

**Johnsburg Central School**

**2022-2023**

**North Creek, NY 12853**

**Phone Number: (518) 251-2921**

**PARENT/STUDENT  
HANDBOOK  
&  
CODE OF CONDUCT**



**Superintendent of Schools  
Michael Markwica**

**Building Principal  
Heather Flanagan**

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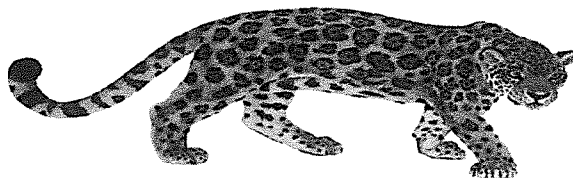
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## Principal's Message



September 2022

Dear Johnsburg Jaguar Families,

It has been an honor to have been a part of the Johnsburg Central School community as a student, an educator and as an administrator. I am very excited to continue my journey as Johnsburg's principal. I know from experience that Johnsburg is a place where students are given an amazing opportunity to succeed at all levels. A place where students, staff, families, and community all work together; a perfect setting for your children to grow and learn.

This handbook is a valuable resource for both parents and students. In addition to the Code of Conduct, you will find district information, instructional program information, and instructional program procedures. Each year we review this handbook and improve its contents based on valuable input from students, parents, staff, and community members. **All new information will be in bold print and marked with an asterisk.** The information contained in this handbook may not be all-inclusive. Some procedures may be added or changed during the school year as necessary. **All permission slips needed for your child can be found at the end of this handbook.**

We share a common goal in working together to help our students strive for excellence every day. Your awareness of and commitment to JCS policies and procedures will help our students grow and succeed in our school, community, and in their future endeavors.

I am excited for what I know will be another amazing school year! I welcome your questions, concerns, and input throughout the year. I thank you in advance for your support. Stay healthy and safe!

Proud to be a Jaguar,

**Heather Flanagan**

Heather Flanagan  
Building Principal  
Johnsburg Central School



**JOHNSBURG CENTRAL SCHOOL  
NORTH CREEK, NY  
2022-2023**



**July 2022**

S	M	T	W	T	F	S
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3	<b>4</b>	5	6	7	8	9
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31						

**January 2023**

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**August 2022**

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**February 2023**

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26	27	28				

**September 2022**

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**March 2023**

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**October 2022**

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23	24	25	26	27	28	29
30	31					

**April 2023**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**November 2022**

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20	21	22	<b>23</b>	<b>24</b>	<b>25</b>	26
27	28	29	30			

**May 2023**

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<b>29</b>	30	31			

**December 2022**

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31

**June 2023**

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4	5	6	7	8	9	10
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18	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	24
25	26	27	28	29	30	

July 4	Independence Day
September 1	Staff Day
September 5	Labor Day
September 6	Classes Begin
September 30	Staff Day
October 10	Columbus Day
November 10	Early Release Day
November 11	Veteran's Day
November 23-25	Thanksgiving Recess
December 23	Holiday Recess Begins
January 3	Classes Resume
January 16	Martin Luther King Day
January 24-27	Regents Testing
February 20-24	Mid-Winter Recess
March 17	Staff Day
April 7	Good Friday
April 10-14	Spring Recess
May 29	Memorial Day
June 14-16	Regents Testing Days
June 19	Juneteenth Day
June 21-23	Regents Testing Days
June 23	Regents Rating Day
June 24	Staff Day
June 24	Graduation

■ Classes Not in Session

□ Regents Testing Week

⊠ Staff Development Day

September	18
October	20
November	18
December	16
January	20
February	15
March	22
April	14
May	22
June	16

Total Pupil Days	180
Staff Days	5
<b>TOTAL DAYS:</b>	<b>185</b>

**MARKING PERIODS**

1 <sup>st</sup> Marking Period	September 6– November 10
2 <sup>nd</sup> Marking Period	November 14 - January 27
3 <sup>rd</sup> Marking Period	January 30 – April 6
4 <sup>th</sup> Marking Period	April 17 - June 22

Board Approved  
February 7, 2022



# **Bell Schedule**

## **2022-2023**

Grades 7-12

Warning Bell	7:57
Period 1	8:00 - 8:39
Period 2	8:42 - 9:21
Period 3	9:24 - 10:03
Period 4	10:06 - 10:45
Period 5	10:48 - 11:27
Period 6	11:30 - 11:59
Period 7	12:02 - 12:31
Period 8	12:34 - 1:13
Period 9	1:16 - 1:55
Period 10	1:58 - 2:37



## **JCS Alma Mater**

At the foot of old Gore Mountain,  
Johnsburg Central High  
Stands upon its pine-clad hilltop  
reaching toward the sky.  
White and blue we'll always honor  
as the years go by  
We'll be true to alma mater  
Johnsburg Central High  
In the years that are to follow  
treading paths anew  
We'll remember alma mater,  
loyal, proud and true!



**Johnsburg Central School**  
**School Library Internet/Computer/Chromebook**

Dear Parent/Guardian:

We are pleased to offer the students of Johnsburg Central School access to the school library computer network and the Internet. To gain independent access to the Internet, all students must obtain parental permission and must sign and return the permission form on the next page to the library media specialist no later than the 3<sup>rd</sup> Friday in September. If the permission slip is not returned by this time, Internet/computer/Chromebook access will be blocked.

Access to the Internet will allow students to gain access to our school and library catalog, and the catalogs of other libraries in our BOCES district, as well as thousands of other libraries and databases throughout the world. Parents/guardians should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to retrieve other materials as well.

Students are expected to exercise the same good behavior on school computer networks as they are in a classroom or a school hallway. This access is a privilege, not a right, and entails responsibility. The following activities are not permitted on the Johnsburg Central School computer system:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Requesting unnecessary and lengthy material that ties up system resources
- Playing games
- Using chat rooms
- Using personal email, unless prior approval by the Administration has been obtained
- Using another students login/password

Violations may result in a loss of access as well as other disciplinary or legal action.

Please contact the Principal's office (251-2921) if you have questions or concerns regarding your son or daughter's use of the Internet/computers/Chromebooks.

Thank You,

*Eric Gelber*  
Eric Gelber  
Library Media Specialist

# **JCS Chromebook/Computer/Internet Student User Agreement**

## **Rules and Appropriate Usage**

Johnsburg Central School encourages the use of Chromebook devices and the network, including the Internet, as a tool for research and education. Chromebook devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of Johnsburg Central School (JCS). The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before being issued a Chromebook, students and parents or guardians must sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form. Students are expected to abide by the following rules and behavioral expectations within the school:

## **USE OF EQUIPMENT (Hardware and Software)**

- Student must have a permission slip signed by a parent/guardian on file with JCS to use the Chromebook and to use the Internet.
- JCS technology is to be used for educational purposes only.
- The use of the technology must not violate existing policies of JCS.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student. Stickers and other markings are not allowed on the Chromebooks.
- Students may not hide files or activity on the Chromebook.

## **THE NETWORK**

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring Internet use.
- Engaging in activities that are pornographic, violent, or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, or spyware while at school or on the School network, or transferring to the School network, will be considered a violation.

## **PRIVACY**

- It is a violation to share your password with anyone else (other than a parent) or to access any account belonging to other students, faculty, or staff.

## **APPROPRIATE LANGUAGE**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

## **MANAGEMENT**

- Johnsbury Central School reserves the right to monitor all school technology use. The school also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of JCS technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

## **RESPONSIBILITIES**

By signing the Acceptable Use Policy(AUP)/User Agreement and Parent/Guardian Permission Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school technology are not private property.
- Charge their Chromebook after each class to ensure that they are fully charged.
- Protect the Chromebook from damage and theft. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by administration.
- If the damage is deliberate, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and/or AC power adaptor. Replacement cost for a Chromebook will follow the replacement scale located above.

## **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Acceptable Use Agreement or Student Expectations Agreement, there will be consequences imposed by the school, consistent with the Parent/Guardian/Student Handbook and School policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

## STUDENT EXPECTATIONS

As a learner I will:

1. Look after my Chromebook very carefully at all times.
  - Chromebooks will never be left unattended.
  - Chromebooks must be situated securely on the working surface.
  - Chromebooks will not be subject to careless or malicious damage (i.e. as a result of horseplay)
  - Chromebooks will be transported as securely as possible and with extreme care.
  - Chromebooks will be carried in the closed position with two hands.
2. Ensure that my Chromebook is charged after every class and ready for use the next day (i.e. plugging it in for charging overnight)
3. Focus on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by JCS staff.
4. Printing is only allowed with teacher approval.
5. Not decorate the Chromebook and not allow it to be subject to graffiti.
6. Not install or download additional software.

## Parents'/Guardians' Guide to Safe and Responsible Student Internet Use

- **Read and share with your child the JCS Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.
- Talk with your child about online behavior, safety, and security early on and continually.

**CONSEQUENCES FOR VIOLATION OF CHROMEBOOK/INTERNET RULES:** By signing the User Agreement, you commit to the student expectations and understand the consequences for violation. The User Agreement Parent Permission form is located on page 100 of this handbook.

# SECTION I:

## DISTRICT INFORMATION

**The following is included in this section:**

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## **MISSION STATEMENT**

The mission of Johnsbury Central School is to ensure that all students are given the opportunity to learn in a positive school environment designed to promote academic excellence and to meet individual needs. To fulfill this mission the JCS staff will work together with the community to help students become responsible, independent, lifetime learners.

## **BELIEF STATEMENTS**

1. All students have the ability to realize their potential to learn according to their individual needs. In addition, they need to be motivated to accept the essential responsibilities to reach their goals.
2. All students have the right to a quality education in a positive environment that promotes good health and enhances self-esteem.
3. Students, staff, administration, parents, and members of the community will have the opportunity to communicate openly with mutual respect in order to work cooperatively toward shared educational goals.
4. The school district will foster responsibility, independence, and citizenship to develop life-long skills in order to help students become successful members of the community.
5. The school community, including students, their parents, teachers, and administration, will help students shape and attain goals by setting standards of excellence and by respecting diversity while providing resources and support.
6. The school will prepare students for a changing society by teaching and modeling a love of learning that involves problem-solving techniques and higher-order thinking skills. Strategies such as small-group instruction and individualized activities can be utilized to accelerate growth.
7. The teachers will establish goals and objectives to motivate, stimulate, and build self-discipline when working with students as well as enjoying the interaction with them. Both teachers and administration will evaluate these objectives and the related programs in the school.

## GENERAL DISTRICT INFORMATION

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings.

Notes and flyers regarding school activities are often sent home with students. There is a monthly newsletter, "Jaguar Jottings," which outlines the news of the district and upcoming events. The September and May issues are sent through the mail and posted to the JCS website at [www.johnsburgcsd.org](http://www.johnsburgcsd.org). All other issues are posted to the website each month.

Parents and community members wishing to obtain further information about the school district should inquire first through the office of the Building Principal.

### **Important telephone numbers: Call 251-2921 and use the following extensions**

Teacher Contacts	Ext. 0
Superintendent of Schools	Ext. 9
Business Office/District Treasurer	Ext. 6
Buildings and Grounds	Ext. 8
Building Principal	Ext. 1
Health Office	Ext. 5
School Counselor	Ext. 4
Committee of Special Ed. Office	Ext. 4
Transportation Supervisor	Ext. 4

### **What office do I contact about...?**

After School Program – Principal’s Office	Ext. 1
Athletic Schedule – Main Office	Ext. 0
Automated Telephone Message System – Guidance Office	Ext. 4
Buildings and Grounds	Ext. 8
Bus Changes – Main Office	Ext. 0
Bus Routes and Schedules – Bus Garage	Ext. 8
Cafeteria and Menu Information – Cafeteria Office	Ext. 0
Counseling Services/Committee Special Ed. – Guidance	Ext. 4
Courses and Graduation Requirements- Guidance	Ext. 4
Discipline/Dignity Act Coordinator – Principal’s Office	Ext. 1
Early Release Form (for Seniors Only) – Principal’s Office	Ext. 1
Field Trips – Principal’s Office	Ext. 1
Health Concerns – School Nurse	Ext. 5
Lockers – Guidance	Ext. 4
Lost and Found – Principal’s Office	Ext. 1
Report Cards – Guidance Office	Ext. 4
Testing Schedules – Principal’s Office	Ext. 1
Use of the Building – Superintendent’s Secretary	Ext. 9
Working Papers – Guidance	Ext. 4



# **BOARD OF EDUCATION**

## **Who are the members of the Board of Education?**

They are district residents who are unpaid public officials elected by the voters of this school district to take formal legal actions and assume the major responsibilities for the operation of the school. These people are citizens who have taken on the extraordinary tasks of Board membership in order to provide leadership for the welfare of district students.

## **The members of the Johnsbury Central School Board of Education are:**

Mrs. Rachel DeGroat - President  
Mrs. Melissa Freebern  
Mr. Christopher Jay  
Mr. Erwin Morris  
Mr. Thomas Ordway  
Mrs. Tara Sears - Vice-President  
Mrs. Sarah Williams

## **Meetings of the Board of Education:**

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education holds regular business meetings which are posted on the school information sign in the front of the school. Parents, students, and other members of the community are encouraged to attend.

## **What is a Board of Education Meeting?**

It is a meeting of Board members for the transaction of district business. The meeting must be conducted in a manner specified by laws and regulations. Board members, as elected officials, must make sure they complete actions required of them at each meeting.

## **What is the agenda?**

The agenda, which is available when you enter a Board meeting, is the order of business of the meeting. The Board President may, if it seems suitable, vary the order. A packet of materials, which includes the agenda and explanatory materials, is provided to each Board member in advance. This gives members time to study the items before they discuss them and make a decision on them at the meeting.

Some items on the agenda may have already been introduced and discussed at previous Board meetings. Thus, action which may appear to be routine is usually well considered by the members of the Board.

The Board delegates certain responsibilities to the Superintendent, and may ask the Superintendent to make reports and recommendations to the Board. This is a necessary and proper procedure.

## **Can members of the public speak at Board meetings?**

The Board encourages public participation at Board meetings. At a designated point on the meeting agenda, the Board President will ask for brief comments from the public. Persons wishing to speak should identify themselves, any organization they may be representing at the

meeting and the agenda item they wish to discuss. Comments should be kept as brief as possible and relate to school matters.

The Board's main purpose is policy setting. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects healthy community values and expectations.

The Superintendent and Building Principal are responsible for the day-to-day operations of the school. If a person needs to discuss a specific problem or concern, he or she should first contact the Building Principal to address the matter. It is the responsibility of the Building Principal to help in resolving the problem/concern, and/or refer individuals to the next level of appeal. Matters involving specific classes, teachers, or school rules should be brought to an administrator's attention before an individual addresses the Board of Education.

The continued interest and support of the district by members of the community is vital to the success of Johnsbury Central School students.

### **What is the date of the annual election of the Board?**

The annual election shall take place on the third Tuesday in May. Polls are typically open between 12 noon and 8 p.m. Items voted upon include the annual budget, any vacancies on the Board of Education, and any special propositions that have been properly presented.

### **Where can I obtain minutes from the Board Meetings?**

Minutes can be read on the Johnsbury Central School web page at [www.johnsburgcsd.org](http://www.johnsburgcsd.org).

## **DISTRICT ADMINISTRATION**

Mr. Michael J. Markwica, the Superintendent of Schools, administers the educational program as directed by the Board of Education. The following individuals serve as part of the district "management team," implementing Board of Education policies and overseeing all aspects of the instructional program:

Building Principal/Dignity Act Coordinator/Homeless Liaison	Mrs. Heather Flanagan
School Business Manager/District Treasurer	Mr. Lawrence Ringer
District Clerk	Ms. Cindy Homer
Building & Grounds Supervisor	* <b>Mr. Frank Morehouse</b>
Cafeteria Manager	Mrs. Karen Moore
Transportation Supervisor	* <b>Mr. Brandon Dunbar</b>

## **STATEMENT OF EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities, regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student shall be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The Building Principal is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act. We are also in compliance with all the regulations that were put into effect by the “No Child Left Behind” Act passed in 2001.

## **DIGNITY FOR ALL STUDENTS ACT**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

### **Dignity Act Coordinator**

Our school principal is our Dignity Act Coordinator who will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex.

### **Training**

Instruction in grades Pre-K through 12 shall include a component on civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

### **Reports and Investigation of Discrimination and Harassment**

The District will investigate complaints of harassment and discrimination reported to the Dignity Act Coordinator, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

### **Prohibition of Retaliatory Behavior (Commonly known as “Whistle-Blower” Protection)**

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

## **PROHIBITION OF HARASSMENT**

Conduct is deemed to be sexual harassment when a student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, rape or attempted rape. Examples of racial or ethnic harassment would include unwanted verbal comments; racial name calling; racial or ethnic slurs, slogans, or graffiti; intimidating actions such as cross burning or producing swastikas; and treating students differently on the basis of race.

Any student who believes that he or she has been subjected to harassment should report the alleged misconduct immediately to the Building Principal, Title IX or Title VI Compliance Officer, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The student can pursue his or her complaint informally or file a formal complaint.

In the absence of a victim’s complaint, the school, upon learning of, or having reason to suspect, the occurrence of any harassment, will promptly begin an investigation and take appropriate action upon learning the results of the investigation.

## **DEFINITION OF BULLYING, CYBER BULLYING, HARASSMENT OR INTIMIDATION**

For purposes of this handbook, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.”

Bullying can take three forms:

- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and

- Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation.)

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

## **THE CROWN ACT**

<https://www.p12.nysed.gov/dignityact/documents/PreventingCROWNActIncidentsBrief.pdf>

- Understanding the Crown Act
- Preventing Crown Act incidents

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Johnsburg Central School expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the school. The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, the district will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities. For the purposes of this section of the code, Apublic@ shall mean all persons when on school property or attending a school function excluding students, teachers and district personnel. The restrictions on public conduct on school property and at school functions contained in this section are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to its objectives. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose for which they are on school property.

