

# **Northeastern Clinton Central High School**



## **Student Conduct and Discipline Policy**

**2008-2009**



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## **ACADEMICS**

ALL students are to take a MINIMUM OF SIX (6) credits each year, including the equivalent of five full year courses, Physical Education, and a half-year elective. ALL students who fail must make up any required subject in summer school, whenever possible, or they will have to repeat the subject the following year

## **DROP POLICY**

Students will be allowed to drop semester courses for the first 2 weeks of a semester only. Students will be allowed to drop a year course for the first 5 weeks only. Any exceptions to this rule must be approved by the high school principal.

## **GRADUATION**

Seniors will not be allowed to graduate if they have not met all Physical Education, Health and all Regents and/or RCT testing requirements as mandated by NY State. No student will be allowed to participate in graduation ceremonies unless all state and local requirements have been met successfully.

## **HIGH SCHOOL GRADUATION REQUIREMENTS:**

### **DIPLOMA REQUIREMENTS**

BEGINNING WITH STUDENTS ENTERING 9TH GRADE  
IN 2008-2009 SCHOOL YEAR

A student graduating from Northeastern Clinton may receive a Regents Diploma with Advanced Designation, a Regents Diploma or an Individualized Education Program (IEP) Diploma.

*The Regents Diploma with Advanced Designation* is the highest Diploma a student may receive in a New York State high school. Students who receive an Advanced Regents Diploma have completed a challenging college preparatory curriculum. To receive the Advanced Regents Diploma, a student must take the most challenging course curriculum and complete additional Regents Exams.

*The Regents Diploma* signifies that the bearer has completed all necessary requirements for graduation. Students must receive a 65 or higher on required Regents Exams. Recipients of this Diploma may choose to continue their education at the collegiate level, pursue a career in the military, or seek employment.

*The IEP Diploma* is awarded to those students who have satisfactorily completed the requirements as described in their Individualized Education Program.

### **CREDIT REQUIREMENTS:**

To receive a Regents Diploma with Advanced Designation, a Regents Diploma or a Local Diploma a student must earn a minimum of twenty-two credits (22).

### **COURSE REQUIREMENTS:**

*Each student must take at least five full credit classes each semester.* A full credit course is one that meets once each day. In addition to these five courses, each student must take physical education and a 1/2 credit elective course.

To graduate, each student must pass the following courses:

- English - 4 credits
- Social Studies - 4 credits
- Math - 3 credits
- Science - 3 credits
- Physical Education - 2 credits (\*)
- Studio Art or Music - 1 credit (\*\*)
- Health - 1/2 credit
- Foreign Language - 1 credit
- Introduction to Computers - 1/2 credit
- Career and Financial Management - 1/2 credit

(\*) Each student must take physical education during all four years of high school

(\*\*) Music is a 1/2-credit course. In order to satisfy the requirement, the student must take music for two years.

DIPLOMA REQUIREMENTS BASED ON JUNE 2005  
BOARD OF REGENTS ACTION TO PHASE IN THE  
65 GRADUATION STANDARD ON REQUIRED REGENTS EXAMS

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2005	Score 65 or above on 2 required Regents exams and score 55 or above on 3 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2006	Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2007	Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
2008	No Local Diploma, except safety net	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

Note: The Regents Competency Test safety net for students with disabilities will continue to be available for students entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma. The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities, without the local option.

**TESTING REQUIREMENTS:**

In addition to credit, and course requirements, each student pursuing an Advanced Designation Regents Diploma, a Regents Diploma, or a Local Diploma, must pass a series of examinations to graduate. There are three types of examination (in addition to final exams) that each student must successfully pass:

**Regents Exams  
Regents Competency Tests (RCT)\***

Testing Requirements Regents Diploma - 65 passing Local Diploma - 55 passing	Testing Requirements Advanced Designation Diploma 65 passing
Math A Regents Exam Science Regents Exam English Regents Exam Global History Regents Exam U.S. History Regents Exam	Math A Regents Exam Math B Regents Exam 2 Science Regents Exams: 1 Living Environment 1 Physical Science (Earth Science, Chemistry, or Physics) Global History Regents Exam U.S. History Regents Exam English Regents Exam French III or Spanish III Regents Exam**

Students pursuing the IEP Diploma do not have to satisfy credit or testing requirements. Instead, these students must satisfactorily complete all of the requirements as stated in their IEP.

\* RCT - (Reading, Writing, Math, Science, Global Studies, U.S. History) Students with disabilities, who are not pursuing an IEP diploma, must take the required Regents exams, but may meet diploma requirements by either passing the Regents exams or the corresponding Regents Competency Tests (RCT).

\*\* Students acquiring 5 units of credit in Occupational Education or Art may be exempt from the second language requirement while pursuing a Regents Advanced Diploma.

**RULES FOR PROMOTION**

Freshman to Sophomore	5.5 Credits required
Sophomore to Junior	11 Credits required
Junior to Senior	16.5 Credits required

**REQUIRED SUBJECTS**

Required subjects for ALL NCCS students, except perhaps IEP diploma students, include:

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Health	1/2 credit
Physical Education	2 credits
Art or Music	1 credit
Foreign Language	1 credit
Intro. To Computers	1/2 credit
Career and Fin. Plan.	1/2 credit
Electives	2 1/2 credits

**22 Total credits**

## **OCCUPATIONAL EDUCATION**

Requirements for Admission to CV- TEC 2008-2009:

1. A student needs to have two (2) credits of English, Social Studies, Math and Science before being accepted into the CV-TEC program.
2. A student may not have missed more than eighteen (18) days of school in the year preceding their CV- TEC admission. (Extreme extenuating circumstances will be reviewed).

Requirements for Continued Participation at CV- TEC

Upon completion of their junior year, students' transcripts will be reviewed. Any student unable to meet the requirements for graduation by June of their senior year or has exceeded the attendance limit of 18 in any year course at NCCS, 9 in any semester course at NCCS or 15 at CV-TEC for the year will be dropped from the program before the start of their senior year.

A successful year at the CV-TEC, with grade and attendance, may enable a student to earn academic units and fulfill the major sequence required for graduation.

Students should consult with the School Counselor during their sophomore year about programs at CV-TEC. The school district has no obligation to provide any portion of the programs offered at the CV-TEC for any student after he or she graduates from NCCS, or provide CV-TEC to seniors that have not begun the 2-year program in their junior year.

## **SUMMER SCHOOL ELIGIBILITY AND GRADING POLICY**

NCCS students must have a minimum of a 50% average during the regular school year for any subject, which is to be re-taken during the summer session. For the purpose of establishing a course grade, which is reflective of summer school, a student's new average will be calculated by counting the summer school grade twice (50%) and averaging it with the two highest quarters for the course during the regular school year (50%). Thus, the grade achieved during summer school does not simply replace the grade achieved during the regular school year. Rather, it is now a component of the new course average. \*A building principal may waive the minimum average in limited cases where he/she feels that extenuating circumstances exist. (This same policy applies to repeated courses during the regular school year. The first 2 quarters will be averaged with the best 2 quarters of the previous year.)

