

Schoharie Central School District

Jr./Sr. High School

*Handbook*

2021-2022

*In The Pursuit  
Of Excellence*

*The last page of this handbook must be signed by both the parent/legal guardian of the student and the student indicating that they have read, discussed, and understood the school's procedures and expectations.*

# DIRECTORY

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## BOARD OF EDUCATION

Mr. Terry Burton, President  
Mr. Daniel Guasp, Vice President  
Mrs. Tara Barton      Mr. John Florussen  
Mrs. Laraine Gell      Mr. Lance Hellstrom  
Ms. Lynda Lewandowski

## DISTRICT WEBSITE

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

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

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### **BUILDING MISSION STATEMENT**

**The Mission of Schoharie Jr./Sr. High School is to create a climate of academic excellence and social responsibility that prepares the next generation of college and career-ready citizens.**

## **TO ALL STAKEHOLDERS**

Any person visiting Schoharie Jr./Sr. High School during school hours must sign in at the Main Office and present a valid, government-issued ID.

New York State law prohibits smoking, vaping or the use of drugs and/or alcoholic beverages of any kind on school property. It further prohibits any person under the influence of alcohol or illegal drugs to be on school property or attend school functions.

## **ABSENCES/TARDIES**

When students are absent, we ask that you call (518) 295-6635 ext. 2 and speak with the attendance clerk. When your child returns to school please send/fax, (518) 295-8161, a written excuse to indicate the reason for the absence. Students are required by Commissioner's Regulations to bring in a written excuse signed by their parent or legal guardian stating the reason for the absence. Excuses not provided within three (3) days after returning to school will result in the absence(s) being marked as an unexcused absence. Please note that **excessive unexcused absences may affect course credit.**

Class assignments and academic materials can be found on the Schoology learning management website. If you are unable to access Schoology, and the student is absent **for two or more days**, you may call the In-School Suspension Room at (518) 295-6601 to request the work the student missed. Please make this call as early as possible to ensure adequate time to gather materials.

Students arriving late to school (after 8:55 a.m.) must sign in at the main office immediately upon their arrival.

## **ACADEMIC INTERVENTION SERVICES**

Students not meeting the New York State standard for achievement, based upon their class performance, standardized test results, attendance record, and teacher and/or parent recommendations, are eligible for and will receive Academic Intervention Services (AIS). These services are scheduled as small classes with teachers certified in the area(s) in which the student needs assistance.

Services and interventions available to students may include:

1. Additional assigned time with teachers to work on improving basic academic skills
2. Additional supports in the classroom

## **ACADEMIC SUCCESS PLAN GUIDELINES FOR GRADES 6-12**

Academic achievement is the primary focus of the Schoharie Central School District. Students will be encouraged to maintain and improve academic performance during the entire school year. **Being ineligible means the student will lose pass privileges and be unable to participate in after school activities except for those in which they are earning class credit.**

At the end of the previous school year, the high school office issues an Academic Ineligibility List. Students are notified via mail during the summer if they are on the list.

- If a student fails one or two classes on the five-week report or the report card, a letter will be sent home indicating that the student is failing at this time. Students failing one or two courses remain eligible for the entire five-week period.
- If a student fails three or more classes on the five-week report or the report card, they will be they will be required to attend a mandatory meeting with their school counselor to come up with a plan to improve their grade. They are ineligible for all extracurricular activities (including practices) until the next five week or report card is issued. A letter will also be sent home indicating that the student is failing three or more courses at this time.
- If a student is on the Academic Ineligibility List as ineligible, they will not have pass privileges.
- The process continues throughout the school year. A new Academic Ineligibility List will be generated after each interim report and quarterly grade reports are issued.

- In June of each school year, the high school office will generate a list of students who are ineligible to participate in extracurricular activities based on final averages of classes. The same policies and procedures followed during the school year will apply at the beginning of the new fall athletic season and/or school year. Students who are failing three courses at the end of the year are ineligible for the fall sports season and/or new school year until the first five-week report comes out. Students may improve their eligibility status through the successful completion of summer school courses. Students will be allowed to try out for sports and other extracurricular activities during this time period.
- Students who have incomplete grades at report card time will be given ten school days to complete their missing work. If they are failing at that time, they will be placed on the Academic Ineligibility List accordingly.

## **ALTERNATIVE CREDENTIALS**

### **A. CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES COMMENCEMENT CREDENTIAL**

Available to students with disabilities other than those who are assessed using the NYS Alternate Assessment (NYSAA): The credential may be a supplement to a regular diploma, or if the student is unable to meet diploma standards, the credential may be awarded as the student's exiting credential provided the student has attended school for not less than 12 years (excluding Kindergarten).

- Requirements: Completes a career plan; demonstrates attainment of the commencement level Career Development and Occupational Studies (CDOS) learning standards in the area of career exploration and development, integrated learning and universal foundational skills; satisfactorily completes the equivalent of two (2) units of study (216 hours) in Career and Technical Education coursework and work-based learning (including at least 54 hours of work based learning); and has at least one completed employability profile or
- Student meets criteria for a national work readiness credential

### **B. SKILLS AND ACHIEVEMENT CREDENTIAL**

Available to students with severe disabilities that are assessed using the NYS Alternative Assessment (NYSAA): All students with severe disabilities who attend school for not less than 12 years (excluding Kindergarten) exit with this credential which must be accompanied by a summary of the student's level of achievement in academic and career development and occupational studies.

