

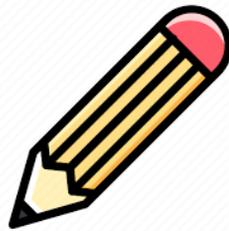
Parishville-Hopkinton
Central School
7-12



Student Handbook
2021-2022

Parishville-Hopkinton Central School

Mission Statement



The Parishville-Hopkinton Central School community strives to instill in all students the knowledge and skills necessary to become caring, conscientious, and creative citizens.

Parishville-Hopkinton High School Students Rights and Responsibilities

- All students who are in attendance in public schools have certain inalienable rights that are protected under the law. This “Bill of Rights” must apply to every student, without discrimination of any kind, and must apply equitably in all instances.
- All students must understand that individual rights involve associated responsibilities and that individual rights must be viewed in relation to the health, safety, and welfare of the majority of the students in school.
- The Principal shall assume the administrative responsibility and instructional leadership for planning, management and operation of the school to which he/she is assigned. The faculty and staff shall assist in an orderly operation of the school and ensure the rights of the students.
- All of the above are done under the supervision of the Superintendent and in accordance with the rules and regulations of the Board of Education.

Attendance, Rights, Responsibilities

School administrators are mandated by law to enforce the compulsory attendance law. Regular student attendance will facilitate the development of the skills necessary to function in our modern society.

Students' Responsibilities:

- To be prompt to all classes
- To attend all assigned classes and study halls
- To behave as a mature, responsible person in all classes and study halls
- To provide school with the required documentation regarding absences and tardiness
- To remain in all classes and study halls until dismissed
- To make up work that is missed while absent within a reasonable length of time

Students' Rights:

- To attend school regularly and attend all classes and study hall for the purpose of studying and learning
- To be informed of school policies and individual school rules regarding absenteeism and tardiness from school and classes
- To request makeup assignments from teachers after being absent

Counseling

Students' Responsibilities:

- To use the Guidance Services for their own educational and personal development
- To attend all scheduled Counseling sessions
- To work cooperatively with the Guidance department by reading, talking with parents, and returning all forms to the Guidance office
- To take the initiative to visit the counselor when problems develop

Students' Rights:

- To be informed as to the nature of Guidance services available in their school
- To request counseling assistance
- To have an annual review of the educational progress and career plans individually or in small groups
- To be instructed in careers and career planning skills
- To be counseled when problems develop in the areas of attendance, academics and behavior

Curriculum

In curricular involvement, a balance must be maintained between the contribution of the student body, faculty and administration and that of the complexity and level of the courses. Student opinion in this matter is important and should be examined and considered.

Students' Responsibilities:

- To seek participation in academic programs and extracurricular activities according to ability
- To seek aid in selecting courses from qualified persons in the building
- To cooperate with instructors and contribute to an atmosphere free from bias and prejudice
- To Cooperate and make every effort to master basic skills

Students' Rights:

- To have equal educational opportunity with regard to academic programs and extracurricular activities
- To receive curriculum course descriptions that will help make informed choices
- To receive instruction in courses of study under competent instructors in an atmosphere free from bias and prejudice
- To participate in appropriate basic skills programs throughout school career

Grades

Academic grades should reflect the teacher's most objective measurement of students' academic performance.

Students' Responsibilities:

- To become informed of the grading criteria
- To maintain academic performance with commensurate ability
- To make every effort to improve performance upon notification of unsatisfactory progress

Students' Rights:

- To receive a teacher's grading criteria at the beginning of each year or semester.
- To receive reasonable notification of failure or potential failure at any time during the semester
- To have opportunities to discuss unsatisfactory progress with individual teachers

Privacy and Property Rights

Students' Responsibilities:

- To attend school and other school related activities without bringing materials or objects prohibited by law or school board policy or other items that will detract from educational process into the building
- To have respect for school property and personal property of others and to refrain from destruction of or damage to such property
- To take care of the facilities provided by the public and to use the facilities with care and respect
- To be calm, respectful, reasonable and to demonstrate courteous behavior to students and teachers

Students' Rights:

- To maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses an object or material which is prohibited by law or school board policy
- To attend school in an educational way in which personal property is respected
- To enjoy a clean and pleasant building, facilities, and grounds
- To attend school and school sponsored activities without fear of intimidation, bodily harm or endangerment of health and welfare

Student Records

A well developed student record file will be maintained that contains information needed for making appropriate educational decisions for students. Student records are to be treated confidentially and should contain information that is relevant, accurate and appropriate.

Students' Responsibilities:

- To inform the school of any pertinent information that may be useful in making decisions
- To authorize release of information to those individuals or agencies who are working actively and constructively for the benefit of the students
- To cooperate fully with the instructors and to support school staff and personnel and to seek assistance from guidance staff regarding educational course selection

Students' Rights:

- To be provided with an opportunity to inspect, review and challenge information contained in student records.
- To be protected by legal provisions which prohibit release of personally identifiable information to others than legally authorized persons without the written consent of the parent, guardian, or eligible student. Eligible students are 18 years of age or over and/or those attending a post-secondary institution
- To be provided with appropriately trained educational personnel to assist the student or parent in understanding certain school records, such as psychological evaluations, counseling assistance and health data

Free speech/expression

Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the United States Constitution. In a democracy society, one of the basic purposes of education is to prepare students for responsible self-expression

Students' Responsibilities:

- To refrain from speech that is slanderous, malicious, or without regard to truth
- To refrain from clearly and immediately inciting others to damage property or physically harming others
- To refrain from interfering with the orderly conduct of classes
- To refrain from violating the rights of those who disagree with a given point of view
- To act in a manner which preserves the dignity of patriotic observances
- To establish a free press in accordance with the 1st and 14th Amendment principles

Students' Rights:

- To perform and express viewpoints through speaking and writing in a manner that is not obscene, slanderous or libelous and which is not disruptive to an orderly school environment.
- To assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable Federal, State and local regulations
- To refrain from activities which violate the precepts of their religion or hold it up to ridicule
- To affirm their identity with the American ideals (i.e.,pledging allegiance to the flag)

Student Searches and Interrogations

- School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened, and subject to inspection from time to time by school officials.
- Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter such as a dangerous weapon and/or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities

Transportation

State law and local regulations specify that all students who are eligible will be transported in an efficient manner.

