

Welcome to Chittenango High School

Dear Students and Parents:

The faculty, staff, and administration welcome you to Chittenango High School for the upcoming school year.

Our handbook is designed to communicate the rules, regulations, and procedures of Chittenango High School to both students and parents. The Student/Parent Handbook includes important information, guidelines, and policies that every student should know and understand. I would ask every student and their parents to review the contents of this handbook carefully and become familiar with student rights, privileges, and responsibilities.

This school year will undoubtedly present unique challenges. We look forward to working with students, so that the upcoming year will be an exciting, rewarding, and successful experience for everyone. As always, we want to continue the proud tradition of a quality education at Chittenango High School and welcome the interest, support, and active involvement of parents and guardians.

• STUDY - PARTICIPATE - CONTRIBUTE - MAKE A DIFFERENCE •

Together, we can make this your best year ever!

Derek Sajnog
High School Principal

TABLE OF CONTENTS

Academic Ethics Code	21	Graduation Requirements	6
Accidents, Injuries & Insurance	20	Grievance Procedures	25
Advanced Placement	8	Group (Select) Conduct	21
Athletics	11	Gun-Free Schools	17
Attendance	16	Head Lice/Nits Policy	30
Bulletin Boards	20	Health Services	9
Bus (School) Conduct	19	Internet Policy	23
Cafeteria Use	18	Library Services	10
Calendar	31	Lockers	20
Care of School Property	18	National Honor Society	8
Class Audits	8	New Releases & Correspondence	21
Course Load	8	Non-Discrimination Policy	26
Clubs, Classes, Student Govt., etc.	10	Occupational Education (BOCES)	7
Co-Curricular Activities	10	Passes - Corridor & Late Bus	18
Communication Devices	19	Possession & Distribution of Literature	14
Community Resources	10	Regents Diploma	6
Counseling Center	4	Repeating Courses	5
Dances, Games & After School Act.	19	Residence	21
Directory - Assistance and High School	3	Schedule Changes	8
Discipline & Penalties	14	School Psychologist	10
Dress (Student Appearance)	15	Sexual Harassment Policy	29
Drug & Alcohol Education	10	Solicitation	14
Early Dismissal	20	Student Behavior & Conduct	12
Eligibility Policy	11	Student Records	26
Extra Help	8	Study Hall Rules	18
Field Trips	18	Report Cards	4
Final Exams	5	Tardiness	16
Fire Prevention & Drills	20	Telephone	19
Grade Level Placement	5	Working Papers	20
Grades - Grading System	4	Visitors	19

DIRECTORY

Chittenango High School
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Chittenango, New York 13037
Phone: (315) 687-2900
Fax: (315) 687-2901

Principal:	Mr. Derek Sajnog	687-2900
Assistant Principal:	Ms. Diane (Dee Dee) Hagemann	687-2905
Assistant Principal/Athletic Director:	Mr. Joseph Haven	687-2904
Counseling Center:	Ms. Monica Hamilton	687-2911
	Ms. Marsha Horan	687-2911
	Mr. Sean Hayden	687-2911
	Ms. Melissa Weigelt	687-2911
Main Office:	Ms. Claire Tucciarone	687-2902
	Ms. Brenda Van Dusen	687-2903
Student Management:	Ms. Ann DeVaul	687-2905
Attendance:	Ms. Michelle McDermott	687-2906
Counseling Center:	Ms. Lorene Fries	687-2911
	Ms. Sharrol Thurston	687-2912
Nurse:	Ms. Cheryl Bone	687-2916
Ada-Pep Counselor:	Ms. Lisa Murray	687-2900
Librarian:	Ms. Mary Klucznik	687-2913
Psychologist:	Ms. Lida Buniak	687-2900
Audio Visual:	Mr. Charles Albee	687-2852

District

Superintendent of Schools:	Mr. Thomas Marzeski
Assist. Superintendent for Instruction:	Mr. Patricia Mason
Director of Special Education:	Ms. Ann Bush
Business Administrator:	Mr. Michael Vespi
Bridgeport Elem. Principal:	Ms. Alberta Martino
Bolivar Rd. Elem. Principal:	Mr. Arnie Merola
Lake St. Elem. Principal:	Mr. Ralph Gordon
Chittenango M.S. Principal:	Ms. Linda Llewellyn
Cafeteria Manager:	Ms. Christina Chapin
Supt. of Buildings :	Mr. Phil Golbach
Transportation:	Mr. Alan Sgroi

Board of Education

Pete Belyea (President)	Daniel Mayer	Tim Myers
Mark Gilbert (Vice-President)	Wendy Gratie	Daniel Gibbons
Terry Eckert	Timothy Moon	Geoffrey Zimmer

COUNSELING CENTER SERVICES AND INFORMATION

Counseling Services - The School Counselor's functions are many. Students are assigned to counselors based on the first letter of their last name, but each counselor is available for any student's questions and/or immediate concerns. Pupils should schedule appointments during study halls, so as not to miss classes. The counselor's chief roles are in the areas of personal and career counseling. In order to accomplish this they perform functions such as pupil scheduling, career information, post-secondary education, student and parent orientation programs, referrals for outside services, pupil testing, and maintaining pupil records. In addition, the counseling department has several announcements on the public address system. Students should also review the counseling center bulletin boards in front of the office area. Students may also pick up SAT, ACT registration materials and college applications for various colleges and or universities.

GRADES AND REPORT CARDS

- A. Purpose of Grades
 - 1. Evaluate and motivate the individual pupil
 - 2. Inform the pupil and parents of school progress
 - 3. Collect information for later use as the record may be used for future education or occupational plans

- B. Main Features of the Report Card
 - 1. Achievement grades
 - 2. Written comments
 - 3. Parent conference upon request

- C. Report Card Procedure
 - 1. Report cards are issued four times per year. Check the school calendar for dates which occur approximately every ten weeks. Report cards are given to students for the first three marking periods and mailed home at the end of the school year.
 - 2. If a pupil is failing or doing less than is expected at the midpoint (about 5 weeks) of a marking period, he or she should receive an "Unsatisfactory 5-Week Report". All students who receive an Unsatisfactory 5-Week Report are encouraged to schedule at least one 10th period per week with the teacher of the subject in question until work has improved.

- D. Grading System
 - 1. All report card grades are based on a numerical scale of 0-100. The passing grade for all subjects is 65.
 - 2. During the first two marking periods of a full year course and the first marking period of a semester course, the minimum grade is 50. No quarterly grade lower than 50% should be given during the first half of any course. **The exception will be if a student accrues more than 18 illegal absences during the first two marking periods or semester of a full year course or the first marking period of a semester course.** (7 absences for a class which meets on alternate days). **The student will then receive the actual grade calculated.**

3. Final Average - A student passes a course when his/her final average equals 65 or more. It is derived as follows:
 - a. Full year course - Marking periods 1 + 2 + 3 + 4 + Final Exam divided by 5 = final average.
 - b. Semester course - Marking periods 1 + 2 times 2 + Final Exam divided by 5 = final average.
4. Honor Roll - After the end of each marking period an Honor Roll (average of 85-92) and a High Honor Roll (average 93-100) will be published. Students must be taking a minimum of four units of study to qualify for honor roll status. Note: Grades are not rounded up.

- E. Repeating Courses - Pupils who fail a required course and do not attend summer school will be placed in that course the following year. Students are required to repeat the course for a **full year** (September-June).

Those students who fail an English and/or Social Studies course and do not attend summer school, cannot elect to enroll in two levels of an English and/or Social Studies course (Double Up) during an academic year. Students must attain a passing grade and corresponding course credit before they enroll in the next level.

Seniors (14 units of credit) may be allowed to enroll in two levels of a required English and/or Social Studies course only during a student's senior year. **Students must be enrolled in a course for the full year and take the final exam to be eligible for summer school.**

- F. Final Examinations - All pupils must write a final exam unless excused by the Principal. If a student does not take a final exam and is not excused by the Principal, the final average for the course may be no more than 60.