## **TESTING AND MARKING**

Grades 9-12 will use the numerical marking system for each quarter. The passing grade for students in grades 9-12 is 65% in all academic subjects. The final mark for the year will be determined in the following way: each quarter counts for 20%, midterm counts for 10%, and final exam counts for 10%. Semester course averages are computed as  $(2Q1 + 2Q2 + \text{Final})/5$ . Academic credit may be obtained toward a school diploma if a pupil fails his final Regents examination but earns a school mark of 65% or better. Students must be present during final exams unless legal documentation for their absence can be presented to the high school principal and approved in advance. Otherwise, no credit will be issued or make-ups scheduled. The Honor Roll will be based on class average for each ten (10) weeks. Regardless of the final grade, no credit will be issued unless the student has adequate attendance.

## **ACCIDENTS**

It is important that all accidents be reported to the school nurse as soon as possible after they happen. This is the responsibility of the teacher or coach in charge, or of the student if he/she is on the way to and from school or during the lunch hour.

## **AFTER-SCHOOL DETENTION PHILOSOPHY**

One of the consequences for breaking the student conduct policy, as outlined in the student handbook, will be after-school detention. After-School Detention (ASD) will take place daily, as needed, from opening day through the end of the school year. ASD will **not** take place on those days scheduled for early closing and on days when all after school activities are canceled because of inclement weather. Students assigned to ASD on those days will report the following day. After-school detention hours of operation will be from 2:45 p.m. to 3:45 p.m.

Students will report on the day of assignment. ASD will be held in the Middle School Cafeteria. All students are responsible for arriving on time and for their actions during the ASD period. Improper actions, as determined by the ASD supervisor/s, may result in further assignment of ASD, parent conference with principal and teacher, or suspension by the principal. Students will sit according to teacher placement and will not be allowed to leave the ASD room unless escorted by a teacher. Students are to bring all personal items with them at 2:45 p.m. They will be escorted to the door by the ASD supervisors at 3:45 p.m. and are to go directly to the bus or to their personal vehicles to leave the school grounds.

Students will not be allowed to go to lockers, coat racks etc. within the building. Students will leave the school grounds promptly at 3:45 p.m. If students are to be picked up by parent, the parent must be on site at 3:45 p.m., otherwise, the student will take the bus provided. Students are not authorized to ride with or be picked up by other students. Failure to attend ASD will result in disciplinary action.

**A student who fails to attend his/her scheduled ASD will be required to serve in school suspension (ISS) on the following day.**

## **ASSEMBLY PROGRAMS**

Special assembly programs are scheduled throughout the year. Students are expected to be orderly and courteous while going to and from the assembly program, as well as during the program. Speakers are guests of NCCS and will judge NCCS by the conduct of its student body at the assembly. Whether guests are present or not, all students are personally responsible for the impression made by the school as a whole. The behavior and responses of students should be appropriate to the program presented. Unacceptable conduct includes, but is not limited to, whistling, uncalled for clapping, talking, sleeping, and unnecessary or inappropriate noise or laughter during a program.

## **ATHLETIC INTERSCHOLASTIC CODE**

Please see the board-approved policy, August 5, 2008, covering interscholastic sports for Northeastern Clinton Central High School.

## **ATHLETIC PROGRAMS AVAILABLE**

Cross-Country (Boys & Girls); Golf; Hockey; Soccer (Boys & Girls) Varsity, Jr. Varsity, Modified; Softball Varsity, Jr. Varsity, Modified; Tennis (Boys & Girls); Track and field (Boys & Girls); Volleyball –

Varsity, Jr. Varsity, Modified; Baseball –Varsity, Jr. Varsity, Modified; Basketball (Boys & Girls) – Varsity, Jr. Varsity, Modified; Bowling (Boys & Girls); Cheerleading

### **ATTENDANCE POLICY**

The primary purpose of a school is to educate its students to become responsible citizens and to prepare them for entry-level employment or higher education. It is extremely important the student attends classes daily so that the process of education progresses. In those instances where students are not present for instruction, something is lost which cannot be regained. Where this loss is too great, the student shall be unable to successfully complete the requirements of the courses. Any absence from class will be detrimental to learning, and in some cases, just a few absences at critical periods of instruction could result in a serious lowering of the student's grade. Although the school will attempt to keep the parents informed of excessive absences so that lower grades or failure will not come as a surprise, it should be understood that ultimately, it is the legal responsibility of the parent/guardian (and obligation of the student) to see that attendance at school is on a regular basis.

In the beginning of each school year, all students will be required to complete an Attendance Contract. Students attending CV-TEC will sign an additional contract. In general, students will be allowed to make-up missed class assignments up to the maximum of 18 absences. After 18 absences in a full-year course or 9 absences in a semester course, no make-up work will be given, unless otherwise determined by the outcome of the attendance hearing. If students provide a written notification one week before a scheduled vacation, all assignments will be accepted if turned in on the day the student returns.

**Students who are absent from ½ year courses in excess of 9 days and from one-year courses in excess of 18 days shall not receive course credit.** For course credit purposes, all absences, excused or unexcused will be counted. The decision to deny credit shall be the responsibility of the building principal based on the outcome of a previously held attendance hearing

- To receive credit for attendance in a specific class, a student must be present for a minimum of 30 minutes.
- Students enrolled in Champlain Valley TEC (CV-TEC) Vocational Education programs are allowed 15 absences before credit may be denied.
- Schoolwork missed as a result of an absence, up to a total of 18 absences for a full-year course or 9 absences for a semester course may be made up. After 18 absences/9 absences, missed work may not be made up, unless otherwise determined by an attendance hearing.
- If a student is absent from school, the parent/guardian should inform the school (by phone) of the reason for the absence. This will prevent unnecessary phone calls to the home by the Attendance Officer.
- A written excuse (including reason) MUST still be submitted to the office within 5 days. Excuses for absences ARE REQUIRED BY NEW YORK STATE LAW! Upon returning to school, the student must have a written explanation giving the following information:
- Student's name, Date(s) of absence, Grade, Reason for absence,

Signature of Parent/Guardian, -Letters/notes for absence due to court appearance, college visits and doctor visits are required.

- When a student needs to be dismissed prior to the end of the school day, a note (signed by the student's parent/guardian) stating the reason and time of dismissal should be submitted to the office prior to the 1<sup>st</sup> period. In the rare case that an emergency requires that a student leave unexpectedly that parent or guardian should call the High School Office and request for their child to be dismissed.
- Chronic absences, tardiness, or truancy will be investigated and, if not corrected, will be reported to the proper authorities.

#### **AUTOMATED EXTERNAL DEFIBRILATORS**

The NCCS School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

#### **CELL PHONES**

At NCCS, cell phones and pagers must be kept out of sight and turned off during the academic school day. Cell phones can only be used before school and after school. It is critical that cell phones and pagers be turned off during the school day to prevent disruption of the learning environment and to prevent using the messaging function to cheat during exams. The school office staff will relay messages from parents to students. Emergency phone calls can always be made in the main/office during school hours. Students whose cell phones or pagers are seen on campus will have their electronic device confiscated. Furthermore, any misuse of cell phones or pagers will be considered a disruption of the classroom and/or insubordination resulting in further action.