Students' Responsibilities:

- To be on time for the bus each day

Students' Rights:

- Each student who is eligible, has the right to be transported safely to and from school and BOCES

Accidents:

In case of an accident resulting in an injury, the student should inform the teacher in charge of the group and the school nurse immediately after the accident.

Announcements:

Announcements MUST be received in the high school office before 7:50 each morning. Only cancellations, postponements, or emergency announcements will be made in the afternoon at 3:05pm

Assemblies:

- Assembly programs will occur during the course of the year. These programs will provide learning opportunities, student recognition and entertainment
- Students are reminded that they have a responsibility to conduct themselves in a courteous manner during assembly programs as well as during the walk to and from the auditorium

Attendance-Daily Procedures:

- All students are to report to their homeroom/first period by 7:55am
- The first period teacher will take attendance on School Tool
- Announcements will be around 8:03am

Automobiles-Student Drivers:

- The privilege of driving to school is extended to those students who are licensed under New York Law. Students are reminded that the inappropriate use of their personal vehicle will result in the loss of their driving privilege.
- Students are not allowed to go to their car during the school day.
- Student parking is on the eastern side of the building in the area nearest to the road. Off road recreational vehicles are not allowed on the school property. No parking is allowed on the sides of the road in front of the school.

Bus Students:

Students riding a bus to school in the morning are to ride the same bus to return to their home. If a student needs to ride a different bus, they must bring written permission from their parent or legal guardian to the high school office in the morning to receive a bus pass. Telephone calls WILL NOT be accepted for bus passes.

Bus Students are to observe the following regulations:

ALL RULES AND BEHAVIOR EXPECTATIONS IN SCHOOL ALSO APPLY TO THE BUS

- Be on time-Wait carefully-well off the roadway
- Do not attempt to board or leave a bus until it comes to a complete stop
- Upon boarding, go directly to your assigned seat and stay there until the bus comes to a complete stop and it is time to leave the bus
- Keep arms, hand, and head inside the bus always
- Never push, shove or rough house on the bus
- Never open or close windows without the drivers permission
- Never distract or annoy the driver in any way
- Leave the bus quietly and orderly
- When you must cross the road: walk in front of the bus, at least 10 feet in front. Look carefully BOTH ways. Wait for the drivers signals, cross quickly but do not run. Help smaller children cross the road safely.
- Always obey all instructions and directions from your driver.
- Be prompt and courteous at all times
- Keep the bus clean; remember; it is YOUR bus
- Bus transportation is a privilege. Your privilege will be suspended or revoked for behaviors which create a safety hazard.

Video cameras on school buses:

- Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.
- Students found violating bus conduct rules will be subject to disciplinary action in accordance with the district's code of conduct.

Cafeteria:

- Our cafeteria provides both breakfast and lunch programs on a daily basis. So that everyone may enjoy a clean and relaxing lunch, the following rules are to be followed:
- When entering the cafeteria, each student must take place in the lunch line
- No places may be saved in the lunch line. No “cutting” in front of anyone in the lunch line
- All lunches are to be eaten in the cafeteria unless supervised in a classroom
- Each student is to be well mannered and courteous. “Horseplay”, throwing food....etc is not acceptable
- Immediately after you have eaten, return all waste, trays and dishes to their proper places. Then return to your seat and remain seated
- No student is allowed to leave the cafeteria before the end of the period. Only in specific cases, with the monitors permission, will anyone be allowed to leave
- Teachers will escort students to lunch and then escort them from the cafeteria to the classroom
- Time schedules in the cafeteria need to be strictly adhered to
- No arm wrestling
- Only 8 to a table

Prices are as follows for grades 7-12

Breakfast-\$1.40

Jr High Lunch- \$2.55

Sr High Lunch-\$2.65

Milk only-\$0.50

Dress Code:

Students who attend scheduled trips are expected to comply with current dress code regulations. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to disciplinary actions.

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire is not destructive to district property, complies with the requirements for health and safety, does not interfere with or distract from the educational process, or impinge upon the rights of others.

The administration is authorized to take action in instances where individual dress does not meet these stated requirements. While the district administration may require students participating in physical education class to wear certain types of clothing such as sneakers, socks, shorts, and tee shirts, they may not prescribe a specific brand which students must buy. Uniforms or other safety equipment/attire may be required for specific programs.

A students dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails shall:

- Be safe, appropriate and not disrupt or interfere with the educational program
- Recognize that extremely brief or see-through garments are not appropriate
- Ensure that underwear is completely covered with outer clothing
- Include footwear at all times. Footwear that is a safety hazard will not be allowed
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, age, political affiliation, sexual orientation, or use of a recognized guide dog, hearing dog or service dog, gender or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not display and signs of gang affiliation
- Not include the wearing of hats *in the classroom* except for a medical or religious purpose.

Students who violate the student dress code shall be required to modify the appearance by covering and removing the offending item and if necessary or practical, replacing it with the acceptable item. 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.

