



# Northeastern Clinton Central High School

103 Route 276  
Champlain, New York 12919-0339

Phone (518) 298-8638  
Fax: (518) 298-3329

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

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## STUDENT HANDBOOK 2021 - 2022

**Masks must be worn all of the time while attending school with the exception of a mask break or eating lunch.**



**Cohorts classrooms will have social distancing of 6 feet**

**Students must maintain 6 feet of social distancing while entering, exiting, and traversing the hallways**





## Emergency Contact Numbers

NY State Police Department (Chazy, NY Barracks)  
518.846.7000

Champlain Family Health (Hudson Headwaters)  
518.298.2691

Behavioral Health Services North  
518.563.8000

Clinton County Mental Health  
518.565.4060

CVPH Champlain Valley Physicians Hospital  
518. 561.2000

Clinton County Sheriff's Department  
518.565.4300

North Country Crisis Help Line  
1.866.5PREVENT (1-866-577-3836)

National Suicide Prevention Lifeline

**Need to talk?**  
We've got time to listen  
Text "Got5" to 741741 to start a conversation  
CRISIS TEXT LINE  
Free, 24/7, Confidential Crisis Support

Need Help Now? Call [1-800-273-TALK \(8255\)](tel:1-800-273-TALK) or text Got5 to [741741](tel:741741)

\*\*\*\*\* In case of any emergency call 911 \*\*\*\*\*



## Northeastern Clinton Central High School

*Please see our website for an up-to-date listing*

### Superintendent of Schools

Mr. Robb Garrand

### Secretary to the Superintendent

Mrs. Anna Oliver

### NCCS Board of Education

Steven Southwick (President)

Robert McDonough (Vice- President)

Alan Cardin

Mandie Bechard

Kim Bulson

Alan Racine

Arsene Letourneau

### NCCS High School Principal

Mr. Joshua Harrica ([jharrica@nccscougar.org](mailto:jharrica@nccscougar.org))

### NCCS High School Assistant Principal/ DASA Coordinator

Mr. Wade Bush ([wbush@nccscougar.org](mailto:wbush@nccscougar.org))

### NCCS Athletic Director

Mr. Nicholas Trombley ([ntrombley@nccscougar.org](mailto:ntrombley@nccscougar.org))

### Director of Special Education

Mr. Daniel Marangelo ([dmarangelo@nccscougar.org](mailto:dmarangelo@nccscougar.org))

### Special Education Secretary

Mrs. Jenna Breyette

### Guidance Counselors

Mr. Matthew Wager ([mwager@nccscougar.org](mailto:mwager@nccscougar.org)) School Counselor (Last Name A-K)

Ms. Heidi Pellerin ([hpellerin@nccscougar.org](mailto:hpellerin@nccscougar.org)) School Counselor (Last Name M-Z)

### School Psychologist

Mr. Michael Boyea

### School Nurse

Mrs. Courtney Shutts

### Secretary to the Principal

Mrs. Lisa Menard

Mrs. Jackie Werner

### Guidance Secretary

Mrs. Heather Duprey



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## **Faculty:**

Ashline, Kathy, -Math  
Bardis, Paul - PE &Health  
Berry, Dana - Social Stued/English  
Blackburn, Jeffery - Science  
Buker, Curtis - Science  
Borrie, Jason - Social Studies  
Bouvier, Karen - English  
Collins, David - Special Education  
Fredette, Matt - Library/Media Spec.  
Gelwicks, Lianna -Special Education  
Gonya, Carl - Social Studies  
Graves, Spencer - Physical Education  
Greeno, Casey - Physical Education  
Hunter, Rick - Computer Science  
Trombley, Nick - Physical Education/Physics  
Knowles, Rob - Social Studies  
Kokes, Kathy - Music

LaCount, Tina- Art  
Light, Kathy- Science  
Menard, Alison - Music  
Miller, Courtney -Spanish  
McDonald, Stacy-AIS ELA  
Mullen, Robert - English  
O'Brian, Karen- Special Education  
Oliver, Sonya - Special Education  
Oshier,Greg - Science  
Pinsonneault, Kim -Math  
Rabideau, Gretchen-English  
Ribis, Rachel - French  
Snide, Nicole - Special Education  
Stein, Kate- Math  
Sullivan, Steve - Technology  
Wnuk, Michelle- Special Education  
Zucker, Joanne -Special Education

## **Support Staff:**

Coulombe, Karen - Aide  
Dominic, Laurie- Aide  
Gaudette, Rachel- Aide  
Mossey, Dorothy- Aide

## **A Message from the Principal**

Welcome to Northeastern Clinton Central High School. The faculty and staff of NCCS strive to embody and model our commitment to community pride and family values. Our primary goal is to provide our students with a strong educational foundation that will prepare them to meet the challenges facing them in the world beyond high school.

This agenda is provided to each student to help with organization and prioritizing, and serves as an excellent source of information regarding High School policies. This book also has an explanation of rules as they apply to the High School.

## **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
- communicate effectively in preparation for business and careers as well as social interaction.
- contribute positively with diverse groups



### After School Activities

Students who are staying after school for athletic practice/contest, play rehearsal, concert rehearsal or other school organized event must be supervised at all times. Students are not permitted to traverse the hallways or school property unsupervised. If practice or a contest starts later than 3:30 pm students are to report to the High School cafeteria where it is supervised or be under their coach or director’s supervision.

Students are not permitted to stay on school grounds in preparation to attend school athletic events, dances, plays, or concerts. Students need to leave the school and come back when the event begins. Students who are caught doing this will not be permitted to attend school sanctioned events at the NCCS Middle or High School.

