

YORK  
MIDDLE and SENIOR  
HIGH SCHOOL



G O L D E N  
K N I G H T S

A Handbook for Students and Parents  
2019-2020

## **MISSION STATEMENT**

The York Central School District rises to the challenges and provides opportunities for empowerment, exploration, growth, and success.

## **VISION STATEMENT**

The York Central School District is committed to preparing, challenging, and inspiring all students to reach their potential.

### **YORK CENTRAL DISTRICT LEVEL ADMINISTRATORS**

Mr. David Fullett  
Mrs. Aubrey Krenzer  
Mr. Paul Liess

Superintendent of Schools  
Director of Curriculum and Instruction  
School Business Official

### **YORK MIDDLE/SENIOR HIGH SCHOOL**

Mrs. Lindsey Peet  
Mrs. Jeanne Williams  
Ms. Julie Gilman  
Mrs. Na'Lisa Hussar  
Mr. Ed Orman, Jr.

Middle/Senior High Principal  
Administrative Assistant  
Counselor, Grades 6-8  
Counselor, Grades 9-12  
Director of Athletics

### **PHONE NUMBERS**

High School Office 243-1730 x2217

Counseling Office

High School Counselor 243-1730 x2213

Middle School Counselor 243-1730 x2214

**School District Website: [www.yorkcsd.org](http://www.yorkcsd.org)**

### **ALMA MATER**

With Fervor we will praises sing  
To our Alma Mater true.  
Her Stately halls with gladness ring,  
As our fealty we renew.  
The gold and purple bid each heart,  
With purpose firm to play his part.  
Before the portals lifted high  
Lofty elms point to the sky.

Loved Alma Mater ever true  
May we always cling to you.  
May every praise to you this day  
Hold us to thy mighty sway.  
When we have left thy honored halls  
Glad memories will be recalled.  
Of victories won by the fold  
For the purple and gold.

## Statement of Purpose

Our school is a miniature society. As in society, established written rules are necessary to enable our school to function effectively and run smoothly. We have established written rules for two major purposes:

1. To protect the rights and freedoms of each individual in our school community.
2. To assist each student with the development of self-discipline and with the need to assume responsibility for individual actions.

The York Central School District administration recognizes the fact that students over the past several years generally have demonstrated commendable citizenship in and out of their classes. In doing so, they have demonstrated self-control through correct behavior and by showing respect for other students, staff, and school property both during the school day and in extra-curricular activities.

We believe that in any educational system, expectations of students from both academic and behavioral viewpoints should be clearly outlined. In such a system you, as a student, are expected to: (1) show respect for others, whether they are students, parents, or school personnel, (2) have an awareness and understanding of your actions, (3) be accountable for your actions, and (4) be responsible for proper use of school facilities, equipment, and instructional materials.

The key word that should guide your actions in school is RESPECT. Respect is defined as showing a regard or consideration for someone or something. Through the actions of all the school staff, we hope to present you with a model that will better your understanding of this word and what it means in actions and attitudes.

Another key ingredient that should guide your conduct in school is COMMON SENSE. Think before you act. Avoid situations which may be harmful to yourself or other members of the school community. Liberal applications of both respect and common sense by everyone will help maintain a positive learning environment and will help us all appreciate each individual in that environment.

This student handbook and our District Code of Conduct have been established as a reference source and a quick guide for you, the student, and your parents during your stay at our Middle/Senior High School. It contains useful information to answer questions and make you familiar with the school, its programs, and the opportunities it offers. REVIEW the material WITH YOUR PARENT OR GUARDIAN to help ensure that both you and your parent understand the school regulations, which appear on the pages that follow.

