/12
4 <sup>th</sup> Quarter	Mid-Marking Period Ends	-	05/11/12
	Interim Reports Home with Students	-	05/16/12
	Marking Period Ends	-	06/12/12
	Report Cards Mailed	-	07/01/12

➤ **Parents: If you do not receive these, please call either Guidance or the High School office immediately.**

**ACADEMIC ELIGIBILITY PROCEDURES FOR GRADES 7-12**

- At Interim (5 week) and Report Card time (10 week), Administration will review student performance. A student who is failing one subject at each five-week period will be placed on probation for school-related extracurricular, intramural, and interscholastic athletic activities for the next five weeks. That student’s grades will be monitored during the probationary period. A student who is failing two or more subjects will be automatically ineligible for school-related extracurricular, intramural, and interscholastic athletic activities (games and scrimmages) for one (1) week, **Monday-Sunday**. Also included are any plays, field trips, county festivals, contests, clubs, dances, or other extra-curricular activities, etc.
- For the next five weeks, the probationary/ineligible student will take a Weekly Progress Report to all of his/her academic teachers for an update. This report will be turned into Administration each Friday for review. Probationary and ineligible students will still be expected to carry the sheet to teachers until the end of the five-week interim or marking period. After the marking period a probationary/ineligible student will be removed from that status if the student’s grades improve. The student may be returned to academic probationary/ineligible status if it is found that his/her grades again are failing. Probationary students who do not fill out their weekly sheets will become ineligible.
- If the student continues to experience problems, the coach, club advisor, guidance counselor, or principal may arrange a conference with the student and parents to determine the extent, if any, of further participation in that sport or extracurricular activity.
- Probationary/ineligible students that do not participate in the Weekly Progress Sheets are not eligible to play/participate in games, club activities, plays, dances, or other after-school activities.** Any “extenuating circumstances” should be appealed to the Principal, who along with input from the Athletic Director, guidance counselor, classroom teachers and coaches, will have the responsibility for final decisions in cases of ineligibility.
- For evaluation purposes, a grade of “Incomplete” is considered a failure. However, the incomplete can be altered to a “passing” grade at the discretion of the teacher and full eligibility restored. A student with an incomplete as a grade must circulate the Weekly Progress Sheet in order to be removed from probationary or ineligible status.
- It is the probationary or ineligible student’s responsibility to ensure that all necessary paperwork and communication with teachers, coach, and principal/designee is maintained.
- This procedure does not replace or modify behavioral ineligibility.

**MEDICATION IN SCHOOL**

New York State Education Law prohibits the giving of internal medication in school unless a written doctor’s order for that medication is brought to the school nurse. This law also includes over-the-counter medication such as aspirin, Tylenol, cold preparations, etc. Parents are required to personally bring to the nurse all medication in the bottle, with the original prescription label. This enables the parent to give any further information and/or directions to the nurse as well as preventing loss or misuse of the medication. Medication cannot be administered at school unless all of these procedures

are followed. Inhalers in school: Inhalers that are prescribed by a physician and need to be carried by the student at all times **MUST** have a written prescription from the physician stating this. Also, a note from the parent acknowledging the fact that the child needs to carry the inhaler must be sent into school along with the prescription. These must be given to the school nurse the first day of school or when the inhaler is first prescribed. It is recommended that the student's name be put on the medication in case it is mislaid or lost so that it can be returned, as there are a number of students who use them. **Inhalers cannot be carried in school unless these procedures are followed.**

### **BACKPACKS AND BOOK BAGS**

Students may use backpacks and book bags to transport books and supplies to and from school. For safety concerns, students **must** store them in their lockers during the school day. **Failure to do so will result in disciplinary responses.**

### **LOST AND FOUND**

Items found should be turned in at the Nurse's office or the Athletic Director's office, whichever seems most appropriate. Pupils should report losses to the Principal and complete a Missing Items report to aid in recovery.

The school cannot be responsible for loss or theft of property from lockers, rooms, etc. Students are encouraged to safeguard their possessions (see Book and Lock Regulations).