Pupils cannot be admitted to a science regents exam unless the NYS required laboratory hours and/or experiments are completed (1200 minutes). In that case, the course cannot be completed and the student will not be allowed to take the regents exam.

Pupils may repeat a regents exam to raise the grade without retaking the whole course as long as school credit has been previously earned.

Students with at least a 93% class average may be exempt from the local final exam at the discretion of the teacher.

- G. Grade Level Placement - The following guidelines will be followed for grade level (homeroom) placement.

<u>Grade Level Placement</u>	<u>Units Required</u>
9th	Must pass 3 of 5 major 8th grade subjects or successfully complete extended year program.
10th	4 units
11th	9 units
12th	14 units

GRADUATION REQUIREMENTS

A. Required ("Core") Subjects	<u>Chittenango High School Diploma or Regents Diploma</u>	<u>Advanced Regents Diploma</u>
English	4 Units	4 Units
Social Studies	4 Units	4 Units
Mathematics	3 Units	3 Units
Science	3 Units	3 Units
Foreign Language	1 Unit	3 Units
Health	1/2 Unit	1/2 Unit
Music/Art	1 Unit	1 Unit
Sequence Requirements and/or Electives	3 1/2 Units	1-1/2 Units
Physical Education	<u>2 Units</u>	<u>2 Units</u>
TOTAL	22 Units	22 Units

B. Regents Exams and Regency Competency Test Requirements (RCT)

• **Seniors** - Class of 2008.

English Language Arts (ELA) Regents Exam - Required*

Math A Regents Exam - Required*

Global History Regents Exam - Required*

U.S. History Regents Exam - Required*

Science Regents Exam - Required*

*Regents Passing Grade = 65%

Grade of 55% - 64% = local diploma credit

*Must have 65% on 8 regents exams to meet Diploma Requirements for Advanced Regents Diploma

• **Juniors** - Class of 2009:

English Language Arts (ELA) Regents Exam - Required*

Math Regents Exam - Required*

Global Regents Exam - Required*

U.S. History Regents Exam - Required*

Science Regents Exam - Required*

* Regents Passing Grade = 65%

Local Diploma: (score a 65 or above on 2 required Regents exams and score 55 or above on three required regents exams).

*Must have 65% on 8 regents exams to meet Diploma Requirements for Advanced Regents Diploma

• **Sophomores** - Class of 2010:

English Language Arts (ELA) Regents Exam - Required*

Math Regents Exam - Required*

Global Regents Exam - Required*

U.S. History Regents Exam - Required*

Science Regents Exam - Required*

Note: (must score a 65 or above on 3 required regents exams and score 55 or above on 2 required regents exams.)

• **Freshman** - Class of 2011:

English Language Arts (ELA) Regents Exam Required* Note: (must score a 65 or above on 4
Math Regents Exam Required* required regents exams and score 55
or
Global/U.S. History Regents Exam Required* above on 2 required regents exams.)
Science Regents Exam Required*

To qualify for a Regents Diploma, students must pass Regents exams in English, U.S.

History and Government, Global Studies, Mathematics, and Science with a grade of 65 or above.

Students seeking an Advanced Regents Diploma who pursue a five-unit sequence in Art, Music, or Occupational Education may be exempt from the Foreign Language requirement.

A unit is the credit given to a course which is taken for 5 or more periods a week for a minimum of 40 minutes each period for a school year of 180 days. One-half unit (1/2) credit is given for a course which meets five days per week for a semester OR for a course which meets fewer than 5 days per week for a school year (Ex. Chorus, Physical Education, etc.).

Physical Education - Each pupil must successfully complete 1/2 unit of Physical Education for each year of high school.

1. Grading - Grading will be done in much the same manner as in other subjects. Unit tests, mid-term and final exams will be given. All pupils who attend regularly will receive at least a minimum passing grade.
2. Physical Problems - Pupils who are excused by a physician will be given alternative assignments which will be graded. All excuses must be on file with the school nurse.
3. Pupils who fail one of the required physical education courses must make up the course the following year like any other required subject in the school's curriculum.

OCCUPATIONAL EDUCATION (BOCES)

Pupils may see their counselor regarding occupational education courses offered through Onondaga-Cortland-Madison Board of Cooperative Education Services. Courses may include auto mechanics, cosmetology, carpentry, culinary arts, pastry arts, lodging management, graphic communications, child care, health occupations and construction. Students will attend one of the centers for a half a day (3 units) and remain at CCS the other half day. Transportation is provided. Such courses are recommended mainly for pupils in grades 11-12. More information may be obtained from the school counselors.

Course Offerings

All courses outlined in the course description booklet are offered if there is sufficient student enrollment. Some courses may not be offered every year or a student may have to wait a year to take a course depending on class space and teacher availability.

Student Course Load

Students in grades 9-11 will be scheduled for a minimum of 6 1/2 units each year. Students in grade 12 may be scheduled for fewer units provided they meet graduation requirements and BOE Policy (Section JDcd). All curricula are similar in content, but the degree of difficulty and types of instructional materials may vary. In most cases a pupil's request for a grouping change will be agreed to after a pupil-parent-teacher-counselor conference. However, the school staff has the final say in the assignment to an advanced section of English 9-11 or Social Studies 9-11. A pupil may withdraw voluntarily from such an advanced section.

ADVANCED PLACEMENT

Advanced placement courses offer students the opportunity to participate in challenging, college-level course work while in high school. All students enrolled in an AP Course must take the corresponding Advanced Placement Examination to receive credit for that particular course. AP offerings are in English, Biology, Physics, Calculus, U. S. History and Economics. The College Board requires a mandatory fee that must be paid in full by November 1st.

SCHEDULE CHANGES

Scheduling changes may only occur during the **first five weeks of the course**. In order to begin the process, a "Program Change Request" form must be obtained from the Counseling Center. This form requires approval by the existing course teacher, as well as the teacher of the new course, counselor, parent and principal. If the requested change is appropriate and is approved, the counselor will make the change at the earliest convenient time. Because of conflicts in the student's schedule and constraints on class size, it is not always possible to change a student's program. **The change process is not completed until all the signatures of approval are returned to the student's counselor. The student is required to attend the class until notified by the counselor that the drop is official.**

CLASS AUDITS

High school pupils may audit classes if they have previously passed the course or are reviewing for the purpose of raising their regents grade. No report card grades will be issued, but regular attendance and completion of classwork and homework is required.

TRANSFER CREDIT

Students who transfer to Chittenango Central School District will have their existing transcripts reviewed by both counselor and principal for the purpose of determining credits. The principal has the final say in approval of credit.

10th PERIOD - Extra help

Teachers strive to make themselves available for extra help. During the activity period teachers will be available unless they are responsible for directing an extracurricular activity or attending a meeting. Special appointments can also be made. Prior to the end of the school year, final exam review sessions (especially regents) classes are held on a scheduled basis.

NATIONAL HONOR SOCIETY

The National Honor Society is a nationally recognized select honor group for students. Chittenango High School has its own local chapter, the John B. Yates Chapter. Before a student is considered for membership, she/he must demonstrate service, leadership, character, and academic excellence. Students must obtain a cumulative average of 90% or above at the end of MP1 of their junior year. and be able to document 15 hours of volunteer service to be eligible to apply. Potential members will then be evaluated by a faculty committee based on the criteria listed below:

Criteria and Guidelines for Membership

Scholarship: Students must have a cumulative scholastic average of 90% or higher in order to be considered for membership in John B. Yates Chapter of the National Honor Society at Chittenango High School.

Leadership: The ability to lead. Lead is defined as: to guide... to direct... to conduct... to influence... or to take the initiative.

1. To what extent does the student take the initiative in striving to meet course requirements?
2. To what extent does the student act as a catalyst for developing or promoting positive new ideas in or out of the classroom?
3. Has the student held a responsible position in an organization?
4. To what extent do fellow pupils recognize the candidate's initiative and seek his or her assistance both in and out of the classroom?