### School Closing or Delay

Listen to your local radio or TV station ([myNBC5](http://myNBC5.com)) in the morning. If your school is closed, it will be announced. If school closes during the day, parents will be advised via automated call from our Central Office.

### DAILY BELL SCHEDULE

1 <sup>ST</sup>	9:11 - 9:56	Lunch I 12:08 - 12:38	7 <sup>th</sup>	1:24 - 2:04
2 <sup>ND</sup>	9:59 - 10:39	<u>5<sup>th</sup> Per. 12:08 - 12:48</u>	8 <sup>th</sup>	2:07 - 2:47
3 <sup>RD</sup>	10:42 - 11:22	Lunch II 12:51 - 1:21	9 <sup>th</sup>	2:50 - 3:30
4 <sup>TH</sup>	11:25 - 12:05	<u>6<sup>th</sup> Per. 12:41 - 1:21</u>		

### ½ Day Bell Schedule

1 <sup>ST</sup>	9:11 - 9:31	Lunch	7 <sup>th</sup>	11:02 - 11:21
2 <sup>ND</sup>	9:34 - 9:53	<u>5<sup>th</sup>/6<sup>TH</sup> Per. 10:40 -10:59</u>	8 <sup>th</sup>	11:24 - 11:43
3 <sup>RD</sup>	9:56 - 10:15		9 <sup>th</sup>	11:46 - 12:05
4 <sup>TH</sup>	10:18 - 10:37			

### Arrival and Dismissal

Only students participating in a supervised activity are allowed in the building before or after school hours. Other situations need approval from the principal. When arriving after school begins or departing before school ends, the parent/guardian must sign the student in/out at the main office. Please send a note with any person sent to pick up a student who is not listed on the student’s emergency form.

### Attendance

When a student is absent from school, it is the parent/guardian’s responsibility to contact the school by 9:00 a.m. and inform the school of the reason for the absence. Homework can be requested at that time and will be available after 3:00 p.m.

Students must be present for a minimum of 20 minutes for each class in order to have the attendance count as present for the class period.



### **Written excuses for ALL absences are required by state law.**

Upon returning to school, the student must have a written explanation giving the student's full name, date(s) of absence, grade, and reason, signed by the parent/guardian. A physician's note is required upon return to school after more than five days of illness. The signature book in the office does not qualify as a note.

In general, students who are absent from school due to truancy or unexcused absences may not be allowed to make up work they have missed and this may affect their class grade. In the event of truancy, students may be assigned to detention up to 5 days.

Parent/Guardian contact may be made if we have not been notified in writing of an absence. For excessive unexcused absences, a Parent/Guardian conference may be requested, and/or authorities contacted.

### **Tardy/Late to School:**

The school day at NCCS High School begins at 9:11 AM. Students that arrive after this time are considered tardy to school unless they have an excuse from a parent or guardian, or an excuse defined under excused absences. Parents or guardians must sign their student in, call, or send an email by 1:00 PM. If none of these methods of communication are met the student will be tardy/late to school. (Disciplinary consequences will be given in multiples of three for tardiness.)

### **Excused Absences:**

- Medical/Dental Appt. - note from Dr.'s Office
- Sickness - Physician's note required
- Death in Family - Note from Parent/Guardian
- Religious Observance
- Quarantine - Note from Health Department
- Court Appearance or Law related - Copy of legal notice or note from attorney.
- School related field trips
- College Visits

### **Unexcused Absences:**

Students will be allowed to make up missed class assignments for Excused Absences only. Unexcused Absences may result in a zero for any work missed: class work, examinations, assignments, final exams, midterm exams, etc. It is NOT the policy of NCCS to generate for students, or their parents, schoolwork for absences which are considered unexcused, such as the following:

- Trips with parents, vacations, etc. are not approved educational trips and are considered unexcused by State Law.
- Release time for part-time work, babysitting, farm work etc.
- Any absence without a written note.

Take Your Child to Work Day is considered unexcused. Although this is unexcused it will not affect perfect attendance, participation in sports, etc. if it is accompanied with a note from the employer.





### Start of School Day

Students entering the building in the morning are to report to the cafeteria. Students will be expected to be in their homerooms at the beginning of the period at 9:11 a.m. Students desiring breakfast may do so, prior to that. Students should remain in the cafeteria **UNLESS** they have a pre-signed pass from a teacher. Loitering or wandering in the halls is not permitted.

### School Dismissal

Dismissal for the day is at 3:30 p.m. Only students participating in a supervised activity will be allowed in the building after 3:30 p.m. Any student needing to stay after for any other reason must get prior approval from the principal.

When it is not possible to coordinate changes in a student's transportation, ahead of time at home, notification should be made to the High School Office prior to 2:00 p.m. to ensure contact is made with the student. Some requests will need to be in writing.

### Definitions

DET: Detention-(Before School)

AIS: Academic Intervention Services

ISS: In School Suspension

OSS: Out of School Suspension

PINS: Person In Need of Supervision

Activities Restriction: During the time specified, the student is unable to attend extracurricular activities including clubs, sports, dances, after school swimming, etc.

Pass Restriction: During the time specified, the student is unable to leave class for any reason other than an emergency. Pass restriction also may be used for disciplinary circumstances or when failing core subjects - library restriction, 2 or more - general pass restriction, 3 or more.

### Disciplinary Consequences

The disciplinary consequences described in this book are used as guidelines, and may not apply in every circumstance. Before deciding what discipline is needed, consideration will be given to factors, including the student's age, grade and the potential to the safety, morals, health and welfare of others.

For any single incident, a student may receive a consequence ranging from a verbal warning to Out of School Suspension for any length of time in accordance with the law.

Furthermore, many of the consequences are listed as levels. Levels range from 1 to 3. Using the preceding guidelines, school officials will determine the appropriate level for the incident.