Fire Drills:

- Be aware of the escape route from each room that you use
- When the alarm sounds, each class will proceed quickly and quietly in single file
- The first to leave the building must continue some distance from the building so that all may leave quickly. The first two students out any exit will hold the door open until the last person leaves.
- Students will be directed by their teachers to the area where they will wait quietly for the all clear signal from a member of the administration

Leaving the School Building During the Day:

- Students should plan appointments, etc., so as not to interfere with the educational day.
- If, however, it is necessary to leave school early, students should bring a note from his/her parent or guardian to the office by 8:00am and sign out in the office when leaving school. Upon return to school you **MUST** sign back in the office.
- If a student becomes ill during the school day, he/she should report to the nurse's office. The nurse will determine if it is necessary to contact the parent and arrange for the student to be excused. Students should obtain permission and a pass from a teacher to go to the nurse.
- **NO STUDENT** may leave the school building or grounds without permission from the Principal's office or Nurse's office. Any student leaving school sick without getting permission from the office will be subject to disciplinary consequences. BOCES students must receive permission to leave from the office and may not leave during transition.

Library:

- The library hours are from 8:00-3:10pm each school day. The library is to be used for research, borrowing books, and reading quietly. Students may come to the library during their study hall and lunch by signing up and obtaining a pass.
- Materials in the library circulate for a specific period of time, generally two weeks. All students wishing to borrow materials must check them out at the library desk.
- Students are expected to be responsible and courteous of the needs of others and return library materials on time.
- There will be a fine charged for overdue library materials. Lost or damaged materials must be replaced at the expense of the borrower.

Lockers:

- Individual lockers are the property of the school and are subject to search at the discretion of a school official.
- Padlocks are MANDATORY, and will be provided by the school.
- Students are to use only the locker they have been assigned. Any locker assignment changes must be checked through the high school office.
- All student materials should be placed in lockers. This includes book bags, books, and clothing. Sports bags may be left by the locker rooms if approved by the physical education teachers. Bags that are left unattended are at students' own risk.

Merchandising:

- The use of public school facilities for the benefit of private enterprise is prohibited. The sale of items by faculty or students for the purpose of making money, unless it is for the benefit of school-sponsored organizations or recognized charities, is not allowed.
- Fundraising activities will be scheduled through the high school office utilizing the Master Planning Request Form.

Electronic Devices:

The PHCS Jr.-Sr. High School believes in the importance of uninterrupted instructional settings as critical to student attention to task and ultimately to their academic achievement. To that end, PHCS may control such interruptions to the learning climate including, but not limited to, electronic communication devices.

We also recognize that students are being educated in a global setting. Electronic devices play an important role in this education. Students now live in a technology dependent world in which electronic devices such as laptop computers, tablets, and smart phones play a key role. However, with the introduction of ChromeBooks into our academic setting, student access to personal devices is no longer necessary. The introduction of ChromeBooks, as well as the District's monitoring of them, provides equity to all students, while minimizing distraction.

Electronic devices, specifically cellular phones, are allowed in school but may only be used during a student's lunch period. Cellular phones and other electronic devices will be stored in lockers until the lunch period, and returned to lockers at the end of the lunch period. Any device that is brought to school is the responsibility of the student. The district is not liable or responsible for any lost, stolen, misplaced, or damaged items. No electronic items are allowed to be used in school bathrooms or locker rooms.

Consequences for accessing devices in classrooms:

- The first time an instructor or other school employee takes a student phone, it will be taken and returned at the end of class.
- The second time an instructor or other school employee takes a student phone, it will be turned into the office. The student can pick it up at the end of the day after speaking to me.
- The third time an instructor or other school employee takes a phone, it will be turned into the office and a parent will need to pick it up.
- Continued infractions past this will result in the student being required to drop their phone off in the office at the beginning of the day, and not picking it up until the end of the day. Students who refuse to turn over a cell phone or other electronic device to an instructor or school employee will receive detention or further consequence, based on the circumstances of the incident and frequency of infraction. Consequence assignment is at the discretion of the building principal.

Anyone using a device connected to the school's internet network is responsible to maintain standards of acceptable behavior and use outlined in our acceptable use policy. Anyone found in violation of the acceptable use policy will be subject to disciplinary consequences that may include suspension from device use in school. Due to the ever changing nature of technology, the district will be reviewing electronic device procedures during the school year. Any changes will be communicated to the students and parents.

Passes:

- Hall passes are limited, but when there is a legitimate reason for a student to be in the hallway during a class period, he/she must have a pass in his/her possession, issued by the teacher he/she is scheduled with. Students are not allowed to have passes during the last 10 minutes of each class.
- Passes from study hall to a teacher can only be issued by the teacher the student is reporting to. Passes should be pre-signed and obtained before the study hall period.

School Closing:

The closing of school due to severe weather conditions or other emergencies, will be announced:

- over radio stations WPDM, Potsdam, WMSA, Massena, WPAC, Ogdensburg, WYBG, WSLU, Canton, WWNY TV 7, and Channel 50.
- On the school's Facebook page
- On the school's website

Detention:

Detention will be divided into two levels: Level I and Level II.

- Level I detention will be held during the regular school day during 10th period from 2:30-3:10. This will be held in a designated area each day.
- Level II detention will be administered for multiple and more significant offenses. This will be held in a designated area after school and will run from 3:10-5:00. At that time, the student will be provided transportation on the Sports Bus.
 - In the event that a student is scheduled for a Level II detention on the day of a practice, game, or other school activity, they will not be allowed to attend that game, practice, or other event.