No person, either alone or with others, shall:

1. willfully injure any other person or threaten to do so;
2. willfully damage or destroy school district property or the personal property of a teacher, administrator, or other district employee, or any person lawfully on school property, including graffiti or arson;
3. disrupt the orderly conduct of classes, school programs or other school activities;
4. distribute or wear materials on school grounds or at school functions which are obscene, advocate illegal action, discriminate against race, nationality or religion, appear libelous or disruptive to the school program or obstruct the rights of others;
5. intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age, sexual orientation or disability;
6. enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
7. obstruct the free movement of any person in any place to which this code applies;
8. violate the traffic laws, parking regulations or other restrictions on vehicles;
9. possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function;
10. possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers, or except as specifically authorized by the school district;
11. loiter on or about school buildings or grounds;
12. gamble on school premises or at school functions;
13. refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties;
14. willfully incite others to commit any of the acts prohibited by this code;
15. violate any federal or state statute, local ordinance, or Board of Education policy;
16. smoke in the school building or on school grounds;
17. indecent exposure will not be permitted; and
18. no pornographic materials will be allowed on school grounds.
19. no animals on school grounds/building without administrative permission

**Penalties:** Persons who violate any of the provisions of this code shall be subject to the following penalties:

1. *Visitors.* Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse, they shall be subject to ejection.
2. *Students.* They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. *Tenured Faculty Members.* They shall be subject to disciplinary actions as the facts may warrant in accordance with the terms of their contract, Education Law 3020-a, or any other legal rights that they may have.
4. *Staff Members in the Classified Service of the Civil Service Entitled to the Protection of Civil Service Law Section 75.* They shall be subject to disciplinary action as the facts may warrant in accordance with the terms of their contract, Civil Service Law Section 75, or any other legal rights that they may have.
5. *Staff Members Other Than Those Described in Numbers 4 and 5 Above.* They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any contractual and legal rights that they may have.

**Enforcement:** The building principal or the principal's designee shall be responsible for enforcing the conduct required by this code.

When the building principal or the principal's designee sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the principal or the principal's designee shall tell the individual that the conduct is prohibited, and attempt to persuade the individual to stop. The principal or the principal's designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or the principal's designee shall have the individual removed immediately from school property or the school function. If necessary, law enforcement authorities will be contacted to assist in the removal of the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, within the "Penalties" section above. In addition, the district reserves its rights to pursue a civil or criminal legal action against any person violating this code.

## VISITORS

The district encourages parents and other district citizens to visit the school and classrooms at appropriate times. Since schools are a place of work and learning, however, certain limits must be set for such visits. The administration is responsible for all persons in the building and on school grounds.

In an effort to ensure student safety, we are requesting all guests who arrive between 8:00 a.m. and 2:45 p.m. use the Main Street front entrance.

The following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor or a volunteer.
2. All visitors must report to the Main Office on the first floor upon arrival at the school. However, all visitors need an appointment to be allowed into the building. If a visitor arrives without an appointment the receptionist will try to fulfill the visitor's request by contacting the appropriate staff member. Visitors will wait in the vestibule until the visit is granted. If the staff member is unavailable, the receptionist will make an appointment for a future time. If admitted, the visitor will be required to sign the visitor's register, and be issued a visitor's permit which must be displayed at all times while in the school or on school grounds.

The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.

3. Visitors attending school functions which are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register after 3pm.
4. Parents are encouraged to visit teachers, school counselor or other support personnel by appointment in order to discuss any problems or concern the parent may have regarding the student. In order to keep classroom disruption to a minimum, the building principal should be contacted by the person or group wishing to visit so that prior approval may be obtained.
5. Deliveries of student material, lunches etc. will be made in the Main Office. All deliveries will be left with the receptionist. The student will be called to the office to collect his/her belongings.
6. Teachers are not expected to take class time to discuss individual matters with visitors.
7. Any unauthorized person on school property will be reported to the building principal. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
8. All visitors are expected to abide by the rules for public conduct on school property contained in the code of conduct.

## **VOLUNTEERS**

All Volunteers must fill out a volunteer form which can be obtained from the classroom teacher. Return the completed form to the principal's office for approval.

## **PARENTAL INVOLVEMENT**

The Johnsburg Central School District believes that positive parental involvement is essential to student achievement, and encourages such involvement in school educational planning and operations. Parental involvement may take place either in the classroom or during extracurricular activities. However, the district also strongly encourages parental involvement at home, such as planned home reading time, informal learning activities, and/or homework "contracts" between parents and children. If a parent wants to eat lunch with their child during their lunch period they will be provided an area to do this.

## **SERVICES FOR PARENTS WITH DISABILITIES**

District parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

Parents with disabilities are strongly encouraged to identify the special accommodation(s) they require in order to participate fully in their child(ren)'s school experience. Please contact the Principal's

Office (251-2921), providing your name, disability and desired special accommodation(s) (e.g., sign language interpreter, Braille documents, etc.) to be provided by the district during academic-related functions and meetings with district personnel.

## **JOHNSBURG CENTRAL SCHOOL P.T.O.**

The Johnsburg Central School Parent-Teacher Association (P.T.O.) is comprised of individuals who are vitally concerned about the district's educational program. Members of the Association meet when necessary to discuss educational matters and plan functions for the school community. The district strongly encourages active membership and financial support of this organization. Some P.T.O. activities/services include: Staff Appreciation Day; the Jaguar Jamboree; financial contributions towards graduation awards; school pictures; etc. Please contact the PTO President at [ptojags@gmail.com](mailto:ptojags@gmail.com) for more information.



## SCHOOL DISTRICT RECORDS

At times, parents, students or community members may want to have specific information about the district. Interested persons may inspect and/or copy school district records by contacting the Main Office at 251-2921 during regular business hours on any business day on which the district offices are open.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail. Acknowledgment of the receipt of the request, information regarding fees and the number of copies available, and the approximate date when the request will be granted or denied will occur as soon as possible.

When a request for access to a public record is denied, the reasons will be indicated in writing. An appeal may be filed with the Superintendent of Schools, who will render a decision.

Parents and certain students have the right to see educational records pertaining to the student under the Family Educational Rights and Privacy Act (FERPA). Information on accessing student records can be found in Section Three.

## COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

When an individual has a complaint about instructional materials being used in the classroom or the availability of certain materials in the school's libraries, the Building Principal will hold an informal meeting with the complainant and the teacher or librarian to resolve the complaint.

If the complaint is not resolved, a formal complaint may be filed, in writing, with the Superintendent. The Superintendent, in conjunction with an instructional review committee, shall make a decision regarding the complaint.

If the complainant remains unsatisfied with the resolution of the complaint, the complaint will be referred to the Board of Education for a final decision.

## VOICE MAIL

The school district utilizes a voice mail system. Parents will be able to contact administration, faculty and selected staff members via voice mail through the receptionist by calling 251-2921. After 3:00 p.m. messages will be recorded, and may be accessed by school personnel during the day. Please take advantage of this system to contact individuals employed by the school district. With all technology there is the chance that something could go wrong with the system. If you do not receive an answer from the staff member which you left a message for, please call back the next day and leave a message with our receptionist.

### **Automated Voice Messaging System:**

An automated telephone voice messaging system has been implemented and is being used for emergency announcements and occasional school activity announcements. If you believe you are not on the calling list, please call the Guidance secretary at 251-2921, ext. 4.

## WEBSITE/FACEBOOK

The address of the official web site of the Johnsburg Central School District is [www.johnsburgsd.org](http://www.johnsburgsd.org). Links from the district's web site to other web sites must be approved in advance. Follow us on Facebook at <https://www.facebook.com/JohnsburgCentralSchool>.

## SECTION II:

# INSTRUCTIONAL PROGRAM INFORMATION

**The following is included in this section:**

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## **ACADEMIC INTERVENTION SERVICES**

The district shall provide Academic Intervention Services (AIS) to students who have been identified as being at risk for falling below the state learning standards in English Language Arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling and study skills.

A student's eligibility for Academic Intervention Services will be determined based on his/her performance on state assessment examinations, and/or in accordance with the district's policy.

When it has been determined that a student needs Academic Intervention Services, his/her parents will be notified in writing. The notice will state the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

A student who maintains an average of 80 or above after completing quarter one and two may be released from their AIS schedule.

RTI (Response to Intervention) services are provided to students in grades K-2, while AIS services are provided to students in grades 3-12. These services could be provided by a push in or pull out model. These services promote success in our classroom programs.

## **ASSEMBLIES**

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Board of Education.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take your seat quietly.
- Refrain from talking during the assembly.
- Pay attention to the speaker/performer(s).
- Applaud only when appropriate.



## Diploma/Credential Requirements

Revised April 2019

The following charts outline the diploma and credential requirements currently in effect. The chart is intended to provide an overview of the requirements and identify the student populations that have access to each type of diploma and non-diploma high school exiting credential. Websites are provided to offer specific regulatory requirements and more detailed information regarding the requirements for each diploma or credential.

Diploma Type	Available to	Requirements
Regents	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 5 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ 4 required Regents exams<sup>(1)</sup> with a score of <b>65 or better</b> as follows: 1 math, 1 science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma">http://www.p12.nysed.gov/part100/pages/1005.html#regents_diploma</a></li> </ul> </li> </ul>
Regents (through appeal)	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ <b>4 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>○ <b>3 required Regents exams</b><sup>(1)</sup> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>60-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 social studies, ELA and meet all the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal Process  <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a></p>

Regents with Honors	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives</li> <li>• <b>Assessment:</b> 5 required Regents exams<sup>(1)</sup> with a computed average score of 90 or better as follows: 1 math, 1 science, 1 social studies, ELA and either 1 <b>Pathway Assessment</b><sup>(2)</sup> or meet all the requirements of the CDOS Commencement Credential (no more than 2 Department approved alternatives may be substituted and will not count in the computed average)</li> </ul> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>
Regents with Advanced Designation	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> </ul> <p><b>Assessment:</b> Students may meet the assessment requirements in order to earn a Regents Diploma with Advanced Designation by passing <u>any one</u> of the following combinations of Regents examinations and/or Department approved alternatives if applicable:</p> <ol style="list-style-type: none"> <li><b>Traditional Combination:</b> ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 8 Assessments</li> <li><b>Pathway<sup>(2)</sup> Combination</b> (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), <u>and</u> either 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential = 7 or 8 Assessments</li> <li><b>STEM (Mathematics) Pathway<sup>(2)</sup> Combination:</b> ELA, 1 social studies 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments</li> <li><b>STEM (Science) Pathway<sup>(2)</sup> Combination:</b> ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments</li> </ol> <p>In addition, a student must pass either a locally developed Checkpoint B LOTE* examination or complete a 5 unit sequence in the Arts or CTE.</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>
Regents with Advanced Designation with an annotation that denotes <b>Mastery in Math</b>	All Student Populations	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in mathematics</li> </ul> <p>See 100.5(b)(7)(x)  <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>

<p>Regents with Advanced Designation with an annotation that denotes <b>Mastery in Science</b></p>	<p>All Student Populations</p>	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) and, in addition, scores 85 or better on each of 3 Regents examinations in science See 100.5(b)(7)(x) <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></li> </ul>
<p>Regents with Advanced Designation with Honors</p>	<p>All Student Populations</p>	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives. In addition, a student must earn an additional 2 units of credit in LOTE** or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</li> <li>• <b>Assessment:</b> Meets all assessment requirements for the Regents diploma with advanced designation (see above) with a computed average score of 90 or better (no more than 2 Department approved alternatives may be substituted and will not count in the computed average)</li> </ul> <p><b>Note:</b> The locally developed Checkpoint B LOTE* examination is not included in the computed average. <a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>
<p>Local Diploma (through Appeal)</p>	<p>All Student Populations</p>	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 3 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> 1 Pathway Assessment<sup>(2)</sup> ; or</li> <li>○ 2 required Regents exams with a score of 65 or better and 2 Regents exams with a score of 60-64 for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, <u>and</u> meet all the requirements for the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process. <a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a>  <a href="http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/3-18appealformincludingell-swdmarch2018.pdf">http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/3-18appealformincludingell-swdmarch2018.pdf</a></p>

Local <sup>(3)</sup>	Students with disabilities with an individualized education program (IEP) or if included on the student's Section 504 Accommodation Plan	<ul style="list-style-type: none"> <li>• <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>• <b>Assessment:</b> <ul style="list-style-type: none"> <li>a. <b>Low Pass Safety Net Option:</b> 5 required Regents exams with a score of 55 or better as follows: 1 math, 1 science, 1 social studies, ELA and either 1 <b>Pathway Assessment</b><sup>(2)</sup>, or meet all the requirements of the CDOS Commencement Credential <a href="http://www.p12.nysed.gov/part100/pages/1005.html#assessment">http://www.p12.nysed.gov/part100/pages/1005.html#assessment</a>; or</li> <li>b. <b>Low Pass Safety Net and Appeal:</b> <ul style="list-style-type: none"> <li>I. 3 required Regents exams with a score of 55 or better and 2 Regents exams with a score of 52-54 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and 1 <b>Pathway Assessment</b><sup>(2)</sup>; or</li> <li>II. 2 required Regents exams with a score of 55 or better and 2 Regents exams with a score of 52-54 for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and meet all the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> </li> </ul> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process.</p> <ul style="list-style-type: none"> <li>c. <b>Regents Competency Test (RCT) Safety Net Option for students entering grade 9 prior to September 2011:</b> passing score on corresponding RCT if student does not achieve a score of 55 or higher on the Regents examination <a href="http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm">http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm</a>; or</li> <li>d. <b>Compensatory Safety Net Option:</b> scores between 45-54 on one or more of the five required Regents exams, other than the English language arts (ELA) or mathematics, but compensates the low score with a score of 65 or higher on another required Regents exam. Note: a score of at least 55 (or an approved appeal of 52-54) must be earned on both the ELA and 1 mathematics exam. A score of 65 or higher on a single examination may not be used to compensate for more than one examination for which a score of 45-54 is earned. <a href="http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.pdf">http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.pdf</a></li> </ul>
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<p>Local Diploma (through Superintendent's Determination) Revised, Jan 2018</p>	<p>Students with disabilities with an IEP</p> <p>Does <b>NOT</b> <b>INCLUDE</b> students with a Section 504 Accommodation Plan</p>	<ul style="list-style-type: none"> <li>● <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)* 2 physical education, 3 ½ electives.</li> <li>● <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ A superintendent's determination made upon a parent's written request, based on review of documentation, as to graduation-level proficiency in the subject area in which the student was not able to demonstrate proficiency of the State's learning standards through the assessment required for graduation.</li> </ul> </li> </ul> <p>To be eligible for the superintendent determination:</p> <ol style="list-style-type: none"> <li>1. The student must have a current individualized education program (IEP) and be receiving special education programs and/or related services.</li> <li>2. The student did not meet the graduation requirements through the low pass (55-64) safety net option or the compensatory option.</li> <li>3. The student must have earned the required course credits and have passed, in accordance with district policy, all courses required for graduation, including the Regents courses to prepare for the corresponding required Regents examination areas (English Language Arts (ELA), mathematics, social studies and science).</li> <li>4. The student must have taken and received a minimum score of 55 on both the ELA and Mathematics Regents examinations or a successfully appealed a score between 52 and 54, except that on or after December 12, 2017, a student who was unable to achieve a minimum score of 55 or did not initiate an appeal of a score of between 52 and 54 on the English and/or Mathematics Regents examinations may be considered an eligible student for the Superintendent Determination option, provided that the student has completed the requirements for the New York State (NYS) Career Development and Occupational Studies (CDOS) Commencement Credential.</li> <li>5. There must be evidence that the student participated in all Regents examinations required for graduation but has not passed one or more of these examinations.</li> <li>6. In a subject area where the student was not able to demonstrate his/her proficiency of the State's learning standards through the Regents examinations required for graduation (including ELA and/or mathematics if using the CDOS Commencement Credential to meet the eligibility condition(s) in #4), there must be evidence that the student has otherwise demonstrated graduation level proficiency in the subject area(s).</li> </ol>
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Local Diploma	English Language Learners Only	<ul style="list-style-type: none"> <li>● <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 social studies, 3 science, 3 mathematics, ½ health, 1 arts, 1 language other than English (LOTE)*, 2 physical education, 3 ½ electives.</li> <li>● <b>Assessment:</b> <ul style="list-style-type: none"> <li>○ 4 required Regents exams<sup>(1)</sup> with a score of 65 or better and the ELA Regents exam with a score of 55-59 for which an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7); or</li> <li>○ 3 required Regents exams with a score of 65 or better, 1 Regents exam with a score of 60-64, and the ELA Regents exam with a score of 55-59. For both the 60-64 and the 55-59 scores, an appeal is granted by the local district per Commissioner’s Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, 1 Social Studies, ELA, and either 1 <b>Pathway Assessment</b><sup>(2)</sup> or meet the requirements of the CDOS Commencement Credential</li> </ul> </li> </ul> <p><b>Note:</b> Students who choose the CDOS pathway may still appeal an ELA score of 55-59 and one other Regents exam score of 60-64.</p> <p><a href="http://www.regents.nysed.gov/common/regents/files/215p12a1.pdf">http://www.regents.nysed.gov/common/regents/files/215p12a1.pdf</a></p> <p><b>Note:</b> Non Regents Pathway exams are not subject to the Appeal process.</p> <p><b>Note:</b> English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible for an appeal in this area if they entered the United States in grade 9 or after and were classified as an ELL when they took the test the second time.</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a></p>
Local Diploma, Regents Diploma, Regents Diploma with Advanced Designation (with or without Honors), with a Career and Technical Education Endorsement	All Student Populations	<ul style="list-style-type: none"> <li>● <b>Credit:</b> Completes all credit requirements as listed above for specific diploma types and successfully completes an approved career and technical education program.</li> <li>● <b>Assessment:</b> Achieves a passing score on State assessments as listed above for specific diploma types and successfully completes the 3-part technical assessment designated for the particular approved career and technical education program which the student has completed.</li> </ul> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#carteched">http://www.p12.nysed.gov/part100/pages/1005.html#carteched</a></p>

Non-diploma High School Exiting Credentials		
Credential Type	Available to	Requirements
Career Development and Occupational Studies (CDOS) Commencement Credential	All students <b>other than those who are assessed using the NYS Alternate Assessment (NYSSA)</b>	<ul style="list-style-type: none"> <li>• Completes a career plan; demonstrates attainment of the commencement level Career Development and Occupational Studies (CDOS) learning standards in the area of career exploration and development, integrated learning and universal foundation skills; satisfactorily completes the equivalent of 2 units of study (216 hours) in Career and Technical Education coursework and work-based learning (including at least 54 hours of work-based learning); and has at least 1 completed employability profile; OR</li> <li>• Student meets criteria for a national work readiness credential</li> </ul> <p><b>Note:</b> Credential may be a supplement to a Local or Regents diploma, or, if the student is unable to meet diploma standards, the credential may be awarded as the student's exiting credential provided the student has attended school for not less than 12 years, excluding Kindergarten.</p> <p><a href="http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/cdos-field-memo-june-2016.pdf">http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/cdos-field-memo-june-2016.pdf</a></p>
Skills and Achievement Commencement Credential	Students with severe disabilities that are assessed using the NYS Alternate Assessment (NYSAA)	<p>All students with severe disabilities who attend school for not less than 12 years, excluding Kindergarten exit with this credential which must be accompanied by documentation of the student's skills and strengths and levels of independence in academic, career development and foundation skills needed for post-school living, learning and working.</p> <p><a href="http://www.p12.nysed.gov/specialed/publications/SACcmemo.htm">http://www.p12.nysed.gov/specialed/publications/SACcmemo.htm</a>  <a href="http://www.p12.nysed.gov/part100/pages/1006.html">http://www.p12.nysed.gov/part100/pages/1006.html</a></p>

## Footnotes:

\* Students with a disability may be excused from the LOTE requirement if so indicated on the IEP but must still earn 22 units of credit to graduate.