A student must be awarded such a diploma at the age of 21 if the IEP goals for that year are met. A student or the student's parents may request that the district award the high school CDOS diploma prior to the year the student turns 21. This will be awarded based on school district policy. If a CDOS diploma is presented prior to age 21, the student retains his or her eligibility to attend the public schools of this district without the payment of tuition, until he or she has earned a high school diploma or until the end of the school year in which the student's 21<sup>st</sup> birthday occurs, whichever is earlier.

## **ATHLETICS**

Schoharie Central School District provides the competitive sports listed below. Generally, students in Grades 9 through 12 compete at the varsity and junior varsity levels, while students in grades 7 and 8 compete at the modified level. There may be some exceptions as junior high students may compete at the varsity level under specific conditions.

### **Fall Sports Teams**

Varsity/JV Boys: Cross Country, Golf, Soccer

Varsity/JV Girls: Cross Country, Soccer, Tennis, Volleyball

Modified Boys: Cross Country, Soccer

Modified Boys: Cross Country, Soccer, Volleyball

### **Winter Sports Teams**

Varsity/JV Boys: Basketball, Bowling, Cheerleading, Wrestling

Varsity/JV Girls: Basketball, Bowling, Cheerleading, Wrestling

Modified Boys: Basketball, Wrestling

Modified Girls: Basketball, Wrestling

### **Spring Sports Teams**

Varsity/JV Boys: Baseball, Tennis, Track & Field

Varsity/JV Girls: Softball, Track & Field

Modified Boys: Baseball, Track & Field

Modified Girls: Softball, Track & Field

Athletic schedules may be found on our school website ([www.schoharieschools.org/athletics](http://www.schoharieschools.org/athletics)).

## **SPECTATOR CODE OF CONDUCT**

Spectators are an integral part of scholastic sporting events. Spectators should adhere to acceptable standards of good sportsmanship and behavior at all times. 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 every athletic contest.

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, coaches and/or 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, coach, official, or other spectator.
7. Respect school property by not causing any damage to equipment and/or facilities.
8. Know that school officials have the right to refuse attendance or remove any spectator that is not behaving properly.

## **ATTENDANCE EXPECTATIONS**

Excellent school attendance is our expectation. The following procedures are presented with the promise that successful implementation will improve attendance and increase students' academic and social achievement.

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 (27 days for a full year course and 14 days for a half year course) may be denied course credit.

- The school day officially begins at 8:55 a.m. each day.
- Students are expected to be in their homeroom (period one class) and ready to learn by 8:55 a.m.
- Students arriving to homeroom after 8:55 a.m. will be considered late, and will need to sign in at the Main Office.
- Families will receive phone calls, text messages, and emails (if applicable) from School Messenger on the days when their child is absent from school.

School attendance affects co-curricular and interscholastic activities as well. Therefore, to participate 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, practices, dances, plays, or concerts.
2. 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.
3. 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 Commissioner 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 designation: shopping trips, 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. 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. If a questionable pattern or number of illegal excuses appears on a 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.

## **BACKPACKS AND BOOK BAGS**

Students may use backpacks and book bags to transport books and supplies to and from school. If locker use is not permitted for any reason, students will be allowed to carry backpacks and book bags to their classes.

**\*Please Note: The school is not responsible for students' personal property which may be lost, stolen, or damaged. Electronic devices (including but not limited to cell phones, music players, tablets, smart watches and video games) are especially prone to loss, and we cannot stress how important it is that these devices, if brought to school, are the sole responsibility of the student.**

## **BUILDING LEADERSHIP TEAM (BLT)**

Schoharie Jr./Sr. High School has a shared decision-making committee referred to as the Building Leadership Team (BLT). The BLT is comprised of diverse stakeholders: students, parents, faculty, staff, administration, Board of Education members, community members, and alumni. The BLT meets regularly to discuss issues, concerns, and policy matters relating to the Jr./Sr. High School. Minutes of BLT meetings are posted in the cafeteria and on the high school webpage.

## **CHALLENGING AN EXAM TO OBTAIN COURSE CREDIT**

Students may gain credit for high school courses by successfully passing an exam and meeting other specific criteria. The maximum credit which may be earned by this procedure in high school is 6.5 units. In order to accumulate credit by this method, each of the following procedures MUST be followed:

1. Students who apply to receive credit by challenging an exam must be evaluated to determine:
  - a. if the student's past academic performance warrants this opportunity
  - b. if this will benefit the student academically
2. If BOTH of the above criteria are met, the student will then be allowed to take a state developed or state approved exam. The student must achieve a score of 85 or higher.
3. In addition, the student must have a record of good school attendance.

Courses for units of credit by examination which have been approved include the following:

English Language Arts	Algebra I	Algebra II
Geometry	Global History & Geography II	U.S. History & Government

## **CLUBS**

Clubs are open to the entire student body, and students may select to join one or more which interest them. Membership in these organizations is a privilege. As with every school activity, all school rules are in effect during after school activities.

The following clubs are currently available for students to join:

Builders Club	Performing Arts Club
Class Officers	Students Against Destructive Decisions (SADD)
Drama Club	Student Government
Future Business Leaders of America (FBLA)	Leading Tones
Future Farmers of America (FFA)	Teen Talk
Gay-Straight Alliance (GSA)	Travel Club
Key Club	Varsity Club
Makerspace Club	



## **COLLEGE COURSES (OFF CAMPUS)**

Schoharie Central School District permits students to take college courses off campus during the high school day if they meet certain requirements:

1. Successful completion of the high school curriculum through Grade 11.
2. Demonstration of potential for the successful completion of college work.
3. Recommendations for entrance into such courses from the school counselor and appropriate staff members.
4. Approval from the high school principal.
5. Approval from the early admissions officer at the college.
6. Assignment of the student to an advisor at the college.