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## The Knights' Way – Middle/High School

### Be A Role Model

- 🛡️ Be Proud of Who You Are
- 🛡️ Do Your Best
- 🛡️ Contribute to School And Community

### Be Supportive Of Others

- 🛡️ Use Encouraging Words/Actions
- 🛡️ No Bullying/Harassment
- 🛡️ Consider Others' Space, Privacy and Property

### Be Safe

- 🛡️ Know Your Surroundings
- 🛡️ Report Unsafe Situations
- 🛡️ Stay Calm and Follow Directions

### Be Respectful

- 🛡️ Respect School Privileges
- 🛡️ Accept Individual Differences
- 🛡️ Use Positive/Kind Words and Actions

**K N I G H T S**

# Bullying Protocol

Bullied

Bystander



Incident of bullying/harassment reported - Information gathered and witnesses identified



Accused/Bully and any witness to incident interviewed



Accusation Unfounded

Accusation Founded



Incident reviewed with both accuser and accused separately

Consequence as per Code of Conduct



Parents called

Harassment/Bullying Policy Reviewed with bully  
Parents Called

Both Bullied and Bystander will be referred to the school counselor for further discussions on how to better handle the respective situations.

# 2019-2020

## DAILY CLASS SCHEDULE - GRADES 6-12

Grades 6 - 12	7:44	First Period/Homeroom Warning Bell Rings - Students move to their designated classroom
Grades 6 - 12	7:47 - 8:29	AM Announcements - 1 <sup>st</sup> Period
Grades 6 - 12	8:32-9:12	2 <sup>nd</sup> Period
Grades 6 - 12	9:15 - 9:55	3 <sup>rd</sup> Period
Grades 6 - 12	9:58 - 10:38	4 <sup>th</sup> Period
Grades 6 -12	10:41 - 11:24	5 <sup>th</sup> Period
Grades 6 - 12	11:27 - 12:10 11:27 - 11:48 11:48 - 12:10	6 <sup>th</sup> Period Lunch 6A Lunch 6B
Grades 6 - 12	12:13 - 12:53 12:13 - 12:33 12:33 - 12:53	7 <sup>th</sup> Period Lunch 7A Lunch 7B
Grades 6 - 12	12:56 - 1:36	8 <sup>th</sup> Period
Grades 6 - 12	1:39 - 2:19	9 <sup>th</sup> Period
Grades 6 - 12	2:19	Dismissal Except those who stay for remedial help, detention, band, chorus or some other approved activity.
Grades 6 - 12	2:22	First Bus Run Leaves  SCHOOL OFFICIALLY ENDS AT 3:05
Grades 6 - 12	2:22- 3:05	Activity Period - extra help, remedial help, detention, make up classes and clubs.
Grades 6 - 12	2:22 - 5:00	Extended Detention Period will be run on two designated days of the week.
Grades 6 - 12	3:15	Activity (Second) Bus Run Leaves



**WHERE TO GO FOR WHAT**

**MIDDLE/SENIOR HIGH SCHOOL OFFICE**

- Dance Guest Permission Forms
- Issuance of Hallway locker combination locks
- Student Driving Permission Forms
- Senior Early Dismissal Forms
- Visitor's Permission Forms
- Working Papers
- Written Permission for Early Departure during the School Day

**COUNSELING OFFICE**

- Career Information
- Class Schedules
- College Applications
- Counseling Services
- Deposit Money and Valuables

**DISTRICT OFFICE**

- Mail Letters

**ATTENDANCE/ATHLETIC DIRECTOR OFFICE**

- Entering as a New Student

**SCHOOL NURSE**

- Sickness or Injury
- Present Doctor excuses for non-participation in a Physical Education activity

**HIGH SCHOOL CAFETERIA**

- Lost and Found Articles

## FIRE DRILLS/EMERGENCY EVACUATIONS:

### GENERAL DIRECTIONS

1. Specific instructions are posted in each classroom by the entrance door. At the sound of the bell, all students are to remain silent and follow directions for a rapid departure from the building. Know where the designated SAFE AREAS are in case you are physically disabled or impaired and cannot use the stairs to evacuate the building.
2. Do not stop as soon as you are out of the building. Keep walking so that others who follow can also depart safely. Students are expected to follow the directives of their teachers at all times.
3. In case of emergency conditions, both pupils and staff must be prepared for the unexpected. Avoid confusion and proceed to the nearest exit. Fire exit procedures are posted around the building, but your own initiative in being able to cope with the emergency will be important to your safety.
4. All pupils and teachers should be prepared to go to the nearest available exit if the usual exit is blocked.
5. Do not re-enter the building until you hear the “all clear” signal or until you are directed to do so by a Public Address voice command.
6. Please note that the “all clear” signal is NOT the same as a “pass to class” tone. Make sure you know the difference between these signals.