### **STUDENT VISITOR'S PASS REQUIREMENTS**

Under specific conditions visitors may be permitted for one day at a time at Schoharie:

1. Visitors must be students at a middle school, junior high school or a high school.
2. A visitor's school must **not** be in session on the day of a visit.
3. All of the host/hostess's teachers must approve of the presence of a visitor at least one day prior to the visit (see main office for form).
4. The principal will verify teachers' approval. Upon such verification, approval **may be** issued.
5. The visitor must sign in at the main office, obtain a visitors pass and must be accompanied at school by the Schoharie student who serves as a host/hostess.
6. The visitor will be required to follow the host/hostess's schedule upon the day of the visit.
7. Visitors are expected to adhere to all rules for student activity in the Jr./Sr. High School.

### **CAFETERIA**

1. Students are to observe rules of courtesy during lunchtime.
2. Students are to go to the end of the line when entering the food service area.
3. Students are to move as quickly as possible through the lines.
4. Students must have their student ID to charge/buy their lunch.
5. Students who spill something are to get cleaning equipment from the kitchen and clean up for themselves.
6. Students are to replace chairs at their table before leaving.
7. Students are to use wastebaskets for all disposables.
8. Students are to remove all waste material from their trays before leaving them at the pass through window.
9. Students are to help pick up papers and other materials if they are requested to do so by teachers or aides.

➤ **Failure to follow staff directives or requests during lunchtime will result in an administrative response. Please refer to the section addressing the enforcement of school rules.**

**GYMNASIUM/WEIGHT ROOM USE** While using the gymnasium/weight room, students are reminded of the following:

1. The gym/weight room may **not** be used unless there is **direct** faculty supervision.
2. Only sneakers or gym shoes may be worn on the gym floor.
3. Students are **not** to use athletic equipment unless under **direct** faculty supervision.
4. Students should not be in locker rooms except on school business.
5. Food is not to be consumed in the gym/weight room.

### **LIBRARY**

1. Books are lent to students for a period of two weeks.
2. Because of the demand for materials, renewals are for one week only.
3. Magazines, pamphlet materials and books put on reserve are lent overnight only.
4. Students using the library for study must be quiet.

### **STUDY HALLS**

Study halls are intended to provide quiet working time for students. While attending study halls (including after school athletic study hall), students are to adhere to specific instructions:

1. Come to study hall with all of their required materials and be prepared to work.
2. Sign out on the sign-out sheet, as directed by the teacher or aide in charge of the study hall.
3. Speaking to another person is to be allowed only when permission is granted by the teacher or by the aide.
4. Students who have passes from study hall must return to the study hall before the end of the period with their passes signed by their receiving teacher.
5. Special pass holders must produce them for each use.

### **PEER MEDIATION PROGRAM**

Peer mediation is a voluntary confidential program in which two students who are having a conflict agree to sit down with two trained peer mediators and a staff member to work out their differences by employing methods of peaceful conflict resolution. Together they come up with a written contract they both can live with. Students who are experiencing a conflict should be encouraged to pick up a Peer Mediation Request form from a guidance counselor or a social worker. Every effort will be made to schedule the mediation during a lunch period or a study hall.

### **EXTRA-CLASS ACTIVITIES**

Each week, three periods are set aside after school for extra help in classes, and for student activities, organizations and clubs to meet. A 3:30 p.m. bus is available to take students home. Clubs are open to the entire student body and students may select to join one or more which interest them. Activity groups may include: National & Junior National Honor Society, Future Business Leaders of America, Varsity Club, Student Government, Key Club, Future Farmers of America, Family, Career and Community Leaders of America.

Membership in these organizations is a privilege. As with every school activity, all school rules are in effect.

### **INTERSCHOLASTIC AND MODIFIED SPORTS**

Schoharie Central School provides the competitive sports listed below. Generally, students in Grades 9 through 12 compete at the varsity and junior varsity levels, while junior high students compete at the modified levels. There may be some exceptions as junior high students may compete at the varsity level under specific conditions.