#### **CHORUS AND BAND LESSONS**

Students may be assigned chorus or band lessons during regularly scheduled academic classes. Students may attend these lessons with prior approval from their academic teachers. It is the responsibility of the student to make sure that teachers are aware of their upcoming absences well in advance of the lesson.

#### **CLASS REMOVAL POLICY**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternate setting. Such practices may include, but are not limited to (1) short-term "time out" in an administrator's office, (2) sending a student into the hallway briefly, (3) sending a student to the principal's office for the remainder of the period, (4) completing an After School Detention form for the student, or (5) sending a student to a guidance counselor or other district staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code. As part of the SAVE school legislation, adopted by the New York State Legislature, the Northeastern Clinton Board of Education has endorsed the following guidelines for Teacher Removal of Students from class: There are two broad areas in which a teacher may wish to invoke their authority to remove a disruptive student from his/her classroom:

- 1) Students who continually disrupt the learning process;
- 2) Students who are dangerous to themselves or others.

The latter group of students should be immediately brought to the attention of the building administrator, as they most likely meet the criteria for being suspended from school. Therefore, it is the disruptive student who should be the focus of the classroom Removal Policy.

The following list represents examples of student behaviors, which may cause a teacher to invoke his/her authority to remove a student from class: chronic lateness to class, repeated insubordination, distracting behavior, and repeatedly disrespectful to teacher(s) and/or student(s).

The building principal (or designee) may remove the disruptive student from the class for up to five days and schedule the student into an alternate class or study hall (Parents will be notified within 24 hours.) and/or schedule a teacher-parent-student-administrator class re-entry conference to be held after the student has been removed from the class.

While the student has been removed from the regularly scheduled class, it will be the responsibility of the classroom teacher to provide the necessary course work to the temporary teacher who is supervising the student so that there is a continuation of the learning process. While the parent, teacher, student and administrator are meeting, the focus of the conference shall be the student's behavior, which caused the student to be removed from class. A "class re-entry" form will be filled out and signed by all parties in attendance. This will give the teacher an opportunity to complete a class re-entry contract with the student in an effort to improve the disruptive behavior.

After the conclusion of the meeting, the student will be allowed to re-enter the class. If a student, upon reentering the class, violates his/her class-re-entry agreement, the teacher will inform the administration in writing exactly what the violations are and discuss whether or not the student will be removed for an additional five days or for the remainder of the school year.

#### **CLASS SCHEDULE**

<b>Periods</b>	<b>Group 1</b>	<b>Group 2</b>
HR	8:20 – 8:25	8:20 – 8:25
1 <sup>st</sup>	8:25 – 9:05	8:25 – 9:05
2 <sup>nd</sup>	9:08 – 9:48	9:08 – 9:48
3 <sup>rd</sup>	9:51 – 10:31	9:51 – 10:31
4 <sup>th</sup>	10:34 – 11:14	10:34 – 11:14
5 <sup>th</sup> (Lunch)	11:17 – 11:47	5 <sup>th</sup> (Class) 11:17 – 11:57
6 <sup>th</sup> (Class)	11:50 – 12:30	6 <sup>th</sup> (Lunch) 12:00 – 12:30

7 <sup>th</sup>	12:33 – 1:13	12:33 – 1:13
8 <sup>th</sup>	1:16 – 1:56	1:16 – 1:56
9 <sup>th</sup>	1:59 – 2:39	1:59 – 2:39

**CLOSED CAMPUS**

During the normal school day, students must remain in the school building unless authorized by an administrator to leave. This is done in the main office of the high school. Any students who come to the school on the morning of a school day will be considered to have been in attendance at school.

**CLUBS AND CO-CURRICULAR ACTIVITIES**

Adirondack Scholars, Band, Boys Soccer Club, Cheerleaders Club, Chorus, Co-Ed Varsity, Drama Club, French Club, Freshman Class, Girls Soccer Club, Harvard Model United Nations, Health Careers Club, Hockey Club, Junior Class, Key Club, National Honor Society, Outdoor Environmental Club, Reality Check, SADD, Senior Class, Sophomore Class, Student Council, and Yearbook Club.

**CODE OF CONDUCT FOR STUDENTS**

MISSION STATEMENT – Our Mission is to enhance every student's potential to succeed in our ever-changing society.

VISION STATEMENT – Our vision is to have every student create a positive self-image through productive and responsible action, build self-confidence and respect for others and for the environment, develop high expectations, contribute positively within diverse groups, and communicate effectively in preparation for business and careers as well as social interaction.

**CONDUCT POLICY PHILOSOPHY FOR STUDENT**

In order to provide all students an equal educational opportunity, the Northeastern Clinton Central School District Board of Education expects all students to respect the laws of the community and the rights of the other members of the community. In return, the students will be given due respect and constitutional protection within this institution and elsewhere. A student is responsible for the way he/she exercises his/her rights, and he/she must accept the consequences of his/her actions. It is the goal of this document to help young people to assume their roles in a democratic society and to offer them protection from any infringement on their constitutional rights. Northeastern Clinton Central School District believes strongly in the positive development of its students in both the areas of academics and personal growth. Students must be given the opportunity in each of these areas to their fullest extent. To provide and sustain the proper atmosphere for our students to progress and develop requires cooperation and understanding by students, teachers, parents, administrators, and the Board of Education.

To be successful, a student must know that the school and his family are willing to work together in order to resolve any problems which might arise; thus we have developed a Bill of Rights for students. It is impossible to list all students' rights and responsibilities, but it must be emphasized that lack of responsibility means weakening of rights.

**BILL OF STUDENT RIGHTS AND RESPONSIBILITIES**

Pursuant to Section 100.2(1) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established.

Students in the Northeastern Clinton Central School District shall:

1. Be suspended from instruction only after their rights have been

observed. Refer to Student Council Policy found in this handbook- Ed. Law 3214.

2. Have the opportunity to present his or her version of the facts and circumstances, leading to the imposition of disciplinary sanctions, to the professional staff member imposing such sanction.
3. Take part in all District activities on an equal basis regardless of race, sex, or national origin.
4. Take part in student government activities unless properly suspended from participation pursuant to the District's discipline policy.
5. Address the Board of Education on the same terms as any citizen.
6. Be entitled to free speech and all other constitutional guarantees.
7. Be helped with personal problems in a confidential manner.

It shall be the responsibility of all students in the Northeastern Clinton Central School District:

1. To be familiar with and abide by all District policies, roles, and regulations pertaining to student conduct
2. To work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. To conduct themselves when participating in or attending school sponsored extracurricular events as a representative of Northeastern Clinton Central School District and as such hold themselves to the highest standards of conduct, demeanor, and sportsmanship. .
4. To be in regular attendance of school and in class.
5. To be responsible for contributing to the maintenance of an environment that is conducive to learning and be expected to show due respect to other persons and to property.
6. To make constructive contributions to their school.

Discipline is a vital part of the school program. It is the responsibility of every staff member to work with a concerted effort to maintain, develop, and improve the program of discipline within the school. Staff members supervising students have the initial responsibility for maintaining discipline. In the event that the staff member is unable to correct the immediate situation and/or the problem continues, the matter is to be referred to the Building Principal. The Principal will then be responsible for resolving the problem.