### GENERAL POLICIES AND OPERATING PROCEDURES

#### Academic Eligibility Policy

1. At the end of every 5 and 10 week marking period, students who are failing or have received an incomplete will be identified for inclusion on the ineligibility list. The student is responsible for keeping track of their status at these 5 and 10 week marking periods by checking his or her interim report and report card. If a student does not receive a report, they should contact the guidance office immediately for a copy. **Any student with a failing grade or an incomplete on a progress report/report card is automatically placed on the probation/ineligibility list.**
2. Each student failing at these marking points will be identified as being ineligible for one or more failures in their coursework.
3. Students assigned to this list will receive one week of probation in order to bring their grades to an acceptable level. This week shall run from Monday through Sunday.
4. The list of students identified will be compiled and distributed via e-mail to all staff members by Monday morning. The Monday list will include students who:
  - a. Are on Probation for one (1) week. At the end of the probationary week students who have received a note from the instructor identifying them as having raised their grade to an acceptable level will be removed from the list. All others will become ineligible. Once past the one week of probation, you are ineligible for one (1) week. Ineligibility runs for one (1) full week, Monday through Sunday.
5. Students who are on Probation or Ineligible from participation must complete the work required and submit this work to their teachers by 8:00 a.m. on Friday morning. The second step of the process is for the student (if they have met the requirements to be removed from the list) to pick up a purple

“sign off” sheet from the High School Office. They must then take this sheet to their teacher and ask the teacher to sign where indicated. Once this is done, it is the STUDENT’S responsibility to return this sheet to the high school office secretary by 2:20pm Friday. Those who don’t will be declared ineligible for the period of one week.

6. Teachers who identify students not working to capacity between marking periods may add students to the ineligibility list by informing the student of this status and sending a note to the high school secretary. These students will receive one week of probation to bring their grades to an acceptable level or at the end of the week they will become ineligible.
7. Ineligibility includes participation in interscholastic athletic contests, award ceremonies, attendance at social activities (e.g. dances), and remaining after school for club and organization activities. Ineligibility will not prohibit students from attending those class based paid activities which will only happen one time in their career such as the prom or senior trip. **PLEASE NOTE:** Student athletes can attend sports practices during this time.
8. Ineligibility does not preclude a student from staying with a teacher to receive extra help during the 2:30 – 3:05 p.m. activity period.
9. A student’s status (e.g. eligibly, probationary, ineligible) the week before vacation will determine his or her status during that vacation period.

#### Double Failures

Students who are failing two or more subjects at the 5 week or 10 week progress and marking periods will be assigned mandatory afterschool work with the instructor/instructors of the courses they are failing. The student will be assigned specific instructors to stay after with for each day until all subjects they are failing are passed. This period will run from 2:20 – 3:05 daily.

Once a student is passing, that student needs to contact the instructor and have the instructor take them off the failure list for their course. If a student was failing 3 courses, they will be assigned time with the teacher once every three days. Once passing one course and only failing two, the students would be assigned every other day with the instructors they are failing.

Failure to report to the assigned instructor will be seen as a student skipping class.

Marking Period	Progress Report Dates	End of Marking Period
<b>Quarter 1</b>	End of 5 Weeks: 10/4/2019	End of 10 Weeks: 11/7/2019
<b>Quarter 2</b>	End of 15 Weeks: 12/13/2019	End of 20 Weeks: 1/24/2020
<b>Quarter 3</b>	End of 25 Weeks: 3/6/2020	End of 30 Weeks: 4/1/2020
<b>Quarter 4</b>	End of 35 Weeks: 5/15/2020	End of 40 Weeks: 6/26/2020

## Activity Period

Only students who are under the direct supervision of a faculty/staff member should be staying at school after the 2:20 p.m. dismissal bell. Students are encouraged to participate in activities and stay for academic help after school. A designated area will be provided for student athletes in grades 7-8 to report to until their practice starts if they are not already under the supervision of their coaches. Interscholastic practices will be scheduled to begin after the daily activity period. Students who miss this bus are expected to report immediately to the High School Office.