Special Activities:

Classes or organizations wishing to conduct either a fundraising event, or an activity which utilizes school facilities must complete a Master Planning Request at least 2 weeks in advance. These forms are available in the high school office upon request.

Working Papers:

Working papers can be secured from the Guidance Department Monday through Friday from 8:30-3:00pm. They cannot be secured on Saturday or Sunday. No job can interfere with attendance at school and is limited to members of the senior class ONLY. This privilege will be granted only by the high school principal.

Textbook Loss and/or damage:

Textbooks are loaned by the district to each student as required. Any damage which is unreasonable, or lost, will require payment by the student. The charges are as follows:

New books-100%

1 year old- 80%

2 years old- 60%

3 years old- 40%

4 years old- 20%

Minimum value for older books-20%. Standard charge for damage books is \$3 unless damage is so extensive that the book needs to be replaced.

Student Schedule Changes:

- No add/drop forms will be allowed after the second Friday of classes unless approved by both the principal and school counselor.
- Seniors may add or delete courses starting on the first day of school.
 - All other students may change their schedule during study halls and between classes only starting on the 2nd day of school.
 - However, any student not scheduled for a class during any period on their schedule should report to the guidance office during the time of your blank schedule.

Procedures for adding and deleting a subject to or from a student's schedule are as follows:

- The student requests a "Guidance Office Course Change Pass" during his/her regular class from the teacher, then reports to the guidance office.
- After a conference with Ms. Scudder, the student receives a Course Change Form, checks in with the secretary and returns to class.
- The student is to follow his/her original schedule until the next day when he/she will pick up his/her new schedule from the Guidance Office.
- The student will show the teachers involved a new schedule as proof of change.

Progress Report:

Progress Reports serve to make parents aware of student performance whether commendable or below expected level. Progress reports may be mailed at any time; however they are normally mailed at approximately the midway point during each marking period. They will be sent out around the 5th and 15th week of each semester.

Report Cards:

Report cards are issued to students every 10 weeks, at both the middle and end of the semester. All information on these cards should be thoroughly checked for errors.

Accuracy is important.

- The numerical marking system is used by all instructors
- 70% or above is passing for grades 9-12. 65% is passing for grades 7-8
- Students receive the grade they have earned
- The final mark is based on 80% quarterly evaluation and 20% final evaluation

Report Card Averages:

Report card averages are based on the amount of credit given for each course.

- A course meets every day both semesters is equal to one credit.
- A course that meets every other day for both semesters is worth $\frac{1}{2}$ credit. Band and chorus are worth $\frac{1}{4}$ credit.
- Multiply a 1 credit course by 4
- Multiply a $\frac{1}{2}$ credit course by 2
- Multiply a $\frac{1}{4}$ credit course by 1

Incomplete:

Students are responsible for their school work and must have whatever is required completed and turned in on time. An incomplete will not be issued except in extreme cases due to extenuating circumstances, and only then with the high school principal's permission.

Promotional Policy:

Senior High: Promotion to the next grade will be determined by the following:

- 9th- Satisfactory completion of 8th grade
- 10th- Satisfactory completion of 5 units of credit
- 11th- Satisfactory completion of 10 units of credit & has passed 10th grade Social Studies and English
- 12th- Satisfactory completion of 15 units of credit, as well one Social Studies and English 11.

Report cards are issued to students every 10 weeks. All information on these cards should be thoroughly checked for errors. Accuracy is important.

- The numerical marking system is used by all instructors
- 70% or above is passing for grades 9-12; 65% is passing grades 7&8
- Students receive the grade they have earned
- The final mark for grades 7&8 is based on 80% quarterly evaluation and 13% final evaluation and 7% mid-term evaluation
- **9th-12th grade students failing comprehensive academic subjects must either attend summer school or repeat the course. Grades 9-12 students must achieve a 70 passing average before moving on the next grade level in that subject area. If a student attends summer school, their final average will be used to calculate a final summer school average. Each student is required to take at least $3\frac{1}{2}$ credits per semester, unless exempted through administrative approval.

Middle School:

- 7th and 8th grade students who fail one core subject may be required to repeat the core subject and will be recommended to attend summer school.
- 7th and 8th grade students who fail two or more core subjects fail for the year. Failed subjects may be made up by successfully completing summer school. Students who attend summer school will be considered for promotion on an individual basis. If a student attends summer school their final average will be used to calculate a final summer average.

Early Graduation:

For students who wish to graduate in less than four years, the Board of Education, in certain instances, may grant students permission to complete graduation requirements on an alternative schedule. The building principal will determine whether to allow a student the opportunity for early graduation after consulting with the students guidance counselor and his/her parents. The principal will consider the students grades, performance in school, future plans, and the benefits of early graduation.

Honor Roll:

The following criteria qualify students for inclusion on the Honor Roll:

- High Honors- 92-100. Students will maintain an overall average of at least 92% with all subjects 85% or above.
- Honors- 85-91. Students will maintain an overall average of at least 85% with all subjects 75% or above.

Doubling of courses:

Students in the junior and senior high school are not allowed to “Double up” their comprehensive academic courses due to a failure. For example, a student is not allowed to take Social Studies 8 and 9 at the same time. The only exception to this rule would require administrators approval. For seniors, the doubling up option may be utilized in rare cases. Although it is not recommended by the school district, the parents can accept responsibility and request such a change in a seniors schedule.

Guidance and Counseling:

The main function of the Guidance Office at Parishville-Hopkinton Central School is to coordinate the efforts of many in helping students make meaningful career decisions’ ie..helping students plan their educational program and to help students with a comprehensive career plan.