Service: An act of helpful activity. The performance of any duties or work for another. The student must be able to document 15 hours of volunteer service in this area.

1. To what extent does the pupil participate in extracurricular activities?
2. Is there a reason why the student cannot participate in extracurricular activities?
3. Does the student participate in community activities?
4. Does the student help with the "busy" work in activities?
5. Is the student willing to help school staff members in everyday activities?

Character: Moral or ethical structure of a person... moral strength... integrity. Moral is defined as being or acting in accordance with established standards and precepts of good behavior.

1. To what extent does the student follow rules and regulations governing student conduct in school and at school-related activities?
2. To what extent is the student considerate of the rights and feelings of fellow students?
3. In general, to what extent does the student follow the rules and regulations of society?
4. To what extent is the student reliable, trustworthy, and mature?

Procedures for Membership

Students who are academically eligible for membership will be notified and directed to pick up a formal application. This application, with all supporting materials, must be returned by a specific deadline to the National Honor Society Advisers. The faculty committee will then screen all applicants and make selections based on procedures and criteria specifically outlined in the National Honor Society Handbook and local chapter guidelines. Students will be notified of their acceptance in writing.

Induction

There is an induction ceremony that is held each year in recognition of the students' accomplishments.

SPECIAL SERVICES

The following are several services available to better help students accomplish their educational program. If students cannot contact any service directly, see your counselor for assistance.

- A. **Health Services** - The school nurse is responsible for assisting you in the area of better health habits. She is available to answer questions and counsel you on health issues. In addition, she maintains records, assists the doctor in school physicals, and gives first aid. Other factors concerning health services are:

1. The nurse handles all accident and student insurance under the Pupil Benefits Plan.
2. The nurse will keep medicine for students in her office and dispense it accordingly via a note from both parent and doctor.
3. The nurse processes excuses for medical and dental appointments.
NOTE: If you become ill, report to the nurse or office. Do not leave school (even with your parent) without being excused.

B. Library Services - The Library-Media Center is open from 7:30 to 2:45 daily. There is one librarian and a library aide to assist you. Services to assist students are:

1. Computerized reference by use of CD Rom and internet system
2. Computerized listing of our book collection
3. Several computer stations for individual work and study
4. Lending of books
5. Overnight lending of reference materials
6. Bibliographies
7. Individual, as well as, class instruction
8. Periodical collection
9. Periodicals
10. Microfilming
11. Library Club
12. Some audiovisual materials

C. Drug Education (including alcohol) - The Chittenango Central School District has adopted a Drug Education & Prevention Policy. A drug counselor works regularly in the high school counseling students on various drug-related issues. Drug education is also a major unit in health courses. Information on this topic can also be found in the library, from the school nurse, and in the Counseling Center.

D. School Psychologist - Through personal and group counseling, the school psychologist may better help one work out a particular problem. Also, the school psychologist works with pupils on particular learning situations and conducts testing. Your counselor can help you make this decision.

E. Community Resources - Beyond the regular school program, there are other public and private services available to students and parents. Administrators or above personnel will be happy to help you seek additional help. Your counselor can also help you make these contacts.

CO-CURRICULAR ACTIVITIES

The co curricular program is designed to supplement the regular educational program. There is something for everyone, so get involved and make school a more memorable opportunity for you.

A. Clubs, Class, Student Government, Music, Drama:

Class Officers	Model U.N.
Spring Musical	Ski Club
Student Council	Select Choir
Fall Play	TATF
Newspaper "Bear Facts"	Stage & Lighting Crew
Yearbook "Palladium"	Orchestra
Honor Society (11-12)	Dixieland Band
Junior Honor Society (9 -10)	International Club
Mock Trial	FBLA
Bibliotec	Chorus
Drama Club	

B. Interscholastic Athletics:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading (V/JV)	Wrestling (V/JV)	Baseball (V/JV)
Football (V/JV)	Boy's/Girl's Bowling (V/JV)	Boy's Lacrosse (V/JV)
Boy's /Girl's Cross-Country	Cheerleading (V/JV)	Girl's Lacrosse (V/JV)
Girl's/Boy's Soccer (V/JV)	Boy's/Girl's Basketball (V/JV)	Softball (V/JV)
Girl's Tennis (V/JV)	Boy's /Girl's Volleyball (V/JV)	Boy's Tennis
Boy's Golf	Boy's Indoor Track (V/JV)	Girl's Golf (V/JV)
		Girl's Boy's Track (V/JV)

ACADEMIC ELIGIBILITY POLICY FOR ATHLETIC PARTICIPATION

Chittenango Central School District extends the privilege of extracurricular activities to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence. It is the goal of this policy to help students successfully balance academics and extracurricular activities.

Students participating in an interscholastic team or co-curricular school activity will be evaluated academically on a five week and ten week basis. Any student who is participating on a interscholastic team or co-curricular school activity and placed on academic probation or deemed academically ineligible will be until the next evaluation period at the **five or ten week point**.

Track 1

Eligibility and Probation

Any student who is participating in an extracurricular school activity and is failing one or two subjects after any 5 week progress report, will be placed on probation for the next 5 weeks. In such case, the student must attend sport studyhall or instructional assistance period with the teachers of the courses at least once a week.

1. **Under Track 1**, students will be eligible to participate in all scheduled events while on probation, as long as satisfactory progress is maintained in all failing subjects and the student is not failing 3 subjects during the probationary period.
2. **Under Track 1**, each student on probation must carry a probation sheet which must be signed daily by the teacher in each failing subject and also signed weekly by all teachers. Satisfactory progress must be maintained in all failing subjects. The student will become ineligible if he/she is failing 3 or more subjects at any time.
3. **Under Track 1**, a probationary student must meet in a supervised academic setting during 10th period Monday through Friday. Time preference will be given to the course(s) in which the student is failing.
4. **Under Track 1**, if a student breaks probation (ie; receives an unsatisfactory weekly progress report in a class in which he/she is failing), then ineligibility will begin on the following Monday (12:01 A.M.) for a minimum of one full calendar week.

If a student receives unsatisfactory/failing in another course, which now brings them to 3 failing subjects, then an ineligibility period will be in effect for the remainder of that five week period.

*This student must now follow the guidelines under **Track II**.

Track II

Ineligibility and Probation

Any student who is participating in an extracurricular school activity and is failing 3 or more subjects after or during any 5-week progress report, will be ineligible and on probation until the next 5-week report is issued.

1. **Under Track II**, a student may practice or participate during this 5 week period, but may not partake in any scheduled events for the full 5 weeks. (Events such as scrimmages, games, school play, field trips and any other non-credit bearing extracurricular events.) See athletic code for implications (consequences).
2. **Under Track II**, each student who is ineligible and on probation must carry a probation sheet, which must be signed daily by all teachers in each failing subject and weekly by all teachers.
3. **Under Track II**, if a student breaks probation during the ineligibility period, the student will then be removed from their extracurricular activity. If the activity is athletic, then the student is removed from the sport for the remainder of the season. If the activity is not athletic, the student will be removed from that activity for the remainder of the current 5 week ineligibility period in addition to the next 5-week mark.
4. **Under Track II**, a probationary student must meet in a supervised academic setting during 10th period, Monday through Friday. Time preference will be given to the courses in which the student is failing.

Eligibility for the first ten weeks of the school year will be based on the fourth marking period grade received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade.

Attendance for Co-Curricular Participation

All School Policies regarding attendance will be followed. Any suspension, either in or out of school results in the student being ineligible for practice, athletic contest or related performance for at least the duration of that day. In order to be eligible, the student must be in school before 9:00 a.m. with a legal excuse turned in to the schools attendance personnel. A legal excuse such as a doctor's or dentist's appointment is acceptable; however, a signed doctors note from a health professional is required as proof of visitation. Extraordinary circumstances such as death in the family, serious illness in the family, court appearance, college visitation or religious observance will be considered with proper documentation.