### Student Searches

If there is reasonable cause to believe that a student is in violation of school rules, a search of the student and his/her possessions may occur. **It should be understood that any object, possession, or item on school property may be searched. This includes, but is not limited to, clothing, book bags, purses, hall lockers, PE lockers, and vehicles that are parked on district owned property.**



### **Criminal Offenses**

Appropriate charges will be filed with New York State Police by the school for all offenses deemed as criminal in nature.

### **Student Anti-Harassment Policy**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, medical condition, marital status, veteran status, citizenship status or other characteristic protected by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other federal and state laws and regulations.

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.

Any student who believes he/she has been subjected to, witnessed or has information regarding possible harassment should notify the principal without delay.

### **Prohibited Student Conduct**

Misconduct off-campus that endangers the health and safety of students or staff within the school or substantially disrupts the educational process is prohibited. Examples of such misconduct include, but are not limited to:

- Cyber-bullying (inflicting willful and or repeated harm through the use of electronics/technology) of students or school personnel
- Threatening or harassing students or school personnel over the phone
- Using message boards to convey threats, derogatory comments, and pictures of students or school personnel

### **Definition of Cyber-Bullying**

Sending or posting cruel text or images using the Internet or other digital communication devices. Cyber-bullying can take many forms including posting or sending mean or embarrassing comments and/or images in chat rooms, message boards, IM or text messages, websites, social networking sites, online gaming sites, cell phones, instant messages, blogs, dashboards or e-mail.



### **Driving to School**

Driving privileges are permitted primarily for seniors. However, juniors are welcome to apply for driving privileges. Juniors must have a valid reason for driving to school. (I.e. sports, work, club participation).

Students must fill out the driving application registration online (<https://www.nccscougar.org/Page/938>). Driving to school is a privilege. If students do not follow the rules and conditions set forth by the NCCS High School, their driving privileges will be revoke. Revocation of driving privileges will be determined by the NCCS High School administration.

Students caught driving to school without permission will not be considered for a parking permit for a minimum of one month from the date of the infraction.

### **Students Driving/ Riding to CV-TEC**

Students wishing to drive to CV-TEC must have a permission sheet approved by CV-TEC in order to drive a personal vehicle and park on their campus. If a student loses the privilege of driving to CV-TEC due to failure to comply with expectations and/or safety protocols they will also lose their privilege to drive to NCCS.

In the event of inclement weather during the day while school is in session the NCCS High School Administration reserves the right to have all of the students ride the transportation provided by the district. Students do not reserve the right not to attend their CV-Tec programming because they do not want to ride the transportation provided for them. Students who do not follow this mandate will be subject to disciplinary consequences that could result in loss of driving privileges.

### **Back Packs, Purses, Satchels, Duffle Bags**

Due to newly developed protocols because of COVID-19 and Guidance from the New York State Health Department, Students will be allowed to use their backpacks during the school day.

### **Lockers**

Due to newly developed protocols because of COVID-19 and Guidance from the New York State Health Department, Students will not be using hallway lockers or PE Lockers during the school day.



## Clothing, Jewelry & Sprays

When the principal deems attire to interfere with the learning process s/he shall deal with the student in accordance with the student conduct policy.

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 which 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, bandanas, or gang-related clothing or 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 mid-riffs are permitted.
- 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. Clothing should cover the student from armpit to armpit.
- Clothes with excessive rips or openings will not be permitted.
- No undergarments should be visible. Racerback tank tops must conceal all undergarments.
- 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.
- Shorts, skirts, and dresses must not be form fitting and the length must be appropriate (5" from the top of the kneecap as measured by a ruler). This is a change from our current policy due to the chronic problem with inappropriate clothing length. We will be using a 3x5 index card as our standard of measure.

Students violating the school dress code will be asked to change immediately into appropriate clothing. If a student does not have appropriate clothing, the school will provide clothing options for them. Students who refuse to comply with the dress code will be subject to immediate suspension.



### **Physical Education Policy**

All students must be prepared to participate in P.E. with proper clothing, identified as shorts, T-shirt, sneakers, swimsuit and towel. No jewelry. All missed classes must be made up, including those missed with medical excuses. A physician's note to be excluded from P.E. must be renewed every 3 months.

### **Body Piercing**

Body piercings, which are determined by health personnel to be a health/safety hazard, are not allowed. Students are to remove all jewelry and any externally applied articles including piercings prior to physical education class. Any student who refuses to comply with this policy will not be allowed to participate in physical education or athletics and will face the academic consequence for failure to participate.

### **Physical Education Lockers**

Due to newly developed protocols because of COVID-19 and Guidance from the New York State Health Department, Students will be allowed to use their backpacks during the school day.

### **High School Grading Policy**

Students attending High School will earn quarterly (10 week) grades in each course they take. For semester courses, the final course grade is the average of the two quarterly grades. For a full year course, the final course grade is the average of the four quarterly grades. The passing grade for students in grade 9 -12 is 65 % in all subjects.

### **Honor Roll / High Honor Roll**

Students achieving a cumulative average of 85% or better attain Honor Roll recognition. Those achieving 90% or better attain High Honor Roll recognition. These students are honored at the end of each quarter.

### **Perfect Attendance**

A student is eligible for perfect attendance if he/she has been present for every class period every day. Students may be absent for up to two periods at the beginning of the day or two periods at the end of the day if it is an excused absence in which proper documentation must be submitted to the office.

An excused absence:

- medical/dental appointment-Note from Doctor's office required
- death in immediate Family
- religious observation
- quarantine - Note from Health Department
- court appointment or law related-copy of note from court or attorney

### **Promotion / Retention Policy**

Students graduating from Northeastern Clinton Central School may receive a Regents Diploma, a Regents Diploma with Advanced Designation or a Certificate of Work Readiness/Skills & Achievement Commencement Credential.