#### **DUE PROCESS RIGHTS**

The following due process requirements are to be adhered to at all times in resolving problems pertaining to student conduct:

1. Publish and post all notice rules and regulations. Provide adequate notice of conferences and hearings. State charges clearly.
2. The right to Counsel – All individuals have the right to counsel.
3. Judgment by Impartial Party – Judgment must be made by an official who has not participated in or been a part to an action under consideration.
4. Right to avoid self-incrimination – An individual is free to remain silent.
5. Cross-Examination – The accused has a right to question those bringing or presenting evidence.
6. Right to call witnesses – The accused has a right to call or bring witnesses.
7. Proof of Guilt – A "preponderance of evidence" is required to make a finding.
8. Record – A record of the proceedings must be maintained and made available upon request.

9. Right to Appeal – The student or parent may request that the matter be reviewed at the next step at any time.

10. Equitable Treatment – In cases where students subject to the athletic code and students not subject to the athletic code are to be disciplined for misconduct, which occurred during a school-related activity, all such students shall be treated in a like manner.

### **SCHOOL CONDUCT AND DISCIPLINE**

Early Identification and Resolution of Student Discipline Problems If a student's conduct in the classroom is objectionable and detracts from the learning situation, the teacher should discuss the matter thoroughly and firmly in private with the student. If objectionable conduct continues and the teacher is convinced that further discussion will not be effective, the teacher should contact the parent(s)/guardian(s) to arrange a conference with them. Pupil service personnel, administrators, teachers, and others will report students to the Building Principal when they believe such students present a discipline problem. The Principal will conduct an investigation of the reports, which may include conferences with the complainant, students, parents, teachers, and other pupil service personnel or others, as s/he deems appropriate for the early identification and resolution of the suspected problem. If the Principal suspects that the problem may be a manifestation of a handicapping condition, s/he will refer the matter to the Committee on Special Education in school. Staff members supervising students have the initial responsibility for maintaining discipline. In the event that the staff member is unable to correct the immediate situation and/ or the problem continues, the matter is to be referred to the Building Principal/Assistant Principal. They will then be responsible for resolving the problem.

### **STUDENT CONDUCT OFFENSES DEFINED**

Due to the fact that infractions vary in severity, they have been divided into two groups or levels:

–Level II is the most severe

–Level I is less severe

After school detention may be assigned for a violation of any Level II offense or for a repetition of Level I offenses.

### **LEVEL I**

1. There will be no obscene, abusive, or disrespectful clothing, or pins/buttons in the building.
2. Hands, feet, and objects will be kept to themselves.
3. No Walkman's/CD players/MP3 players will be allowed during the regular school day. Possession or use of radios, tape-CD players, Walkman's, pagers, cell phones during regular school hours are not allowed, except with authorization from the principal.
4. There will be no physical displays of affection on school property (e.g., groping, kissing, arms over another individual's shoulder, etc.)
5. Students must have an authorized pass when at a location other than that scheduled. (It is suggested that students carry passes in hand so they are visible to faculty/staff/ Administration.)
6. There will be no running in the corridors.
7. Littering is not allowed. This includes anything left on the tables or floor in the lunchroom.
8. Gum chewing is up to the discretion of the classroom teacher.
9. No food or beverages should be removed from the cafeteria with the exception of p.m. CV-TEC students only.

## LEVEL II

1. No gambling will be allowed on school property. Money and devices will be confiscated. Card playing will only be allowed in an organized activity.
2. No forging of papers or passes will be allowed.
3. There will be no disrespectful language or gestures.
4. There will be no defacement or destruction of school property (e.g., desks, walls, lockers, etc.) or any property of others while participating in a school-sponsored activity (e.g., school trip, sporting event, etc.) or while under the supervision of a school employee. Reimbursement may be required where appropriate.
5. There will be no fighting or inflicting bodily harm on other students.
6. There will be no cutting classes. Students will be considered to be cutting class unless the teacher to whom they are assigned gave them prior permission to be elsewhere.
7. There will be no dangerous objects (e.g., knives, clubs, lighters, etc.) on school property; such objects will be confiscated.
8. There will be no possession of cigarettes, lighters, drug paraphernalia, or alcohol on school property or at school sponsored events.
9. There will be no deliberate acts of disrespect (e.g., insubordination) toward those in authority. The severity of this offense (as Level I or II) is at the discretion of the person reporting the incident.
10. There will be no truancy. Truancy occurs when a student, whose parents/guardians expect him/her to be in school, does not attend. This is a violation of New York State Education Law.
11. There will be no Unlawful Detention. Unlawful detention occurs when a student is absent with the knowledge or consent, stated or implied, of the parent/ guardian, for other than legal reasons. Examples of unlawful detention include: "shopping," "visiting," "babysitting," or "over sleeping".
12. There will be no Illegal Tardiness. Illegal tardiness occurs when a student arrives to school/ class late without a legal excuse.
13. Students will arrive to school/ class on time except where properly authorized by a signed pass.
14. There will be no alcohol or drugs in possession or use on school property.
15. There will be no throwing of objects or food in the cafeteria.

## SCHOOL CONDUCT

- In the halls: Students are to walk through the halls in a quiet and orderly manner. They are to go directly to the place they have permission to go and return.
- Smoking: Smoking or possession of smoking related materials (lighters, matches, pipes, papers etc.) is not allowed on school grounds, or at school sponsored events, by students at anytime (smoking on school grounds is prohibited by State Health Laws. The penalties are the same as outlined in this handbook
- Compliance with Rules: Teachers and support staff have the authority and responsibility to see that ALL students follow school rules and regulations at ALL TIMES. It is your responsibility and duty, as students, to carry out directions given by any teacher or staff member. ***At no time will a student be rude to any teacher or staff member. In such instances, proper disciplinary action will be taken.***

## SCHOOL CONDUCT AND DISCIPLINE

It is the Board of Education's belief that each student should be treated as

a person responsible for his own behavior. The school administration, faculty, and staff will assist each student in a program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the right and property of others. Students who cannot accept responsibility and violate school rules will be required to accept the penalties and more regulated supervision. These rules of conduct shall be consistently applied in the classrooms and through the School District. Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that is viewed as fair and impartial by the student. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change and has been unsuccessful, the student will be referred to the administration. Once done, the administration assumes the role of deciding what further action will be taken. Disciplinary action, when necessary will be firm, fair, and consistent.

### **COMPULSORY EDUCATION**

Children who turn 16 during a school year continue to be subject to the compulsory education laws until the end of that year. Students who turn 16 during the school year are required to attend instruction until the end of that year.

### **COMPUTER LAB**

Students are expected to act appropriately, care for equipment properly, and have a faculty member present always when in the computer labs. No students are to be in the computer lab without a faculty member present. Students must adhere to the acceptable use policy that they signed at the beginning of the school year.

### **COMPUTER USAGE POLICIES**

Because the Northeastern Clinton Central School District's Network is used as part of a school activity, the School's Code of Conduct applies to network activities as well. Therefore, the Network Use Policy is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software. These rules also apply to the electronic use of harassing, abusive or obscene language. You may not use the network to annoy, harass, bully, or offend other people. Cyber bullying is not allowed. You may not make inappropriate submissions to Wikipedia. You may not introduce computer system viruses and/or worms to the system.