The Guidance Office offers individual & group counseling services to students, helping them deal with personal, educational, and vocational problems. Please stop in and

make use of the office and speak with Ms. Scudder. There is a college and career library located in the Guidance Office with computer access.

Student Council:

The Parishville-Hopkinton Central School Student Council is an organization of volunteer class representatives who work for the betterment of the school and community. When students have concerns about their school life, or suggestions for activities or improvements, they should present such ideas to their Student Council Representatives.

Comprehensive Student Attendance Policy

Student attendance/course credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

- All students must be in class a minimum of 85% of the total number of days a course is in session during the academic year in order to be eligible to take the course final examination or culminating activity. Students entering the district during the school year will have course attendance prorated.
- Any Student absent from class more than 15% of the time, for any reason (including legal and illegal absences) will not be eligible to take the course final examination or culminating activity.
- The 85% rule of attendance means that
- In a full year, one credit course, a student must not be absent more than 27 classes
- In a half year or semester course, a student must not be absent more than 14 classes
- In a half semester, or 10 week class, a student must not be absent more than 7 classes
- Students will have the opportunity to make up work missed for excused absences (see definitions of excused and unexcused absences). Students will be granted a minimum of 2 days for each legal day of absence to make up missed work. Where appropriate, students may make up time by spending 10th period with specific classroom teachers working on course material. Students with extended illness verified by a doctor or medical service will be subject to special consideration in completing the 85% rule of attendance. Adjustment due to special consideration may be considered by the school administration.

Attendance:

At such a time a student's lack of attendance is identified as a problem, every effort should be made to address the problem, utilizing the resources of the school and involving the student and his or her parents or guardians to discuss the attendance problem. The school resources include both teaching and administrative staff as well as guidance staff. When resources of the District have been exhausted and attendance patterns have not improved, other outside sources, including family court may be appropriate in an attempt to correct the problem.

Attendance Definitions:

- Legal Absence - Includes absence or tardiness due to personal illness, death or illness in the family, court system, religious observance, approved college visits quarantine, approved cooperative work program, attendance at health clinic, or military obligation. Refer to Regulation #7110R.1C Student Absences and Excuses for a complete list of legal absences.
- Illegal/Unlawful Detention - The parent or guardian is aware of the reason for the student's tardiness or absence. The reason for the absence or tardiness is not one of those listed as legal or as a truancy/cut. Vacations taken by families at times other than those listed as scheduled by the school district are considered as unlawful detention, and thus illegal.
- Truancy/Cut - The parent or guardian sends the student to school, attempts to get the student to school, but the student misses all or part of the day.

Regulations:

The following attendance regulations are intended to be constructive rather than punitive. The intent is to encourage each student to attend all classes in order to achieve maximum success in schools.

- Students absent from school must account for that absent by:
 - Producing a note from the parent or guardian stating the student's name, date, day(s) of absence and the reasons for the absence; and
 - Assuming responsibility for making up missed work with each teacher in a manner consistent with school and department guidelines.

Arrangements for makeup work:

- Teachers shall set standards for their classes as to deadlines for late work and/or missed evaluation opportunities, tests, quizzes, lab work, etc., consistent with building guidelines.
 - Students who are absent from class have the obligation to contact their teacher upon the day of their return concerning the makeup work.

- Teachers shall set standards for their classes as to deadlines for late work and/or missed evaluation opportunities, tests, quizzes, lab work..etc...consistent with building guidelines.
 - Students who are absent from class have the obligation to contact their teacher up on the day of their return concerning the makeup work. Work will be made up as directed by the teacher.
 - After-school makeup sessions take precedence over extracurricular activities and non-school activities, including employment. Although teachers will consider extenuating circumstances, completed make up work will be required within reasonable deadlines established by the teacher. Teachers are encouraged, but not required, to assist with makeup work outside regular scheduled after school hours.
- Students asked to leave class due to poor behavior will receive a disciplinary penalty.
 - If a student feels that this regulation has been applied in error by a teacher, that student has the right to appeal the decision to the department head or administration, whichever is appropriate.

Students Must:

- Bring a note from home giving name, date, days of absence and reason for absence.
- Present excuse on the day of return to the Nurse's office.
- Make immediate plans to make up work due to absence. If a student is absent for an extended period of time, the student should call the Guidance Office for aid in obtaining assignments.

Student Absences and Excuses:

- School attendance is required for all children who are of compulsory attendance age.
- Absences from school which are considered legal:
 - Personal Illness
 - Death in the Family
 - Illness in the Family
 - Medical/Dental appointments
 - Impassable roads
 - Weather
 - Religious observance
 - Required to be in court
 - Quarantine
 - Music Lessons

- Attendance at health clinics
- Approved college visits
- Military obligations
- Administrative approval/Emergency situations- covers unexpected events which keeps a student from attendance. Such cases will be considered individually by the principal.
- Educational trip
- Planned evidence of an acceptable educational experience

The following are not considered legal absences in New York State and will be marked as illegal absences on the student's report card

- Visiting
- Hair cut
- Obtain learners permit/road test
- Overslept
- Babysitting
- Needed at home
- Hunting
- Trip with or without parents/guardians for recreational purposes, because vacation periods are provided with the school calendar, trips taken at other times during the school year will be considered illegal absences and will be subject to penalties enforced, unless the trip is approved by the Superintendent of Schools or his/ her designee
- Truancy(absences or other leave from school without parental permission)

Extended Illness:

Students who have an extended illness may be placed on home-tutoring and will not be counted as absent during the extended illness.