CHITTENANGO HIGH SCHOOL - CODE OF CONDUCT

I. The Board of Education, in order to provide a safe and orderly learning environment, establishes a Code of Conduct for students, school personnel, parents and visitors when on Chittenango District property or when attending a Chittenango District function.

II. DEFINITIONS:

The Code defines a **disruptive student** as "one who substantially disrupts the educational process or interferes with the teacher's authority over the classroom. "A **violent student** " is one who, while on Chittenango District property or at a Chittenango District function: 1. commits an act of violence upon another student, staff member or other person on Chittenango District property, or at a Chittenango District function 2. possesses or displays a weapon or what appears to be a weapon 3. intentionally damages District property or the property of any person lawfully on District property or at a District function." A **weapon** is defined as "a firearm or other device which can cause serious physical injury or death when used."

III. STUDENT RIGHTS AND RESPONSIBILITIES:

Students have a right to a safe, healthy, and orderly learning environment, to due process, and to receive an explanation of the rules in the Code of Conduct. Students have a responsibility to follow the District rules, work to the best of their ability, and to follow direction given by teachers and other District personnel.

IV. RESPONSIBILITIES OF ESSENTIAL PARTNERS:

Parents, teachers, guidance counselors, principals, the superintendent, and the Board of Education, in each of their respective roles, are expected to support the children of the district by insuring that there is a safe and orderly environment allowing students to reach their highest possible level of achievement.

V. PROHIBITED STUDENT CONDUCT:

Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent, unsafe, illegal, or unethical. These rules apply in a school building, on school grounds, on school busses, or at any District function. Students may not possess or use tobacco, alcohol or drugs on school property or at a school function.

VI. REPORTING VIOLATIONS:

Any student observing prohibited student conduct should report the violation to a teacher or other school official. Any conduct constituting a crime or affecting the security of the school will be reported to local law enforcement by the building principal or program supervisor.

VII. DISCIPLINARY PROCEDURES AND PENALTIES:

Disciplinary action will be fair and impartial, taking into consideration the student's age, disability, or any extenuating circumstances. Penalties are progressive, ranging from verbal warnings to suspension and expulsion from school. Teachers may remove a disruptive student from class with appropriate notification of the principal and parents. Students who bring a weapon to school may be subject to suspension for one year.

VIII. ALTERNATIVE INSTRUCTION

School age students removed from class by a teacher, will have materials and assignments provided by the teacher. When a compulsory school age student is suspended from school pursuant to Education Law #3214, the District will provide alternative instruction and classroom materials for the student.

IX. DISCIPLINE OF STUDENTS WITH DISABILITIES

The district will comply with all state and federal laws when disciplining students with disabilities. The code recognizes definitions unique to students with disabilities, disciplinary action consistent with special rules regarding the suspension or removal of students with disabilities, expedited due process hearings specified by the Regulations of the Commissioner of Education and the referral to law enforcement and judicial authorities of crimes committed by a child with a disability to the appropriate authorities.

X. CORPORAL PUNISHMENT

Corporal punishment of any student, by any district employee, is strictly forbidden. Reasonable physical force may be used to 1) protect oneself, another student, teacher or any person from physical injury; 2) protect the property of others or the district and ; 3) restrain or remove a student whose behavior jeopardizes the safety of others including himself/herself.

XI. STUDENT SEARCHES AND INTERROGATIONS

The Board of Education authorizes principals or their delegates to conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence that the student has violated the law or the code of conduct. Student lockers, desks and other school storage may be searched at any time without prior notice to students and without their consent. Students who are questioned by police officials on school property will be afforded the same rights as they have outside of school.

XIV. POSSESSION AND DISTRIBUTION OF LITERATURE

Students have their right to possess and distribute literature including, but not limited to newspapers, magazines, leaflets and pamphlets. However, students have the responsibility to submit a copy of such literature to the principal in sufficient time for the principal to review and evaluate the material. It is an expectation that the distribution or possession of material will not infringe upon school activities. It is the student's responsibility to ensure that such material is neither seditious, libelous, nor salacious. The time, place and manner of distribution , if permitted, shall be determined by the principal.

XV. PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school property will conduct themselves in a respectful and orderly manner, be properly attired and act in a responsible manner. The code contains penalties for violations and rules for enforcement.

XVI. SOLICITATION

No student is allowed to sell or solicit money from others including staff without prior approval from the principal. This includes any fundraising activity that is not associated with a school sponsored club or activity.

XVII. PUBLICATION, DISTRIBUTION AND REVIEW

Annually, the code will be publicized and explained to all students and distributed, in writing, to parents and guardians of students. The Board will appoint a committee to annually review and update, if necessary, the Code of Conduct. The Board will ensure that the educational community is aware of the code.

A STUDENT SHALL BE SUBJECT TO DISCIPLINARY ACTION IN RELATION TO :

1. Being under the influence of a substance such as an alcoholic beverage on school premises (including building and grounds) or on a bus going to or from a school function or at a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
2. The use, possession, sale or gift of any drug or controlled substance such as non-prescribed pills, marijuana or any instrument such as a pipe, syringe or other paraphernalia, while on school premises (including building or grounds) or on a bus going to or from at a school function or school-sponsored function.
3. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
4. Verbal or physical intimidation.
5. Fighting or causing physical harm to another.
6. Disrespect toward a faculty member.
7. Possession or use of firearms or destructive devices.
8. Possession or use of knives or other weapons.
9. Failure to comply with the directions of a teacher, administrator or other school employee.
10. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
11. Using inappropriate language that is profane, lewd, vulgar and or abusive which may incite or offend another person.
12. Selling or possessing obscene materials.
13. Lateness for class, missing or leaving school or class without permission.
14. Any willful act which disrupts the normal operation of the school community.
15. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco on school premises (including buildings or grounds) or on a bus going to or from a school function or at a school-sponsored function.

PENALTIES:

Students who are found to have violated the Chittenango District Code of Conduct may be subject to the following penalties, either alone or in combination with one another.

1. Verbal warning
2. Written warning
3. Written notification to parent
4. Detention
5. In-school suspension (I.S.S.)
6. Extended detention (2:15-5:00)
7. Out-of-school suspension
8. Principal's hearing
9. Superintendent's hearing
10. Suspension from transportation
11. Suspension from athletic participation
12. Suspension from social or extracurricular activities
13. Suspension of other privileges (Parking)
14. Counseling
15. *Teacher removal of a disruptive student

*(A disruptive student means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Students who possess, use, and/or sell illegal drugs on school grounds will face severe penalties (Superintendent's hearing) imposed by the district and will also be subject to police prosecution.

The type and extent of punishment for violations shall be determined by the building principal, his or her designee, and or superintendent. Disciplinary measures shall be progressive and/or appropriate to the seriousness of the offense.

STUDENT DRESS CODE:

Students must dress appropriately and maintain an appearance that is not distracting to the instructional program. Students are expected to wear safe and appropriate clothing that is not of a bizarre, suggestive, or revealing nature that could be disruptive to or interfere with the learning process. In addition, the attire cannot promote violence, obscenity or the denigration of others.

The purposes of such a code are to foster and maintain a positive school climate focused upon student growth and achievement and to promote the values of self respect and respect for others. As a school district, we respect the individual right of expression; however, a sense of decorum must characterize an effective learning environment. Students and parents are responsible for appropriate student dress and appearance as delineated in the dress code. Students determined to be in violation of the school's dress code shall be required to make appropriate modifications to their attire. Any student who refuses to comply with a request from an administrator or staff member to comply with the school's dress code will be considered insubordinate and will be subject to appropriate disciplinary action as outlined in the Student Parent Handbook.

Any student who repeatedly fails to adhere to this code shall be subject to further discipline, up to and including out of school suspension. The school administration shall be responsible for informing students, parents and staff of the dress code during the school year.