If students choose to complete the senior year at a college, all the above requirements apply. It is understood that candidates will pay all tuition and fees as well as supply their own transportation to and from the college campus. The senior high school counselor is responsible for student data coordination for the student's permanent record.

## **COURSEWORK**

All students are strongly encouraged to carry a course load of 6.5 credits each year, including physical education. All students are expected to maintain complete and challenging schedules.

A change in schedule may be considered provided:

1. A written request from parents is made.
2. The student is carrying the minimum number of required courses.
3. The student has made a sincere effort to succeed.
4. The student, parent, teacher, counselor, and principal are in agreement regarding the change.

Students dropping a full-year course after 25 weeks or a half-year course after 15 weeks will receive a W/D on their report card and final transcript.

Students are not allowed to audit courses. All courses must be taken for credit.

## **DANCE GUIDELINES**

School dances are an important part of the social life of students at Schoharie Jr./Sr. High School. 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 ensure that dances are safe activities for students.

1. To be eligible to attend any dance, students must be academically eligible and have turned in personal demographic information to the main office. These forms include emergency contact cards, personal demographic cards, signed student handbook and dance contract sheet, and any other forms required at that time.
2. Students are to remain in the building during the dance. If a student signs out or leaves the building during the dance, he/she will not be allowed re-entry.
3. Students are not permitted to loiter outside the building or anywhere on school grounds during the dance.
4. Students who have had a series of behavioral infractions may be denied access to dances, based on teacher and/or administrative recommendations.
5. Students must attend school on the day of the dance (or the school day prior if the dance is on the weekend) in order to attend the dance.
6. As with every school activity, all school rules are in effect.
7. If a student is removed from the dance for a serious infraction of school rules, their parents will be notified immediately to come and get them. 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.

With the exception of Homecoming, students are permitted to bring guests to dances. Guests must be of school age, or a Schoharie graduate under the age of 21. Student dance contracts are available in the main office. Students need to fill out the form as requested and return it to the main office in the time frame indicated by the administration.

## DIPLOMA REQUIREMENTS

### STUDENTS STARTING GRADE 9 IN 2001 AND BEYOND

<u>Required “Core” Subjects</u>	<u>Regents Diploma</u>	<u>Advanced Regents Diploma</u>
English	4 units	4 units
Social Studies	4 units	4 units
Mathematics (A)	3 units	3 units
Science (B)	3 units	3 units
Second Language	1 unit (B)	3 units (C)
Health	½ unit	½ unit
Art and/or Music	1 unit	1 unit
Electives	3 ½ units	1 ½ units
Physical Education	2 units	2 units
<b>TOTAL</b>	<b>22 units</b>	<b>22 units</b>

- **Regents or Advanced Regents designations with Honors**—students must obtain a score of 90 or higher on Regents Exams.
- **Mastery in Science and/or Math designations**—85+ on three Regents

#### Exams Needed for Diploma for students entering Grade 9 in 2011 & thereafter:

- **Regents** – Algebra I, Global History & Geography II, US History & Government, English, Science (65+ on all exams)
  - **Advanced Regents** –Algebra I, Geometry, Algebra II, Global History, US History, English, two Science Regents (1 Physical Science and 1 Life Science Regents required).
- An integrated course in mathematics/science/technology may be used to satisfy the requirement for a third unit of credit in mathematics or science.
  - Students are required to have completed two units of study in a Language Other Than English (LOTE) by the end of their 9<sup>th</sup> grade year. One unit of credit is earned either by passing the designated district exam for LOTE (checkpoint A) or earning a unit of commencement level credit in LOTE. In addition, students must pass the designated district exam for LOTE (checkpoint B) which is the final exam offered in Spanish 3 to satisfy the LOTE pathway.
  - Students acquiring five units of credit in one of the following may be exempt from the LOTE requirement for an Advanced Regents Diploma: Art, Technology, Agriculture, Business or Vocational Education.
  - Re-taking Regents Exams**—Students may choose to retake a Regents Exam in English, Social Studies, Math, Science or a Second Language. The Regents score obtained on retakes (if higher) will be reflected on their high school transcript. Please note—every year there are scholarships available to students with the highest Regents exam marks; therefore, retakes for high achieving students may be appropriate.
  - Challenging a Regents Exam**—Students who would like to challenge a Regents exam must obtain prior approval from the principal and the cooperating teacher. To obtain credit for a challenged exam, a student must obtain a grade of 85 or better on the Regents exam. Additionally, students may be expected to complete a project (supervised by the teacher of the course).

For more information, please visit the New York State Education Department Website: <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf>

### **DRESS CODE**

Our students are expected to give proper attention to personal cleanliness and to dress appropriately for school and all school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. The dress code policy is designed to prepare students for life after high school while also addressing the health and safety of all students and staff.

#### Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4-inch length of the upper thigh.
2. Shoes must be worn at all times and must be safe for the school environment.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoods are not permitted to be worn while inside the building. This is a safety and visibility concern.
5. Blankets may not be worn while inside the building. This is a safety concern.
6. Specialized courses may require specialized attire, such as uniforms and safety equipment.

#### Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Clothing and accessories that endanger student or staff safety may not be worn.

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.

### **EARLY GRADUATION**

The standard four-year program is suited to most students in terms of their emotional, physical, and intellectual development. It is also most readily adaptable to post high school educational and vocational plans. Special situations may occur in which students may need to shorten the length of their high school program. Such a decision must involve the student, parents/legal guardians, school counselor, and principal, and may take some advance planning to ensure that all academic requirements are met.