- A doctor's statement indicating the need for, the dates and length of the home-tutoring must be submitted by the parent/guardian before approval by the administration.
- The request for home tutoring will be forwarded to the building principal for approval, who will make arrangements for home tutoring.
- Under the direction of the tutor, the student will complete all missed assignments and continue assigned course work. When the assignments are satisfactorily completed and approved by the teacher, the student will then be marked in attendance for the days missed due to illness.

Truancy and Tardiness:

Any student not in his/her assigned first period class within five minutes after the start of the scheduled school day is considered either absent or tardy. If a student arrives at school after the first period has begun, he/she should report immediately to the main office to sign in. A written excuse is required explaining why the student is late. If the student does not have an excuse explaining his/her tardiness, he/she must submit a note from his/her parent/guardian the following day explaining the reason for his/her tardiness.

Student Absences and Excuses:

Student absence without prior knowledge and consent of a parent/guardian is considered truancy, an illegal absence. Truancy will be dealt with as outlined in the student Code of Conduct.

Skip Days:

Occasionally students get together and organize a day or a day off from school. The Parishville-Hopkinton Central School District does not condone these activities. Students participating in such activities will be subject to truancy regulations as outlined in the Student Code of Conduct.

Discipline Policy and Procedures:

General Guidelines of Student Conduct:

The maintenance of a safe and orderly environment is essential to providing a quality education. It is the feeling of staff and administration at Parishville-Hopkinton Jr/Sr high school that behaviors which are essential to success in school, in the workplace, and throughout life should be promoted. In those instances when students make choices which interfere with their education or the education of others. It is important that students be held responsible for their actions. In any society, certain procedures are necessary to protect individual rights, ensure safety and promote general well being. A school, which is a small society, is no different. There are choices to be made within society, and choices within the school community for which all individuals are held accountable. Therefore, the Board of Education expects all students to abide by the district's policies and procedures.

General Discipline Step Policy:

In many cases, conferences between the teacher and the student will occur before office referrals are made. When administrative disciplinary action is necessary for violations of conduct or class attendance, the following step policy will be followed. The policy is a blend of firmness and concern for student welfare. Chronic offenders will move up in steps and receive more severe consequences, whereas, students who display improvement of behavior will move down in steps.

- Step 1: Warning to Student
- Step 2: Notification of parents;possible assignment or after school detention or lunch.
- Step 3: Notification to parents;multiple nights of after school detention or one full day of in school suspension.
- Step 4: Multiple days of in school suspension or one week of after school detention. Parent conference with principal.
- Step 5: Suspension from school. Possible referral to alternative educational setting. Mandatory reinstatement conference with principal.
- Step 6: Conference with principal to discuss possible Superintendent's hearing for exclusion from school or alternative plans for education.

The following list of offenses is subject to Steps 1-6 in the above GENERAL DISCIPLINE POLICY. THIS IS NOT ALL-INCLUSIVE.

- | | |
|----------------------------------|----------------------------------------|
| -Cutting Class | -Insubordination |
| -Disturbance in hall | -Disturbance in class |
| -Cheating | -Smoking/Illegal substance |
| -Possession of alcohol | -Left school without permission |
| -Throwing food or object | -Left assigned area without permission |
| -Late for school opening-3 times | -Harassment |
| -Abusive/unacceptable language | -Fighting/assault |
| -Forged pass/Signature | -Vandalism |
| -Possession of illegal drugs | -Missed level I detention |
| -Missed level 2 detention | -Late for class-3 times |
| -Truancy | -Left class early |
| -Homework not done | -In unsupervised area |
| -Misuse of driving privileges | -Unauthorized driving |
| -Safety Violation | -Threatening another student |
| -Use of cell phone/Electronics | - Repeatedly unprepared for class |

Bomb Threats:

It is a Class E felony for anyone to issue a false bomb threat toward a school in New York State. This also includes the crime of falsely reporting an incident of an explosion, fire, or release of a hazardous substance. Anyone convicted of issuing a bomb threat faces felony criminal restitution may have to be paid by any individual convicted of reporting a false incident or bomb, and up to \$5,000 to be paid by the parents of the child who makes a false report.

Cheating/Plagiarism:

Cheating on class work, classroom quizzes on tests, and State exams will absolutely not be tolerated and the tests will be invalidated. Plagiarism, the use of materials of others as one's own, is not permitted and disciplinary actions may follow any cheating or plagiarism on a case by case basis

Dangerous Weapons in school:

Action will be taken as is necessary to protect the safety and welfare of the students and to secure the educational environment within the school. A student may not bring nor have in his/her possession on school property at any time. Any knife, dangerous chemical, explosive, poison gas, air gun, spring gun or other instrument or weapon, or any loaded or blank cartridges or ammunition or any other instrument that may be capable of inflicting bodily harm. A student who is found to have violated this policy will be subject to disciplinary action up to and including a mandatory one year suspension from school pursuant to federal law. The proper authorities may be contacted.

Fighting:

Fighting will not be tolerated. Students involved in a physical altercation may be suspended and law enforcement officials may be notified.

Bullying:

Dignity for All Students Act (DASA)

Research has demonstrated that students who suffer from real or perceived harrassment and discrimination have greater incidents of truancy, poor academic performance, and suffer from depression. This can also lead to high-risk behaviors, such as alcohol and drug use.

As a result of the increased negative behaviors of students and a spate of well publicized suicides resulting from harassment Governor David Paterson signed into law the Dignity of All Students Act on September 13th, 2010, which became effective July

1st, 2012. This legislation amended State Education Law by creating a new Article 2-Dignity for All Students Act. The goal of the Dignity Act is to provide students a school environment that is safe, supportive and free from discrimination, taunting, and harassment (ie bullying) on school property, on a school bus or at a school function.