The following are dress code requirements:

- > Hats and head gear are not allowed and must be secured in student lockers until the end of 9th period.
- > Appropriate footwear must be worn at all times.
- > Underwear is to be completely covered with clothing at all times.
- > Exposure of the midriff, lower abdominal area, gluteal area, bare chest, or cleavage is not permitted. In addition, students may not wear clothing through which these areas of the body are visible and/or through which undergarments are visible.

- > All chains not considered as jewelry may not be worn during the school day.
- > Long trench coats, heavy winter coats, bath robes, etc. are not allowed and must be secured in the student's hall locker.
- > Dress at evening events should also be in good taste according to the activity.

Examples of clothing that inappropriately expose one's body include but is not subject to:

- Tube tops
- Mesh shirts
- Half shirts
- See through garments
- Strapless garments
- Tank tops
- Spaghetti straps

Attendance Grade Policy

The Board of Education Recognizes the important relationship between class attendance and student achievement. Consequently, each marking period, a student's final grade may be based on classroom participation, as well as a student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences and tardies will affect a student's class participation grade for that marking period.

Any student with more than nine unexcused absences for one semester or 18 unexcused absences or for a full year course jeopardizes their opportunity to receive credit for that course. Only those students with excused absences and tardies will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. For example, students who are unable to attend school or a class on a given day due to their participation in a school sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This similarly applies to any student who misses a class due to illness or any other excused reason.

*** Note** (Students with properly excused absences and tardies are expected, upon their return, to consult with their teachers regarding missed work. Excused absences and tardies will not count toward the minimum attendance standard if make ups are completed by a date specified by the student's teacher or the class in question).

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parents(s) by telephone and or mail advising them of their child's progress prior to the student reaching 9 or 18 unexcused absences or tardies.

1. In order for the school to maintain accurate attendance, we require the cooperation of parents. Parents are requested to call the Attendance Office at (687-2906) each day that their child is absent. If parents do not call, we will attempt to call home or work to verify each absence. Parents requiring special notification of student absences may call the above telephone number. In addition, when leaving another adult in charge of your child while away, parents/legal guardians should notify the school in writing of those responsible as well as the duration of care. Please submit this in writing to the attendance office.
2. It is required that every student absence be explained by a written note from a parent, to be brought by the student upon his/her return to school. The excuse should be presented to the attendance office.
3. If for any reason a student needs to leave the building during the day, the student is required to report to the Attendance Office upon departure. Such permission will only be granted if a

written and dated excuse is presented or the office secretary has had contact with a parent. The student must sign out before leaving as well as sign in when returning.

4. All students must participate in at least 80% of all class sessions in order to receive credit for the course. This will be monitored quarterly. The following are guidelines for student absences. The following guidelines apply to legal absences.
 - a. Courses which meet every day shall not exceed a maximum of **9 days** absence per quarter.
 - b. Courses which meet on alternating days shall have a maximum of **4 days** absence per quarter.
 - c. If a student exceeds the maximum number of days absent in a quarter, an incomplete grade may be carried for that course until the end of the quarter.
 - d. Attendance makeup - absences which exceed the maximum (**9 or 4 days**) per quarter may be made up by:
 1. Presenting an Approved Class Absence pass to the teacher of the course.
 2. Reporting to the teacher during 10th period.
 3. Other arrangements agreed upon by the teacher.
5. Short-term illnesses, dental, medical and other "appointments" should be able to be tolerated within the 18-day limit per semester. Homebound instruction for long term illness must be approved by the high school principal.
6. Illegal absences are of two classifications: truancy and illegal truancy.
 - a. Truancy - An absence which is without the knowledge of parents or school.
 1. From School - If a student is truant from school, the parent or guardian will be notified and the student will receive an in-school suspension. If a student continues to be truant, additional consequences may be posed including Family Court Action.
 2. From Class - If a student is truant from class, he/she will be assigned appropriate discipline. In addition, the parent or guardian will be notified by attendance or an administrator of the alleged truancy. This will be discussed with the parents.
 - b. Illegal Truancy - An absence, with the knowledge of parents, in order to baby-sit, work, take a trip, etc. is considered an illegal detention. Students will not be punished as in the case of truancy. However, these days may be counted and will contribute to the quarterly absence limit.
7. Parents will be notified after a student exceeds the maximum allowable days in a quarter.

C. Gun -Free Schools Policy

No student may bring onto school premises, or shall have in his possession on school premises, any firearm as defined in federal law. More specifically, for the purposes of this policy, the term "firearm" shall mean: "any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of such a weapon; any firearm muffler or silencer or any destructive device."

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises, or having such firearm in his possession on school premises, after a hearing has been provided under Education Law Section 3214, will be subject to at least a one-year suspension from school unless the Superintendent of Schools imposes a lesser penalty on a case-by-case basis.

D. Corridor Passes

1. All students are required to have a pass anytime they leave a class or study hall. Teachers have the authority to refuse to issue passes to any student.
2. Students may use their planners for passes as long as it's signed by the classroom teacher and includes the student's destination.
3. Honor passes may be used in place of corridor passes.

E. Late Bus Passes

1. All students who wish to ride a late bus (3:00 or 5:15) must present a late bus pass to the bus driver. These passes are issued by a teacher or coach.
2. Honor passes may be used in place of the late bus pass.

F. Rules for Study Halls

1. All students will be assigned to a study hall when not scheduled for a class.
2. When scheduled for a study hall, students must report at the beginning of the period.
3. Attendance will be taken, and truancy will be counted the same, as truancy from class.
4. After attendance, students may sign out to the library at the discretion of the study hall teacher. Students who go to the library must remain there for the entire period.
5. Pre-signed passes are necessary in order to go to Counseling Center, the office, or to see other teachers. Lav passes will be issued at the study hall teacher's discretion.
6. All study halls will be for quiet study with no talking except by permission from the study hall teacher.

G. Care of School Property

1. It is the responsibility of all students to use public property carefully and with respect. In the case of willful damage or destruction of school property at any time, restitution from those causing the damage or destruction (or their parents) will be expected to pay restitution.
2. Students involved in such matters may be subject to school suspension, arrest, and restitution for damages.
3. It is expected that students will respect the property of others and learn to care for that which is loaned to them by the school. Damage to books or equipment will result in a financial obligation to the student. Report cards, grades, and class schedules may be withheld until these obligations are corrected.
4. Students may not be inside the building after school hours unless under the supervision of a responsible adult. Violators are subject to arrest.
5. Parents are reminded that a State Law passed in 1970 makes them responsible for damages caused by their children up to a \$500 limit.

H. Cafeteria Use - The cafeteria is the only location for eating food.

1. Students who qualify for free and reduced lunch should see the school nurse for instructions and an application form.
2. Students are expected to behave appropriately in the cafeteria. Trays, papers, and leftover food should be thrown away and not be left on the tables. No food or other materials should be thrown or dropped on the floor. We ask for everyone's cooperation in this matter.

I. Field Trips

1. All field trips, whether during the day or overnight are considered to be an extension of the regular school setting.
2. All rules which apply at school will also apply during field trips unless specific exceptions are stated by the principal.

J. Conduct While Riding a School Bus

1. Riding a bus to and from school or for an activity is a privilege. This may be denied to any student whose conduct is undesirable or considered a safety hazard to others.
2. Some general rules to follow:
 - a. Ride assigned buses only.
 - b. Remain seated and quiet.
 - c. Hands, books, etc. may not protrude from an open window.
 - d. Swearing, fighting, harassment, throwing objects, etc. are not acceptable types of behavior.
 - e. No glass containers are permitted on the bus.
3. The driver is always in charge and must be obeyed at all times. Failure to abide by transportation rules will result in appropriate discipline and may include temporary or permanent revocation of bus privileges.

K. Dances, Games, and Other After-School Events - During the school year, dances and other similar activities are sponsored by various organizations. These can be meaningful events for young people. The following guidelines are to be followed at these events.