New York State requires that all students complete 22 credit hours of coursework and successfully pass five (5) regents exams, with a minimum score of 65. An advanced Regents diploma requires three math regents, two science regents. All full day students are required to take a minimum of



six (6) credits each year, including the equivalent of five (5) full year courses, Physical Education and a half- year elective.

### **Occupational Education**

Students should consult with their guidance counselor during their sophomore year about programs offered at CV-TEC. Requirements for admission to CV-TEC programs include:

1. Two (2) credits of English, Social Studies, Math, and Science
2. Demonstrated good attendance, 18 days or less in the year preceding CV-TEC admission.

### **Classroom 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.

As part of the SAVE school legislation, adopted by the New York State Legislature, the Northeastern Clinton Central School 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 authority to remove a disruptive student from the classroom. 1) Students who continually disrupt the learning process, and 2) Students who are dangerous to themselves or others.

Clearly, the removal of a student from the classroom setting is a serious matter. Therefore, substantial and detailed documentation must show that every effort has been made by the classroom teacher to curb a disruptive behavior before the student is removed from the class. The following are examples of student behaviors, which may cause a teacher to invoke authority to remove a student from class: Chronic tardiness to class, repeated insubordination and distracting behavior, repeatedly disrespectful to teacher or student.

### **Cafeteria Expectations**

- All students are expected to report to the cafeteria and arrive on time.
- Students are to remain seated and are not to be wandering around the lunchroom area.
- Students are expected to maintain a reasonable noise level of conversation without becoming disruptive.
- Students may only leave the lunchroom with permission from a lunchroom monitor or if they have a pre-signed pass from a teacher.
- Food and drinks are not permitted outside the cafeteria.

### **Counseling Office Services**

- Counseling and consultation regarding educational, personal and behavioral issues
- Parent-Teacher conferences
- Peer Tutoring
- Progress Reports
- Course selection and scheduling
- Report Cards



### Parent/Guardian Conferences

Conferences may be requested by the teacher, principal and/or the parent/guardian. Requests that represent academic or scheduling concerns are made through the Guidance Office. Requests that represent behavior or discipline matters are made through the Principal's office.

### Health Office

Students who feel ill are required to report to the Health Office for evaluation. Students are not permitted to call home on their own.

The School Nurse is responsible for the health concerns of the students. New York State Law mandates that certain health issues and activities are carried out in schools to safeguard student's health.

The School Nurse is available to talk to parents/guardians whenever needed. If you have any questions or concerns that influence your child's health or progress in school please call 298-2873.

Please inform the Health Office whenever your student has been hospitalized or seen by your family physician for any serious illness or injury. Also, if your child has ongoing health issue(s) causing excessive absences, the Health Office may require a health plan from your child's pediatrician or medical specialist.

- Physical exams & vision and hearing screening for all 7<sup>th</sup> graders, new students to the district and students falling under the umbrella of the Committee on Special Education.
- Students trying out for interscholastic sports will need a physical exam within one year of the start date of that sport.

**Health Office Fax #: (518) 298-2873**

### Medications

All medications coming into school must be delivered directly to the Health Office in its original container by a parent or guardian during school hours.

Students needing to take medication during the school day must have the parent/guardian provide the Health Office with a written order from a physician. Medication will not be given without this directive from the physician (e.g. Advil, Tylenol and prescription medications).

If your child uses an *inhaler* the Health Office must be provided with a Doctor's order. If the child is to keep the inhaler on his/her person, this must be stated on the Doctor's order.

*Emergency Epi-Pens* must be accompanied by a Doctor's order. The parent/guardian is responsible to make the Epi-Pen available to the Health Office.

### Food/Beverages

Consumption of food and beverages are at the discretion of the teacher in their classroom. Students need to make sure to throw out all rubbish and clean up and messes that they have created. Please report any messes that need to be cleaned up to the office or a faculty or staff member.



### The Middle School - High School Library Media Center

The Library Media Center is ready to welcome staff and students. A variety of resources are available for 6<sup>th</sup> - 12<sup>th</sup> graders.

The library is used for reading, research and reference. Students may check out books for leisure reading. Our computer lab will enable entire classes to use the Internet for instruction and research. Students and staff may order resources from other locations using Inter-library Loan.

No food or drink is permitted in the library.

### District Transportation

The following guidelines have been established by state and school officials to ensure rider safety:

- Students requesting to ride a bus other than their assigned bus must have written permission from their parent/guardian. This should include the date, full name of the student, the bus number, destination, parent/guardian signature and a phone number where they can be reached. These requests must be turned in to the office in the morning to await approval.

\*Approval usually depends on bus capacity. \*

- Potentially dangerous items may not be carried on a school bus. This includes items such as skis, ski poles, fire arms, ammunition, flammable liquids, animals, large sized packages/boxes, items of glass-regardless of size, and pressurized containers.
- Large sized musical instruments such as drums, tubas, and bass fiddles may not be carried on a school bus.
- Cell phones, CD Players, MP3 Players etc., or any device with headphones, ear buds etc. may not be used when boarding or departing from the bus.
- Students found to be using inappropriate language or behavior will have a bus referral (bus card) which will result in a disciplinary consequence.
- Student using or in possession of tobacco, e-cigarettes, vapes, alcohol, or controlled substances on the transportation system will receive the consequence described under each sub title Page 17-18) and possible loss of bus privileges for a specified amount of time determined by the school principal.
- Continual disruptions (depending on the severity) may result in the suspension of bus privileges for the student. (Parents or guardians must provide transportation for the student.)