### **ELECTRONIC DEVICES IN SCHOOL**

**Electronic devices will be permitted in school at the discretion of staff and administration. These devices, however, will not be allowed to interfere with any aspect of teaching or learning.**

**\*Please Note—The school is not responsible for students' personal property which may be lost, stolen, or damaged. Electronic devices (including but not limited to cell phones, music players, and video games) are especially prone to loss, and we cannot stress how important it is that these devices, if brought to school, are the sole responsibility of the student.**

**If discipline issues or concerns arise, students' phones may be surrendered to staff or administration so as not to hinder the investigation process.**

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

The purpose of the Schoharie Central School District-Local and Wide Area Networks, The 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, through 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 Central School District will make an effort to prevent students' 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 School District. Use of the 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 unacceptable 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, PCs, 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, 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;
- S. Students who destroy/deface/fail to return school computer equipment (such as Chromebooks and Wi-Fi hotspots) shall be held financially responsible for repair/replacement costs of all such items.

## Consequences for Violation of the Technology Use Policy

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
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 district's hardware or software that is not included in the categories listed above will result in consequences of 30, 60, and 90-day restrictions for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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), refer to days in which school is in session. Students will be given alternative assignments by their teachers which do not require the use of computers during the loss of privileges period.

### 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, band, choir etc.) will be counted as half the grade toward the quarterly GPA.

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

### GRADES OF "INCOMPLETE"

Teachers who wish to extend a particular courtesy to students may assign a grade of INC – 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.

## GRADUATION

### GRADUATION CEREMONY PARTICIPATION ELIGIBILITY

Students will be allowed to participate in the June graduation ceremony if they earn a high school diploma or alternative credential. Students are eligible to participate in the ceremony if, by the end of the 3<sup>rd</sup> quarter, a student is mathematically\* eligible to graduate. If a student is not mathematically eligible to graduate, they **will not** participate in the graduation ceremony. A student's participation in the June graduation ceremony is also dependent upon satisfactory behavior\*\* (subject to administrative review).

*\*mathematically – indicates that a student's average is such that with the time remaining in the school year the student can earn a passing average by the end of the course without having to earn any grades of more than 100 for a quarter (or on a final exam) to bring the overall course average up to a passing grade of 65.*

*\*\*satisfactory behavior – if a student's behavior falls below acceptable levels at any time during the school year, administrators will warn the student and his/her parents that continued unacceptable behavior, as defined in the student handbook, could result in the student not being allowed to participate in graduation ceremonies.*

Graduation is a ceremony provided by the Board of Education to celebrate the academic achievement of students. This event will be conducted in a manner that reflects the happiness and dignity such an occasion warrant. We invite participants to help make this experience positive and memorable by adhering to the following guidelines:

- All students participating in graduation must wear caps and gowns representing our school colors, (blue and white) and may not alter these materials in a way that conflicts with established school dress code.
- Students, parents, and guests must conduct themselves in a manner befitting the occasion in the judgment of advisors, administrators, and the Board of Education.

Questions regarding dress or behavior should be addressed to school personnel well in advance of graduation in order to prevent embarrassment on the day of the ceremony.

Any graduation candidates who do not comply with guidelines of dress or conduct will not be allowed to participate in the ceremony, and may pick up their diplomas at the high school main office during school hours the week following graduation.

### GYMNASIUM/WEIGHT ROOM USE

While using the gymnasium/weight room, students are reminded of the following:

1. Gymnasium/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 gymnasium/weight room.

### HOMELESS SERVICES (MCKINNEY-VENTO ACT)

The McKinney-Vento Act requires every Local Education Agency (LEA) to appoint an LEA liaison. McKinney-Vento liaisons must ensure that:

- Students in temporary housing are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Students in temporary housing are enrolled in and have a full and equal opportunity to succeed in school;
- Families and students in temporary housing have access to and receive educational services for which they are eligible, including services through Head Start programs (including Early Head

Start programs), early intervention services, and other preschool programs administered by the local educational agency;

- Students and their families in temporary housing get referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- Students and their families in temporary housing are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in their children's education;
- Public notices (for example, posters and brochures) with information about the educational rights of students in temporary housing is distributed where such students and their families are likely to see them or receive services, such as schools, family shelters, and soup kitchens;
- Enrollment disputes are mediated;
- The parents or guardians of students in temporary housing, and unaccompanied youth, are fully informed about the transportation services available to them, including transportation to the school of origin;
- School personnel working with children and youth experiencing homelessness receive professional development and other support;
- Unaccompanied homeless youth are enrolled in school;
- Unaccompanied homeless youth are informed about their status as independent students for college financial aid and are given assistance to receive financial aid;
- Unaccompanied homeless youth have opportunities to meet the same State academic achievement standards as other children and youth, and that the school district removes barriers that could prevent students in temporary housing from receiving partial or full credit for the coursework they may have completed at a prior school.

Please visit <http://nysteachs.org> for more information

### **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

F – Fail

### **ILLNESS- SENDING STUDENTS HOME**

The following guidelines have been developed by school officials in consultation with the school physician. The conditions which warrant sending a child home include:

- Temperature above 100.0 F
- Diarrhea/vomiting
- Persistent headache
- Persistent upset stomach
- Conjunctivitis (pink eye)
- Any condition based upon the school nurse's evaluation which she feels warrants medical attention and/or the need to isolate the student from the school population

### **INHALERS**

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 so. 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 on 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.**



## **JUNIOR HIGH COURSE ACCELERATION**

Junior high students have the opportunity to take high school courses in science, mathematics, foreign language, agriculture, and business. This process of acceleration can have a great effect on a student's overall 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. Request by student and parent/legal guardian
2. Secure the recommendation of the 7th grade teacher of the course or courses.
3. Demonstrate academic achievement and effort in coursework.
4. Have a good attendance record.
5. Obtain administrative approval.