\*\* Students with a disability who are excused from the LOTE requirement per their IEP need not complete a 5-unit sequence in the Arts or CTE in order to meet the requirements for the Regents Diploma with Advanced Designation.

<sup>1</sup> In all cases students may substitute an assessment from the list of Department Approved Alternative Examinations Acceptable for Meeting Requirements for a Local or Regents Diploma found at <http://www.p12.nysed.gov/assessment/hsqen/archive/list.pdf>

<sup>2</sup>**Pathway Assessment Options:** All students must pass the following 4 required Regents exams or the corresponding Department approved alternative examination found at <http://www.p12.nysed.gov/assessment/hsqen/archive/list.pdf>: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In **addition**, all students must choose 1 of the following options:

- Complete all the requirements for the CDOS Commencement Credential found here <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/cdos-field-memo-june-2016.pdf> ; or
- Pass an additional math Regents exam in a different course or Department Approved Alternative; or
- Pass an additional science Regents exam in a different course or Department Approved Alternative; or
- Pass an additional social studies Regents exam in a different course or Department Approved Alternative ; or
- Pass an additional English assessment in a different course selected from the Department Approved Alternative list; or
- Successfully complete a Department approved CTE program and pass the three-part technical assessment; or
- Pass a Department approved pathway assessment in the Arts<sup>4</sup>; or
- Pass a Department approved pathway assessment in a Language other than English (LOTE).

The additional assessment must measure a different course than that which was measured by one of the four required exams above, or must lead to an approved pathway assessment in the Arts, CTE or LOTE. Department approved pathway assessments can be found at <http://www.nysed.gov/curriculum-instruction/multiple-pathways/>.

<sup>3</sup>The low pass (55-64) option for general education students to earn a local diploma has been phased out and students who entered high school in 2008 and thereafter no longer have access to this option. There may still be students in the K-12 system that entered grade 9 in 2007 or earlier and still have access to this option.

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## Revision Log:

04/16/19 – Updated links (CDOS, Appeals); revised CTE language; removed language about absence of LOTE pathway assessments

## **INFORMATION ON AN APPEAL TO GRADUATE WITH A LOWER SCORE ON A REGENTS EXAMINATION:**

### **General Information**

Beginning with students entering grade 9 in 2005, all students who have taken and passed certain courses in preparation to take a Regents examination and have a 65 course average but whose highest score on the Regents examination is below but within five points of the 65 passing score (60-64) may appeal to graduate with a local or Regents diploma using this lower score. Students who are granted one appeal from their local school district under this provision shall earn a Regents diploma. Students who are granted two appeals under this provision shall earn a local diploma. Through this appeal, the student seeks a waiver of the graduation assessment requirement in this subject area.

Students who are granted an appeal with a score between 60 and 64 on one examination and who fulfill all other course and testing requirements will be determined to have met all graduation requirements and, thereby, earn a Regents diploma.

Students who are granted an appeal on two examinations with scores between 60 and 64 on each and who fulfill all other course and testing requirements will receive a local diploma.

Students with disabilities who are granted an appeal with a score between 52 and 54 on one or two Regents examinations and who fulfill all other course and testing requirements will be determined to have met all graduation requirements and, thereby, earn a local diploma.

### **Eligible Applicants**

Students seeking to appeal with required Regents Examination scores between 60 and 64 and students with disabilities seeking a local diploma using the low pass safety net, with required Regents examination scores between 52 and 54 must meet the following criteria to demonstrate that they meet the State Learning Standards:

1. Have taken the Regents examination under appeal at least two times;
  2. Have at least one score on the Regents examination under appeal within the score band stated above;
  3. Present evidence that the student has taken advantage of academic help provided by the school in the subject tested by the Regents examination under appeal;
4. Have a course average in the subject under appeal (as evidenced in the official transcript that records grades achieved by the student that meets or exceeds the required passing grade by the school); and
5. Be recommended for an exemption to the graduation requirement by the student's teacher or Department chairperson in the subject of the Regents examination under appeal.

## **SUPERINTENDENT DETERMINATION OF GRADUATION WITH A LOCAL DIPLOMA:**

For students with disabilities, otherwise eligible to graduate in June 2016 and thereafter, a school superintendent has the responsibility to determine if a student with a disability has otherwise met the standards for graduation with a local diploma when such student has not been successful, because of his/her disability, at demonstrating his/her proficiency on the Regents examinations required for graduation.

### *Applicability*

This option would be open to students with disabilities with a current Individualized Education Program (IEP) only. It does not apply to students with section 504 accommodation plans or students who have been declassified from special education.

### *Conditions*

2. The student has a current IEP and is receiving special education programs and/or related services.
  
2. The student did not meet the graduation requirements through the low pass (55-64) safety net option<sup>1</sup> or the compensatory option<sup>2</sup> [section 100.5(b)(7)(vi)(c) and (d)(7)].
  3. The student must have earned the required course credits and have passed, in accordance with district policy, all courses required for graduation, including the  
  
Regents courses to prepare for the corresponding required Regents exam areas (ELA, math, social studies, and science).
  
  4. The student must have received a minimum score of 55 on both the Regents ELA and math exams or a successful appeal of a score between 52 and 54.
  
  5. There must be evidence that the student participated in the other exams required for graduation pursuant to section 100.5(a)(5), but has not passed one or more of these as required for graduation.
  
  6. In a subject area where the student was not able to demonstrate his/her proficiency of the State's learning standards through the assessment required for graduation, there must be evidence that the student has otherwise demonstrated graduation level proficiency in the subject area.

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<sup>1</sup> A student also has the option to appeal a score of 52-54 on up to two Regents exams pursuant to section 100.5(b)(7)(vi)(c). While the appeal option exists, it is not required in order for a student to be considered for the Superintendent Determination option.

<sup>2</sup> A student also has the option to appeal the ELA and/or math scores pursuant to section 100.5(d)(7). While the appeal option exists, it is not required in order for a student to be considered for the Superintendent Determination option.

## **HONORS DIPLOMA:**

The words "With Honor" may be added to the Regents endorsement of a Regents diploma if the student has earned an overall average of at least 90 percent in the examinations indicated below:

1. the Regents examination in ELA Common Core
2. the Regents examination in Global Studies
3. the Regents examination in United States History and Government
4. the Regents examination in Integrated Algebra or Algebra I Common Core
5. the Regents examination in one Science Regents

For an Advance Regents diploma, the words "With Honor" may be added if a student has earned an overall average of at least 90 percent in the examination indicated below (an 89.6 does not round to a 90):

1. the Regents examination in ELA Common Core
2. the Regents examination in Global Studies
3. the Regents examination in United States History and Government
4. the Regents examination in Algebra I Common Core
5. the Regents examination in Geometry or Geometry Common Core
6. the Regents examination in Algebra II
7. one Science Regents exam in the Physical Setting
8. one Science Regents exam in the Living Environment

An endorsement for volunteer service outside of school-sponsored activities will be added along with the student's diploma. Endorsements for 50 hours of service or more will be made in 50-hour intervals. Forms for students to report volunteer hours are available in the guidance office and superintendent's office.

## **STATEMENT ON GRADUATION:**

- A. Students obtaining a high school average of 90 or better for four years of high school computed at the end of the second quarter of the senior year shall be recognized as "Senior Honor Students."
- B. The student with the highest rank will be the class valedictorian; the student with the second highest rank will be the class salutatorian, along with the other stipulations in the policy on Class Ranking listed below.
  - (1) All students at JCS must be in attendance for their junior and senior year in order to be considered for the designation valedictorian or salutatorian, unless he/she qualifies for graduation under the following: Students who graduate in less than four years of high school, but who have been at JCS for at least two years and who meet the above criteria will be considered in the class ranking of the year that they complete high school and will be eligible for valedictorian or salutatorian designation with that class.
  - (2) Students must be at JCS for at least two courses each semester of their senior year that are worth at least .5 credit each semester to be considered for the valedictorian or salutatorian designation. Other courses may be taken at the college level.
  - (3) College courses may be transferred back towards graduation credit but will not be used in computing grade point average.
  - (4) Students who are not in attendance at JCS their senior year but who will graduate with that class will be given the ranking that they earned at the end of the junior year for class ranking purposes. These students will not be considered for the designation of valedictorian or salutatorian but will be eligible for other awards at graduation. College courses will not be used for determination of the awards.
  - (5) The following conversion schedule will be in effect for other high school or college courses transferred into JCS:

Letter Grades	Numerical Grade	Letter Grades	Numerical Grade
A+	98.50	C	76.00
A	94.50	C-	73.00
A-	91.00	D+	70.00
B+	88.00	D	67.00
B	85.00	D-	65.00
B-	82.00	F	60.00
C+	79.00		

Adopted by the Board of Education on January 4, 1993.

### PROMOTION REQUIREMENTS:

- A. Promotion is based on successful completion of academic work and the number of units of credit earned. A conference of teachers, guidance, and principal will be held with each student on an annual basis to recommend grade placement.
- B. Summer school is recommended for those who fail required courses.
- C. Students may take two levels of English and social studies during a year upon the recommendation and approval of the teachers involved, the school counselor, and the building principal.  
*Note: Students are required to take 5½ courses each semester, not counting physical education.*
- D. Eligibility for BOCES: Students must pass all core subjects in grades 9 and 10 and be on track for grade 11 in order to be eligible for Career & Technical Education (CTE).

### INCOMPLETE GRADES:

Students receiving an incomplete grade in any subject will have 10 school days from the close of the marking period to complete work required. After ten days, if the work has not been satisfactorily completed and turned in to the teacher, the grade will be computed as the average at the close of the marking period without credit for any additional work.

### REPEATING SUBJECTS:

1. When a student in grades 9-12 repeats a half-year or full-year course during a regular school year, the final course grade will be the new final grade earned.
2. In the event a student in grades 7-12 repeats a course taken during a school year in an approved summer school program, the final course grade will be determined by averaging the original grade with the grade of the repeated course. Only two approved summer school core courses will be permitted to count towards a student's promotion.
3. Students in grades 9-12 who are in a full-year repeat course during a regular school year and who, at mid-year, have a passing average for credit (as determined in paragraph two above) have the option of either taking the credit with the averaged final grade at that point and dropping the course from their schedule or remaining in the course for the remainder of the year and taking the new final grade (as determined in paragraph one above).
  3. In all cases only the higher of the final grades determined by either method will be used in computing the grade point average.

### FINAL GRADE CALCULATION:

#### GRADES 9-12:

Final exams (and Regents exams that are used as final exams) will count 1/5 of the final mark in all subjects. The determining factor for passing a subject will be the final mark of 65% or higher.

#### GRADES 7-8:

Final exams will count 1/5 of the final mark in all subjects. The determining factor for passing a subject will be the final mark of 65% or higher.

## **RANK IN CLASS AND CLASS AVERAGES:**

### **1. RANK IN CLASS**

A. We shall provide rank-in-class for those colleges or employers who require it as a part of their admission or employment process.

### **2. CLASS AVERAGES**

A. In computing high school averages we shall count marks in all courses using the final average. If repeating a course, we shall use the higher mark obtained in the course.

B. In computing high school average all marks are multiplied by the weight assigned to a class.

C. The methods used to compute high school averages and rank-in-class shall be reported to students, parents, and any authorized recipients. Final high school average and rank-in-class for seniors shall be computed at the end of three and one-half years. Transcripts for college applications shall include the high school average and rank-in-class computed at the end of grade 11.

D. Courses with grades earned with a number, not a letter, will be used when calculating averages and class rank.

E. Students who will be graduating with a Career Development and Occupational Studies Commencement Credential or Skills and Achievement Commencement Credential or who are in a full day BOCES program will not be calculated in class rank.

F. Rank-in-class will be determined using a weighted class rank/unweighted GPA calculation on the following formulas for classes taken at JCS only:

1. All 1 credit high school courses: final average x 1.0;

2. All ½ credit high school courses: final average x 0.5;

3. All honors courses and Regents Physics, Regents Chemistry, Pre-calculus, Regents Algebra II: final average x 1.1;

4. All AP and college in the high school courses: final average x 1.2

G. All new courses will be evaluated by the faculty committee to determine appropriate weight on class rank as per the JCS formula above.

H. Transcripts will still show an unweighted final GPA based on 7 semesters, but with a weighted class rank.

## **REGENTS EXAMINATIONS:**

Regents exams are achievement tests in selected high school courses. At the present time Regents Examinations are offered in ELA Common Core, Global Studies, United States History and Government, Algebra I Common Core, Geometry Common Core, Algebra II, Earth Science, Living Environment, Chemistry, and Physics. Students enrolled in a course in which a Regents Examination is offered are expected to take the Regents Examinations as the final exam for the course. Regents exams are offered in January, June, and are offered at other sites in August.

## **COLLEGE COURSE CREDITS:**

**Advanced Placement** - Advanced Placement courses are designed for students who demonstrate a high level of interest, aptitude and success in the subject matter. In addition, students must demonstrate a high level of motivation. Students are recommended for AP courses by their teacher and guidance counselor.

Johnsburg Central School offers the following AP Courses: AP United States History, AP Calculus AB, AP English Literature & Composition, and AP Music Theory.

Grades on the AP examination are reported on a five-point scale:

5 Extremely well qualified

4 Well qualified

3 Qualified

2 Possibly qualified

1 No recommendation



**SUNY Adirondack** – Johnsbury Central School may offer courses through SUNY Adirondack where students can earn college credits.

**Please Note:** There is no guarantee that colleges and universities will accept college credit taken at the high school level, including advanced placement course credits. Students must check individual college admissions requirements.

**ALTERNATIVE PROGRAMS:**

Opportunities will be provided for students to participate in alternative programs. These may include a local alternative education classroom, alternative physical education, approved college courses or correspondence courses. Recommendation by faculty and school counselor is required. Final approval by the Principal is also required. Independent study programs will be reviewed and approved by the Board of Education on a year-to-year basis. Credit will be given towards graduation. Grading will be determined at the time of course approval, and may be either APass/Fail@ or numerical.

**ALTERNATIVE METHOD OF EARNING 6 UNITS OF CREDIT:**

With advance approval, a student may earn a maximum of 6 units of credit for either a Regents or local diploma without completing the units of study required for such units of credit if:

- A. Based on the student’s past academic performance, the superintendent, or his designee, determines that the student will benefit academically by exercising this alternative;
- B. The student achieves a score of at least 85 percent, or its equivalent as determined by the Commissioner, on a State-developed or State-approved examination;
- C. The student passes an oral examination or successfully completes a special project to demonstrate proficiency, as determined by the principal, in the subject matter area; and
- D. The student attends school or receives substantially equivalent instruction elsewhere.

**ALTERNATIVE METHOD OF EARNING ART AND/OR MUSIC CREDIT:**

A student may earn all or part of the required art or music credit by participating, only in exceptional situations, in an advanced out-of-school art or music activity. Credit for such participation shall be recommended by the student's art or music teacher, shall be approved prior to taking the course by the school principal, and shall be consistent with the goals and objectives of the school's art and/or music program.

**ALTERNATIVE METHOD OF EARNING PHYSICAL EDUCATION CREDIT:**

A student may receive credit for physical education based upon out-of-school participation in a program of physical fitness equivalent to the required time spent in physical education classes.

Credit for such participation must be recommended by the student's physical education teacher and shall be approved by the principal. Grading will be on a pass/fail basis. (Only for students whose schedule does not allow participation in regularly scheduled physical education classes.)

**INDEPENDENT STUDY:**

Teachers may recommend students for teacher-developed independent study courses outside of the regular curriculum. Such courses are offered to all students, and are scheduled into a common time possessed by both student and teacher. All new courses are subject to approval by the Building Principal, Superintendent, and Board of Education. The Building Principal should receive course proposals at least two months prior to the semester in which they will begin.

Proposals must contain a course syllabus, a list of materials to be utilized, and the methodology by which grades will be determined.

## **CORRESPONDENCE/INTERNET COURSES AND DISTANCE LEARNING:**

All correspondence courses of study and courses of study offered over the internet must be approved by the Building Principal at least two months prior to the semester in which they will begin. It is the task of the Building Principal, in consultation with appropriate faculty members, to determine whether or not a course is comparable to the curriculum established by the state, and if the course can be accepted to fulfill a graduation or elective requirement. Courses deemed to be outside of the regular curriculum would be subject to a review of the course syllabus, the materials being used, and the grading methodology by the Building Principal and appropriate faculty members.