### **School Bus Regulations**

Each student must recognize the importance of cooperation and safety in school transportation and understand that he/she is accountable for his/her conduct. The High School Code of Conduct applies on the bus as it does in the building.

Once again, when it is not possible to coordinate changes in a student's transportation at home ahead of time, notification should be made to the High School Office *prior to 2:00 p.m.* on the day in question to ensure contact is made with the student. Some requests will need to be in writing.

### **Alternate Means of Transportation**

Bus transportation is provided and is a privilege by the school district for all students and is the recommended method of transportation.

Students riding to and from school in private vehicles with older students or siblings must have a permission slip on file during the current year. Students are discouraged from arriving to school prior to 8:50 a.m. unless attending an authorized school function or if previous arrangements have been made with the principal.

Bicycle transportation to school is permitted, but not encouraged. Proper safety equipment must be worn as required by New York State law. Bikes are to be parked in the racks provided and should be locked during school hours.

Snowmobiles or any other motorized vehicles, skateboards, roller blades etc. are not permitted on school property at any time.

### **NCCS Interscholastic Code**

Students at the JV and Varsity levels will receive a copy of the NCCS Interscholastic Code with a Parental Permission / Student Athlete Contract which must be signed and returned to the school.

### **Selective Classification**

When a student is offered an opportunity to move up a level in sports she/he must go through an approval process. The process involves the following: a parental consent form, complete a developmental screening by the School Physician or a representative (this screening may be done by the student's primary health care provider) and the student must pass a physical fitness test administered by the Athletic Director.

### **Interscholastic Code, Academic Eligibility**

Academic checks will be completed once in the fall sports season, twice in the winter sports season and once in the spring sports season. Students failing either two or three subjects may continue to attend and participate in practice, but will be ineligible to participate in any interscholastic contests on a week-to-week basis for a period of five weeks. A student may not ride the bus to away games/matches while academically ineligible. \*Any student failing four or more subjects will be removed from the team for the remainder of the season.



## Dances

High School dances, including Prom and the Senior Banquet are reserved for students in grades 9 - 12 unless otherwise stated, and are held periodically throughout the school year. Students in Middle School may not attend dances sponsored by the High School that are intended for grades 9 - 12 only.

Students will be prohibited from attending the dance if they are:

- absent from school on the day of the dance
- on activities restriction
- suspended

## General Rules for Dances

- All school policies regarding alcohol and drug use are in effect
- Students should not wander from the designated dance area
- Students may not re-enter the building at any time once they leave the dance
- Appropriate clothing/attire is required as outlined in the school clothing policy
- Students may be asked to leave for inappropriate behavior or attire at the discretion of the chaperone(s).
- Student may not bring in any food or drink (if they do they will be asked to discard the items)
- Students may not bring back packs, purses, satchels, duffle bags, etc. into the dance; these items need to be stowed in a designated area. (These items are also subject to being searched.)

## Acceptable Use Policy

The intent of the Acceptable Use Policy (AUP) of Northeastern Clinton Central School is to protect students when using the computer and/or Internet. The AUP states students are “expected to keep their username and password confidential.” Students that choose to share this information may lose privileges. For more information, please refer to page 3 of the AUP, available in the Guidance Office and on our school website.

## Electronic Devices / Cell Phones

Cell phones, I-Pads, I-Pods, MP3 Players and other devices are permitted during the school day. However, students must adhere to the cell phone/electronics policy set forth by the district and their teacher.

The use of cameras, including cell phone cameras, to take pictures or videos of students, faculty, visitors, and staff without their expressed consent is strictly prohibited. Furthermore, the unauthorized taking of photographs or videos will be deemed harassment of others and will result in disciplinary action. (See Harassment in handbook)

Limited use of music devices - not to include phones or cameras, may be allowed during lunch at the discretion of the lunch monitors.

If students do not follow these expectations set forth by the school or their teacher, any and all electronic devices are subject to confiscation and possible parental notification.



Repeated violations may result in further disciplinary action.

- 1<sup>st</sup> Offense: Confiscation
- 2<sup>nd</sup> Offense: Confiscation and parent must pick up the device.
- 3<sup>rd</sup> Offense: Confiscation and parent must pick up the device, and ISS
- 4<sup>th</sup> Offense: Confiscation, parent must pick up device, ISS and/or OSS and device no longer allowed on school property for the remainder of the school year.

### **Books and Chromebooks**

Students are responsible for the care and condition of their books, supplies and use of Chromebooks. Replacement is expected at the student's expense. Other disciplinary measures may be imposed by the Principal or District Administrator.

### **Supplies**

Each teacher will specify the needs of the class during the first week of class. Physical Education classes will require shorts or sweatpants, t-shirts or sweatshirts, sneakers and socks. Each student is assigned swimming one quarter per year. This will require a bathing suit and towel.

### **Telephone**

Upon approval, students are allowed to use the office phone or guidance office with permission. Students are not permitted to enter the office or guidance office and use the phone without permission.

### **Lost and Found**

The Lost and Found is located outside the High School Office. All articles found should be turned in to the office promptly. Please check the box frequently if items have been lost.

### **Visitors**

All visitors to the building must use the buzzer system located inside the entrance for admittance to the school during school hours. Failure to obey the school protocols can result in visitors being asked to leave and possible revocation to access school or district property.

Students requesting a guest to visit must receive prior approval from the principal before bringing the guest to school for any part of the day.

### **Emergency Drills**

Fire drills and lock down drills will be conducted periodically. Students are expected and must follow the directions of their teachers during these drills.



## Disciplinary Consequences for Prohibited Activity

The disciplinary consequences described below are used as guidelines and may not apply in every circumstance. Before deciding what discipline is needed, consideration will be given to factors including the student's age and grade, and the potential harm to the safety, morals, health and welfare of others.