1. Chittenango High School dances are restricted to our own students in grades 9-12 and Chittenango alumni. Guests are not allowed to attend unless permission is obtained from the main office prior to the event.
2. No one may leave the building and reenter without first obtaining permission from a chaperone.
3. Any student found to be in possession of, or involved in the sale of, alcohol or non-medical drugs will be suspended from school as well as social events. A referral to the Chittenango Police is also possible. Parents will be notified of the problem.
4. Students found to be under the influence of alcohol or non-medical drugs at social events may be suspended from school as well as social events. Parents will be notified of the situation.

L. Visitors - Any person who is not currently enrolled as a student at Chittenango High School or a school employee is considered a visitor and must sign in at the front lobby or report to the main office. Visitors will not be allowed to participate in any physical activity without prior arrangements or permission. Students may not bring children of preschool age to school as visitors.

M. Telephone - The telephone is located in the main office for student use. No one is to be using this phone during class time unless they have a pass from the classroom teacher, in between classes or during a lunch period.

N. Audio-Visual Devices - Students may not possess any types of audio-visual equipment which includes camcorders, digital cameras, and audio recording devices. These items are strictly prohibited. (exceptions will be made to Bear Facts, Yearbook and Photography students).

O. Communication Devices- **Student use of beepers, cellular phones, and other portable electronic communication devices are not permitted inside the building during the school day (7:35-2:12). Students may use the devices before and after school.**

If a parent/guardian needs to contact their student in an emergency situation, please call the main office at the high school and your child will be notified. Thank you for your support in this matter.

EARLY DISMISSAL FOR WORK (EARLY RELEASE)

It is recognized that certain students can benefit by going to school and working. Not only are there financial benefits, but an insight into the world of work can be gained. In order to maintain the student's educational standards, the following rules will be in effect for any student wishing to be excused for work.

1. The Counseling Center department must determine that a shorter schedule will not jeopardize the student's graduation.
2. If at any time the student falls into academic or disciplinary difficulty, this privilege may be taken away.
3. A note must be on file with the principal from the employer indicating that the student has a job.
4. After permission has been granted for early dismissal, the student must sign out of school every day and leave the grounds.
5. Pupils under this program will not be allowed to participate in interscholastic athletics.
6. To be eligible for Early Release, a student must lack no more than four (4) credits for graduation.

WORKING PAPERS

Students who require working papers should report to the attendance office for the necessary forms.

ACCIDENTS, INJURIES, AND INSURANCE

All injuries must be reported immediately to the school nurse. If any injury occurs while a student is participating in an approved physical education or play activity (athletics, intramurals, noon hour games, etc.) the school carries insurance to cover most of the injuries. Also, there is insurance coverage for some injuries that are bus-related. All other injuries must be assumed by the family of the student. Information on the school's personal injury policy can be obtained from the nurse. Such coverage is limited, but can be helpful. The school district pays the complete premium for such accident policies. The policy does not cover fighting, horseplay, or off-campus fund-raising activities.

FIRE PREVENTION AND DRILLS

Be especially careful when working with flammable materials. Report fire hazards to teachers or the office. Lighting of matches or other flammable products is forbidden except when approved by the faculty. Persons who turn in an alarm must report it to the office at once. In case it is done by accident, let the office know immediately so that the fire department can be notified. The alarm is hooked into the local firehouse directly and we do not want firemen to endanger their lives by answering a false alarm. **There will be 12 fire drills per year.** Leave the room immediately and proceed according to the red fire drill sign posted in that room. Move rapidly from the the building and listen for further instructions.

LOCKERS

If a locker is in need of repair, notify the main office. **Do not give your combination to others.** Keep your locker locked at all times. In most cases, only one pupil is assigned to a physical education locker. See your physical education teacher concerning this type of locker. All lockers should be cleaned regularly. Lockers may be checked by the principal or his representative if he/she feels such lockers require checking. Do not leave valuables in hall lockers or gym lockers.

BULLETIN BOARDS

All notices, displays, advertisements, etc. must have approval of the principal or advisor before posting. There are only two locations allowed for the display of materials. There is one bulletin board located downstairs in the main lobby and the other is located on the second floor in front of the faculty room. These are the only two places allowed for display unless prior approval from the principal.

NEWS RELEASES AND CORRESPONDENCE

Official correspondence and other contacts to persons or organizations outside the school should go through a faculty member. This includes commitment of money, time, and responsibilities.

Arrangements have been made to release news stories to the local newspapers including the Chittenango-Bridgeport Times, which is the official news media of the school district. All releases which pertain to the school, whether they are designed for the newspapers, local district newsletter, radio or television, must first go through the high school principal. Students are encouraged to write up their own activities with the supervision of their organization's sponsor.

RESIDENCE

- A. Change of Address: Pupils are responsible to notify the main office and the Counseling Center of any change of address, telephone number, or adult supervision. Leave any unlisted telephone number with the attendance secretary. It will be kept in a separate file and used only when necessary.
- B. Legal Residence: A student's legal school district is where his or her parents or legal guardian resides. Only legal residents of the Chittenango School District may attend its schools except under the following circumstances:
 - 1. A legal placement such as a foster child.
 - 2. The possibility that a student who has moved can finish a short period of time at Chittenango with permission of the administration of both districts involved.
 - 3. A student moved into the district and lives with an approved qualified adult family and may apply for a Custodial Guardianship Application. This application must be signed by the legal parent and the principal as well as the custodial parent (Note: living with a relative [other than a natural parent] does not qualify for automatic residency).

CONDUCT WHILE A MEMBER OF A SELECT GROUP

- A. Select Groups include:
 - 1. Athletic teams
 - 2. Honor Society--Junior & Senior
 - 3. Music groups
 - 4. Dramatic productions
 - 5. Clubs
- B. Conduct:
 - 1. Misconduct while a member of a select group may result in a student's removal from that group along with other action such as a school suspension.
 - 2. The following groups have specific codes of conduct which apply to each member of that group.
 - a. Interscholastic athletic teams
 - b. Junior Honor Society
 - c. Senior Honor Society
 - 3. Members are expected to follow all directions and rules of chaperones when on a trip away from school.

ACADEMIC ETHICS CODE

The Chittenango High School administration and staff recognize that academic achievement is the principal goal of our system. Each student must be encouraged to do his or her best in all areas. We also recognize our responsibility to teach the students a sense of ethics. Our students are expected to have integrity and to turn in work that is wholly their own. In order to ensure that general understanding of standards exists, we have developed the following guidelines in respect to unacceptable academic behavior.

- A. Test Situations:
1. Copying during tests from crib notes.
 2. Giving or receiving questions and/or answers from another student during or before a test.
 3. Stealing exams and/or distributing stolen exams.
 4. Tampering with a teacher's grade book.
 5. Changing grades on test papers.
- B. Laboratory Situations:
1. Copying another person's lab without approval by the teacher.
 2. Giving a lab to another person to copy without approval by the teacher.
NOTE: There are times when a pupil who is absent can get the laboratory experiment from another pupil with teacher approval.
- C. Papers (i.e. term papers, compositions):
1. Copying or paraphrasing (rewording) another student's paper or any portion of that paper.
 2. Copying or paraphrasing any material from a book or source without giving proper credit to the author.
 3. Rewriting should be done by the student; not by parents, friends, or typists.
 4. Papers may be used only once, for one course, unless special arrangements are made.
NOTE: Items 1 & 2 above definitely refer to plagiarism which is defined as the use and ideas of another person as though they were the student's own. Also, using ideas from a literary source and not properly footnoting them constitutes plagiarism.
- D. Homework:
1. Copying any part of, or all of, another student's homework.
 2. Giving consent for another student to copy one's own homework.
The previous examples are very specific and therefore, it is necessary to note that other types of cheating may exist. Each teacher has a responsibility to make his or her standards clear to students. If a student then violates one of these academic standards, an incident of cheating has occurred.
- E. Collusion:
1. Those students who provide materials (research papers, rough drafts, essays, reports, homework) to a fellow student who submits the assignment as his/her own work will be subject to disciplinary consequences. Collusion includes any form of using another student's work, allowing your work to be accessible for another student to use, or sharing your work without teacher authorization.
- F. Punishment--Violations of this code will be punished as follows:
1. The student will receive a zero on the assignment with no opportunity to make the mark up.
 2. The incident of cheating will be reported to the administration, a letter will be sent to the parents and a record of the incident will be kept in a file in the principal's office.
 3. Members of athletic teams will also be disciplined under the Athletic Code which will include a statement regarding academic ethics.
 4. The by laws of the Junior Honor Society and Senior Honor Society will include a statement which covers loss of membership due to an Academic Code violation.
 5. The by laws of the Junior Honor Society and Senior Honor Society will include a provision that students will not be eligible for induction for two years, following an Academic Code violation.
 6. Candidates for other honors, who have violated the Academic Code within the past two years, must be approved by the principal and/or the Academic Council.
 7. Students holding office in any student activity or club will be removed from that office if they violate the Academic Code. No student will be eligible to hold such an office for two years following an Academic Code violation.
 8. All exceptions to the above must be approved by the principal and/or Academic Council.
- G. Student's Right to Appeal:
1. If a student disagrees with the teacher's analysis of an incident of academic misconduct, he or she should speak first with the teacher involved during a private appointment.