Johnsburg Central School offers a variety of courses that are delivered through the Distance Learning network. High school students are eligible to sign up for these classes as appropriate to their grade level and interest.

## **PLANNING HIGHER EDUCATION:**

Many students desire to obtain further training or education after graduation from high school. They may be interested in four-year or two-year colleges, technical schools, one- or two-year trade schools, apprentice training, or special training offered by various firms or agencies. The student and parent should start investigating the various possibilities as early as eighth grade. Sometime during ninth grade the student should familiarize himself with the entrance requirements of the typical college of his choice. Definite planning should be at least started in the spring of the sophomore year. Applications should be made in the fall of the senior year.

Admission requirements vary from school to school. However, if the capable student elects to undertake the academic course (4 years of English and social studies, three to four years of math and science, three to four years of one language) he will be academically prepared for the majority of institutions of higher learning if, of course, the marks are satisfactory.

With the increased cost of higher education, parents and students should become familiar with the various loan plans, scholarship, and tuition assistance programs. Saving money for higher education should begin at an early age.

Quality in scholastic work cannot be overemphasized. The single best predictor of academic success in college is the high school record. Students should strive to make their record the best they are capable of producing.

The School Counselor will schedule individual meetings with families to review and discuss these pertinent issues relating to college.

## **PROCEDURE FOR TRANSFERRING OR LEAVING SCHOOL:**

A student who leaves school during the school year is required to complete a school termination form. This requires a clearance from each classroom teacher, the librarian, physical education teacher, nurse, and the guidance counselor. Only when this form has been properly completed will the student be considered to have left school under the proper circumstances. Parents will be notified when a student requests a form to leave school.

Records/transcripts may not be processed for transfer *until all financial obligations have been met.*

## **REPORT CARDS:**

Report cards are distributed four times per year. Each subject has one mark, which can be a composite of the following: test marks, laboratory work, homework, class participation, outside projects, and any other item, which the instructor feels, has an effect on the achievement in the course.

There may be comments listed under each subject. These express the teacher's evaluation of your achievement and will describe one or more of the following characteristics: attitude and behavior, participation, quality of work and progress, and skills in specific areas.

## **INTERIM REPORTS:**

To help keep you and your parents informed of possible failing grades, interim reports will be sent to parents at mid-term *or at any time felt necessary during a marking period*. These reports will be sent from the guidance office and will indicate the subject where a failure is possible, the teacher of that subject, and some apparent reasons for the possible failure. These reports, in combination with the ten-week reporting system, will keep you and your parents more fully informed on your progress.

Communication with parents may also include phone calls, notes, emails, and teacher conferences at any time during the school year.

At the end of the 4th quarter, all financial obligations must be met, including lunch tickets, lost or damaged books, uniforms, shop bills, etc., prior to taking exams.

## **RETENTION:**

A student's retention is based on his/her academic performance throughout the school year. While parent input is valuable, the final decision will be made by administration based on what is deemed appropriate for the student.

## **HONOR ROLL:**

Averages of 85 or higher comprise honor roll for grades 4-12.

Averages of 93 or higher comprise high-honor roll for grades 4-12.

**\*A grade of 70 or below is a failing grade for an elementary student.** A grade of 65 or below is a failing grade in grades 7-12 and will automatically prohibit a student from making honor roll. An incomplete or failing mark/letter grade will keep you off the Honor Roll. Incompletes are due 10 days after the marking period ends. This pertains only to Quarter 1, Quarter 2, and Quarter 3. Full day BOCES students will not be included in the JCS Honor roll.

## **ELIGIBILITY POLICY:**

The Ineligible List is generated every 2 weeks within the marking period.

Teachers submit failing students' names with the numerical grade every two weeks.

A letter is mailed home for the students that are failing two or more subjects.

Students *can* participate in practice/rehearsals for two weeks. Students *cannot*

participate in or attend games or extra-curricular events, or be granted special privileges while eligible unless the student brings his/her class average(s) to passing and is failing less than 2 classes.

Ineligible students are restricted to their study halls.

Students must obtain a pre-signed pass from one of the failing class teachers to be able to leave a study hall to work on failing subject academics that cannot be accomplished in the study hall.

A student can be eligible as soon as he/she is failing less than 2 classes

- If a student brings his/her class average to passing, the teacher will notify the guidance office.
- The teacher will input the correct grade in the School Tool Grade Book.
- The student will be taken off the Ineligible List when he/she is failing less than 2 classes.

## **ADDING/DROPPING SUBJECTS:**

Students desiring to change their schedule are urged to do so during the summer weeks when the guidance office is open. However, students with sufficient reason are allowed to change their schedule, with *the counselor's, teacher's, and parent's approval*, during the first two weeks of the start of the semester. Any changes of schedule after the first two weeks of school will require recommendation of faculty and approval of the principal. Forms are available in the guidance office. If there are five weeks or less left in a course, students are not allowed to drop.

The District pays the course fee for all students who take college level courses, however, if a student who registered for a college course wishes to drop the course before completion, the student/parent will be responsible to reimburse the district for the full cost of the course dropped.

### **TRANSFER STUDENTS:**

The following New York State regulations govern test requirements for students who enter a New York high school:

Entering grade 12 – For a high school diploma, the principal may waive the Regents exam in Science and Global History.

Entering grade 11 – For a high school diploma, the principal may waive the Regents examination in Global History.

*No* Regents examinations may be waived for students entering grades 9 or 10 from schools outside New York State.

Transfer and home-schooled students must be enrolled in high school at Johnsbury Central School for four consecutive semesters prior to graduation to be included in class rank. Home-schooled students will receive a P or F for grades that are reported by the home-school instructor. Home-school grades of P or F will not be converted into number grades for the purpose of calculating grade point averages.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is a service provided to students who are unable to attend school due to a medical problem or disciplinary action. Secondary students receive instruction for two hours per day and elementary students receive one hour per day. Students receive credit for their work while on homebound instruction.

Parents should notify their child's school counselor if the student will be on an extended school absence and will require an itinerant teacher.

If the inability to attend school is due to a medical reason, the parent should obtain an Application for Tutoring Services along with the JCS Tutoring Services Policy from the school counselor. Your child's physician will be required to fill out the Physician's Section of the Tutoring application.

## **HOMEWORK**

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure helping create a "homework habit" at the same time each night

Johnsbury Central School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage completion and monitor homework assignments.

At the discretion of each student's teachers, homework may be potentially assigned in all subjects each night. Homework assignments are graded, and typically count towards a predetermined percentage of each quarterly grade.

If a student knows in advance that he/she will be absent the student should ask their teachers for all homework assignments. Arrangements for picking up homework assignments can be made by calling the guidance office secretaries at 251-2921, ext. 4. Parents need to realize that it will take the guidance office time to collect the homework and the request should be done first thing in the morning.

## **PHYSICAL EDUCATION**

Each student in grades K-12 must successfully complete the physical education course during each year of attendance in school. Students in grades 9 - 12 earn credit for each year of physical education successfully completed, for a maximum of two credits. Two credits are mandated by the Commissioner of Education's regulations for the issuance of a Regents or local high school diploma. Students are required to wear appropriate clothing, as outlined by the physical education teacher. If a student requires a special or adaptive physical education program, or needs to be temporarily excused from class participation, he/she should notify his/her guidance counselor or the school nurse as soon as possible.

A note from the student's physician giving the reasons for the temporary exclusion from physical education, as well as the expected date of return, is required. Any student who is unable to participate due to injury or any other medical condition are required to present a note from his/her physician before active participation in physical education can begin again.

Students entering grades 7-12 will be required to take a computerized concussion management pre-test. In the event a student is diagnosed with a concussion by a medical physician, the student must obtain a physician's release and retake the concussion management test in order to resume athletic activities.

Additional information regarding concussions can be found on our website at [www.johnsburgcsd.org](http://www.johnsburgcsd.org) under Parents - Notifications and Misc. Forms/Information.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free and appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular activities, which are available to all other students enrolled in the district.

Parents and/or students who desire further information on these programs and services should contact the Committee on Special Education Chairperson, at 251-2921, ext. 4.

## **SCHOOL SERVICES**

### **CAFETERIA:**

Each day the school will provide a choice between a hot entrée and a sandwich for lunch. To fulfill the FDA nutritional requirements, ala carte items will also be available. Ala cart items must be paid at the time of purchase.

### **FREE BREAKFAST AND LUNCH PROGRAMS:**

The nutrition of district students is an important factor in their educational progress. The district participates in federally-funded school breakfast and lunch programs, and shall provide free breakfast and lunch to all district students. Please contact the Cafeteria Manager, at 251-2921, for further information.

**CLASS ADVISORS:**

Each grade in the high school has been assigned a class advisor. *All* meetings and class activities or functions should be worked out with the class advisor.

**GUIDANCE AND COUNSELING SERVICES:**

The guidance services are designed to help pupils achieve greater success in school, understand themselves better, evaluate their interests and abilities, make sound plans for the future based on sound knowledge, and help students who are having academic or personal problems. The counselors also consult with parents, teachers and other staff for a variety of issues.

Counseling is the most essential aspect of guidance. Through counseling it can become easier for students to see themselves clearly and make worthwhile decisions.

Students should schedule an appointment with the school counselor during their free time or between periods. Students need to obtain a pre-signed pass from the Guidance Office when an appointment is scheduled. They should not leave during their regular academic classes unless it is urgent. If the counselor is not available, a message should be left with the guidance secretary so that the counselor can get back to you. The guidance office is open to any student to discuss any matter, regardless of how unimportant it may seem.

In addition to regular and informal conferences with students, the guidance department is eager to meet with parents. Parents are urged to contact the guidance department at 251-2921, ext. 4 if they have any questions regarding their children. Every effort will be made to schedule appointments at the convenience of the parents.

Students are also encouraged to become familiar with the material available in the guidance office dealing with careers, scholarships, tuition assistance, the military, and the institutions of higher learning.

The Guidance and Principal's Offices will not issue late passes to students unless the student was in the office for a scheduled appointment or was making an appointment or taking care of business in the office. If you are late for class for an unrelated reason, do not ask the office secretary for a pass. One will not be issued.

**HEALTH SERVICES:**

A school nurse is employed to take care of the health needs of students. When a student is ill, he should report to the nurse's office immediately. If the nurse determines that the student should go home, a parent will be contacted. Students may not leave the building without seeing the nurse and signing out in the Principal's Office.

**Medication in School:**

New York State Law prohibits the administration of medication in public schools unless a written directive from the doctor and parent is on file in the school. Medication must be brought to the health office in the original prescription container with the directions on it. In addition, over the counter medication must be brought to the nurse's office with parental permission for dispersing.

**School Physicals:**

New York State Education Law requires a physical examination for pupils on entrance to school and routinely at grades 2, 4, 7, and 10. If a student has an examination by the family physician, the physician should complete a school form (available in the Health Office). The physical examination should be completed and the form returned to the school nurse by October 1. The school physician will examine all pupils in the grades mentioned above for whom we have no record of the family physician's report.

**Sports Physicals:**

The New York State requires all students participating in any organized sports program at school to have a sports physical. For students to obtain a physical through the school, parents must fill out and sign a health questionnaire. Without this form signed by the parent, the students will not receive a sports physical and will not be allowed to play. The physicals are acceptable for any sport during a one-year period.

**LIBRARY SERVICES:**

The high school library is open from 7:55 a.m. to 2:36 p.m. each day, as well as designated time periods after school, which are at the discretion of the high school librarian. The library is to be used for research, borrowing books, use of computers, or reading. Students using the library should work quietly and adhere to established practices for accessing its use. All students wishing to borrow materials must check them out at the library desk, and are expected to return them to the library on time.

Students are expected to be responsible and courteous to the needs of others and return library materials on time. Overdue library material is an inconvenience to fellow students. Lost or damaged materials must be replaced at the expense of the borrower.

**LOCKERS:**

Every student in grades 7-12 will be assigned a locker. Lockers are the property of the Johnsbury Central School District, and should not be destroyed, damaged, or defaced. Because lockers are the property of the school district, they may be accessed or searched by school officials at any time. This may also include random canine searches. School officials may also periodically inspect lockers to make sure that they have not been damaged or defaced, and require a student to take corrective action, from cleaning the locker to making payment for damage.

Locker combinations will be distributed by the guidance office on the first day of school. There is not to be any sharing of lockers or locker combinations. Students who have difficulty with their lockers should report it to the guidance office immediately.

Students are strongly encouraged to keep valuables at home and to keep their lockers locked at all times in order to avoid the loss of personal belongings. The district is not responsible for the replacement of or repayment for lost personal belongings or money.

**LOST AND FOUND:**

Articles found in the corridors or about the school premises should be taken to lost and found located in the hallway across from the cafeteria. Articles found in the classroom should be given to the teacher in charge. Unclaimed articles should be sent to lost and found by the teacher at the close of the day. Lost and Found will be packed up and sent to "Good Will" during each school break and over the summer.

**PSYCHOLOGICAL SERVICES:**

The school psychologist is available to students as an additional professional person who has had special training and experience in helping young people who have problems of an academic or personal nature. The psychologist also assists the school by conducting individual student evaluations and consulting with parents, teachers, and other school staff in regard to student learning, social, and/or emotional issues.

**WORKING PAPERS:**

Any person between 14-17 years of age who secures a job must have working papers before going to work. Applications and further information may be obtained from the guidance office or the school website. You are urged to do this well in advance as often a new physical examination must be scheduled.

## **SUMMER SCHOOL**

A secondary student who fails a course may be eligible to attend summer school to earn credit or retake a Regents or competency exam. A student can take up to two academic courses during the six week summer school program. Students should contact the guidance department for the locations and costs of area summer school programs. Transportation is not provided by the district.

## **USE OF SCHOOL COMPUTERS/CHROMEBOOKS AND INTERNET ACCESS**

Students are not allowed to bring food or drinks in the computer labs. Students have numerous opportunities to use computers during the school day. Internet access is provided for students to use as a tool for research and/or course enhancement. A school wide policy is used to provide safe, consistent use of the computer system. Students may be allowed to access material while at home that is not permitted at school.

It is the responsibility of each student to follow the procedures and protect his or her “password.” If a student or someone using the student’s password is found to be using the computer system for unapproved activity their privilege of using the computer may be altered or discontinued.

At Johnsburg all student computer use must be authorized and supervised by a faculty member. Students who wish to access the Internet must have a signed permission to use the system from parents and must have a specific purpose for using the Internet that is pre-approved by a faculty member each time the student wishes to go on-line. The same rules of use apply to all computer stations. Students who have privileges removed will not be able to access the Internet from any computer/chromebook in the school, other than teacher directed.

Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure that the computer hardware and software are not being used inappropriately.

The district prohibits the use of any computer hardware or software in any inappropriate, fraudulent or destructive manner, including, but not limited to: sending out unauthorized messages; entering a code protected file; plagiarism; altering a software program; vandalizing hardware or software components; using obscene language, harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; trespassing in another’s folder, work, or files; intentionally wasting limited resources; requesting unnecessary and lengthy material that ties up system resources; playing games; using chat rooms; and using personal email, unless prior approval by the Administration has been obtained.

Failure to abide by these rules and regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

All students in grades 1-12 have access to a Chromebook to be used for instructional use. Student/Parent information on use and care of the Chromebook will be distributed in the Chromebook Procedure and Information Handbook.



## SECTION III: INSTRUCTIONAL PROGRAM PROCEDURES

**The following is included in this section:**

<p><b>General School Regulations</b> .....</p> <p>Accident Prevention &amp; Safety Procedures, Athletics, Attendance, Classes, Truancy &amp; Tardiness, Student Dismissal Precautions Regulations, Backpacks, Bus Regulations, Cheating, Closing School, Drinking &amp; Substance Abuse, Driving to School, Early Release Form (Senior Only), Electronic Equipment/Cell Phones, Emergency Plans, Equipment Issued, Fire Drills, Halloween, Hall Passes, Leaving School During the Day, Library Rules &amp; Regulations, Lunch Period, Money &amp; Property in School, Outdoor Activities, Plagiarism, Pregnant Students, School Dances, Security Cameras, Senior Privileges, Smoking, Social Media, Student Guests, Student Publications, Student Records, Study Halls, Telephone, Theft, Textbooks, Instruments, Computer/Chromebook Equipment, and Calculators, Vandalism, Videos, and Working Papers</p>	49-61
<p><b>Extra &amp; Co-Curricular Activities</b> .....</p> <p>Philosophy, Participation of Disabled Students, Attendance Policy, Behavior Code, Dress Code, Eligibility, Fund Raising, Funds Management, Johnsbury Dollars for Scholars, National Senior/Junior Honor Society, and National Honor Society Selection Rubric</p>	61-64

## **GENERAL SCHOOL REGULATIONS**

For more specific information in regard to school regulations, discipline and consequences refer to the *Guidelines for School Conduct* at the end of this handbook.

### **ACCIDENT PREVENTION AND SAFETY PROCEDURES:**

These rules are to ensure the safety of students and employees of the district while on school property. All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds;
3. Bicycles are to be parked in the rack provided by the school. Bike riding on the school grounds is prohibited during school hours.

### **ATHLETICS:**

All students representing JCS in athletics are expected to be a "good sport."

A "good sport":

1. Plays fairly at all times.
2. Keeps cool.
3. Plays hard to the end.
4. Plays for the joy of playing and for the success of the team.
5. Is a good team worker.
6. Keeps training rules.
7. Obeys orders of coach or captain.
8. Does their best in all school work.
9. Is respectful to officials. Accepts adverse decisions graciously.

When we lose--Congratulate the winner. Give opponents full credit.

When we win--Be gracious; be modest; be considerate.

At all times--Remain true to the highest ideals.

**Note:** Students need to be aware that individual coaches will develop written rules and regulations regarding practice and game attendance and behavior that are specific to their team. In the absence of such rules, the Building Principal will invoke school rules and use school disciplinary measures for an initial offense. Subsequent offences could result in removal from the athletic team by the Building Principal.

Duel sports are permitted and follow school policy.

Students who participate in 7-12 athletics should refer to the Athletic Handbook for more details.