Once again, for any single incident a student may receive a consequence ranging from a verbal warning to Out of School Suspension for any length of time in accordance with the law.

Furthermore, many consequences are listed as levels. Levels range from 1 to 3. Using the preceding guidelines, school officials will determine the appropriate level for the appropriate incident.

ISS (In-School Detention)

### Illegal Offense or Behavior

These actions may require the school to contact the police.

### Use or Possession of Tobacco Products or Paraphernalia, Electronic Cigarettes, Vapes, etc.

All school grounds are designated as Tobacco Free Zones and include all buildings, school parking lots, athletic fields for all school buildings or under school supervision. **(All devices and related paraphernalia will be discarded or turned over to the authorities.)**

- *1<sup>st</sup> Offense:* Possession or use - Parent/Guardian contacted, ½-1 ISS, 5 weeks Pass and Activities Restriction.
- *2<sup>nd</sup> Offense:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activities Restriction
- *3<sup>rd</sup> Offense:* Parent/Guardian contacted, 2 day OSS, 10 weeks Pass and Activities Restriction.
- *4<sup>th</sup> Offense:* Parent/Guardian conference, 5 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.

### Use of, being under the influence of, possessing or providing alcohol on school property or under school supervision (All alcohol will be discarded or turned over to the authorities.)

- *Level 1:* Parent/Guardian contacted, 1 day OSS, 10 weeks Pass and Activity Restriction
- *Level 2:* Parent/Guardian conference, 2 days OSS, 10 weeks Pass and Activity Restriction, counseling referral.
- *Level 3:* 5 or more days OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction.

### Controlled Substances

Use of, being under the influence of, possessing or providing, possession or being under the influence of any controlled substance or substance deemed to cause bodily harm or injury. **(All devices and or related paraphernalia will be discarded or turned over to the authorities.)**

- *Level 1:* Parent/Guardian and police contacted, 5 days OSS, 10 weeks Pass and Activities Restriction, counseling referral.
- *Level 2:* 5 days or more of OSS pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral, PINS referral.



### **Physical Altercation**

Any altercation short of a violent, physical exchange, as in pushing, shoving, and verbal/physical threats made to any member of the school.

- *Level 1:* Warning and/or 1 DET/ISS.
- *Level 2:* Parent/Guardian contacted, 2-5 DET/ISS.
- *Level 3:* Up to 5 days OSS, 5 weeks Pass and Activities Restriction, counseling referral

### **Assault**

Fighting or inflicting physical harm on another person on school property.

- *Level 1:* ISS for the remainder of the day, parent/guardian contacted.
- *Level 2:* 2-3 days OSS, 20 weeks Pass and Activity Restriction, parent/guardian conference.
- *Level 3:* 5 or more days OSS - Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, counseling referral.

### **Assault of a Staff Member or Student**

- *1<sup>st</sup> Offense:* More than 5 days OSS, Pending Superintendent's Hearing, 20 weeks Pass and Activities Restriction, parent/guardian contact.
- *2<sup>nd</sup> Offense:* Expulsion recommended.

### **Harassment**

Harassment of any nature, including sexual harassment, of any student or school staff member. The District Policy for sexual harassment will be adhered to.

- *Level 1:* Warning and/or 1 DET or ISS parent/guardian contacted.
- *Level 2:* 1-3 periods of ISS, Possible OSS and parent/guardian conference
- *Level 3:* 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, Superintendent's Conference.

### **Dangerous Objects**

Possession of any object(s) deemed dangerous.

- *Level 1:* Confiscation, warning and/or 1 DET, parent/guardian notified.
- *Level 2:* Confiscation, 1-3 DETs, Possible OSS, parent/guardian conference.
- *Level 3:* Confiscation, OSS, parent/guardian conference and law enforcement contacted.

### **Possession of Weapons**

Police and parent/guardian to be contacted, OSS and/or review by Superintendent pursuant to Education Law Section 3214 which requires automatic expulsion for not less than one year. Contact New York State Police.

### **Vandalism**

Malicious damage to/defacement of school property or any property of others while participating in school sponsored activities. Police may be contacted.

- *Level 1:* 1-5 ISS, restitution required, parent/guardian contacted.
- *Level 2:* 1-3 days OSS, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *Level 3:* 5 or more days OSS, pending Superintendent's hearing, 20 weeks Pass and Activities Restriction.



## Theft

Stealing money, school property or another person's property may result in police being contacted.

- *Level 1:* 1-5 ISS, restitution required, parent/guardian contacted.
- *Level 2:* 1-3 days OSS, restitution required, 10 weeks Pass and Activities Restriction, parent/guardian conference required.
- *Level 3:* 5 days or more of OSS, pending Superintendent's Hearing, restitution required, 20 weeks Pass and Activities Restriction.

## Forgery

School papers, documents, notes from parent/guardian etc.

- *1<sup>st</sup> Offense:* 1 DET, parent/guardian contacted.
- *2<sup>nd</sup> Offense:* 2 -5 DET/ISS, parent/guardian contacted.
- *3<sup>rd</sup> Offense:* 1-3 days ISS or OSS, 10 weeks Pass and Activities Restriction, parent/guardian contacted.

## Use of Prohibited Devices

Use of prohibited devices during the academic school day.

- *1<sup>st</sup> Offense:* Confiscation
- *2<sup>nd</sup> Offense:* Confiscation and parent must pick up the device.
- *3<sup>rd</sup> Offense:* Confiscation and parent must pick up the device, and ISS
- *4<sup>th</sup> Offense:* Confiscation, parent must pick up device, ISS and/or OSS and device no longer allowed on school property for the remainder of the school year.