All students must sign an NCCS Network and Internet Access Consent and Waiver form at the beginning of the school year in order to use the computer systems at NCCS. Any violation of the acceptable use policy will result in a suspension of student access to computers.

The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information, and the behavior of the user. NCCS wants to provide each student with a stimulating educational environment, and protection from information that is not appropriate for students to use. The school district wants all students to use this valuable educational tool, but cannot condone the use of inappropriate information on the Internet. We acknowledge the fact that these materials exist, yet cannot weed out all of the materials that are unacceptable for students. Access to such material in any form is strictly forbidden. The network is

designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided. If any student has a question or concern regarding any information found, contact your teacher or computer lab operator.

The NCCS Network has a limited capacity to handle traffic; the more users there are on the network, the more congested the Network becomes. The following list will help avoid 'gridlock':

1. Do not tie up the Network with idle activities.
2. Don't play games or download music on the Network from the Internet.
3. Do not download files to a hard drive.
4. Only take the information you want and need.

#### A. UNACCEPTABLE BEHAVIOR

Some examples of offenses are removing the accounts of other users, changing other user's passwords, using unauthorized accounts, damaging any files, altering the system, or using the system to make money illegally. You cannot cause damage to any school or District property. This includes the network system.

#### B. PLAGIARISM

The district policy is posted on school web site. The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own". Credit should always be given to the person who created the article or the idea. That way your teacher will know which ideas are yours and you won't be guilty of plagiarism. Always cite to be safe when you're not sure.

#### C. COPYRIGHT ACCORDING TO THE COPYRIGHT ACT OF 1976

"Fair Use" means that you may freely use any information that you legally find on the Internet as long as you do so only for scholarly purpose. You may not plagiarize or sell what you find. Suppose, for example, that you find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is NO. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet. Can you legally copy it? The answer is yes, as long as it is for your personal use and so long as you give credit to the author and do not sell the article for profit.

NCCS declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action. Examples include, but are not limited to the following: -Using the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities are defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or its purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;-Using the Network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts; - Intentionally disrupts network traffic or crashes the network and connected systems; -Degrades or disrupts equipment or system performance; -Using the NCCS computing resources for commercial or personal financial gain or fraud; -Steals data, equipment or intellectual property; -Gains unauthorized access of others' files, or vandalizes the

data of another user; -Gains or seeks to gain unauthorized access to resources or entities; -Forges electronic mail messages, or uses an account owned by another user; -Wastefully uses finite resources; -Invades the privacy of individuals; -Posts anonymous messages, pictures or characters which may be considered offensive to an individual; -Saves ANY information to public hard drives; -Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

**CONSEQUENCES OF VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:** suspension of Internet access, revocation of Internet access, suspension of Network privileges, revocation of Network privileges, suspension of computer access, revocation of computer access, school suspension, school expulsion, and legal action and prosecution by the authorities.

### **DANCES**

Dances may be held in the school gymnasium and the cafeteria. Bands are to be approved by the administration. The student organization sponsoring the dance must provide the High School Principal with signed forms from at least 8 chaperones, four of which must be members of the NCCS faculty at least one (1) week prior to the dance. One administrator must also be present at each dance. High School dances are from 7-10 p.m. Guests (non-NCCS Students) of NCCS students may not be invited to dances with the exception of Homecoming, the Christmas Ball, and the Junior Prom. All guests must be approved in advance of the dance by school administration. Middle school students will not be allowed at high school dances. Individuals aged 21 or older are not allowed to attend school dances. NCCS student ID cards must be shown at the door. All school rules apply at school dances.

### **DANGEROUS BEHAVIOR**

Some student behavior may present a danger to themselves or to others. Dangerous behavior by a student shall be immediately reported to the Building Principal. The Principal is then responsible for investigating and resolving the situation.

Dangerous situations may include the following: possession/consumption or attempting to possess alcoholic beverages, illegal drugs, tobacco and smoking related materials such as lighters, matches, pipes, papers, etc. while on school property or under school supervision; theft, vandalism, or arson; assault upon a staff member or other student, having in his/her possession or attempting to possess any rifle, shotgun, pistol revolver, other firearm, ammunition, or any other weapon (such as knives, Billy clubs, etc. or any other weapon identified by the NYS Criminal Code) without authorization of the Chief Administrative Officer whether or not a license to possess same has been issued to such person; and/or commission of a criminal act endangering the health and safety of others.

Dangerous Behavior Offenses will result in appropriate disciplinary action after the necessary investigation has occurred. Such discipline will be fair, immediate, and consistent with other district policies, including the Interscholastic Athletic Code, and be of such a nature as to reflect accurately the seriousness of the offense.

Discipline may include but will not be limited to the following: detention, in school suspension, pass restriction, activities restriction, suspension/revocation of driving privileges, out of school suspension

(maximum of five days per incident), restitution of monetary losses to the school, restrictions including forfeiture of privileges which shall consist of all non-credit-bearing activities for a period of two weeks or longer as deemed appropriate by the Principal, and/or exclusion from school upon recommendation of the Superintendent with Board approval.

Dangerous student behavior will also be reported promptly to the Superintendent of schools. When a student's behavior presents a threat to himself, to others, or to the maintenance of order in the school or on school property, the Building Principal may suspend the student from classes until the situation is resolved in accordance with due process. The suspension of a student will be recorded on the student's discipline record. VIOLATIONS OF STATE AND FEDERAL STATUTES WILL BE REPORTED PROMPTLY TO THE APPROPRIATE AUTHORITIES FOR DISPOSITION BY THE AFFECTED AGENCIES.

### **DANGEROUS WEAPONS IN SCHOOL**

No student shall have in his or her possession upon school premises any rifle, shotgun, pistol, revolver, or other firearm, knives, dangerous chemicals, explosives, large chains, studded or sharp objects, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, firearm muffle silencer, any explosive device, or any other instrument capable of inflicting bodily harm. In accordance with the Gun-Free Schools Act 1994, a student found guilty of bringing a firearm as defined in federal law onto school property; a hearing has been provided pursuant to section 3214 of the Education Law will be subject to at least a one-year suspension from school.

### **DISTRICT POLICIES AND SCHOOL SAFETY PLANS**

The Northeastern Central School District has adopted district-wide policies and a school safety plan and building-level emergency response plan for each building in the district. The safety plans are intended to define how the district and each school building will respond to acts of violence and other disasters. They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students. A copy of the district-wide school safety plan is available for examination in the district offices. **All district policies are available in the district office in their entirety. Mention of policies in this handbook is usually a summary only.**

### **DRESS CODE**

NCCS has a dress code in order to promote appropriate dress, maintain the dignity of the individual, provide for comfort of the student, and establish an atmosphere conducive to learning. NCCS requires that all students wear appropriate attire that conforms to the standards for health, safety and does not interfere with the learning process. The following guidelines apply:

- Shirts or clothing that promote sex, drugs, tobacco, or alcohol are not permitted.
- Shirts or clothing that include inappropriate language or depict inappropriate activities are not permitted.
- Graffiti or gang-related symbols will not be permitted.
- Full-length coats and rainwear cannot be worn inside the building.