### **ATTENDANCE**

**SCHOOL:** The Johnsbury Central School District recognizes that student attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of the subject matter.

Attendance will be recorded to maintain student records and state requirements.

Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated below. In the event that a pupil at any instructional level arrives late to or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated below.

Students are responsible for reporting to school on time, reporting to class on time, and being ready to participate at all times. The only legal excuses for absences are:

1. Illness or injury;
2. Family emergency (sickness or death in the family);
3. Natural disaster;
4. Religious activities approved in advance;
5. Quarantine;
6. Required health treatment (medical and/or dental appointments); and,
7. Educational activities approved in advance (may not include family trips).

Absences from school must be documented, upon return to school, by a note signed by a parent or legal guardian giving the date(s) and reasons(s) for the absence.

While every effort should be made to schedule family trips and vacations around instruction, there are times when they necessitate absence from school. Absences of this sort should be planned in advance with the school counselor or Building Principal. Tests scheduled during planned absences shall be made up at the discretion of the teacher. Homework and assignments should be obtained from teachers in advance if possible. Students will be afforded the opportunity to make up missed work. It is the responsibility of the student to arrange with his/her teacher(s) to cover or make up missed work. This type of absence is classified as an “illegal absence.”

When students are absent from school, they are encouraged to call a classmate to obtain assignments. The Guidance Office will help with the request of assignments.

**CLASSES:** A student who is absent more than 10% of the days while class is in session will be in jeopardy of not receiving credit for the said class.

All absences, legal and illegal, shall count toward the student’s attendance record in the class and toward the minimum attendance policy.

The Building Principal’s Office will generate notification letter to the parents of students who reach five, nine and eighteen (5, 9, 18) days of absences. At that time, parents will be contacted by letter.

If a student accumulates eighteen (18) days of absences parents will be contacted and a meeting may be scheduled for all parties concerned. The number of absences noted above will be reduced to five (5) days and nine (9) days for semester courses. The *Guidelines for School Conduct* will apply in cases where there is no valid excuse for not being present in class.

**TRUANCY AND TARDINESS:** The district believes that it is important to ensure students are attending classes as well as arriving to class and school on time, since these are essential aspects of ensuring an orderly environment for learning.

Any absence for a reason other than those listed under Attendance or otherwise approved by the school is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and under Family Court law.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons listed under Attendance. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their child(ren) in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated. Disciplinary measures are outlined in the "*Student Conduct and Discipline*" section of this handbook.

**STUDENT DISMISSAL PRECAUTIONS REGULATION:**

In order to ensure student safety, the Building Principal's Office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon this authorized list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent or guardian may amend a list submitted at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the Building Principal's office. If the person seeking the release of a child presents an out-of-state custody order, the situation will be referred to the Superintendent's Office for a decision.

In the event of an emergency, the Building Principal may release a student to some individual not appearing on the approved list only if the parent has been contacted by the Building Principal and has approved the release, and the Building Principal determines that an emergency exists.

**BACKPACKS:**

In the recent past, the district has had concerns revolving around student backpack usage. First, some students have exhibited a tendency to use their backpacks as portable lockers, carrying all of their books with them all day long. This presents a health hazard due to the weight of the backpack. Second, students have used their backpacks to transport unauthorized food and drink around the building. Third, both students and faculty members have brought to the attention of the administration the possibility that some students are hiding and/or transporting illegal substances, such as alcohol and drugs, in their backpacks during the school day. Students may not carry backpacks or bags from classroom to classroom. Backpacks must be kept in the student's locker during the school day, which runs from 7:57 a.m. to 2:37 p.m. **\*Clear backpacks will be allowed with a signed permission slip through the principal's office.**

**BUS REGULATIONS:**

Every bus driver has been supplied with School Bus Conduct Reporting forms. Students are to obey the driver, sit in his/her seat and behave in an orderly fashion. The *Guidelines for School Conduct* will apply in regard to infractions of bus rules.

**1. Additional Notes to Parents and Students:**

Drivers are allowed to carry only those students assigned to the bus unless written permission is obtained from the school office. Generally, daily bus transportation is expected to be from school to home. Requests to ride on a bus other than a student's assigned bus should be made when emergencies or extenuating family circumstances require a change.

Buses are equipped with video and audio recording devices that will help monitor bus safety. If a concern arises, the Principal or designee will view the tapes to determine the outcome of the situation.

**2. Releasing students *following* field trips/extracurricular events:**

- a. Students who go by bus must return by bus. The only exception to this rule will be when the parent or legal guardian is present at the site and takes charge of the student.
- b. Students may be discharged at their residence or at a designated location specified in written note provided:
  - 1) prior written permission is received in the office;
  - 2) such location is on the bus route; and
  - 3) the parent or guardian is present at that location when the bus comes or the residence is within walking distance of the drop-off point.
- c. Chaperones will be informed by the office of those students who are to be dropped off.
- d. All other students will return to school on the bus.
- e. Seat belts are available. Students are encouraged to wear their seatbelts, but they are not mandatory.

**CHEATING:**

A student found cheating is subject to disciplinary action through the principal or the designee.

**CLOSING SCHOOL:**

When school is closed/delayed, an automated phone call will be sent out informing you of any changes. It is your responsibility to provide the school with your most recent contact information. In addition, such closings/delays will be broadcast over stations WCKM FM radio 98.5, North Country Public Radio, SCN (Channel 9), WNYT (Channel 13), WTEN (Channel 10), and WRGB (Channel 6). If in doubt, listen to the radio or television early in the morning before 7 a.m.

**DRINKING AND SUBSTANCE ABUSE:**

Drinking alcoholic beverages on school property or appearing on school property while under the influence of alcohol or drugs is prohibited. Johnsbury Central School Board of Education policy, *Guidelines for School Conduct* and New York State laws will apply to students possessing or being under the influence of alcohol or controlled substances.

**DRIVING TO SCHOOL:**

Students driving cars to school should park in the Telephone Company lot on Main Street until 2:36. Cars may be moved to the school lot after all buses have departed. Violators will be towed at their own expense. Vocational students are not allowed to drive or ride to BOCES classes without prior permission from the Building Principal and the BOCES Principal. Only those students who have registered a vehicle in the Principal's office may participate in the Senior Parking Privileges.

**EARLY RELEASE FORM FOR SENIORS:**

Seniors who wish to be released from school early (1:56) must fill out an early release form and have it approved by the Principal. The forms are located in the Principal's office.

**ELECTRONIC EQUIPMENT/CELL PHONE:**

It is the philosophy of the Johnsbury Central School District to embrace the use of technology when used appropriately. Cell phones/Electronic Devices provide conveniences in our daily life; however, cell phone/electronic device use can easily disrupt or become a distraction to the broader mission statement of our district and the educational process.

Students may bring their cell phones/electronic devices to school and are permitted to use them appropriately when classes are not in session. Students are not permitted to use their cell phones/electronic devices while in class including Study Hall unless permission from the teacher has been granted. Use of cell phones/electronic devices during assemblies, class meetings, or any other educational time is prohibited.

The use of a cell phone/electronic device for any reason in school is a privilege. The use of a cell phone/electronic device is defined as but not limited to: talking, messaging, Internet usage, game playing, and any other software usage found on a phone/electronic device. **CELL PHONES/ELECTRONIC DEVICES ARE TO REMAIN ON SILENT OR VIBRATE AT ALL TIMES.**

Inappropriate use of cell phones or other electronic devices will not be tolerated. This includes, but is not limited to, cheating, sending disruptive messages, searching of inappropriate content, taking unauthorized photos or videos, **\*sharing/sending unauthorized photos/videos**, acts of bullying, threatening, harassing or menacing in any manner.

Students seen using their cell phone/electronic device, or if their cell phone/electronic device causes a distraction in a classroom may be subject to disciplinary action or face the loss of the privilege to use the device.

Protocols for violations of cell phone/electronic device policy:

Students who participate in these behaviors will be subject to disciplinary consequences and may have their cell phone/electronic device privileges suspended indefinitely.

At any point, no matter the number of offenses, a student's cell phone/electronic device privilege may be suspended either short term or indefinitely depending on the situation. Parents will be notified when their child's cell phone/electronic device privileges have been modified, suspended, or taken away. Students who fail to comply with cell phone/electronic device rules may be subject to disciplinary action, up to and including suspension from school.

Any student who refuses to hand their cell phone/electronic device over to a staff member when asked/directed to do so may receive additional consequences ranging from detention to a suspension from school.

Note: The school is not responsible for loss, theft, or damage to any cell phones or any other electronic devices. (adopted by BOE 1/27/2020)

Cell phone devices shall be allowed to be used in classrooms if the following criteria are met:

- In grades 7-12, use of personal electronic devices is at the discretion of the teacher.
- In grades PreK-6, personal electronic devices are not permitted during the school day unless permission is granted by a teacher or administrator.
- When the student uses their personal device to access the Internet or authorized applications through the district's network, they must follow the district's Student Internet Use Contract which is signed by each student.

### **Electronic Devices/Cell Phones and Testing**

In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms. Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

### **EMERGENCY PLANS:**

In accordance with the regulations of the Commissioner of Education, the district has developed an emergency management plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year the district will stage a "test" or drill of the emergency management plan, including practice in sheltering students and staff and an early dismissal at a time not more than fifteen minutes earlier than the normal dismissal time. Parents will be informed of any such tests or drills at least one week prior to its occurrence. Copies are available in the Superintendent's Office.

**EQUIPMENT ISSUED:**

Students will be responsible for all equipment, uniforms, and other materials supplied to them for use during the activity. It will be necessary to reimburse the school for all items lost, destroyed, and/or stolen.

**FIRE DRILLS:**

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic.

All students are expected to cooperate with staff members during fire drills and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Inappropriate behavior will not be tolerated.

**HALLOWEEN:**

Halloween is a day meant to be celebrated by students in grades PreK-6 only. Students in grades 7 - 12 are prohibited from dressing in costumes.

**HALL PASSES:**

Any student in the hall during class period should have in his/her possession a hall pass issued to him/her by the classroom teacher.

**HEAD INJURIES/CONCUSSION MANAGEMENT**

**\*Any student who sustains a head injury and exhibits any sign of concussion including, but not limited to, headaches/loss of consciousness and/or dizziness, will be removed from play. The student will then have to be seen by their physician who will determine if the student has suffered a concussion.**

**If it is determined that the student has suffered a concussion, the school will follow the doctor's orders. Once cleared, the student will begin the "CDC Return to Play Progression" process. (Form is located at the back of this handbook.) When physical symptoms are no longer present, and an individual has finished the final step in the "Return to Play Progression", an ImPact test will be performed as a means of evidence to determine eligibility to return to Physical Education/athletics. The final return to play decision must be made by the Medical Director for the school.**

**LEAVING SCHOOL DURING THE DAY:**

Permission to leave school while school is in session cannot be granted except for the following legal reasons as defined under Section 104.1 of the Regulations of the Commissioner of Education:

1. Medical or dental appointment;
2. Illness or injury;
3. Family emergency (death in the family, etc.);
4. Natural disaster;
5. Quarantine;
6. Religious Observations or activities; and,
7. Approved educational activities.



Appointments should be made outside of school hours. A note from the parent requesting that the school excuse a student for the time needed to keep the appointment should be brought to the attendance office before classes begin in the morning. Students should sign out in the main office by writing their name, destination, and time out. Upon returning to school, the students should sign in. Students using school transportation must go directly into school upon arrival and directly onto the bus at the end of school.

#### **LIBRARY RULES AND REGULATIONS:**

Library rules and regulations will be posted in each of the libraries. If they are not followed, a student's library privileges can be revoked.

#### **LUNCH PERIOD:**

Students are not allowed off campus during the academic day and are to be in the cafeteria during the assigned eating time. Students may not be unsupervised in any area outside the cafeteria at any time during their lunch period. Students may utilize their lunch period to gain academic assistance with their classes. Such assistance can occur if a teacher requests their presence during

lunch, a student makes arrangements for assistance, or a teacher schedules a "lunch detention." In all cases, the teacher must provide the student with a pre-signed pass, which must then be presented to one of the teacher monitors in the cafeteria prior to departure from the cafeteria.

#### **MONEY AND PROPERTY IN SCHOOL:**

The school is not responsible for money and other articles. Losses or theft of money or property are to be reported to a teacher or an advisor immediately.

#### **OUTDOOR ACTIVITIES/ WHEELED APPARATUS:**

Throwing snowballs is prohibited on school grounds. Skateboards, heellies, roller blades and any motorized vehicles, except for registered automobiles, are not to be used on school property. Bicycles are to be placed immediately in the bike rack upon arriving to school.

#### **PLAGIARISM:**

If a student is caught plagiarizing they will automatically receive a zero for that project, and the parent will be notified. The student may also be subjected to disciplinary actions through the Building Principal's office. The definition is given below to help parents and students to have a better understanding of what is considered plagiarism. Furthermore, the English teachers and School Librarian will go over the rules on how to site information so students will know the correct way to use other people's information within their own papers.

**Definition- Plagiarize** \pla-je-,riz also j - \ vb -rized; -riz-ing vt [*plagiarist*]: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source - pla-gia-riz-er n

From: *Webster's New Collegiate Dictionary 9th ed*, (Springfield, Ma: Merriam 1981, p. 870

**PREGNANT STUDENTS:**

As soon as pregnancy is medically confirmed, the student and her parent(s)/guardian(s) should consult with the Building Principal, their guidance counselor and the school nurse in order to maintain an appropriate education program.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that available student health and counseling services, as well as instruction, are provided; that the student is encouraged to return to school after delivery; and that every opportunity is given to complete high school.

Pregnant students will be provided with a home instruction program if a physician certifies that there is a medical condition incidental to or other than the pregnancy that warrants home instruction. After delivery, students are expected to attend school.

**SCHOOL DANCES/PROM:**

The following rules are in effect for regularly scheduled school dances and the annual prom:

1. Only students in grades 7-12 may attend regularly scheduled school-sponsored dances. The Junior Prom is for students in grades 9-12, with the following exception of graduates of one year. Graduates of one year may possibly attend as a guest of a JCS student with permission from the Building Principal.
2. For regularly scheduled dances, students may invite one guest from another school provided the guest is in grades 7-12 or a recent graduate of JCS. The Johnsburg student must be at the dance with his/her guest. The JCS student must sign in their guest at the principal's office at least two days prior to the dance.
3. No student or person outside of the above categories will be admitted to a dance except parents of students in grades 7-12.
4. During dances students must remain in the building. They will not be allowed to go in and out.
5. Clothing must be appropriate for the occasion. Jr. Prom requires formal attire.
6. Dances, except for the Junior Prom, are from 7:00 - 10:00 p.m. Doors close at 8:00 p.m. unless permission to come later is granted ahead of time.
7. Participants are expected to have identification with them.
8. For some dances, specific area schools may also be invited. Students from these schools do not need guest passes, but must have some form of identification with them.
9. The hosting groups of both the dance and the concession are responsible for cleanup of their areas. Decorations should be removed from the dance area by 11:30 p.m. Tables and chairs must be put away. Any excessive cleanup is the responsibility of the hosting group. All school rules apply for Johnsburg Central School students and guests at dances.
10. Attendance in school on a Friday for a Friday event is required. Attendance in school on Friday for a Saturday event is required.
11. Elementary dances are grade specific.

“Moshing” (physically crashing into each other) is not allowed. Students may be asked to leave and/or be denied admittance to school dances.

**SECURITY CAMERAS:**

Johnsburg Central School has several cameras located inside and outside of the building and on the buses for security and safety purposes.

**SENIOR PRIVILEGES:**

Senior privileges will be determined at the beginning of the school year between the Principal, Senior Class Advisor and the Senior Class Officers.

**SMOKING/TOBACCO PRODUCTS/VAPING:**

Smoking is prohibited in any part of the building or school grounds at any time. The use of smokeless tobacco and electronic cigarettes is prohibited. The *Guidelines for School Conduct*, Board of Education policy, and New York State laws apply in regard to smoking and tobacco products on school property. This rule applies to adults as well as students.

**SOCIAL MEDIA:**

The use of inappropriate social media may result in disciplinary action.

**STUDENT PUBLICATIONS:**

The district encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide 1) an opportunity for students to express their views, and 2) a means of communicating both within and beyond the school community.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Building Principal reserves the right to edit or delete any student speech that is deemed to be inconsistent with the district's basic educational mission.

Distribution of Literature: Students may distribute literature on school grounds provided that its distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted to and approved by the Building Principal in advance.

**STUDENT RECORDS/FERPA:**

**Notification of Rights:** The Family Educational Rights and Privacy Act (FERPA) give parents and students over eighteen years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review educational records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the applicant of the time and place where the records may be inspected.

2. The right to request the amendment of educational records that are believed to be inaccurate or misleading,

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Building Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

3. The right to consent to disclosures of personally identifiable information contained in educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

**Notification of Directory Information Designations:** In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this "directory information," however, you must do so in writing within ten (10) business days of receiving this notice. The opportunity to exercise such an objection was provided on the form to acknowledge receipt of this handbook at the front of this handbook. Should circumstances change, please contact the Building Principal to indicate your desire to change the original request. If we do not receive a written objection, we will be authorized to release any or all of this directory information without your consent.

**Note:** Under the provisions of the Federal "No Child Left Behind Act of 2001," school districts are required to furnish armed forces recruiters with directory information for students in grades 9-12 at their request unless parents refuse release.

**STUDY HALLS:**

Listed below are the guidelines that all students are expected to follow regarding study halls: Students should come to study hall prepared to complete work.

Individual study hall teachers will set their expectations and rules for behavior.

Students may leave the study hall for their locker, bathroom, or the library with a pass.

All other destinations (guidance, other teachers, etc.) will require a pre-signed pass. Students need to plan ahead and procure the pass from the necessary individual. Students lacking a pre-signed pass will remain in the study hall.

Students arriving at a destination other than the one written on the pass will be subject to disciplinary action.

Students may only obtain a pass to gym when either making up a class or assisting with another physical education class. Students are not permitted in the physical education offices unsupervised at any time, as well as, other areas throughout the school.