## Running in the Halls/ Unsafe Behavior

No running, yelling or making unreasonable noise in corridors or displaying dangerous behavior in school or on school property.

- *1<sup>st</sup> Offense:* Warning and/or 1 DET or ISS.
- *2<sup>nd</sup> Offense:* 2 DET/ISS.
- *3<sup>rd</sup> Offense:* 3 DET/ISS, parent/guardian contacted.

## Skipping Class

Unexcused absence from class.

- *1<sup>st</sup> Offense:* 1 period ISS, 5 weeks Pass and Activities Restriction.
- *2<sup>nd</sup> Offense:* 2 periods ISS, 10 weeks Pass and Activities Restrictions, parent/guardian notified.
- *3<sup>rd</sup> Offense:* ISS/OSS, 20 weeks Pass and Activities Restriction, parent/guardian conference.

## Leaving Class without Permission

- *1<sup>st</sup> Offense:* 1 DET.
- *2<sup>nd</sup> Offense:* 2 DET/ISS.
- *3<sup>rd</sup> Offense:* 3 DET/ISS and parent/guardian conference.

## Leaving the Building without Permission

- *1<sup>st</sup> Offense:* 2 DET/ISS, 5 weeks Pass and Activities Restriction, parent/guardian notified.
- *2<sup>nd</sup> Offense:* 5 DET/ISS, 10 weeks Pass and Activities Restriction, parent/guardian notified
- *3<sup>rd</sup> Offense:* Parent/guardian conference, PINS referral.



### **Classroom Removal Policy**

Students that are continuously disruptive, disrespectful, or is behaving inappropriately in a class could be removed from that classroom.

### **ISS (In-School Suspension)**

The temporary removal of a student from the classroom and the placement of that student in another designated area of the school where the student will receive substantially equivalent, alternative education. Students may be assigned ISS for classroom or school infractions. When a student is assigned ISS regardless of the duration they must submit their cellular device by placing it on the secretary's desk, in the off position. Failure to comply with this request, this will result in contact with a parent or guardian and possible extended time in ISS and or additional consequences.

### **OSS (out of School Suspension)**

The disciplinary removal of students from their regular scheduled educational placement outside the hours of the school day. Students will not report to school or any function during the course OSS. Students are not permitted to be on any district property without the approval of the school principal. In the event that suspension occurs on a day in which the district closes/cancels school that day does not count as a day of the suspension.

#### **Skipping Detention:**

- *1<sup>st</sup> Offense:* Pass and Activities Restriction until detention has been served, possibly restricted seating at lunch.
- *2<sup>nd</sup> Offense:* Pass and Activities Restriction until detention has been served, possible restricted seating at lunch, additional detention, and parent/guardian contacted.
- *3<sup>rd</sup> Offense:* Pass and Activities Restriction until detention has been served, possible restricted seating at lunch, parent/guardian conference.

### **Disruption of Class or School Activities**

- *Level 1:* 1 DET/ISS.
- *Level 2:* 2 DETs/ISS.
- *Level 3:* 3 DETs/ISS, parent/guardian conference.

### **Insubordination / Disrespect**

Insubordination, disrespect or dishonesty toward any staff member.

- *Level 1:* 1 DET/ISS.
- *Level 2:* 1 DET/ISS, possible OSS.
- *Level 3:* 3 DETs, possible OSS, and parent/guardian conference.

### **Offensive/Vulgar Language - Obscene Gestures**

- *Level 1:* 1 DET/ISS.
- *Level 2:* 2 DETs/ISS.
- *Level 3:* 3 DETs/ISS, and parent/guardian conference.



### **Refusal to Follow Classroom Procedures**

- *1<sup>st</sup> Offense:* 1 DET/ISS
- *2<sup>nd</sup> Offense:* 2 DETs/ISS
- *3<sup>rd</sup> Offense:* Parent/guardian conference.

### **Misconduct during Assemblies**

- *Level 1:* Removal from assembly.
- *Level 2:* 5 weeks Pass and Activities Restriction, including assemblies.
- *Level 3:* 10 weeks Pass and Activities Restriction including assemblies, parent/guardian contacted.

### **Cell Phone or Electronic Device Possession**

- *1<sup>st</sup> Offense:* Confiscation
- *2<sup>nd</sup> Offense:* Confiscation and parent must pick up the device.
- *3<sup>rd</sup> Offense:* Confiscation and parent must pick up the device, and ISS
- *4<sup>th</sup> Offense:* Confiscation, parent must pick up device, ISS and/or OSS and device no longer allowed on school property.

### **Loitering**

Prohibited in the High School and defined as waiting or lingering in an area without a purpose. Students are not to hang out or remain afterschool for the purpose of spending time with friends or significant others.

- *Level 1:* 1 DET
- *Level 2:* 2-5 DETS/ISS, 5 weeks Pass & Activities Restriction
- *Level 3:* 1-3 days OSS or ISS

### **Littering on School Property**

- *1<sup>st</sup> Offense:* Study Hall/Lunch clean up
- *2<sup>nd</sup> Offense:* 2 days Study Hall/Lunch clean up.
- *3<sup>rd</sup> Offense:* 3 days Study Hall/Lunch clean up, 1 DET.

### **Public Display of Affection**

Kissing and any other signs of affection

- *1<sup>st</sup> Offense:* Warning.
- *2<sup>nd</sup> Offense:* 5 weeks Pass and Activities Restriction for both parties and parent/guardian contacted.
- *3<sup>rd</sup> Offense:* 5 weeks Pass and Activities Restriction for both parties, parent/guardian conference.

### **Gambling on School Property**

Card playing will only be allowed in an organized extracurricular activity.