The New York State Dignity Act (DASA) defines harassment as “creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of and substantially interfering with a students educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct; verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her personal safety”.

Bullying is an act of repeated aggressive behavior in order to intentionally hurt another person, physically or mentally. Bullying will not be tolerated. There are three types of bullying: physical, verbal and non-verbal. These are examples but not an all-encompassing list

- Physical Bullying: touching or feeling a person in such a way that it makes that person feel uncomfortable or uneasy.
 - Examples: Grabbing, Poking, Pinching, Hugging, Kissing, Patting, Slapping, Damaging Property, and Stealing.
- Verbal Bullying: Any comment or noise which someone finds offensive or which makes a person feel uncomfortable and uneasy.
 - Examples: Threats, Rumors, Whistles, Insults, Notes, Dating Pressure, All forms of Cyber-bullying/Texting. Comments about: Gender, Sexual preference/Orientation, Sexual in nature, race, religion, disability, weight, height and national origin.
- Non Verbal Bullying: any look or gesture which someone finds offensive or which makes a person feel uncomfortable or uneasy.
 - Examples: Staring at someone’s body, Sexual pictures or drawings, Making fun in an insulting way, Obscene gestures, excluding.

How to Report Bullying:

- The principals are the Dignity for All Students Act Coordinators for Parishville-Hopkinton Central School District. The Guidance Counselor and our Home School Counselor are also a resource in cases of bullying within the Parishville-Hopkinton Central School. However, if you feel you have been bullied in any way, you should report the incident immediately to a staff member with

whom you feel comfortable. They will assist you to either the Guidance Office or Principal's for further assistance.

- When the bullying occurs, tell the person to stop whatever behavior they are doing that is offensive to you. Tell him/her that you will not tolerate this and explain to the bully why you are offended-do not confront them physically.
- Report an incident to a staff member as soon as possible. Do not be afraid; if necessary bring a friend for support. Sometimes people who are bullied feel that ignoring the problem will make it go away. The truth is the situation will most likely continue, and possibly get worse. Things to include when filling out a bullying/harassment form: (give every detail)
 - You may use the See Something, Say Something form accessible on the school website and at [THIS LINK](#)
 - When reporting bullying, please be prepared to provide the following information:
 - Name of the bully
 - When it occurred
 - Where it occurred
 - Name(s) of people who saw it happen
 - What the bully said/did (exactly)
 - Save any notes, letters, electronic messages, etc. if the bullying is in written form.

Consequences for any cases of bullying:

Bullying of any form will not be tolerated. Consequences given will generally follow the "General Discipline Step Policy" to include such items as:

- Behavior plans/strategies put into effect.
- No contact contracts may be used.
- Counseling given to the victim
- Person(s) identified as demonstrating bullying behavior will be required to stay after school one night per week for up to 10 weeks learning strategies to help them change their bullying behavior.
- Consequences ranging from Detention (lunch or after school) to Out of school suspension could be given. Retaliation on a victim by a student who has allegedly bullied another student will not be tolerated.

Insubordination:

Refusing to comply with a reasonable request when asked by a staff member is an act of insubordination.

Smoking Policy:

Any student found in possession of tobacco products will be given three days of after-school detention (level 2), and parents notified. Any student found in possession of tobacco products for a second time will face disciplinary action ranging from ISS to Suspension from school. Parents will again be notified by school officials.

Student Searches:

If there is reasonable cause to believe that a student is in violation of school rules, a search of possession or item on school property may be searched. This includes but is not limited to: clothing, book bags, purses and lockers.

Use/Possession of Illegal Drugs:

Students smoking in the building or on school grounds are subject to suspension. The use or possession of any tobacco related products may result in suspension. Students who use or are found to be under the influence of or in possession of alcohol or drugs are suspended from school and a Superintendent's Hearing. Legal action may be taken when the law has been broken. In all violations related to tobacco, drugs or alcohol, students must attend counseling sessions following administrative action.

Detention/Suspensions:

Immediate In-School Suspension/Long Term Behavioral Intervention or Out of School Suspension.

The following list of actions will be considered an non-exhaustive list of examples offenses that may result in immediate In-School Suspension or Out-of-School Suspension regardless of students previous disciplinary record:

- Willful defacement or destruction of school property
- Verbal confrontation (i.e obscene language directed at students or staff)
- Harassment of students or staff
- Possession of weapons on school grounds
- Fighting or physical altercation with students or staff members
- Smoking
- Possession or use of illegal substances (tobacco, drugs, alcohol)
- False alarm or bomb scare
- Stealing money, school property or another person's belongings
- Threats made to any member of the school

In-School Suspension Guidelines:

- Students will be assigned a seat for the day. Once they have been given an assigned seat, they must remain there.
- There will be no talking among students. Students will work independently during the day on the assignments sent to the ISS room by their teachers
- Students will be seated with their feet on the floor, head up, eyes open at all times
- Students should come prepared with all their books for their classes in order to complete the day's assignments. Students should get their books BEFORE entering the ISS room when possible.
- Students will respect each other and staff
- There will not be talking when being escorted out of the ISS room. Students will be given two bathroom breaks during the day, one in the morning and one in the afternoon
- Food and drinks are ONLY permitted in ISS during the designated lunch period
- Students who refuse to follow the guidelines for ISS will be assigned additional days in ISS or will be suspended from school

After School Detention Guidelines:

The normal consequence will be the assignment of a certain period of detention after school.