Students who are ineligible must stay in their study hall.

**TELEPHONE:**

Students using the phone in the Principal’s office during the academic day is discouraged unless an unusual need arises. Students must have a pass to use this phone and must log in their calls with the principal’s secretary. Students may use the telephone in the Principal’s Office before 7:50 a.m., during lunch, study hall with permission, and after 2:36 p.m. Students who are ill should report to the Health Office. Phone calls will be monitored for appropriate usage.

**THEFT:**

If a student is caught stealing, parents will be notified and legal action may be pursued.

**TEXTBOOKS, INSTRUMENTS, COMPUTER EQUIPMENT/CHROMEBOOKS AND CALCULATORS:**

Textbooks, instruments, computer equipment, and calculators are loaned to students for the year. Each item is checked by the teacher when issued and its number and condition are registered upon a loan card.

With reasonable care they can be returned in June in about the same condition as when issued.

If an item is lost or damaged, the student will be required to pay a fee based on the cost and condition of the item when issued.

The cost of replacement of lost or damaged books is as follows:

First issue (new)	full amount
The next year	80%
After that year	50%

The cost of replacement of lost or damaged instruments, computer equipment, and calculators is as follows:

0-3 years old	Full replacement cost
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4-5 years old	75% of replacement cost
6 years and older	50% of replacement cost or repair cost whichever is less

**VANDALISM:**

Deliberate and willful damage to school property cannot be tolerated and those responsible will be held accountable by the Johnsbury Central School *Guidelines for School Conduct* and applicable New York State Laws.

**VIDEOS:**

Movies and videos rated “G” and “PG” are the only acceptable media to be used in all classrooms. For any other rating, a video release form must be completed and returned to your child’s teacher.

**WORKING PAPERS:**

Students under 18 years of age who are interested in working papers may pick up applications in the Guidance Office or can be found on the school website at [www.johnsburgcsd.org](http://www.johnsburgcsd.org) under Parents/Working Papers/Information.

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 employment.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

**PHILOSOPHY:**

The extracurricular program is designed to provide experience to enhance the academic careers of the students at Johnsbury Central School. The program shall include, but not be exclusive of, the following: class activities, music and theater, athletics, junior prom, extracurricular field trips, and various clubs. The activities shall be conducted by advisors who provide educational opportunities to the participants.

Students who participate are expected to maintain passing academic averages, show respect for property and rights of others (teachers, advisors, players, coaches, officials, etc.), and display pride in the school and themselves. Students and advisors agree to abide by rules and regulations set and to accept the consequences when failing to meet specified criteria.

**PARTICIPATION OF DISABLED STUDENTS:**

Students with disabilities are permitted and encouraged to participate in extracurricular programs and activities in the same manner as all other students. It will be the responsibility of the Committee on Special Education to monitor the progress and participation of students with disabilities in extracurricular programs and activities.

**ATTENDANCE POLICY:**

Please look in the athletic handbook for the attendance policy. If illegally absent from school, students will not be permitted to participate in extracurricular activities, dances, and sports.

**BEHAVIOR CODE:**

Specific training rules for activities will be in effect as defined by the advisor or coach of each activity. Those training rules must be followed by each participant. Being under the influence of or in possession of alcohol or any other illegal drug during any school-sanctioned activity is strictly prohibited. Such activity will be dealt with in accordance with the Johnsbury Central School *Guidelines for School Conduct*, Board Policy, and other applicable New York State Laws.

**DRESS CODE:**

Attire should be neat and appropriate for the activity and should be accompanied by normally accepted grooming. Dress code will be provided by individual advisors or coaches. Discipline action may be taken if a student is inappropriately dressed.

**FUND RAISING:**

It is recognized that fund raising is a major source of money for student organizations. Each group must receive the permission of the Superintendent to engage in any fund-raising activity at least two weeks before any items are ordered or any commitments are made to either outside companies or to students.

**FUNDS MANAGEMENT:**

Money from student activities funds shall be used to cover the operating costs of each organization. The elected treasurer and advisor of each organization will be responsible for the handling of all money along with the central treasurer in the district offices. Financial records shall be maintained for periodic inspection by the school district and the annual audit by outside auditors.

**NATIONAL SENIOR/JUNIOR HONOR SOCIETY:**

The guidelines for selection and dismissal are in accordance with national constitution regulations. *Selection Procedure for National Senior Honor Society* – A student in grades 10-12 must have an 88 average overall to be considered. *Selection Procedure for National Junior Honor Society* - A student in grades 8-9 must have an 85 average overall to be considered. The candidates are evaluated in regard to service, leadership, character, and citizenship.

**Student Selection Rubric – Gore Mountain Chapter of the Junior Honor Society**

A minimum score of 8 points must be obtained to be eligible for membership. The faculty counsel will use the applicant’s completed application, discipline file, and classroom behavior as criteria for the selection rubric. Members of the faculty counsel are kept confidential. You can request a copy of your scored rubric. **NOTE:** The GPA’s required to be eligible to apply are different for Junior and Senior NHS. The GPA for Jr. NHS must be 85 or above. The GPA for Sr. NHS must be 88 or above.

<b>Cornerstone</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Total</b>
<b>I. Citizenship</b> Determined by application	Is not a member of any organization in or outside of school.	Is a member of at least one organization in or outside of school.	Is a member of at least two organizations in or outside of school.	Is a member of at least three organizations in or outside of school.	
<b>II. Leadership</b> Determined by application and classroom observations.	Is not dependable and responsible, and/or hesitates to demonstrate initiative or contribute ideas. The student is easily influenced by others rather than being willing to lead or influence others.	Is dependable and responsible, but hesitates to demonstrate initiative or contribute ideas. The student is easily influenced by others rather than being willing to lead or influence others.	Exercises leadership only in limited circumstances, but is dependable, responsible, and positive. He/she may be willing to be a learner or to lead by example. He/she is a positive influence on others and contributes to the well-being of the school.	Exercises leadership in a variety of ways and in a variety of circumstances. He/she works to be a positive influence on his/her peers and is regarded positively by peers.	
<b>III. Service</b> Determined by application	Has less than 5 hours of documented service hours to the school or community in the last year.	Has at least 5 hours of documented service hours to the school or community in the last year.	Has at least 10 hours of documented service hours to the school or community in the last year.	Has at least 15 hours of documented service hours to the school or community in the last year.	
<b>IV. Character</b> Determined by student discipline file, application, and teacher feedback.  -Severity of write up will be taken into account. Repeat behaviors will also be considered.	Has committed a major violation of the school’s code of conduct. * Often does not treat staff/peers with respect and is a constant disruption in class.  *For example a major violation would include bullying, physical fight, plagiarism, drug/alcohol use or possession.	Has minor** violations of the school’s code of conduct, but usually treats staff and students with respect.  **For example a minor violation would include tardiness to class, dress code violation, not being prepared.	No violations of the school’s code of conduct and almost always treats staff and students with respect.	Always follows the school’s code of conduct, and always treats staff and students with respect.	
<b>TOTAL POINT</b>					



**Student Selection Rubric – Gore Mountain Chapter of the Senior Honor Society**

A minimum score of 6 points must be obtained to be eligible for membership. The faculty counsel will use the applicant’s completed application, discipline file, and classroom behavior as criteria for the selection rubric. Members of the faculty counsel are kept confidential. You can request a copy of your scored rubric. **NOTE:** The GPA’s required to be eligible to apply are different for Junior and Senior NHS. The GPA for Jr. NHS must be 85 or above. The GPA for Sr. NHS must be 88 or above.

<b>Cornerstone</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Total</b>
<b>I. Leadership</b> Determined by application and classroom observations.	Is not dependable and responsible, and/or hesitates to demonstrate initiative or contribute ideas. The student is easily influenced by others rather than being willing to lead or influence others.	Is dependable and responsible, but hesitates to demonstrate initiative or contribute ideas. The student is easily influenced by others rather than being willing to lead or influence others.	Exercises leadership only in limited circumstances, but is dependable, responsible, and positive. He/she may be willing to be a learner or to lead by example. He/she is a positive influence on others and contributes to the well-being of the school.	Exercises leadership in a variety of ways and in a variety of circumstances. He/she works to be a positive influence on his/her peers and is regarded positively by peers.	
<b>II. Service</b> Determined by application	Has less than 5 hours of documented service hours to the school or community in the last year.	Has at least 5 hours of documented service hours to the school or community in the last year.	Has at least 10 hours of documented service hours to the school or community in the last year.	Has at least 15 hours of documented service hours to the school or community in the last year.	
<b>III. Character</b> Determined by student discipline file, application, and teacher feedback.  -Severity of write up will be taken into account. Repeat behaviors will also be considered.	Has committed a major violation of the school’s code of conduct. * Often does not treat staff/peers with respect and is a constant disruption in class.  *For example a major violation would include bullying, physical fight, plagiarism, drug/alcohol use or possession.	Has minor** violations of the school’s code of conduct, but usually treats staff and students with respect.  **For example a minor violation would include tardiness to class, dress code violation, not being prepared.	No violations of the school’s code of conduct, and almost always treats staff and students with respect.	Always follows the school’s code of conduct, and always treats staff and students with respect.	
<b>TOTAL POINTS</b>					

# SECTION IV: DISTRICT CODE OF CONDUCT AND DISCIPLINARY MEASURES

**The following is included in this section:**

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<b>Definitions</b> ..... Confidentiality, Corporal Punishment, Detention, Disruptive Student, Due Process, Parents, PINS, Prohibited Conduct, Public Conduct on School Property, Range of Penalties, Reporting Violations, Reprimand, School Cameras, School Function, School Property, Searches, Student Complaints and Grievances, Superintendent’s Hearing, Suspension, Violent Student, and Weapons	72-82
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# STUDENT INFORMATION

## SCHOOL POLICIES

Johnsburg Central School maintains policies for school conduct and discipline. These policies are on file and open to students, faculty and the public in all administrative offices, the senior high school library and the faculty room. Anyone wishing to review these policies may do so by inquiring of any administrative or support staff member.

**DISCIPLINE:** The *Guidelines for School Conduct* has been adopted by the Board of Education. These standards of conduct do not infringe upon the constitutional right of students. The standards include prohibited student conduct and range of penalties which may be imposed for such misconduct. Students need to be aware that disciplinary infractions are cumulative and therefore, the penalties increase based on the number of infractions and not, necessarily on the type of infraction.

**DUE PROCESS:** All students are guaranteed the right to due process.

**SEARCH AND SEIZURE:** School authorities have a special responsibility and corresponding broad power to control school grounds and facilities in order to protect students entrusted to their charge. Therefore when reasonable cause exists, general or individual searches may be conducted under the authorization of the principal or the principal's designee. Items which are used to disrupt or interfere with the educational process may be temporarily removed. Further information is provided in this section.

**ILLEGAL DRUG POSSESSION:** Johnsburg Central School takes illegal drug possession and usage very seriously. At varied times throughout the year, with the assistance of local and State Police, canine units will be used to search the school.

**THREATS OF VIOLENCE:** In response to a national concern over violence in schools, the Johnsburg Central School Board of Education has adopted a policy concerning written or verbal threats of violence. All reported threats of violence will be treated seriously and administration is instructed to restrict students from school for making threats until it is determined that the student is not a danger to himself/herself or others. Administrators may seek assistance from appropriate law enforcement agencies and from mental health providers to assure that the school remains a safe and orderly place for academic instruction.

Students should be aware that written statements made as part of their curriculum assignments might be interpreted as threats when the content suggests violent actions or danger to school students or personnel. Verbal or written threats involving violence and/or the use of firearms will be considered serious and immediate action will be taken by the administration.

# GUIDELINES FOR SCHOOL CONDUCT

## INTRODUCTION

The Johnsburg Central School Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly.

The main thrust of the Johnsburg Central School *Guidelines for School Conduct* is to prevent discipline problems by providing strong programs and appropriate guidelines balanced with compassion and fairness. New York State Education Law recognizes that teachers and administrators have the responsibility for the welfare of students in attendance at school or school functions. Based on the Johnsburg Central School beliefs and mission, this plan has been developed. Intervention by teachers, parents and administration before serious problems occur is a major portion of the Johnsburg Central School guidelines.

Daily management is to be handled initially by the teacher. Teachers will make the initial contact with parents over routine classroom discipline matters. This contact may include telephone calls, emails, letters, or conferences.

If a situation has progressed to the point where further action is required, the Principal will contact parents, and the student may be sent home. The Principal will conduct an investigation of the reports, which may include conferences with the complainant, student, parents, teacher, other pupil personnel, or any others the Principal deems appropriate for early identification and resolution of the suspected problem.

If the Principal suspects that the problem may be a result of a disability, the matter may be referred to the Committee on Special Education.

It is anticipated that through these *Guidelines for School Conduct*, the Johnsburg Central School educational community will continue to be a safe, orderly environment where all students have an opportunity to learn. Through adherence to these guidelines and consistent application of the consequences, an environment of respect for all people will be maintained and pride in Johnsburg Central School will permeate our school, homes and entire community.

The ultimate goal of the *Guidelines for School Conduct* is to see self-discipline among students and improvement in those who need assistance in achieving that self-discipline.

The school must instill within each student the idea that the well-being of the overall school community will never be sacrificed or compromised for any individual not willing to function as a constructive member of our educational community.

Unless otherwise indicated, the *Guidelines for School Conduct* apply to all students, school personnel, parents, and other visitors when on school property or attending a school function.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

Johnsburg Central School students have all the rights afforded to them by federal and state constitutions, statutes and regulations. The district reminds students that certain responsibilities accompany these rights.

It shall be the right of each student:

1. To have a safe, healthy, orderly and courteous school environment that prohibits harassment and discrimination by other students and school employees.
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, or disability;
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. To have school rules and conditions available for review and, when necessary, explanation by school personnel;
5. To be suspended from instruction only after his or her rights pursuant to Education Law Section 3214 have been observed;
6. In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
7. To follow personal standards of dress and grooming; and,
8. To express his or her opinions verbally as long as his or her expression does not interfere with the rights of others or disrupt normal school operations.

It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. When participating in or attending school-sponsored extracurricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his or her actions;
4. To seek help in solving problems that might lead to disciplinary procedures;
5. To be in regular attendance at school and in class;

6. To dress in accordance with standards promulgated by the Board of Education and the Superintendent;
7. To contribute to an orderly, learning-centered environment, and to show due respect for others and for property;
8. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

## **ESSENTIAL PARTNERS**

### **TEACHERS:**

All district teachers are expected to:

Maintain a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn.

Be prepared to teach.

Demonstrate interest in teaching and concern for student achievement.

Know school policies and rules and enforce them in a fair and consistent manner.

Communicate to parents and students:

- a. Course objectives and requirements.
- b. Marking/grading procedures.
- c. Assignment deadlines.
- d. Expectations for students.
- e. Classroom discipline plan.

Communicate regularly with students, parents, and other teachers concerning growth and achievement.

### **STAFF:**

All district staff members are expected to:

Maintain a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn.

Know school policies and rules and enforce them in a fair and consistent manner.

Support the school and students by fulfilling their various job duties in a professional, respectful, and courteous manner.

**SCHOOL COUNSELOR:**

Assist students in coping with peer pressure and emerging personal, social and emotional concerns.

Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.

Regularly review with students their educational progress and career plans.

Provide information to assist students with career planning.

Encourage students to benefit from the curriculum and extra-curricular programs.

**PRINCIPAL:**

Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

Ensure that students and staff have the opportunity to communicate regularly with the principal, and approach the principal for resolution of grievances.

Evaluate on a regular basis all instructional programs.

Support the development of, and student participation in, appropriate extra-curricular activities.

Be responsible for enforcing the code of conduct and *Guidelines for School Conduct*, and ensuring that all cases are resolved promptly and fairly.

**SUPERINTENDENT:**

Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

Review with district administrators the policies of the Board of Education, and state and federal laws relating to school operation and management.

Inform the board about educational trends relating to student discipline.

Work to create instructional programs which minimize problems of misconduct and are sensitive to student and teacher needs.

Work with district administrators in enforcing the code of conduct and *Guidelines for Student Conduct*, and ensuring that all cases are resolved promptly and fairly.

**BOARD OF EDUCATION:**

Work with administration to promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

Lead by example by conducting Board Meetings in a professional, respectful, and courteous manner.

**PARENTS:**

All parents are expected to:

Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.

Send their child(ren) to school ready to participate and learn.

Ensure that their child(ren) attend school regularly and on time.

Ensure that absences are excused.

Insist that their child(ren) be dressed and groomed in a manner consistent with the student dress code.

Help their child(ren) understand that in society appropriate rules are required to maintain a safe and orderly environment.

Know school rules and help their child(ren) understand them.

Convey to their child(ren) a supportive attitude towards education and the district.

Build good relationships with teachers, other parents, and their child(ren)'s friends.

Help their child(ren) deal effectively with peer pressure.

Inform school officials of changes in the home situation that may affect student conduct or performance.

Provide a place for study and ensure that homework assignments are completed.



## DEFINITIONS

### **CONFIDENTIALITY:**

Student records will be maintained by the school district for use by appropriate district personnel in developing the best possible education program for each student. Parents or legal guardians are entitled to inspect the student's cumulative folder. Access to permanent records is available to authorized school personnel and to the student's parent or guardian after consultation with school administration. The parent is afforded the opportunity, through a hearing, to challenge the accuracy and content of the child's records. A student over the age of 18 is given the same rights as his/her parents.

### **CORPORAL PUNISHMENT:**

Consistent with regulations of the Commissioner of Education which prohibit corporal punishment, the district affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The district therefore prohibits the use of corporal punishment by district employees.

1. No teacher, administrator, officer, employee or agent in the district shall use corporal punishment against a student.
2. As used in this section, corporal punishment is defined as the use of physical force for the purpose of punishing a student, except as otherwise noted in number three below.
3. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:
  - a. to protect oneself from physical injury;
  - b. to protect another student or teacher or any other person from physical injury;
  - c. to protect district property or the property of others; and,
  - d. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts.

### **Investigation of Complaints:**

Any complaint about the use of corporal punishment shall be submitted in writing to the Building Principal. The Building Principal will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action, and any other relevant facts or circumstances. Results of this investigation will be forwarded to the Superintendent.