- *1<sup>st</sup> Offense:* Warning and/or 1DET.
- *2<sup>nd</sup> Offense:* 1-3 DETs parent/guardian contacted.
- *3<sup>rd</sup> Offense:* 3-5 DETs, 5 weeks Pass and Activities Restriction and parent/guardian conference.





## Cafeteria Policy

Students are to remain seated and are not to be wandering around the lunchroom area.

Failure to be orderly or polite to fellow students:

- *1<sup>st</sup> Offense:* Warning
- *2<sup>nd</sup> Offense:* Loss of seating privileges for 2 days.
- *3<sup>rd</sup> Offense:* 1 DET/ISS, loss of seating privileges for 5 consecutive days.

Failure to cooperate with lunchroom personnel:

- *1<sup>st</sup> Offense:* Warning.
- *2<sup>nd</sup> Offense:* DET.
- *3<sup>rd</sup> Offense:* 2 DET/ISS.

Misuse/Throwing food, spitting or grabbing:

- *1<sup>st</sup> Offense:* 2 DET/ISS.
- *2<sup>nd</sup> Offense:* 2 DET/ISS, 2 days lunch detention.
- *3<sup>rd</sup> Offense:* 3 DET/ISS, 4 days lunch detention, parent/guardian contacted.

Leaving lunch area littered.

- *1<sup>st</sup> Offense:* Immediate clean up of area.
- *2<sup>nd</sup> Offense:* Clean up of area for 2 days.
- *3<sup>rd</sup> Offense:* Clean up of cafeteria for 5 consecutive days.

## Tardy/Late to Class

Students are required to be on time to class. If a student is tardy/ late for class they will be required to have a pass from a faculty member or the Main Office. If a student is late for class three times a referral will be generated. For the first referral a warning will be given. Subsequent referrals will be written for students who acquire tardies/lates to class in multiples of three. (Ex. 3, 6, 9 tardies). For each additional referral generated a period of ISS will be given.

## Cheating and Plagiarism

All material submitted as part of any class exercise, in or out of class, should be the actual work of the student whose name appears on the material.

**Cheat: (v.)** is the use of fraudulent means to complete an academic assignment or test. (The American Heritage Dictionary, 2001).

**Plagiarize: (v.)** to steal, or use without credit, the ideas or words of another, to pass off another's words or ideas as one's own. (Webster's Ninth New College Dictionary, 1984).

- *1<sup>st</sup> Offense:* 1 DET/ISS, Loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment.
- *2<sup>nd</sup> Offense:* 2-5 DETs, Loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment, 5 weeks Pass/Activities Restriction.
- *3<sup>rd</sup> Offense:* In-school suspension, loss of points and/or credit, Parent/Guardian contacted, Redo/Revise assignment, 5 weeks Pass/Activities Restriction, Teacher/student/parent conference

Northeastern Clinton Central High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.



The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

**Section 504:**

Shannon Rabideau  
(518) 298-4031 - Press2

**Title IX:**  
Thomas Brandell  
(518) 298-8681- Press 1

**Home School Coordinator**  
Heidi Sample (528) 297-2970

**Dignity for All Student Act**

**DASA Coordinator: Wade Bush (wbush@nccscougar.org)**  
**DASA Form**

The School Board of Northeastern Clinton Central School District is committed to protecting its students from bullying, harassment or discrimination for any reason and of any type. The School Board believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, hazing and/or discrimination will not be tolerated and shall be just cause for disciplinary action.

**Definitions-** "A person is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other persons." ***Olweus Bullying Prevention Program***

**"Bullying"** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

unwanted teasing, threatening, intimidating, stalking, cyber-stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

**"Harassment"** Harassment has been defined in various ways in federal and state law and regulation. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

**"Cyberbullying"** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (e.g., MySpace, Facebook, Twitter, Snapchat, Instagram, etc.), chat rooms, "sexting", instant messaging, or video voyeurism. \*Note: Per N.Y. Penal Law § 240.30, voyeurism, which may be utilized in cyberbullying, in and of itself, is a criminal offense.

**What are the procedures for reporting an incident?**

Employees are required to report incidents. Students, parents and visitors, however, are strongly encouraged to report suspected incidents to their principal/designee and/or appropriate area/district administrator either verbally or in writing.



### **How do investigations occur?**

The principal/designee or the appropriate area/district administrator will take specific steps to investigate all complaints of harassment and/or bullying. The principal/designee or the appropriate area/district administrator will initiate an investigation of all reports of harassment and/or bullying within two (2) school days and every investigation will be completed within ten (10) school days after its initiation.

### **What are the consequences?**

Consequences for confirmed harassment and/or bullying may include referrals to outside agencies, interventions, and/or disciplinary action as outlined by the Student Code of Conduct, school board policies and any collective bargaining agreements.

### **What if I don't agree with the administrator's decision?**

You have a right to appeal. If the resolution is not satisfactory to you, the parent/guardian, student, or employee, you have the right to appeal within five (5) days of the completion of investigation (see Student Code of Conduct, other board policies and collective bargaining agreements for the exact appeals process).

Need to know more? See the Code of Student Conduct, Employee Handbook or our website, [www.nccscougar.org](http://www.nccscougar.org).

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### **District Policies and Useful Information**

Our district website has links to information concerning Regents diploma and graduation requirements. Our website also lists our daily announcements and activities of community interest. The district's Acceptable Use Policy for computer access is also found on our website.



I certify that I have read the following Student Handbook of the Northeastern Clinton Central High School.

Parent / Guardian Name: \_\_\_\_\_  
(Please Print)

Parental/ Guardian Signature: \_\_\_\_\_

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

Student Name: \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_

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