## **JUNIOR HIGH SCHOOL 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
Technology	1 unit
Family & Consumer Science	¾ unit
Library and Information Skills	equivalent of 1 period per week
Cultural Awareness**	¼ unit

### **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 8th grade shall have the opportunity to take high school courses and receive diploma credit (Section 100.4 of NYCRR). Schools must offer 8th grade acceleration in at least two subjects, one of which must be mathematics.

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

*\*\*Cultural Awareness is a required 10-week course for junior high students. This course will discuss topics such as (but not limited to): identity, differences, biases, valuing others, respect for all, embracing differences, Diversity Dialogues, Equity Exchanges and bullying. The goal of this course is to inform students of the differences that exist within our local and global communities. Students will learn how to respect, accept, and appreciate diversity in said communities through a variety of activities.*

### **Sixth Grade School Requirements**

The following courses are required at the 6<sup>th</sup> grade level:

- English Language Arts: Using the Wonders series- Grade 6
- Reading Program: LLI program The Fountas & Pinnell Leveled Literacy Intervention System
- Writing: Using the Being a Writer program
- Math: Using the Go Math series
- Social Studies: Based on the geography and history of the Eastern Hemisphere
- Science: Incorporates Physical Sciences, Life Sciences, Earth and Space Sciences and Applications of Science

Family and Consumer Science  
Science Lab  
Band  
Choir  
General Music  
Cultural Awareness  
Art  
Computer Skills

### **LATE ARRIVAL AND EARLY DISMISSAL**

Schoharie Jr./Sr. High School requires students to be signed in/out of school by a parent or legal guardian either in writing or via phone. This should be processed through the main office. Students with notes to sign out for an excused purpose *must present these notes to the main office*. The student may then return to the main office (between classes) to pick up a gold/yellow pass. Students who have permanent early dismissal/late arrival **MUST** sign out/sign in each day at the main office.

### **LOCKER USE**

All books and other materials provided by the school for student use, including electronic devices, are the property of The Schoharie Central School District and, as such, are subject to staff inspection at any time, through conventional means or with police assistance. 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 staff in the In-School Suspension Room.

### **LOST AND FOUND**

Items found should be turned in at the Main Office. Anyone seeking a lost item should first retrace their steps and then check with the Main Office. If the missing item is not recovered, students should report losses to the principal and complete a Missing Items Report. The school is not responsible for loss or theft of property from lockers, rooms, etc. Students are encouraged to safeguard their possessions (see LOCKER USE for more information). **Unclaimed items will be disposed or donated.**

### **MEDICATION**

New York State Education Law prohibits giving or self-administering of internal medicine in school without both a written doctor's order for the medicine and a written parental request to administer the medication. This law includes both prescription and over-the-counter medications. Medications should be hand delivered by the parent or guardian to the school nurse in the original container and with the original prescription label attached. This enables the school nurse to seek further information from the parent or guardian if needed and/or provides information to the nurse in order to protect against loss or misuse of medication. Medication cannot be carried by a student unless there is a doctor's order stating that the student may carry and self-administer.

## **NATIONAL HONOR SOCIETY & HONOR GRADUATE REQUIREMENTS**

In order to be considered for National Honor Society students must achieve an 89.5 GPA after the 2<sup>nd</sup> quarter of the junior year and apply for review by the NHS Committee. In order to be considered for Honor Graduate status, students must have achieved an 89.5 cumulative (grades 9-12) grade point average or higher after the 2<sup>nd</sup> quarter of the senior year and/or be a member of the National Honor Society.

## **PARENT COMMUNICATION**

Student academic progress is reported through several means. Mid-marking reports are posted in the SchoolTool Parent Portal four times per year in October, December, March and May. Report cards are sent home in November, February, April and June. Academic progress can be monitored via the Schoology learning management system website. In addition to grades, students' class attendance and effort are reported to parents. This information can be accessed through the SchoolTool Parent Portal described below. Links to Schoology and Parent Portal are available on the Schoharie Jr./Sr. High School webpage.

Anyone wishing to access staff, teachers, counselors, or administration may do so by calling the school at (518) 295-6601 during school hours. Parent conferences are available upon request through teachers, school counselors, or administration.

The Jr./Sr. High School website ([www.schoharieschools.org/jr-sr-high-school](http://www.schoharieschools.org/jr-sr-high-school)) has a Parents page with more information for parents.

### **2021-2022 INTERIM REPORT- GRADE REPORTING SCHEDULE**

1 <sup>st</sup> Quarter	Mid-Marking Period Ends	10/08/21
	Interim Reports Available on Parent Portal	10/14/21
	Marking Period Ends	11/12/21
	Report Cards Available on Parent Portal	11/17/21
2nd Quarter	Mid-Marking Period Ends	12/17/21
	Interim Reports Available on Parent Portal	12/22/21
	Marking Period Ends	1/28/22
	Report Cards Available on Parent Portal	2/02/22
3rd Quarter	Mid-Marking Period Ends	3/04/22
	Interim Reports Available on Parent Portal	3/09/22
	Marking Period Ends	4/08/22
	Report Cards Available on Parent Portal	4/13/22
4th Quarter	Mid-Marking Period Ends	5/20/22
	Interim Reports Available on Parent Portal	5/25/22
	Marking Period Ends	6/14/22
	Report Cards Mailed Approximately	7/01/22

## **PASSES**

Students who leave their assigned location must have a pass. Teacher and staff-generated passes should conform to the following guidelines: one person per pass, must include time and destination; and must be legibly written in ink. Teachers and staff may only provide passes allowing students access to supervised areas. All students with passes are required to sign in/out of their destinations. Students are not permitted to go to/attend another teacher's class without a **PRE-SIGNED PASS** obtained ahead of time.