- Students must be in the detention room and seated by 2:35, and remain seated at all times
- Students must bring enough work and supplies to stay busy the entire duration of detention
- Students will not be allowed to go to their lockers after detention. Students should leave school property immediately upon dismissal of detention
- 10th period detention will end at 3:10. Detention II will end at 5:00 pm. Bus transportation will be provided following each detention. You must sign up for the bus in the high school office by 3:10
- Silence is expected at all times. Eating, drinking, sleeping, note-passing, and any other disruptive activity will not be permitted
- Students who disrupt detention may not receive credit for that night and may face further disciplinary action
- There will be no passes of any kind, including bathroom and locker
- Students must leave through the bus loading doors and may not go through other parts of the building
- Students who need to call parents for a ride, must do so before 2:35

Assignment of Detention and Suspension of Extracurricular Activities:

- Detention will only be assigned by the principal
- Detention will be served in the detention room
- If detention is cancelled, students will be rescheduled for the next available day
- Students with un-served detentions may be scheduled to serve detention on days such as Staff Development Days and other days when classes are not scheduled
- Accumulated detention may result in one or more of the following: ISS, OSS; filing PINS; or serving time during the days when classes are not regularly in session, such as staff development days
- Arrangements for the rescheduling of detention must be made in the office by noon on the day of the detention
- Students are responsible to check in the office when they have been absent for detention or a detention has been rescheduled. A second letter will not be mailed home to parents. In some cases students may be rescheduled for detention the day after an absence

Parishville-Hopkinton Behavioral Intervention Guideline

Gate 1: Student receives disciplinary referral #5

Interventions: letter identifying discipline concern generated and mailed to parents

Gate 2: Student receives disciplinary referral #10

Interventions: Letter identifying discipline concern generated and mailed to parents.

Telephone contact and/or meeting with parents

Gate 3: Student receives disciplinary referral #15

Interventions: Parent meeting to discuss possible interventions. Behavioral improvement plan (BIP) completed. Possibility of PINS discussed.

Gate 4: Student receives disciplinary referral #20

Interventions: Behavioral improvement plan reviewed/adjusted. Possibility of PINS diversion filed with probation/family court. Informal hearing with school Superintendent.

Gate 5: Student receives disciplinary referral #25

Interventions: Superintendent Hearing. Alternative placement investigated and discussed.

*** Severity of the behavior(s) may expedite the process

*** Violent behavior may result in police involvement

Mechanics of the Fund:

The Grade class advisor will meet with class officers in the spring of each year to determine the budget for the next school year and decide what fundraising is necessary to meet those financial obligations.

- Fundraising activities will be submitted to the main office for approval.
 - All necessary information must be included on the Master Planning Request form before any fundraising event may be scheduled.
- The maintenance of all class accounts is the responsibility of the Faculty Advisor and officers. The guidelines stated in the faculty hand book must be followed.
- Each senior class is encouraged to set aside money for a district project to be determined by the outgoing class and advisors with Board of Education approval

Dance Rules:

- Dances will run from 7-10:00 pm
- At least one chaperone should be located in the general area where the students pay to enter.
- Chaperones will circulate throughout the evening observing the proper decorum is being maintained
- The same general rules of conduct apply to school are in effect for dances
- Example: No smoking, tobacco products, alcohol or drugs
- No fighting, profane language, unacceptable show of affection, no moshing or horse playing.
- Once a student leaves the dance, he/she may not return
- Doors will be closed after 8:00pm to new arrivals
- Discipline problems will be turned in to the high school principal on the next regular school day (Serious problems may entail contacting the high school principal at the time of the incident)
- Fire exits must remain clear
- Auxiliary lighting will be used which enables chaperones to clearly observe the dance activity
- Students are not to be sitting on the window ledges, or fooling with the windows
- A form for a guest to attend may be picked up in the high school office and must be filled out and returned to the high school office no later than the wednesday before a dance is scheduled.
- Any student in ISS or who serves 2 days of ISS in that week, will not be allowed to attend the dance
- Consistent negative behavior patterns may result in a student's ineligibility for attendance at school functions for the remainder of the year

Notification of Rights pursuant to the Family Education Rights and Privacy Act (FERPA)

Dear Parents or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is the federal law designed to protect the privacy of students' records. The law gives parents and students over 8 years of age (referred to in the law as "eligible students" the following rights:

- The right to inspect and review the students education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the students education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is accurate or misleading by writing to the Principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records

without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Notification of Directory Information Designations

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student's name, address, telephone number, date, and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster. You may object to the release of any or all of this “directory information.” However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent.

The Truth About Positive Thinking

A lot of people are very skeptical about positive thinking because they have tried it in the past and did not see any real improvement in their lives. Those who dismiss positive thinking are, in fact, right about one thing: positive thinking alone will NOT change your life.

The truth is that there are no magical genies waiting to make your dreams come true just because you maintain a positive attitude. This does not, however, mean that positive thinking is a waste of time. On the contrary, positive thinking is the first step of a powerful process that can and will change your life if you choose to apply it. Here is the truth about positive thinking:

Positive thinking is only effective when it inspires you to take positive action towards achieving your goals. Over time, repeated positive action becomes a positive habit and it is these habits that will bring you the positive results you desire. The main reason people become disillusioned with positive thinking is because they mistakenly expect positive thoughts to lead directly to positive results. When things don't improve, they then dismiss the concept of positive thinking entirely. This is a big mistake. Once you understand that being positive is the first step of a powerful four step process; you will discover that the true benefit of positive thinking is that it gives you the impetus to take action.

ACTION STEPS:

- Visualize your goals each day and fill your mind with a positive image of the outcomes you want to achieve
- Use these positive thoughts as a springboard to take action
- Understand that repeated action becomes a habit
- Establish the habits that will lead you to achieve your most important life goals