	<b>2011-2012 Start Dates</b>
<b>Fall Sports Teams</b>	
Varsity/JV Boys Soccer, Soccer, Cross Country, Golf	August 22
Varsity/JV Girls Soccer, Cross Country, Volleyball, Golf, Tennis	August 22
Modified Boys and Girls	September 1
<b>Winter Sports Teams</b>	<b>Start Dates</b>
Varsity/JV Boys Basketball, Wrestling, Bowling	November 7
Varsity/JV Girls Basketball, Bowling	November 7
Modified Boys and Girls	November 21
<b>Spring Sports Teams</b>	<b>Start Dates</b>
Varsity/JV Boys Baseball, Track & Field, Tennis	March 5
Varsity/JV Girls Softball, Track & Field	March 5
Modified Boys and Girls	March 19

### **SCHOOL DANCE POLICY AND CONTRACT**

School dances are an important part of life for students at Schoharie Jr./Sr. High School (Grades 7-12). They provide an opportunity for students to socialize, relax and have fun with their friends. As such, it is necessary that certain guidelines be observed in order to keep dances safe activities for students.

1. School dances are held for the benefit of students presently attending Schoharie Jr./Sr. High School, in grades 7-12, as advertised, i.e. 7-8, 7-9, 8-12, 9-12 or 7-12. Only students of the advertised grades may attend.
2. Dances are held from 7:00-10:00 p.m., unless otherwise advertised (i.e. Homecoming and the Junior/Senior Prom). Students are not allowed inside the building until 7:00 p.m. Parents must accept the responsibility of ensuring proper supervision until the doors open for admission at 7:00 p.m.
3. To be eligible to attend any dance, students must have turned in personal demographic information to the main office by the Wednesday preceding the dance. These forms include emergency contact cards, personal demographic cards, signed student handbook receipt, signed dance contract sheet and any other forms required at that time.
4. Students are to remain in the building during a dance. If a student signs out or leaves the building during the dance, he/she will not be allowed re-entry to the dance.
5. Students are not permitted to loiter outside the building or anywhere on school grounds during the dance.
6. Students who wish to bring guests to dances must identify and sign them in with the Principal at least two days before the dance.
7. Students who owe detention or who have had a series of behavioral infractions may be denied access to dances, based on teacher and/or administrative recommendations.
8. Students must attend school on the day of the dance in order to attend the dance.
9. As with every school activity, all school rules are in effect.
10. If a student is removed from the dance for a serious infraction of school rules, his/her parents will be notified immediately to come and get him/her. He/she will be suspended from attending school dances for one calendar year. This includes Homecoming and the Junior/Senior Prom. A serious infraction includes, but is not limited to, involvement with tobacco products, alcohol or any other illegal substance; fighting; weapons; endangering the safety of themselves or others; vandalism or theft of school property.

➤ **The last page of this handbook must be signed by both the parent/legal guardian of the student and the student indicating that you have read, discussed and understand the school's dance policy. The student will not be allowed to attend any dance if this contract has not been signed and returned to the school.**

~Open House~

Schoharie Jr./Sr.  
High School

Thursday,  
September 22, 2011

6:30 p.m. - Auditorium

6:55 p.m. – Parents pick up  
schedules

7:00 p.m. – 8:30 p.m.  
Parents follow abbreviated  
student schedule

## **SIGNATURE PAGE**

(Please complete all areas, **detach and return** to your homeroom teacher)

**HANDBOOK ACKNOWLEDGMENT**

***By checking this box and signing below***, both the parent/legal guardian and the student acknowledge receiving a copy of the Schoharie Central School Handbook and have read, discussed and understand the contents of this handbook.

**ELECTRONIC TECHNOLOGY ACCEPTABLE USE PROCEDURE**

***By checking this box and signing below***, both the parent/legal guardian and the student acknowledge reading the “Electronic Technology Acceptable Use Procedure” (Pages 12-14) and have discussed it with the student. Both student and I understand the procedure and agree to abide by its requirements.

**SCHOOL DANCE CONTRACT**

***By checking this box and signing below***, both the parent/legal guardian and the student acknowledge that the policy (Page 20) has been read and understood. The student will not be allowed to attend any dance if this page has not been signed and returned to the school.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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