**Merit Pass** (Grades 9-11) is a personalized ID card. It must be produced for each use.

- Eligible: Students who:
1. Are passing all courses on their interim/report card.
  2. Have zero discipline referrals in the previous five-week period.
- Privileges: 1. Permission to leave school grounds for lunch, errands, or personal business during study halls or lunch periods only—on foot only.

**Senior Pass** (Grade 12) is a personalized ID card issued by the principal. This pass is revocable via the discipline referral process through the principal’s office.

- Eligible: Students who expect to graduate at the end of the current year and who:
1. Maintain good academic standing.
  2. Maintain a good record of behavior and attendance in the evaluation of the principal, based upon staff input.
  3. Secure their parents’ or legal guardians’ permission.
- Privileges: Permission to leave school grounds for lunch, errands, or personal business during study halls or lunch periods only—on foot only.
- Expectations: 1. Senior Pass holders must follow all school rules while in the village at privilege time. Violation of school rules will invoke school penalties.
2. Senior Pass holders are not to access or use their vehicles to leave on their Senior Pass.

### **PERMANENT PASSES**

Students may apply for a Permanent Pass to change their study hall or lunch location without the need to change their schedule.

1. Apply to the principal for approval—obtain the form from the In School Suspension Room.
2. The teacher whom the student is assisting/meeting will be responsible for maintaining attendance. A teacher must be present in the room to which the student is signed out.
3. Students with a Permanent Pass for first period must sign in for the day before going to their pass location.
4. If the assigned area is in the elementary school, the student must sign in at the elementary office.
5. The student must be **passing all subjects** to qualify for this privilege.

### **PHYSICAL EXAMINATIONS**

New York State mandates physical examinations. Physicals will be held during the school year for all students in grades 7, 9, 11, and all students new to our district who do not have a physical on file. All students in grades 7 and 11 will receive vision and hearing screenings.

### **PLAGIARISM**

Plagiarism (or intellectual theft) is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator.” (Encyclopedia Americana, 2003). Examples of plagiarism include (but are not limited to):

- Downloading a paper from a “paper writing source”
- Submitting someone else’s work
- Copying a portion of someone’s work without properly citing it
- Copying materials or resources and not properly citing them
- Paraphrasing ideas without properly citing them

Plagiarism is considered a serious offense. Teachers are asked to discuss plagiarism with students at the beginning of the school year and review plagiarism with students during the school year and teach them how to properly cite sources. If a student is caught plagiarizing, the teacher will contact the parent, and the student may receive “0” credit for the assignment.

## **PROMOTION TO NEXT GRADE LEVEL**

Students need to successfully complete at least 5 credits per year to remain in their original 9<sup>th</sup> grade cohort.

Promotion to Grade 9	Completion of 8 <sup>th</sup> Grade requirements
Promotion to Grade 10	5 Credits
Promotion to Grade 11	10 Credits
Promotion to Grade 12	15 Credits

Accumulated credits must contain core subjects (English, social studies, math and science). Retention is determined on an individual basis by administration.

## **STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES**

### **RIGHTS**

Schoharie Jr./Sr. 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 Schoharie Jr./Sr. High School 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.

### **RESPONSIBILITIES**

All Jr./Sr. High School students have the responsibility to:

1. Show respect for themselves, others, and property at all times (on campus and off campus) through their speech and actions.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules, and regulations dealing with student Conduct.
4. Attend school every day (unless legally excused) and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. Respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
7. Ask questions respectfully when they do not understand.
8. Accept responsibility for their actions.

**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 offending student(s). This is not an exhaustive list, but rather indicative of the type of conduct which will be considered unacceptable by the district.**

**In all cases requiring discipline, the school principal is empowered to evaluate the seriousness of each incident (or series of incidents) and to administer the consequences that he/she believes is appropriate under the given circumstances.**

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. Engaging in any activity that puts other students' or staff members' safety in jeopardy, including running in the hallway or play fighting.
2. Making an unreasonable amount or type of noise.
3. Using language or gestures that are considered profane, lewd, and vulgar.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of that 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.
2. Acting in a disrespectful manner while engaging with teachers, administrators, or other school employees in charge of students.
3. Lateness to, missing from, or leaving class, detention and/or school without permission.

**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.

**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 or scratching) upon a teacher, administrator, other school employee, 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, 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 (PDA).
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, electronic cigarette, lighter, Juul, Boulder, vaping device, vape pen 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 or over-the-counter drugs.
8. Harassment which does or may result in emotional distress, including but not limited to any act which tends to abuse, humiliate, alienate, demean, or disrespect any fellow student or school personnel.
9. Engaging in any act that discriminates against any individual based on race, religion, creed, or sex.
10. Gambling on school property.
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 bullying or cyberbullying/harassment/discrimination/hazing that is designed to or has the effect of interfering with one’s ability to be educated in a safe, non-hostile environment.**

\*\*All reports of these behaviors will be investigated and addressed, appropriate to the student’s age and severity of the situation.

### DEFINITIONS

**Harassment/Bullying**—a series of incidents that involve the creation of a hostile environment by conduct or by threats, intimidation, or abuse (including cyber bullying) that either:

- has or would have the effect of unreasonably or substantially interfering with a student’s educational performance, opportunities or benefits, OR mental, emotional and/or physical well-being or causes or would reasonably be expected to cause emotional harm;

**OR**

- reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his/her physical safety.