### **DETENTION:**

A 7-12 student who violates the *Guidelines for School Conduct* may be assigned to detention by the Principal or their Designee. After School Detention is a period of time when a student is assigned to stay after school for any instances of unacceptable behavior. Students may be assigned to a teacher's detention which will be under that teacher's supervision. The principal or the principal's designee will assign all other detentions. Students may be provided transportation home on the late bus, and must remember to sign up for it in the Principal's Office.

The following procedure for detention will be utilized:

Students need to report immediately after school to the assigned detention room and will be released for the 4:45 p.m. late bus. It is the responsibility of the student to remember the assigned date, or to ask in the principal's office. Detention takes precedence over all other activities. Once the detention is served the matter is considered resolved.

If the student does not attend the scheduled detention, the matter proceeds to Level Two.

**Level Two:** Occurs when a student fails to meet their obligations under Level One.

A student not attending a teacher-scheduled detention will be referred to the principal.

The penalty for the original offense is doubled (e.g., one detention becomes two detentions), and the student serves the detentions with either the teacher or the principal. If the student meets his/her obligation at Level Two, the matter is considered resolved.

If the student does not attend one of the scheduled detentions, the matter proceeds to Level Three.

**Level Three:** Occurs when a student fails to meet their obligations under Level Two

The student immediately receives Out of School Suspension (OSS) and/or In School Detention (ISS) and becomes ineligible from all extracurricular activities until missed detentions are made up. The principal will review the circumstances around the missed detention prior to determining ineligibility.

A parent conference will be scheduled to discuss the student's failure to meet expectations as outlined under the code of conduct.

If the student successfully meets the terms and conditions of Level Three, the matter is considered resolved.

**DISRUPTIVE STUDENT:**

A disruptive student is any elementary or secondary student under the age of twenty-one (21) who is substantially disruptive to the educational process or substantially interferes with the teacher's authority over the classroom.

**DUE PROCESS:**

All students are guaranteed the right to due process. This means that no action will be taken against a student until the facts have been presented by everyone involved.

**PARENT:**

A parent is any individual who is the parent, guardian, or person in parental relationship to a student.

**PERSON IN NEED OF SUPERVISION (PINS) REFERRAL:**

Occasionally a student will need a PINS referral after unsuccessful parent and school interventions in academics or behavior issues. A PINS referral will be filed with the Warren County Probation Office. Criteria for a referral could include the following:

- Incurrable or ungovernable incidents
- Illegal absences (Truancy)
- Drug related or violent incident
- Failing academically in Core classes
- Multiple disciplinary actions
- Suspension

**PROHIBITED CONDUCT:**

The following applies to the behavior of all students while they are at the bus stop, on school buses, on school grounds, and/or participating in school sponsored events and/or activities. Serious violations of the district's Code of Conduct can result in an immediate hearing with the Superintendent of Schools. A student may be suspended from school or subjected to another form of disciplinary action when he/she behaves in a manner which is:

- 1) disorderly, that is:
  - a) fighting or behaving violently
  - b) threatening another person with bodily harm
  - c) intimidating or attempting to intimidate students or school personnel
  - d) making unreasonable noise
  - e) using abusive language or gestures including racial or ethnic remarks which are improper
  - f) obstructing vehicular or pedestrian traffic
  - g) creating a hazardous or physically offensive condition by any act which serves no legitimate purpose
  - h) engaging in indecent exposure
  - i) in possession of pornography
- 2) insubordinate, that is, failing to comply with the lawful directions of teachers, administrators, or other school employees in charge of the student, or missing or leaving school without permission; or
- 3) engages in any form of academic misconduct, such as plagiarism (including copying another student's work) and/or cheating; or
- 4) engages in conduct in violation of Board of Education rules and regulations for the maintenance of public order on school property or at school activities or events, including but not limited to:
  - a) Vandalism or any destruction of real and/or personal property (including graffiti or arson)

- b) Theft
- c) Tardiness
- d) Missing or leaving school without permission
- e) Truancy
- f) Possession/use/sale of drugs or alcohol
- g) Possession of weapons or fireworks
- h) Possession or use of tobacco or tobacco products
- i) Gambling
- j) Hazing (Refer to Hazing of Students-Policy #7553 on our website under Parents – Notifications/Misc. Forms/Information)

**PUBLIC CONDUCT ON SCHOOL PROPERTY:**

Please refer to pages 21-22

**RANGE OF PENALTIES:**

For students who do not behave in an acceptable manner, the range of penalties which may be imposed for violations of the student disciplinary code includes the following:

- Student conference with teacher or staff member in charge.
- Teacher conference with parent.
- Teacher assigned activity period or after school with teacher in a teacher's room.
- Principal contact with student: Verbal warning or written warning.
- Principal contact with parent/guardian.
- Written notification from Principal to parent/guardian.
- Conference with parent, teacher, Principal and student.
- Probation.
- Reprimand.
- Detention.
- Repair, cleaning, or restitution of property and damages.
- Exclusion from extracurricular activities.
- Loss of bus-riding privileges.
- Loss of cafeteria privileges.
- Loss of other privileges (e.g., computer use).
- Exclusion from a particular class.
- Teacher removal of a disruptive student from a particular class.
- Out-of-school suspension up to 5 days.
- Conference with the Superintendent.
- Exclusion from school by the Superintendent for greater than five days.
- Referral to local community agencies.

Notification to Parents:

Each situation will be reviewed on an individual basis. The appropriate agency will be contacted. Example: DSS, Child Protective Services (CPS), Public Health, Probation Office, and Behavioral Health Unit.

Counseling, although not considered a penalty, may be provided as an alternative to a penalty (with parental permission).

If a criminal offense has been committed (such as a false fire alarm, vandalism, the use and/or possession of alcohol or drugs, or the use/possession of weapons) the police will be notified. All violations of the student discipline code and/or public law will be subject to disciplinary proceedings outlined in the section, "Disciplinary Code for Violation of School Policies."

"Removal" under the provisions of the SAVE legislation is distinguished from the removal of students from the classroom. For example, a student may be asked to leave the classroom for the remainder of the period. This is a time-honored classroom management technique. However, the SAVE legislation allows a teacher to ask for the removal of a student due to persistent disruptive behavior. The principal may withhold the student from the class until a resolution of the problem has occurred.

**Teacher Disciplinary Removal of a Disruptive Student:** 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 restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing the student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to (1) short-term Atimeout@ in another classroom; (2) sending a student into the hallway for a brief period of time; (3) sending a student to the principal's office for the remainder of the class time only; or (4) 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 formal disciplinary removals as described in the Code of Conduct.

On occasion, a student's behavior may become disruptive. A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may request to have a disruptive student removed from class for a period of time not to exceed two (2) days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation of why the student is being removed, and an opportunity for the student to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within twenty-four (24) hours. The teacher will complete a disciplinary removal form and meet with the principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form.

Within twenty-four (24) hours after the student's removal, the principal will notify the student's parents, via phone call and in writing, that the student has been removed from class, and the reasons why.

The student's parents have the right, upon request, to meet informally with the principal to discuss the reasons for the removal. The principal may request that the teacher who ordered the removal attend the informal conference.

If at the informal meeting the student denies the charges, the principal must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within forty-eight (48) hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parents and the principal.

The principal may overturn the removal of the student from class if the principal finds any one of the following:

The charges against the student are not supported by substantial evidence.

The student's removal is otherwise in violation of law, including the district's Code of Conduct.

The conduct warrants suspension from school pursuant to Education Law Section 3214 and a suspension will be imposed.

The principal may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the forty-eight (48) hour period for informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Students who receive detention, suspension, and/or removal from the classroom will have the provision of continual educational programming and activities which shall include alternative education programs appropriate to the individual student's needs.

**REPORTING VIOLATIONS:**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, superintendent, the building principal or the principal's designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

All district staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair, and lawful manner. District staff that is not authorized to impose disciplinary sanctions is expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, or illegal substance found *shall be confiscated immediately, if possible*, followed by notification of the parent of the student involved and the appropriate disciplinary sanctions if warranted, which may include action up to a permanent suspension and referral for prosecution.

The building principal or the principal's designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical but, in no event, later than the close of business on the day the principal or the principal's designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

**REPRIMAND:**

A warning given by any staff member.

**SCHOOL CAMERAS:**

Johnsburg Central School has several cameras located inside and outside of the building for security and safety purposes. Parents will not have the right to view any of the footage if other children are present.

**SCHOOL FUNCTION:**

A school function is any school-sponsored extracurricular event or activity.

**SCHOOL PROPERTY:**

School property is the area in or within any building, structure, bus garage, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus as defined in Vehicle and Traffic Law Section 142.

**SEARCHES:**

The Johnsborg Central School Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or of the District's Code of Conduct. Students are not entitled to any sort of AMiranda@-type warning before being questioned by school officials, nor are school officials required to contact a student's parents before questioning a student. However, in each case, school officials will tell students why they are being questioned.

In addition, the board has authorized the superintendent, building principal, and school nurse to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law of the District's Code of Conduct.

**Student Lockers, Desks, and Other School Storage Space:** Students have no reasonable expectations of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

**Police Involvement in Searches and Interrogation of Students:** District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to question or search a student or to conduct a formal investigation involving students only if they have:

A search or arrest warrant;

or

Probable cause to believe a crime has been committed on school property or at a school function;

or

Been invited by school officials.

The principal or principal's designee will be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

**Child Protective Services Investigations:** The district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property will be handled through the principal or principal's designee. The principal or the principal's designee shall set the time and place of the interview. A school official will be present during the interview.



**STUDENT COMPLAINTS AND GRIEVANCES:**

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the Building Principal.

A student filing a complaint for any matter, or alleging discrimination on the basis of disability and/or sex, including sexual harassment or racial harassment, should read the information below regarding the resolution of the complaint.

**Investigation of a Complaint:** Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

**Informal Complaints:** The district encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are encouraged to discuss complaints first with the appropriate teacher, staff member, or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Building Principal. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint, the Building Principal will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

**Formal Complaints:** Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. Students and/or parents should confer with the Building Principal regarding the process for initiating a formal complaint.

**SUPERINTENDENT'S HEARING:**

Flagrant or repeated violations of the *Guidelines for School Conduct* will result in a hearing before the Superintendent or his appointed officer. The student has the right to be represented by an attorney or designee; the right to present witnesses and other evidence on his/her behalf and the right to cross examine opposing witnesses. The Superintendent will notify parents in writing of the time set for the hearing and will advise parents of all rights available to them under existing law. Dependent on the Superintendent's findings, penalties, which include suspension beyond five days, can be imposed.

**SUSPENSION:**

Suspension from school is a severe penalty, which may be imposed upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The primary responsibility for the suspension of students lies with the building principal and superintendent.

All staff members are expected to immediately report serious and potentially dangerous violations of the code of conduct, as described in the preceding pages. A written report will be expected as soon as possible, but no later than the end of the school day. Upon receiving either an oral or written report, the principal will investigate the complaint and gather the facts relevant to the matter, recording them for subsequent presentation.

Students who are suspended from school:

- Are not allowed to participate in, or be a spectator at, any school activities until reinstatement.
- Are not allowed on school grounds until reinstatement.
- May be subject to additional disciplinary actions by extracurricular or co-curricular groups, e.g., National Honor Society, team sports, Prom Court, etc.

**Short-term suspension from school (five days or less):** When an administrator proposes to suspend a student charged with misconduct for five days or less, the administrator will verbally notify the student. If the student denies the misconduct, the administrator must provide an explanation of the basis for the proposed suspension. The administrator must also notify the student's parents in writing that the student may be suspended from school within twenty-four hours of the decision to suspend. The notice shall provide a description of the charges against the student and the incident for which suspension is proposed, and shall inform parents of their right to request an immediate informal conference with the principal. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended, unless the student's presence in school poses a continuing danger to persons or property, or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

After the conference, the principal shall promptly advise the parents in writing of the decision. If the parents are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five (5) business days. The superintendent shall issue a written decision regarding the appeal within ten (10) days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within ten (10) business days of the date of the superintendent's decision. Only final decisions of the Board of Education may be appealed to the Commissioner of Education within thirty (30) days of the decision.

**Long-term Suspension from School (more than five days):** When the principal or superintendent determines that a suspension for more than five (5) days may be warranted, reasonable notice shall be given to the student and the student's parents regarding their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his/her behalf.

The superintendent shall personally hear and determine the proceeding, or may, at his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent.

The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part of it.

An appeal of the decision of the superintendent may be made to the Board of Education, which will make its decision based solely upon the facts before it. All appeals to the board must be in writing and submitted to the district clerk within ten (10) business days of the date of the superintendent's decision. The Board of Education may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner of Education within thirty (30) days of the decision.

**Permanent Suspension (expulsion):** Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a continual danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**VIOLENT STUDENT:**

A violent student is any student who:

1. Commits an act of violence upon a school employee, or who attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function, or attempts to do so.
3. Possesses, while on school property or at a school function, what appears to be a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and/or intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and/or intentionally damages or destroys school district property.

A minimum suspension period of 1 day but not to exceed 5 days without a Superintendent's Hearing will be imposed.

**WEAPONS:**

"Weapons" means a firearm as defined in 18 USC Section 921 for the purposes of the Gun-Free Schools Act. The penalty for a weapons violation under this law is a mandatory one year suspension from school. AWeapon@ may also mean any other device, instrument, material or substance which can cause physical injury or the threat of physical injury. The penalty for a violation under this definition could range from a five (5) day suspension to suspension for up to the remainder of the school year.

## **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

When a student with a disability violates the Discipline Code of the school which he/she attends, a meeting of the CSE shall be held to determine:

Whether the student is capable of following the school discipline code -

- a. Was the behavior the result of an inability to understand the rules?
- b. Was the behavior the result of an inability to control inappropriate behavior?

- ❖ If the student is capable of following the school discipline code despite his/her disability, then the appropriate school regulations will be followed.
- ❖ If the student is not capable of following the school discipline code because he/she cannot understand the regulations, appropriate actions to ensure understanding will be attempted.

If the student is found to be incapable of following the school discipline code, after reasonable efforts have been made to obtain cooperation because he/she cannot control his/her inappropriate behavior is determined to be dangerous to himself or others, then the building administrator must take immediate and appropriate action, followed by immediate referral to the Committee on Special Education. If such action includes suspension of the

Student, all legal procedures must be followed, including notification of the reasons for suspending the student, opportunity for the student to respond, opportunity for a parent conference or Superintendent's hearing if suspension is for more than five days, etc. then the teacher or administrator will refer the student to the Committee on Special Education.

- ❖ The Committee on Special Education can modify the student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a 'time-out' area, in-school suspension, being sent home, loss of privileges, etc.

## **DISCIPLINARY CODE FOR VIOLATION OF SCHOOL POLICIES**

This disciplinary code is by no means all inclusive. For those situations which arise and are not listed, the administration will have the complete authority to deal with the problem as deemed necessary. Violations beyond the number of instances stated will result in further, more severe, disciplinary action.

If a violation arises to a level of Law Enforcement Agency notification, Administration will follow school procedure as noted in the school policy manual.

## **ALCOHOL AND CONTROLLED SUBSTANCES:**

The district is committed to the prevention of alcohol and controlled substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds, in school vehicles, or at school-sponsored events, except drugs prescribed by a physician. The term "alcohol and/or controlled substances" refers to the use of all substances not prescribed by a physician, including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Disciplinary measures for students found to have used or be using, in possession of, or distributing alcohol or controlled substances on school grounds or at school sponsored functions are:

1. Immediate removal of alcohol or controlled substance from the possession of the student.
2. Parents/guardian called immediately.
3. Student suspended from school for a minimum five days and extracurricular activities for seven days per Board Policy.
4. Notification of proper authorities.
5. Removal of student from school or school sponsored event.
6. Legal charges may be filed against the student or students to the fullest extent possible with local, state and federal authorities.
7. Drug intervention services (counseling) may be required before re-entry to school.

**DRUG PARAPHERNALIA:** Students found to be in possession of drug paraphernalia will be subject to the following:

1. Removal of materials from the student.
2. Immediate contact with parents/guardians and proper authorities (if necessary).
3. 3 up to 5 days suspension from school.
4. Conference with the Principal prior to returning to school.
5. Drug intervention services (counseling) may be required before re-entry to school.

## **ATTENDANCE:**

**Absent from school:** Students who arrive after 11:04 a.m. are considered absent from school for the entire day. In addition, students leaving school prior to 10:00 a.m. for the rest of the day are considered absent.

**Absent from class:** Skipping classes and failing to report to school are all subject to disciplinary action. Students who are absent from class without parental consent are responsible for the content missed in all courses. Additionally the following consequences apply.

First offense:	One detention and parental notification.
Second Offense:	Two detentions and parent conference.
Further offenses:	Suspension from school for five days and referral for Superintendent's Hearing.

**Tardiness to class:** Students are expected to arrive on time to classes and any other scheduled event at which their attendance is required. Students who arrive to class or other assigned areas after the proper time without permission or valid excuse more than three times per semester are subject to the consequences outlined below after the third late arrival per semester:

Offense: One detention with teacher and parent notification.

**Tardiness to school:** Students who arrive at school after the 8:00 a.m. bell are late to school. Any such student should immediately report to the Main Office in order to sign in. Students who are late without parental permission will be subject to detention.

## **BUS REGULATIONS:**

### **Waiting for the Bus**

Be on time for the bus. Arrive at the stop at least five minutes, but not more than ten minutes, before the bus is scheduled to stop.

Observe all safety precautions while waiting for the bus:

- Stay out of the road.
- Whenever you must cross a street, exercise great care.
- Hands off other students; no horseplay.
- Avoid trespassing on private property and being noisy.

As the bus approaches, line up at least fifteen feet off the road, and do not approach the bus until it has stopped and the driver has opened the door and signaled you to approach the bus. Do not push other students waiting to board.

If you cross the road to the bus from your bus stop, observe these precautions:

- Wait for the driver's signal to cross.  
Cross far enough in front of the bus so that the driver can see you (at least ten feet).  
If the driver sounds the danger signal, the bus horn, return to the side of the road and wait again for the driver's signal to cross.