- Pants designed to sag below the hips will not be allowed. Pant legs must not drag on the ground.
- Full-length shirts/blouses are required. No bare midriffs are permitted.
- Shorts and skirts must not be form fitting and must extend to at least the mid-thigh level.
- Sleeveless style tops must have straps that are at least 1.5 inches wide.
- See-thru or revealing clothing will not be permitted.
- No cleavage should be visible.
- Clothes with excessive rips or openings will not be permitted.
- No undergarments should be visible.
- Any clothes that compromise personal modesty will not be permitted.
- No headwear, sunglasses, hats, etc. may be worn in the school building.
- No dog collar-like chains, bike chains, excessively large wallet chains, or spikes will be allowed.
- Unsafe footwear may not be worn in the school building. Bare feet are not allowed.
- Pajamas, slippers and other sleeping attire may not be worn in the school building.
- Hairspray, deodorant, nail polish and cologne should not be applied in hallways or classrooms.
- No personal grooming is allowed in public areas.

#### **DRUG AND ALCOHOL ABUSE**

There will be no possession (or attempting to possess), use of tobacco products, alcoholic beverages or drugs (except by physician's prescription- dispensed through the school nurse) on school property or at a school-sponsored function. In addition there will be no possession of lighters or other drug paraphernalia (the penalties are the same as for smoking). The Interscholastic Athletic Code will also govern students participating in interscholastic athletics.

#### **RULES AND REGULATIONS CONCERNING TOBACCO**

- First Violation: The student will be required to attend three nights of After School Detention and lose pass privileges for 30 days.
- Second Violation: The student will be required to attend after school detention for six days, lose pass privileges for 30 days and it is suggested that the student meet with a counselor.
- Third Violation: The student may be required to attend six days of after school detention, lose pass privileges for the duration of the school year, be suspended from school, and/or any other disciplinary action, such as a superintendent's hearing, as deemed appropriate by the principal.

#### **RULES AND REGULATIONS CONCERNING ALCOHOL AND DRUGS**

In addition to the penalties outlined under the Tobacco Policy, students who are found to be in possession of alcohol or other drugs while at school will be subject to the involvement of the NYS Police and/or suspension from school.

#### **EMPLOYMENT OF STUDENTS**

Students under 18 who are interested in working papers may pick up applications in the High School Office. Despite the attraction of having a

part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

#### **FIELD TRIP ELIGIBILITY**

Students must have completed or be legally excused by the principal (or designee) from all After School Detention assignments on the day of the field trip. Students must turn in permission slips signed by their parents and themselves on the assigned permission slip due date. Bus transportation will be provided for all field trips. Students are required to use school transportation for all field trips. The rules for conduct on the bus apply as always.

Students assigned to In-School or Out-of-School suspension for inappropriate conduct up to five weeks prior to a field trip may not be eligible to attend. If a student has been assigned ISS or OSS more than once during the school year for inappropriate conduct, that student may not be eligible to attend the field trip. A teacher team, with final approval of the administration, makes the decision as to who will or will not be allowed to participate. Students not permitted to participate are expected to be in school and supervision will be provided for them.

#### **FIRE DRILLS**

New York State law requires that fire drills be held periodically. Specific instructions on which exit to use are posted in each room. When the alarm sounds, all students are to leave the building in a quiet, orderly manner as rapidly as possible without running. There is to be no talking as, in an emergency, it would be important that all hear directions. Students are to proceed a safe distance from the building and will re-enter only when the signal for their return sounds. It is most essential that all staff have immediate knowledge of the fire exits at all times. All Fire Drills, after the first one, will be unannounced. All teachers should be alert to take the quickest route possible if in doubt concerning the exit to be used. **TEACHERS AND STUDENTS SHOULD TREAT EACH FIRE ALARM INCIDENT AS A REAL FIRE SITUATION.** The Principal in charge of each building will provide specific fire drill directions. These directions are posted in each classroom. New York State Law requires that each public school conduct twelve fire drills per year. Eight of these drills must be completed prior to November 1<sup>st</sup>.

#### **FREE AND REDUCED PRICE FOOD SERVICES**

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school lunch and breakfast programs, and shall provide free or reduced price food services to qualified district students. An application for free or reduced price meals may be obtained from Mrs. Devins in the district office. The school lunch program is an outgrowth of the National School Lunch Act and must meet with federal and state requirements. These requirements specify that a well balanced, nourishing lunch must be served at a reasonable cost. Although this meal is adequate for most students, it is possible for students to select additional food at a nominal price. This program is supplemented with government commodities and is designed for the student. Under the Federal Law, adults, other than enrolled students, are not covered, thus requiring them to pay full cost.

## **HARASSMENT POLICY**

The Board of Education is committed to maintaining an academic and work environment that is free of discrimination. In keeping with this commitment, the district will not tolerate harassment of students by anyone, including any administrator, supervisor, co-worker, student, teacher, vendor, or visitor of the district.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual. The district will not tolerate harassing conduct that interferes unreasonably with a student's academic or work performance or creates an intimidating, hostile or offensive work or academic environment. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All district employees and students are responsible to help ensure that harassment is avoided. Any student who believes he or she has been subjected to, witnessed or has information regarding possible harassment, should notify the district's designated Title IX Compliance Officer or another district official immediately. The Title IX Compliance Officers for the district are Mr. Tom Brandell, Ms. Debbie LaBarge, Ms. Heidi Pellerin, and Mr. Dennis Rasco, Northeastern Clinton Central School District, Route 276, Champlain, New York 12919

## **LEAVING SCHOOL GROUNDS**

Students must have written permission **prior** to leaving school early. Students coming to school by bus must return by bus unless they have written permission signed by a parent/guardian stating that their child may return home by some other means. Students who leave the building without permission and without the knowledge of the high school office will be considered truant.

## **LIBRARY MEDIA CENTER**

The library is ready to welcome staff and students. A wide variety of resources are available for all students in grades 6 through 12. The library is not a study hall. It is a space that is to be used for reading, research and reference. Students and staff may check out books and videos for leisure reading or assignments. Presently, the library has many computers for Internet use. Another bank of computers is used solely for word processing.

Each student agrees to a certain set of behaviors when using online resources. If students violate their Acceptable Use Policy, those students will have their accounts terminated. Computers in the library are to be used for research and word processing, not games or chat rooms. If a book or video is not available at the NCCS Middle/Senior School Library, it can be ordered through interlibrary loan. Five-minute passes may be issued by teachers for quick reference book check out. If students need more time, they must sign up in their study halls to remain in the library for the entire period. The number of study halls in grades 6-12 that particular period determines the number of available slots. The library will also limit numbers when classes are using the library for group research.

The library will enforce the following rules: no food or drink will be permitted, no CD's will be permitted, no socializing will be permitted, students coming into the library for a full period will stay in the library for the entire period, no backpacks will be permitted. Library staff reserves the right to refuse students who use offensive language, display violent behavior or damage facilities (If any of these behaviors occur, school administration will be immediately involved.), students must pay for lost or damaged books, and students who have overdue books will not be able to check out other titles until the overdue books is returned or paid for (Students who still have overdue or lost books in June will not be given their reports cards.)

**LOST & FOUND**

All articles found should be turned into the office as promptly as possible. Students should check frequently if they have lost items.