2. If the student is still not satisfied with the teacher's decision, he/she may then follow the process below. These steps must be taken in order.
 - Step 1: Request a meeting with the Principal.
 - Step 2: Request a meeting with the Superintendent.
 - Step 3: Request a meeting with the Board of Education.

CHITTENANGO CENTRAL SCHOOLS POLICY FOR USE OF COMPUTERS, THE INTERNET, AND ELECTRONIC MAIL

I. PHILOSOPHY

Access to E-Mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. At the same time, it is important to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We believe that the benefits afforded to students, by access to these resources for constructive educational goals, exceeds the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not an individual child should have access.

II. INTERNET TERMS AND CONDITIONS

Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom or on school playgrounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set for them. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her action in accessing and utilizing the school computer resources. The students are advised never to access, keep, or send anything that they would not want others to see.

A. Privacy

Network storage areas are the property of Chittenango Central Schools. Network administrators may review communications to maintain the system's integrity and to ensure that students are using the system responsibly.

B. Storage Capacity

Users are expected to remain within allocated disk space and to delete E-Mail or other materials which take up excessive storage space.

C. Illegal Copying and Plagiarism

Students should never download or install any commercial software or share freeware onto network drives or disks unless they have written permission from the network administrator. Likewise, students should not copy other people's work or intrude into other people's files. When using computer databases or the Internet for research, students will be expected to properly document all information retrieved. District policies for plagiarism will apply.

D. Vandalism

Vandalism is defined as any malicious attempt to alter or destroy data of another user, Internet, or any agencies or other networks that are connected to the Chittenango Central School Internet backbone.

This includes, but is not limited too, the uploading or the creation of computer viruses. All vandalism is strictly prohibited.

E. Commercial Services

Commercial services are available on the Internet. If an individual chooses to access any of these services, that user is liable for any costs that may be incurred.

F. Inappropriate Materials or Language

No profane, abusive or impolite language or images should be used or viewed while communicating on the Internet. This includes materials which are accessed or created using computers. If students encounter inappropriate material inadvertently, they should report it to the teacher or library media specialist immediately.

G. Sharing of Passwords

At no time should an individual share a password with any other individual.

H. General Prohibitions

Students will not:

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult, or otherwise verbally attack others
- Damage computers, computer systems, or computer networks
- Violate copyright laws
- Use another's password
- Trespass into another's folders, works, or files
- Intentionally waste limited resources
- Employ the network for commercial purposes or those purposes not related to the instructional goals
- Send or receive information that may be considered dangerous or obscene
- Participate in any activities which may be prohibited by Board policy
- Gain unauthorized access to systems and networks

III. **CHITTENANGO CENTRAL SCHOOL'S ACTIONS TO DISCOURAGE INAPPROPRIATE USE OF THE INTERNET**

At the discretion of the appropriate administrators, teachers, library media specialists, and support personnel the following actions may be taken to discourage inappropriate use of the Internet:

- A. Use of passwords to limit Internet access to authorized users only.
- B. Users will be asked to change their password on a regular basis. During school, teachers will closely supervise students to guide them toward appropriate materials and to insure appropriate use of the Internet and E-Mail within the spirit of this policy.
- C. Possible disciplinary action ranging from verbal or written warnings to access denial or suspension will be communicated to all users.

IV. **SANCTIONS**

Violations of the above policy may result in a loss of access as well as other disciplinary or legal action including, but not limited to, those described in Board of Education Policy or federal or state law.

CHITTENANGO CENTRAL SCHOOL Policy JFH - GRIEVANCE PROCEDURE, STUDENTS/PARENTS/CITIZENS

This grievance procedure by the Chittenango Central School District is to provide students, parents, and citizens with a formal process to solve educational problems when all other efforts have proved unsatisfactory.

Prior to entering into a formal grievance, students should be made to meet and discuss these issues. Only when all other avenues have failed, should this formal process take place. The Superintendent shall make every effort to resolve questions, complaints, and grievances before they reach the Board of Education.

The Board of Education, individually and collectively, shall direct aggrieved persons to the Superintendent of Schools or to the appropriate person within the school district so such questions, complaints and grievances may be solved at the appropriate level.

Aggrieved parties should be certain where to begin the formal process. Also, they should be clear as to whether the grievance concerns a policy or regulation itself, or the interpretation of such policy or regulation, or a general act by an employee.

If a grievance concerns some other aspect of the school district that does not pertain to the operation whereby the principal may have jurisdiction, it shall be the responsibility of the Superintendent of Schools to direct the aggrieved party to that person whereby informal and formal processes may take place.

In the event that a grievance occurs beyond the regular school year, the Superintendent shall establish a time schedule using work days rather than school days

A formal grievance shall be in written form. The aggrieved party shall have the right to be represented by an attorney or another person selected. Grievances shall be signed by the individual(s). Each grievance shall be limited to one type of complaint.

The written grievance shall include the name of the aggrieved person(s), time and date, place occurred, identity of person(s) causing the grievance, provisions of policy or regulations, general statement of nature of grievance and redress sought by aggrieved person(s). All grievances shall be signed by all persons seeking redress.

Any matter which is otherwise reviewable, pursuant to law or rule or regulation having the force and effect of law, may be excluded under this procedure.

First Stage - Any formal grievance that relates to actions taken by an employee within a school, or being transported to or from that school, shall be filed with the building principal within 15 school days from the date of the occurrence. The principal shall have 5 school days to reply in writing. If the principal fails to reply, then the aggrieved person may automatically proceed to the second stage.

Second Stage - If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 10 school days after receiving an answer from stage one. The Superintendent of Schools shall have 10 school days to reply in writing. If the Superintendent of Schools fails to reply, then the aggrieved person may automatically proceed to the third stage. During this stage either party may request an informal conference. Such a conference must take place within the 10 days the Superintendent has to answer.

Third Stage - If the aggrieved person fails to receive satisfaction at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from Stage 2. The aggrieved party will be given an opportunity for a hearing if he or she so requests. Such a hearing must take place within 21 days after receiving the request by the Board. The Board must give a written reply within 10 days following the hearing for disposition of the grievance. All decisions of the Board of Education may be appealed to the Commissioner of Education.

CHITTENANGO CENTRAL SCHOOL NON-DISCRIMINATION

Chittenango Central School believes in equality of opportunity and shall promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum and instruction; and in the availability of programs to children.

It further believes that the records and previous performances of students, employees and applicants will be looked upon in such a way as to give fair consideration for each person's needs that will best serve him or her, as well as those of the district.