### **Loading the Bus**

Get on the bus quickly and be seated at once.

Sit in the seats as directed by the bus driver. If seats are assigned, proceed there immediately after boarding.

Listen carefully and obey any directions issued by the driver.

### **Late Bus Privilege**

Students must be involved in a school related activity after school and must be signed up in order to ride the late bus home. Sign up in the Principal's Office by 12:45.

## **Riding the Bus**

Do not bring food or drink on the bus. Eating and drinking on the bus is forbidden.

Do not throw objects while on the bus.

Do not extend your arms or any other parts of your body outside the windows.

Stay seated at all times while the bus is in motion.

Avoid shouting or other excessive noise that could distract the driver and lead to an accident.

Keep the bus clean and sanitary.

Be courteous to other students.

Listen carefully and obey any directions issued by the driver.

After boarding the bus in the morning, remain on the bus until it arrives at school.

Students will be allowed to ride another bus or get off at another stop only with parent permission.

All students on the bus are under the authority of and answer directly to the driver of the bus.

The driver of the bus is responsible for the orderly conduct of the students being transported on his/her bus.

All students must be seated while the bus is in motion.

Drivers are not authorized to stop to load or discharge students except at regularly designated stops.

Students should not engage in any unnecessary conversation with the driver while the bus is in motion.

All drivers have been provided with Bus Conduct Report forms. Violations of bus safety will be reported to the Principal's Office for disposition.

First offense:	A warning to the student with a report to the parents and assignment to a specific seat by the bus driver.
Second Offense:	Loss of bus riding privileges for up to five days.
Further Offense(s):	Suspension of bus riding privileges.

**NOTE:** In a case where an individual act poses an immediate danger to the driver or students riding the bus, a suspension of riding privileges may be imposed immediately as well as applying all appropriate New York State Laws and/or summoning the police.

Surveillance from the buses will be viewed by Administration. Parents will not have the right to view any of the footage if other children are present.

## **DANGEROUS WEAPONS IN SCHOOL:**

The possession of any type of weapon or object intended to be used as a weapon which poses a danger to the safety and welfare of others is not permitted on school property. The possession of weapons, including mace or pepper spray, will result in immediate suspension from school. All such weapons will be confiscated and law enforcement agencies will be notified.

A "firearm," as defined in Section 921 of Title 18 of the United States Code, includes (a) any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; and (d) any destructive device.

**Disciplinary Measures:** Any student found guilty of bringing a firearm onto school property (including school vehicles) shall be excluded from school for a period of not less than one year. The Superintendent of Schools may review and modify the suspension requirement on a case-by-case basis in accordance with applicable federal and state laws, rules and regulations, and after affording the student due process pursuant to Section 3214 of the Education Law.

### **DRESS CODE:**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance so that there is not any interference with the educational process. The following rules apply:

1. Students will wear appropriate protective gear in certain classes (home and careers, PE, Technology).
2. Hats/Hoods: Students may not wear hats/hoods **\*while inside the school building within regular school hours**. Hats must be kept in the student's locker during the school day. Sweatshirts with hoods (hoodies) may be worn with the hood down. Students wearing hats/hoods during the school day will be warned only once, and further instances will result in disciplinary action.

Note: The Building Principal may authorize exceptions to this rule at the request of a specific staff member for a specific purpose. (ie. Hat Day)

Visors, bandanas and bandanas rolled into a headband/sweatband are not allowed.

3. Clothing with vulgar, obscene or libelous language/symbols/acronyms, sexual innuendo, or advocating racial or religious prejudice or alcohol/drug usage, or denigrating others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability is unacceptable.
4. Students wearing inappropriate clothing, for example, clothing that reveal undergarments, will be handled by the principal through teacher referral. Recognize that extremely brief garments such as crop tops, tube tops, net tops, halter tops, spaghetti straps without an appropriate outer garment such as a sweater (straps must be a minimum of 2 inches wide), inappropriate necklines (front and/or back) and see-through garments are not appropriate. Shorts, pants, skirts must be appropriate. No undergarments can be shown. A student's midriff area must be appropriately covered.

Students wearing inappropriate clothing will be asked to change clothes at school or return home and change clothes. The parent/guardian will be called and students will be responsible for any work missed as a result of leaving and returning to school. Any student who refuses to comply shall be subject to disciplinary procedures as outlined in the code of conduct. Continual refusal to adhere to the standards of the district's dress code may result in suspension from school until a hearing is conducted by the superintendent.

### **FIGHTING:**

Fighting will not be tolerated.

- |                 |   |
|-----------------|---|
| First Offense:  | Immediate parent/guardian notification. Removal from school for up to five days.  |
| Second Offense: | Parent/guardian notification. Removal from school. Automatic five-day suspension. |



Further offense(s): Referral for Superintendent Hearing.

**Note:** In cases that are deemed severe, the school reserves the right to conduct an investigation and take action deemed appropriate in accordance with all state and federal regulations. This may include immediate suspension from school for up to five days, Superintendent's Hearing and referral to appropriate authorities.

#### **HARASSMENT & DISCRIMINATION:**

Harassment is the persistent annoyance of another individual. This also includes and is not limited to bullying/harassment/discrimination through the use of technology and should be reported immediately to the principal. Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973. The school prohibits any such behavior on school property or at any school functions. Any student who bullies/harasses/discriminates or threatens a member of the school community will be subject to the following:

First Offense:	Warning
Second Offense:	One detention and parent notification.
Third Offense:	Parent Conference with Building Principal. Suspension from school up to three days
Further Offense(s):	Referral for Superintendent Conference.

**Note:** In cases that are deemed severe, the school reserves the right to conduct an investigation and take action deemed appropriate in accordance with all state and federal regulations. This may include immediate suspension from school for up to five days, Superintendent's Hearing and referral to appropriate authorities.

#### **INABILITY TO FOLLOW REASONABLE CLASSROOM PROCEDURES:**

The teacher maintains control over his/her classroom. Intervention on the part of the teacher to control disruption is the primary action to be taken and will be done so in accordance with the actions stated in the ROLES section of this document. Any student not responding to repeated teacher directives, both behavioral and academic, over a period of time are subject to the following:

First Report:	Student may be sent home. Conference with teacher, parent, and student.
Second Report:	Suspension from school for up to three days. Conference with teacher, Principal, and student.
Third Report:	Suspension from school for up to five days.
Further Report(s):	Referral for Superintendent Conference with Principal, teacher(s), school counselor, parent, and student.

**INAPPROPRIATE BEHAVIORS:**

Including foul language, inappropriate or obscene gestures, disruptive behaviors, insubordinate responses to teacher directives, throwing food, loitering etc.

1. Immediate teacher intervention.
2. Conference with parent, teacher, and student. Student may be sent home for the remainder of the day.
3. Suspension from school. Conference with parent, Principal, and teacher(s).
4. Referral for Superintendent Hearing. Suspension from school for up to five days.
5. Referral for Superintendent Conference.

**INAPPROPRIATE DISPLAYS OF AFFECTION:**

Inappropriate displays of affection will not be accepted. Any behavior that may cause discomfort to members of the educational community or visitors to the school will not be allowed. Individuals involved in such behavior will be requested to immediately stop by any member of the staff. Continued inappropriate behavior will result in a notification to parents and a conference with parents and Building Principal.

**INTENTIONALLY MAKING A FALSE ALARM OR BOMB THREAT:**

Misuse of the fire alarm system or making a bomb threat will result in immediate suspension from school for no less than five days and referral for a Superintendent's Hearing. In addition, referral to all appropriate law enforcement agencies will be made. All time missed from bomb threats or false alarms will be made up.

**LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:**

When a student leaves school without permission, parents will be notified by the Building Principal or Principal's representative. In cases where it is not possible to reach the parent or designated emergency person, the police will be notified. Further offenses of this nature will be referred for a Superintendent's Conference with parent, Principal and student.

*Students 18 years old are not exempt from this regulation. Students 18 years old or older must have permission from the principal to leave. Failure to observe this regulation may result in dismissal from school.*

**SMOKING/VAPING AND USE OF TOBACCO PRODUCTS/PARAPHERNALIA**

In accordance with Federal and State Law, all persons are forbidden to use or possess tobacco and tobacco-related products (also known as "smokeless" or "chewing tobacco" including vaping and electronic cigarettes) on school grounds, on buses, or at school-sponsored events. Violations of this policy will result in:

- First offense: Immediate suspension from school for one up to three days, parent conference with Principal.
- Second offense: Five days out of school suspension, loss of extra and co-curricular privileges for thirty days.
- Further offense(s): Continued loss of privileges, further suspension, referral for Superintendent's Conference, and referral to anti-smoking counseling.

Individuals found to be smoking on school grounds are also subject to fines levied in accordance with State Law up to and including one thousand dollars (\$1000).

All students who are in an area where smoking is taking place are subject to the present regulations regarding smoking. If a student wishes to avoid being penalized for being in an area where smoking is occurring, it is the responsibility of the individual to leave that area immediately and report the situation to a teacher or administrator.

Administration has final discretion as to all disciplinary action.

**STUDENT VEHICLE USE:**

Students with a valid driver's license may be eligible to drive to school and park in the phone company's lot adjacent to the firehouse. Parking on school grounds is reserved for faculty and staff only.

Students parking vehicles in unauthorized areas will be warned only once. Subsequent offenses may result in disciplinary measures, up to and including revocation of parking privileges.

Unauthorized vehicles parked on school grounds may be towed at the owner's expense. Students need to be aware that the phone company parking lot is considered school property during the school day, including the times during which extracurricular activities are in session, and that all school rules and regulations, and disciplinary measures apply.

When a student(s) participate in extracurricular events, they are expected to ride the school bus to the event. If a parent wishes to pick their student up from the activity/event, they must sign out with the head chaperone/advisor/coach. Students will not be allowed to ride home with anyone other than a parent/guardian. If a situation occurs and other arrangements need to be made, please contact the Principal's Office for prior permission.

**VANDALISM:**

Acts of vandalism are crimes against the school district and the community which supports the school. Students who willfully destroy, damage, or deface school property shall be suspended from school for a minimum of five days and prosecuted to the fullest extent possible under the law. If a student damages school property, the student and his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law now permits parental liability for up to five thousand dollars (\$5000).

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# Grade PreK-12 STUDENT HANDBOOK (2022-2023)

## DEMOGRAPHIC INFORMATION

The Johnsborg Central School Parent/Student Handbook is provided to help parents/guardians become familiar with all aspects of our school program. To acknowledge receipt of this handbook and the information contained in it, please review these statements, sign and date below, and **return to your English or classroom teacher by Friday, September 16, 2022.**

“I understand and consent to the responsibilities outlined in the Johnsborg Central School Parent/Student Handbook. I also understand and agree that my child(ren) shall be held responsible for the behavior and consequences included in the school conduct and discipline code while on school vehicles, on school property, or while attending school-sponsored activities. I understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension.”

“I understand that students who attend local (Tannery Pond, North Creek Fire House, Tri- County Nursing Home, Depot Museum, etc.) academic field trips will not need permission slips. If students are traveling out of the local area then permission slips will be utilized.”

“I understand that the district does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in school programs or activities and that my child(ren) has (have) the right to: individualized evaluation; an examination of relevant records; demand an impartial hearing; and/or a subsequent review with respect to discrimination on the basis of disability.”

“Regarding student records, I have read and understand the information regarding access to my child(ren)'s educational records.” I also understand that certain student information is considered directory information. Directory information includes: A student's name, address, date and place of birth, dates of attendance, telephone number, awards received in school, weight and height of members of athletic teams, most recent previous school attended, participation in officially recognized activities and sports.

“I have reviewed the Johnsborg Central School Student/Parent Handbook and Code of Conduct with my child.”

Student Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## MILITARY RELEASE (for grades 9-12 only)

Under the provisions of the Federal “No Child Left Behind Act of 2001,” school districts are required to furnish armed forces recruiters with directory information for students in grades 9-12 at their request unless parents refuse release.

\_\_\_\_\_ DO NOT RELEASE Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Directory information may be released by the school unless I object to the release (by checking DO NOT RELEASE above) of any or all of this information within ten (10) school days of the time this Handbook was issued to my child(ren).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Grade PreK-12 Photo Release (2022-2023)

Permission for picture to appear in school-related functions and outside publications.

During the school year, your child may be photographed as he/she participates in classroom activities, assembly programs, field trips and other school related activities. It is necessary for us to obtain permission from parents or guardians to publish a picture of your child in our school-related publications such as newsletters, school calendar, district website, district Facebook page, or outside publications including local newspapers and school-related displays.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_ I give permission for my child's picture and name to be used in Johnsburg Central School District school-related publications such as newsletters, district website, district Facebook page and outside publications including local newspapers and school-related displays.

\_\_\_\_ I give permission for my child's picture to be used in Johnsburg Central School District school-related publications such as newsletters, district website, district Facebook page and outside publications including local newspapers and school-related displays, **as long as my child is not identified. This will exclude your child from being individually recognized for special achievements.**

\_\_\_\_ I do not give permission for my child's picture to be used in any way.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return to your English or classroom teacher by September 16, 2022.**

# Grade PreK-12 Field Trip Permission Form (2022-2023)

Dear Parent/Guardian:

The purpose of this form is to allow you the opportunity to grant permission to your son/daughter to participate in classroom field trips during the school year. After you complete this form, it will remain on file. You will not be receiving individual trip permission forms during the remainder of this school year. This form will act as a BLANKET PERMISSION FORM for all field trips from now through June. Please be reminded that if we do not have this form on file, your child will not be able to participate in any scheduled field trips for his/her classes. Your child's teacher will be informing you of the date, time and place of each upcoming field trip. If you have any questions, please contact me at 251-2921 x1.

Sincerely,  
Heather Flanagan  
Building Principal

**Please return to your English or classroom teacher by September 16, 2022.**

-----

I hereby give my son/daughter permission to participate in all upcoming field trips for the 2021-2022 school year. I also understand that I will be informed, in advance, of each and every field trip that my son/daughter will be going on this year. Additionally, I may, at any time during the remainder of the school year, exercise the option of not allowing my child to participate in a selected field trip.

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Licensed Health Care Provider: \_\_\_\_\_

Health Care Provider's Office Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

Does this student have any major or unusual health conditions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

## Grade 3-12 Parent Portal (2022-2023)

Parents can access their child's grades, schedules, attendance, and other important information. If you'd like to set up a Parent Portal account, please provide the following information.

Parent/Guardian Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian email address: \_\_\_\_\_

\_\_\_\_\_ Check here if you've setup Parent Portal in the past and do not need a password reset. No need to fill out the rest of this form.

Child(ren) Names: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

---

### School Tool Parent Portal Access

Once you have turned in your request, follow the directions below to access your child's account.

1. Go to [www.johnsburgcsd.org](http://www.johnsburgcsd.org)
2. On the left-hand side of the webpage click on Parent Info./Jaguar Jottings.
3. Click on School Tool Parent Portal.
4. For username, enter email address that you provided the school.
5. If you would like Parent Portal access for more than one parent/guardian, you must provide an email address for each person.
6. Leave the password field blank and click login.
7. Underneath the login button, you will see a message that says New User or Forgot Password.
8. Click on this message.
9. Enter your username again (your email).
10. An email will be sent to you providing your password.
11. Follow steps 1-4 and enter your new password.
12. Once logged in you will see a tab on the right labeled "Account." You may change your password here if you'd like.

**This permission slip is optional.** If you wish, please return the top portion of this slip to the principal's office. Be sure to keep the bottom section as a reference to access Parent Portal.

## **Grade PreK/K Student Internet Use Contract (2022-2023)**

This form is only necessary for PreK and Kindergarten students.

I accept responsibility for use of the Johnsborg Central School (JCS) computer network and Internet. I have read and will abide by the statements and principles in the JCS Parent/Student Handbook and Code of Conduct. Should I commit any violation, I understand that my access privileges to the District computer services will be revoked. Disciplinary action may be taken. This contract must be signed and handed in every school year. Student access to all District computer services including student folders and the Internet will be disabled until a signed form is submitted.

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

As the Parent/Guardian of this Johnsborg Central School student, I have read the above statement. I understand that school access to the Internet is designed for educational purposes only. I also recognize that it is impossible for the Johnsborg Central School District to restrict access to controversial materials and will not hold these parties responsible for materials accessed or acquired on the Internet from any and all computers located within the school. Furthermore, I accept full responsibility for the actions of my child while in school and using the Internet. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to your classroom teacher by Friday, September 16, 2022.**

**Grade 1-12 Chromebook/Computer/Internet  
Permission Form (2022-2023)**

This form is only necessary for grade 1-12 students.

As a user of the Johnsbury Central School computer network, Internet, and recipient of a Chromebook, I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the Chromebook/Computer/Internet Student User Agreement.

Student Name (PRINT) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services, Internet, and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for my child's Internet use. I acknowledge receipt of and hereby agree to comply with the following user agreements contained in the Chromebook/Computer/Internet Student User Agreement.

Parent/Guardian Name (PRINT) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to your Classroom/English teacher no later than Friday, September 16, 2022.**



JOHNSBURG CENTRAL SCHOOL

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Return to Play Protocol for Head Injury/Concussion**

Activities may begin when student is symptom free for 24 hours and cleared by their health care provider.

Day 1 – Low impact, non-strenuous, light aerobic activity.

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

Activity: \_\_\_\_\_

Day 2 – Higher impact, higher exertion, moderate aerobic activity, no resistance training.

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

Activity: \_\_\_\_\_

Day 3 – Sport specific non-contact activity. Low resistance weight training with a spotter.

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

Activity: \_\_\_\_\_

Day 4 – Sport specific activity, Non-contact drills. Higher resistance weight training with a spotter.

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

Activity: \_\_\_\_\_

Day 5 – Full contact training drills and intense aerobic activity.

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

Activity: \_\_\_\_\_

Once complete, please give a copy to the school nurse.

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

Student may resume activities only with the Medical Director's Final Approval.

Medical Director Clearance Date: \_\_\_\_\_