**NATIONAL HONOR SOCIETY SELECTION PROCESS:**

Membership in the National Honor Society is highly selective. In order to be considered for nomination, a student must have a minimum of an eighty-eight average and at least junior standing. Those students with the academic credentials are asked to complete an Activity Information Form. The faculty council then further considers all those students that complete the activity form. The faculty council based on the four pillars of NHS chooses students for membership: scholarship, character, leadership and service. Inductees are representative of the high personal and academic standards maintained by National Honor Society members.

**NEWS RELEASES/SCHOOL PAPERS/ANNOUNCEMENTS**

All school publications, such as school papers, notices, news releases, announcements, etc. must be approved by the Principal prior to release.

**PHONE NUMBERS**

NCCS Superintendent of Schools – Mr. Turner	298-8242
Sr. High Principal – Mr. Gratto	298-8638
Assistant Principal – Mr. Slattery	298-8638
Counseling Office – Ms. Crompt & Ms. Pellerin	298-8669
School Nurse – Mrs. Bortnick	298-8162
Special Education Director – Ms. Hunt	298-4031
Bus Transportation Supervisor – Mr. Miner	298-8685
Cafeteria – Mrs. McComb	298-7894
Athletics Director – Mrs. Gilroy	298-8592
Buildings and Grounds – Mr. Menard	298-8243
Use of Building – Ms. Devins	298-8242

Students can also obtain information by visiting the NCCS website at [www.nccscougars.org](http://www.nccscougars.org)

**PHYSICAL EDUCATION**

All students must have gym shoes and must participate in some form of activity every class period. The school nurse and high school principal are the only people able to excuse a student from participation in class on any single day. A medical excuse must come from a physician and must be renewed every three (3) months. With adequate participation a student may be awarded .5 credit for physical education per year. Two (2) credits of physical education are required for graduation

### **SCHOOL CLOSINGS**

The Superintendent of Schools may close the schools or dismiss students/ staff early in the event of severe weather or hazardous road conditions. Every attempt will be made so elementary school students will not be left without proper parental supervision. Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. The following television radio stations will carry information regarding emergency closings: WJOY-AM 1230, WVMT-AM 620, WKDR-AM 1390, WIRY-AM 1340, WKOL-FM 105.1, BUZZ-FM 99.1, and WPTZ-Channel 5. If no report is heard, it can be assumed the schools are opening on time.

### **SCHOOL EQUIPMENT**

All persons wishing to use school equipment of any kind after the regular school hours must have permission from the Principal. No equipment is to leave the building without permission from the Superintendent of Schools.

### **SCHOOL NURSE/MEDICAL**

The NCCS school nurse monitors the health of all students in the school and is the liaison between the school and various health agencies. All students are required to have an updated emergency contact sheet on file in the main office. This sheet should be filled out completely and signed by the parent or guardian. The main office should be advised of any changes in address, phone numbers, and emergency contact person(s).

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations until the parents can be reached or an ambulance arrives at the school.

The Northeastern Clinton Central Board of Education Medication Policy states that all medication given in school, including over the counter medication, be accompanied by a written physician's order. In addition, we must have a parent's signature and the medication must be in the original pharmacy labeled container. We do not give any medication, nor may students carry medications in school without following this policy.

### **SECTION 504**

The School District shall provide a free appropriate public education to each qualified disabled child who resides in the School District regardless of the nature or severity of the disability. For further information please feel free to contact the District's Section 504 - American Disability Act Officer, Ms. Hunt.

### **SENIOR PRIVILEGES**

Senior privileges are extended only to those students who have earned these privileges. In order to be eligible for senior privileges students must:

1. Have at least 16.5 credits.
2. Be taking at least six classes.
3. Have at least a 75 average in each of their classes.
4. Have an acceptable discipline record.

Senior privileges allow eligible seniors to do the following:

1. Come to school late in lieu of a first period study hall.

2. Leave school early in lieu of a ninth period study hall.
3. Sign out of study halls and go to the senior lounge.

### **SIGN IN/OUT PROCEDURES**

Sign In/sign out registers are located in the Principal's Office. All students entering the building after 8:20 a.m. must report to the office and sign in.

Students need a written note from parents when they have been absent, arrive late to school or plan to leave school early. (A parent /guardians' signature in the sign-in register will suffice for a written note for leaving early or arriving late.) The absence note must include a reason. **Notes are to be handed into the office before homeroom.** Students being dismissed will be on the daily attendance list for teachers. A student cannot leave without a note or a call from a parent or legal guardian.

If a student has previously been discovered forging parental notes, notes will no longer be accepted from that student. Parents will need to call or come into the office thereafter in order for the student to be released. Students who leave the building without written permission and without the knowledge of the office staff will be considered truant.

Parents need to physically come in to the office to sign students out, even if they have previously submitted a note to the office. The only exception to this rule is for students who drive themselves to and from school.

### **SEARCHES**

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. If such a search reveals contraband on school grounds, in vehicles or in school buildings school officials may seize the contraband.

### **SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS**

The NCCS District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by the following guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event and/or refrain from attending future events for a specific period of time.

All spectators at NCCS District's interscholastic events will be expected to:

- Encourage good sportsmanship for all players, coaches, and officials at every game, practice or other sports event.
- Place the emotional and physical well being of the students participating first.
- Support the coaches and officials working with the children and encourage a positive and enjoyable experience for all.
- Demand a sports environment for the children, which is free from drugs, tobacco and alcohol pursuant to the district's code of conduct.
- Encourage sportsmanlike behavior from all participants and other spectators.

## **STUDENT FEES, FINES AND CHARGES**

Students are expected to exercise reasonable care in the use of school equipment. Any damage done to library books, textbooks, or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment that is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and/or the student's parents will be expected to pay for such damage.

## **STUDENT LOCKERS**

Students using lockers owned by the school district shall adhere to state and federal statutes. Any student using a school owned locker shall have no expectations of privacy in such locker or its contents. The school principal or his designee may search a locker and its contents at any time. A law enforcement agency having jurisdiction over the geographic areas having a school facility containing a student's locker may at the request of the school principal; and in accordance with rules of the governing body of the school corporation assist a school administrator in searching a student's locker and the locker's contents.

- Care of and/or damage to an individual locker shall be the responsibility of the student to whom it is assigned.
- Students are not to “rig” their lockers in any way so that they do not lock.
- Any locker found to be non-lockable by reason of tampering will be repaired by the maintenance staff and the cost of repair will be charged against the student who was assigned that specific locker.
- No student is to change his/her locker to another without permission from the main office.
- Your locker must be kept closed and locked at all times.
- Physical Education lockers are subject to the same regulations and rules as regular student lockers.
- Students are permitted to go to their lockers between classes. You must have a pass to go to your locker during class periods, but such requests should be kept to a minimum.
- No personal padlocks are allowed on the lockers.

## **STUDENT PHYSICALS**

In accordance with the state Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school in grades 1, 3, 7 and 10. Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by September 15<sup>th</sup> of the school year, the school physician will complete a student's physical. Students wishing to participate in an interscholastic athletic program may also need to have a physical examination. In accordance with law, the school will provide vision, hearing, and scoliosis screening.