**AND**

- includes acts that occur on school property, at a school function, or off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
- threats, intimidation or abuse shall include verbal and non-verbal actions

**Discrimination**—unjust or prejudicial treatment against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, the basis of a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes a person’s actual or perceived sex, as well as gender identity and expression), or sex.

**Cyberbullying**—harassment/bullying, as defined above, through any form of electronic communication.

**Hazing**—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.*

### **CAFETERIA CONDUCT**

1. Students are to act with respect and courtesy at all times in the cafeteria.
2. Students will comply with all sign in/sign out procedures.
3. Students must be reasonably quiet and orderly during lunchtimes.
4. Students are to go to the end of the line when entering the food service area.
5. Students are to move as quickly as possible through the lines.
6. Students who spill something are to notify a cafeteria supervisor immediately.
7. Students are to replace chairs at their table before leaving.
8. Students are to use wastebaskets for all disposables. Waste must be gently placed into the proper waste baskets (not thrown from a distance).
9. Students are to remove all waste material from their trays before leaving them at the pass through window.
10. Students are to help pick up papers and other materials if they are requested to do so by teachers or aides.
11. Students are encouraged to recycle to the greatest extent possible.

### **BUS CONDUCT**

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 at all times.

#### **Riding on school buses is a privilege. Students should adhere to the following rules of bus conduct (in addition to the general guidelines of conduct in school):**

1. Students must enter and leave the bus only when it is motionless and stay in their seats while the bus is moving.
2. Students must refrain from extending any part of their body out of the school bus windows, as it is dangerous.
3. Students may not eat or drink on the bus.
4. Loud talking, pushing/shoving, threatening violence/fighting, offensive language, and smoking are NOT permitted on the bus.
5. Students may not carry large objects on the bus (carried objects must fit into a bag).
6. Only musical instruments of a reasonable size may be carried on the bus.
7. 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 ensuring that their children get to and from school safely.



Video cameras may be used to monitor 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 school regulations and applicable laws.

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 (518) 295-6684 to check the lost and found box.

### **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 must report this information immediately to a teacher, the principal, the principal's designee or the Superintendent of Schools.

### **DISCIPLINARY PROCEDURES AND PENALTIES**

Students who are found to have violated the district's 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.

*In all cases requiring discipline, the school principal is empowered to evaluate the seriousness of each incident (or series of incidents) and to administer the consequences that he/she believes is appropriate under the given circumstances.*

1. Verbal warning—any member of the school staff
  2. Written documentation—any member of the school
  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—athletic coordinator, principal, superintendent
  7. Suspension from co-curricular and extracurricular activities—principal, superintendent
  8. Suspension of other privileges—principal, superintendent
  9. In-school suspension—principal, superintendent
  10. Removal from classroom by teacher—teachers, principal, superintendent
  11. Short-term (5 days or fewer) suspension from school—principal, superintendent, Board of Education
  12. Long-term (more than 5 days) suspension from school—superintendent, Board of Education
- **Students suspended from school (either OSS or full day ISS) are not eligible to participate in any school activities for that day. If the ISS is split over two days, the student will not be eligible for after school activities on the first day.**
  - **Students assigned In-School Suspension for half a day or less are able to participate in after school activities that day.**

### **PROCEDURES**

The amount of due process a student is entitled 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/legal guardians, 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 held from 3:30 p.m. to 4:10 p.m. or from 3:30-5:30 p.m. as determined by the assigning administrator, student, and parent/guardian.
2. **Suspension from Transportation:** If a student does not conduct himself/herself properly on a school 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 or legal guardian will become responsible for ensuring 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/legal guardian 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, Co-Curricular, 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. **In-School Suspension (ISS):** A student may be subjected to in-school suspension (ISS) that removes the student from a classroom and places him/her in an alternative location. Students will be supervised at all times and will eat lunch at a set time. 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 allowed). Students serving a full day of ISS will not be permitted to attend any school or district functions or activities (including athletic and/or social events) after school that day.
5. **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. 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 two hours of tutoring for said students for each day suspended from instruction. If tutoring is in-person, it is the parents' or legal guardians' responsibility to transport students to this alternative education setting.

### **STUDENT PARKING**

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Sections of the school parking lot are allotted to such students. Students who wish to apply for a parking permit must report to the Main Office and request a "Parking Permit Application." The application must be returned with a copy of the student's driver's license to obtain the permit.

- Students may only park in the student parking lot unless they have otherwise secured permission to park elsewhere.
- Misuse of driving privileges will lead to revocation of the parking permit and/or possible removal of vehicle from school property.
- All vehicles parked on school grounds (with the exception of visitors on official school business) must clearly display their assigned parking permit at all times.

### **STUDENT VISITOR POLICY**

Student visitors are not allowed at Schoharie Jr./Sr. High School.

## **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 guidelines:

1. Come to study hall with all of their required materials and be prepared to work.
2. Sign out on the sign-out sheet, AFTER attendance has been taken.
3. 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.
4. Special pass holders must produce them for each use.

## **TESTING (NEW YORK STATE GRADES 3-8 ASSESSMENTS)**

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will take the New York State English Language Arts and Mathematics assessments. Students in 8th grade will also take the New York State Science test and a consortium-based language assessment at the end of the school year during Regents week. These tests are designed to determine if students have met state standards.