The district affirms its belief in existing laws, governmental regulations and equal opportunity to the end, so that no student, citizen, employee, or applicant shall be discriminated against. Discrimination shall be forbidden because of, but not necessarily limited to, race, color, creed, national origin, sex, or handicap.

The Superintendent is designated to assure compliance, prepare procedure in connection therewith, administer complaints and make appropriate reports to the Board of Education.

The appeals procedure for employees shall follow the grievance procedure found in their appropriate Board of Education-employee organization agreement.

The appeals procedure for students, parents, applicants, and all others, shall be in accordance with appropriate administrative regulations or grievance procedure.

CHITTENANGO CENTRAL SCHOOL POLICY JO - STUDENT RECORDS

The purpose of this policy is to insure the confidentiality and availability of student records in accordance with federal, state, and local policies.

Responsibility: The Superintendent shall require each building principal to develop the following procedures pertaining to student records.

- a. Safekeeping in a central location in each building.
- b. Develop, maintain, and process regularly.
- c. Designate school personnel to carry out the above responsibilities.

Definitions:

- a. Student includes "any person" with respect to whom Chittenango Central School maintains educational records of personally identifiable information, but does not include a person who has not been attending school."
- b. Parent is defined as "an adult to whom the student is legally responsible. When applicable, the legal parent may be defined by the court as only one of the natural parents or as a legal guardian."
- c. School Officials are defined as professional staff who have a legitimate educational need and other staff members designated by the building principal.
- d. Education records are defined as records, files, documents or other materials maintained by Chittenango Central School or by a person acting for it, which contain information directly

related to the student. Examples of such records are : (1) any and all official records, (2) files and data directly related to the student, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system and possibly including, but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns, (i.e. Research or Experimentation Project defined as a program designed to explore or develop new or unproven teaching methods or techniques).

Access to Educational Records by Students & Parents:

A. Inspection of Records

1. A parent of a student under 18 years of age has the right to inspect that student's record.
2. A student who is 18 years of age or a former student, if older than 18 years of age, has the right to inspect his or her records.
3. Such inspection shall be done during regular school hours with a qualified member of the school staff in attendance. Following such an inspection, a copy of such records may be requested and should be given without charge. Additional personal copies shall carry a charge of 25 cents per page.
4. Nothing in the above shall prohibit a student under 18 years of age from asking and receiving information about the contents of his record from qualified staff person in reference to grades and general testing. Nor shall it prohibit a parent from inspecting the record of a pupil over 18 years of age or who has left school if such student is still dependent on the parent.

B. Record Challenge and Appeal

A parent of a student under 18 years of age, or a student who is 18 years of age or a former student 18 or over may challenge such a record if he or she believes it to be inaccurate or misleading or in violation of his or her rights of privacy.

First Stage - The challenge must be in writing to the building principal and describe both the exact portion of the record and why it should be rewritten or removed. The principal shall have 5 days to reply. Failure to do so allows the aggrieved party to proceed automatically to the second stage.

Second Stage - If the aggrieved person fails to receive satisfaction at the end of the first stage, he or she may file the written grievance with the Superintendent of Schools. Such filing must take place within 10 school days after receiving an answer from stage one.

The Superintendent of Schools shall have 10 school days to reply in writing. If the Superintendent of Schools fails to reply, then the aggrieved person may automatically proceed to the third stage.

During this stage, either party may request an informal conference. Such a conference must take place within the 10 days the Superintendent has to answer.

Third Stage - If the aggrieved person fails to receive satisfaction at the end of the second stage, he or she may file the written grievance with the Board of Education. Such filing must be done within 10 days after receiving an answer from stage two.

The aggrieved party will be given an opportunity for a hearing if he or she so requests. Such a hearing must take place within 21 days after receiving the request by the Board. The Board must give a written reply within 10 days following the hearing for disposition of the grievance.

In the event that a grievance occurs beyond the regular school year, the Superintendent shall establish a time schedule using work days rather than school days.

All decisions of the Board of Education may be appealed to the Commissioner of Education.

The parent or student over 18 has the right to insert into such records a written explanation concerning the content, at any point, regardless of any challenge or outcome of a challenge.

Confidentiality of Educational Records:

A. Availability of Records

Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents and students without written release. Such a release will define what records and to whom they will be released.

Exceptions to the above are:

1. School officials within the system who have a legitimate educational interest.
2. Officials of another school in which the student intends to enroll.
3. Representatives of state and federal agencies who are authorized to audit certain records.
4. In reference to a student's application for financial aid.
5. Authorized state and federal studies.
6. Organizations and individuals conducting educational studies whereby individual students cannot be identified.
7. Accrediting organizations carrying out their functions.
8. Parents of a dependent student.
9. Where knowledge of other persons are necessary to protect the health and safety of the student or other persons.
10. Pursuant to court orders or subpoena.

B. Notification of Record Release

1. When records are being transferred to another institution where the student has indicated future enrollment, the parent or student must be notified. A copy may be requested and the contents may be challenged.
2. When records have been requested by the courts, the parent or the student must be notified prior to the transfer. A copy of such information may also be requested by the parent or student.

C. Record of Requests

All persons desiring access to such records, except other employees of the school system having legitimate educational interest in such records, or students and parents of pupils under 18 years of age, shall sign a form stating the reason he or she requested access to such records. That form will remain in the student's folder as part of the record. The folder will also contain information as to where a record has been sent.

D. Notice of Rights

At the beginning of each school year, information to this policy shall be made available to all families either through a school publication or individual letters sent home with each pupil. All newly enrolled pupils shall be given a copy of such information upon registration.

Sexual Harassment Policy for Chittenango Central Schools

I. Policy

It is the policy of the Chittenango Central Schools to maintain a learning and working environment free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment.

II. Definition

- A. Sexual Harassment means unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities; or
 - 2. Submission to, or rejection of, such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's performance, or creating an intimidating, hostile, or offensive work or learning environment.

- B. Sexual Harassment as set forth in Section II-A may include, but is not limited to:
 - 1. Verbal harassment or abuse
 - 2. Pressure for sexual activity
 - 3. Repeated remarks with sexual or demeaning implications
 - 4. Unwelcome touching
 - 5. Sexual jokes, posters, graffiti, and other like forms of communication of a sexual nature
 - 6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, or other rights or benefits normally derived from one's employment or education

III. Procedures

- A. Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or Superintendent of Schools. Reporting sexual harassment will not reflect on the individual's status, nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office.

IV. Sanctions

- A. It shall be a violation of this policy for any member of the Chittenango Central Schools staff to harass another staff member or student through conduct or communications of a sexual nature, as defined in Section II. It also shall be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.
- B. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- C. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

V. Notification

Notice of this policy shall be circulated to all schools and departments of the Chittenango Central Schools and incorporated into employee publications and student handbooks.

HEAD LICE/NITS (PEDICULOSIS) POLICY

The Board of Education recognizes that the health and safety of all children in the Chittenango Central School District is an important responsibility. The Board of Education, therefore, establishes the following policy regarding students who have been identified as having head lice and/or nits:

- A. No child will be permitted in school with any lice or nits. Any student examined by the school nurse and found to have lice and/or nits shall be sent home. The parent shall be called to pick up their child at the school. Parents should be encouraged to provide emergency contact numbers at their place of work or provide the names and numbers of neighbors who are able to transport the child.
- B. The school nurse shall provide the parents of any student found to have any lice or nits with a notification letter and instruction sheet on the treatment of head lice (the Superintendent shall develop appropriate information materials and procedures for distribution to parents).
- C. The parent/guardian must accompany the student to school and the student must be reexamined and cleared by the school nurse before the student may reenter his or her classroom. Once the child has been treated the Parent Notification Letter must be signed and returned by the parent before the child is allowed to reenter the classroom.
- D. No child with any lice and/or nits is allowed to ride the school bus.
- E. If a student has a recurring head lice problem, the principal/school nurse may report this case to State and/or County authorities responsible for health care.