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenza Type b (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. For more information on health issues, contact the school

nurse at 298-8162.

### **STUDENT SEATING CHARTS**

ALL students are to sit at assigned desks during regular class periods and study halls.

### **STUDENT TRANSFERS/DROP-OUTS**

Parents who are transferring their children during the school year must contact the office and provide the date of transfer, new address, and school system that the child will be entering before a student receives a transfer card. The parent/s must come to school and sign for a release of records and the student must obtain a transfer release sheet from the Counseling Department. All teachers, including the librarian, will sign this release indicating that all books have been turned in and all bills or fines have been paid.

### **STUDY HALLS**

All study halls are "academic" study halls. The study hall is a place of quiet, orderliness and concentration. Each student is required to occupy him/herself with constructive work during this period. Students needing to leave study hall must have a pre-signed pass from their destination teacher. Attendance will be taken prior to the student being released. Students will report directly to the destination indicated on the pass. If students do not wish to have a study hall period, they are encouraged to select an additional course.

### **TARDY (LATE) TO SCHOOL POLICY**

All students should be in their classrooms when the bell rings at 8:20. A tardy student will not be admitted to their class without a pass from the high school office. Failure to sign in will subject the student to immediate disciplinary action. The excuse of "forgetting to sign in" will not be accepted. According to State Law, chronic tardiness is to be treated as unlawful absence. A student who is not in class for at least 30 minutes will be counted absent from that class. Students will receive an after school detention for each three unexcused lates to school.

### **TELEPHONE**

Students are discouraged from using the school office telephone, unless it is directly related to school business or for an emergency. The office staff will make every effort to deliver messages from parents to students between classes. No students will be called to the telephone during school hours except for family emergencies.

### **TEXTBOOKS**

The District provides textbooks for student use. It is your responsibility to use these books in a careful manner. If a textbook is misused or lost, you will be expected to pay for it. Each textbook is numbered in order to maintain a list of current holders of the texts. Final report cards will be withheld until all books are turned in or paid for.

### **TRANSPORTATION (STUDENT DRIVERS)**

Any junior or senior who wishes to drive to school must apply for a parking permit from the Assistant Principal prior to driving to school. Violators will be towed at their expense. The driving permit is for a particular vehicle and the driver only. The following requirements are for the benefit and protection of all students driving to school. Any violation of the following shall be cause for suspension of the driving permit:

1. Students must give accurate information when applying for a permit.

2. Vehicles must be parked in the designated parking lot throughout the school day.
3. Students must keep their vehicles in a safe operating condition.
4. Students will not sit in a vehicle during the school day.
5. Students must relinquish their permits when a violation of the driving agreement occurs.
6. Rules of the highway will be observed on school property.
7. Extreme caution will be taken entering and leaving the parking lot.
8. Students must have a vehicle permit clearly visible in their front windshield area.
9. Any student driving to school without a driver permit and sticker displayed on the vehicle registered may be subject to having their vehicle towed at their expense.
10. Any motor vehicle driven to school shall be subject to entry and search while on school property by the principal or his designee.
11. Driver permits may be denied or rescinded for violation of state and local vehicle operator's laws or policies, rules, and regulations of the Department of Motor Vehicles.
12. Excessive tardiness to school may result in loss of driving privilege.
13. No loud music originating from vehicles on school property.
14. Students may not leave the school grounds during school hours unless legally excused.
15. The maximum speed limit for operation of vehicles on school property shall be 15 miles per hour.
16. There is to be no riding of bicycles, motorcycles, or other vehicles, on sidewalks.
17. All-terrain vehicles, mopeds, snowmobiles, or like vehicles are not permitted on any property owned by the School District.
18. Skateboards, inline skates etc. are not allowed on school property.
19. Students who ride bicycles to school are to come in the regular entrance and park their bikes on the racks provided in front of the building.
20. Students riding bicycles should not leave school grounds until the buses have departed at the end of the school day. Please use bicycle locks to prevent theft!

#### **CV-TEC TRANSPORTATION**

All students are to ride to and from CV-TEC on the NCCS bus. In extenuating circumstances only, a student may seek approval from the NCCS High School principal to be allowed to drive him/herself to CV-TEC. A student requesting permission to drive to CV-TEC must present prior written approval from the principal at the J.W Harrold Center (CV-TEC) Written permission from the student's parents is also required.

No students will be allowed to ride to CV-TEC as passengers with another student. Students driving to CV-TEC without permission of the high school principal may have their driving privilege at NCCS denied and/or revoked.

#### **REGULAR-BUSING**

Students coming to school by bus **MUST** return by bus unless they have written permission signed by the parent/guardian stating that they are to return home by some other means. If students wish to ride a bus, other than their assigned bus, written permission signed by their parent/guardian is required. The note must be turned in before school the day of the bus change. Permission will be granted only if the bus is not at capacity.

### **TOWING OF VEHICLES**

Vehicles operated by student and parked at any school during regular school hours shall be registered and display a current driving permit. Vehicles shall not be parked in any fire lane, handicapped parking area, or on the grass. Violations may result in towing of the vehicle from school property at the owner's expense.

### **TUITION FOR NON-RESIDENTS**

All non-resident students will be charged tuition. Special Education additional costs will be billed to the home school where appropriate. Please contact the business office at 298-7895 for specific information.

### **USE OF BUILDINGS**

To get permission to use the building(s) for afternoon or evening activities, please call the District Office (298-8242); they, in turn, will contact the principal and other staff involved. Permission will be given from that office. The District Office maintains a district-wide schedule of all building activities. NOTE: School activities have priority.

### **VALUABLES**

Students are urged not to bring valuables and large sums of money to school. Make certain that your lockers are secured properly before leaving them. Do not leave valuables such as jewelry unsecured on desks, sinks, tables, or in gym locker rooms. **The school will not be liable for jewelry, money or other valuables stolen or lost at school.** Valuables may be left in the Main Office for the day under extenuating circumstances.

### **VISITORS TO SCHOOL**

Parents are encouraged to visit the school periodically during the course of the school year. Unless they have a specific reason and prior approval from the Building Principal, student visitors from other schools are **not** permitted to enter school buildings. All visitors to the school must report to the main office, sign the visitor's register and obtain a visitor's pass which must be displayed at all times. The visitor must sign out at the conclusion of the visit. If you see a stranger in the hall not wearing a visitors pass, please notify a faculty/staff member immediately.

### **WORK PERMITS**

Everyone over fourteen years of age, up to their 18th birthday, who plans to work must secure working papers. The exception to this age limit is newspaper carriers, who must apply for a work permit at the age of 11. The following process should be followed:

1. Apply at the High School Main Office for your application forms.
2. Complete the application form as directed and return it to the Main Office. If everything is satisfactorily completed, the student is issued a working certificate. The application must be submitted by the student to whom the permit is to be issued as his/her signature must be affixed to the work permit in the presence of the issuing officer.
3. A physical examination is a necessary part of the application format. A school physical examination (regular and/or sports) within the recent months of application is acceptable. If the student has not had a recent physical, he or she should apply to the school nurse for direction, or the student may make his or her own appointment with a physician for the examination. If a school physician gives the examination during a scheduled visit at the school facilities, to a student living within the school district, it is without cost to the student.