## Important Resources and Liaisons

### **New York State Child Protective Services**

**Hotline Numbers: 1-800-342-3720 or**

**TDD/TTY: 1-800-638-5163**

**Immediate Danger: Dial 911**

**For more information on OCFS, go to**

**<http://ocfs.ny.gov/main/cps/>**

#### **N&D Transition Liaison**

Mr. Matthew Wright, PPS Director

#### **McKinney-Vento Liaison**

Mr. Matthew Wright, PPS Director

#### **Dignity for All Students Act (DASA) Coordinator**

Dr. Kevin Calacone, Principal

**APPENDIX B—BELL SCHEDULE**

**BELL SCHEDULE**

**Regular Schedule**

<b>Period #</b>	<b>Time</b>	<b>Period #</b>	<b>Time</b>
Homeroom/1	8:55 – 9:40	6A/6B	12:35 – 1:15 (12:55)
2	9:43 – 10:23	7A/7B	1:18 – 1:58 (1:38)
3	10:26 – 11:06	8	2:01 – 2:41
4A/4B	11:09 – 11:49 (11:29)	9	2:44 – 3:24
5A/5B	11:52 – 12:32 (12:12)		

**12:15 Dismissal—No Lunches Served**

<b>Period #</b>	<b>Time</b>
Homeroom/1	8:55 – 9:40
2	9:43 – 10:23
3	10:26 – 11:06
4	11:09 – 11:49
5	11:52 – 12:15

**1 Hour Late**

<b>Period #</b>	<b>Time</b>	<b>Period #</b>	<b>Time</b>
Homeroom/1	9:55 – 10:29	6	1:00 – 1:34
2	10:32 – 11:06	7	1:37 – 2:11
3	11:09 – 11:43	8	2:14 – 2:48
4	11:46 – 12:20	9	2:51 – 3:24
5	12:23 – 12:57		

**2 Hours Late**

<b>Period #</b>	<b>Time</b>	<b>Period #</b>	<b>Time</b>
Homeroom/1	10:55 – 11:22	6	1:25 – 1:52
2	11:25 – 11:52	7	1:55 – 2:22
3	11:55 – 12:22	8	2:25 – 2:52
4	12:25 – 12:52	9	2:55 – 3:24
5	12:55 – 1:22		

**Career and Technical Education Schedule**

	<b>Departs SCS Campus</b>	<b>Arrives Back to Campus</b>		<b>Departs SCS Campus</b>	<b>Arrives Back to Campus</b>
	<b><u>Schoharie CTE</u></b>			<b><u>Mohonasen CTE</u></b>	
AM	Pick up home	11:10 a.m.	AM	Pickup at home	11:10 a.m.
PM	11:50 a.m.	2:30 p.m.	PM	11:10 a.m.	2:55 p.m.
	<b><u>Albany CTE</u></b>				
AM	Pickup at home	11:30 a.m.			
PM	10:35 a.m.	2:20 p.m.			

Note: Pick-up times for individual students vary depending on location. Times are approximate.

**APPENDIX C—PHOTO/VIDEO/WEB OPT-OUT FORM**

# Schoharie Central School District

PO Box 430, 136 Academy Drive, Schoharie, New York 12157

MATTHEW L. WRIGHT  
Director of Curriculum and PPS  
Phone: (518) 295-6657  
Fax: (518) 295-8161

ANDREA L. POLIKOSKI  
Elementary School Principal  
Phone: (518) 295-6651  
Fax: (518) 295-9506

MARCELLA R. TEBBANO  
Elementary School Assistant Principal  
Phone: (518) 295-6651  
Fax: (518) 295-9506



DAVID J. BAROODY  
School Business Administrator  
Phone: (518) 295-6673  
Fax: (518) 295-9510

KEVIN T. CALACONE, Ed.D.  
Jr./Sr. High School Principal  
Phone: (518) 295-6601  
Fax: (518) 295-8161

KRISTIN D. DUGUAY  
Jr./Sr. H.S. Assistant Principal  
Phone: (518) 295-6622  
Fax: (518) 295-8161

IN THE PURSUIT OF EXCELLENCE  
DAVID. M BLANCHARD – SUPERINTENDENT OF SCHOOLS  
Phone: (518) 295-6679 / Fax: (518) 295-8178

## Photo/Video/Web Opt-Out Form

Complete if you DO NOT want your child's photo/image used

From time to time, articles of general interest are published on our websites and provided to local newspapers, newsletters, television and radio stations. Videos, brochures and pictorial displays are also produced about Schoharie Central School activities. Photographs or video images of students, teachers, administrators and other staff are often featured in such communications.

If you **DO NOT** want your child's image to appear in any school communications, please sign below. Thank you.

\_\_\_\_\_  
Student's Name (PLEASE PRINT)

\_\_\_\_\_  
Student's Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Name (PLEASE PRINT)

\_\_\_\_\_  
Parent's /Guardian's Signature

\_\_\_\_\_  
Date

Please return completed form to the Elementary or High School Office.

**APPENDIX D—SIGNATURE PAGE**

**SIGNATURE PAGE**

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

**HANDBOOK ACKNOWLEDGMENT**

*By checking these boxes and signing below*, both the parent/legal guardian and the student acknowledge receiving a copy of the Schoharie Central School District Student-Parent-Teacher Handbook and have read, discussed, and understood the contents of it.

**ELECTRONIC TECHNOLOGY ACCEPTABLE USE PROCEDURE**

*By checking these boxes and signing below*, both the parent/legal guardian and the student acknowledge reading and discussing the “Electronic Technology Acceptable Use Procedure” (pages 11-13). Both student and parent/legal guardian understand the procedure and agree to abide by its requirements.

**DANCE GUIDELINES**

*By checking these boxes and signing below*, both the parent/legal guardian and the student acknowledge that the school dance guidelines have been read and understood (page 8). The student will not be allowed to attend any school dances 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: \_\_\_\_\_