All students who are remaining in school during the Activity Period are expected to be accountable in one of the following areas from 2:30 - 2:50 p.m. (Fall Season) and 2:30 pm – 3:00 pm (Winter and Spring seasons) on a daily basis:

1. The designated area for student-athletes (Generally this will be Room 113. Students in Grades 7-8 will be expected to report here on a daily basis.)
2. High School Library (on days of faculty meetings, students should plan on taking the 2:20 pm bus home unless they are assigned to the detention and/or extended detention room or have been asked to stay after by their teacher.)
3. Under a teacher's direct supervision

Students participating in interscholastic athletics, clubs and class activities as well as students who are asked to stay after school for extra help or detention are able to stay during the activity period. Students who do not have a teacher to take responsibility for them and supervise them during the activity period should ride the first bus run home. Students who are authorized to stay after school for activities are expected to remain in the school building until dismissed at 3:05 p.m. or until your sports practice begins.

Consequences for not being accountable in a specific area during the Activity Period are outlined as follows:

- 1st referral - The student will receive a warning and be directed to report to an accountable area.
- 2nd referral - The student will be placed on detention. Students on detention will be expected to ride the 3:15 p.m. bus home. The student will be unable to play in the next game/participate in the next club/class activity.
- 3rd referral - The student will be ineligible to practice and play/participate in an activity for one week from the date of the infraction.
- 4th referral - The student will be dismissed from the team/club for the equivalent of that athletic season.

## 10<sup>th</sup> Period Policy (3:05)

The school day officially ends for students at 3:05 pm. Students are allowed the privilege of going home at 2:20 pm on the first bus run if they have completed all required work assigned to them. Students may be asked to stay after school until 3:30 pm to make-up work or get extra help. Students are expected to comply with this request unless a legal excuse is presented prior to the end of the school day. If a legal excuse is presented the student is expected to stay the following school day. All students who remain in the building will be under direct supervision of a faculty member. Students who are not under direct supervision of faculty and staff members should NOT be in the building. If your activity, sport or conference dismisses after 3:05 pm, you should report directly to your locker to get your books and then to the H.S. Cafeteria to wait for the word to board your bus. In order to ride the 2<sup>nd</sup> bus run, you must have a bus pass signed and dated by the teacher you stayed after for, as well as countersigned by the P.M. Cafeteria bus monitor. Failure to follow this procedure or to behave appropriately while waiting for your ride will result in an appropriate disciplinary action.

## Announcements

YCS first period teachers will begin class at the 7:47 a.m. bell. The first five (5) minutes of first period will be devoted to listening to the morning announcements for the students. These announcements are also available on the school website. Students are expected to listen to announcements. It is the responsibility of any student coming late to school to read the daily announcements on the school website. It is important to remember that written announcements need to be submitted to Mrs. Williams in the Senior High School Office by 1:30 pm on the day prior to the announcement.

## Assemblies

School assemblies are provided for the educational benefit of our students. Students are required to move to and from assemblies in a quiet and orderly manner. Students are expected to be courteous to all speakers and conduct themselves appropriately in all school assemblies. Students are expected to **remove all forms of headgear** during assembly programs in Hilfiker Auditorium. All students must work together to maintain a proper, attentive assembly atmosphere. Both Middle School and Senior High assemblies will be conducted in the same manner. Students may be called from a homeroom or from an academic class and required to fill in their assigned section of the auditorium. Your teacher will take attendance.

If you are not seated with your group, you will be considered absent and in violation of attendance procedures, necessitating appropriate disciplinary action. It is your responsibility to sit in your assigned class area unless you are directed otherwise by your classroom teacher.

## Attendance

Effective 11/1/01, New York State Law recognized 17 as the compulsory age for attendance in school. However, this does not mean that enrolled pupils who are 17 and over may come to school when they wish. All enrolled pupils must abide by the same laws regardless of whether or not they are within the compulsory age limit.

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness or injury, illness or death in the family, impassable roads or weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, accepted school related activities (eg. band lessons, field trips, academic competitions) or such other reasons as may be approved.

### **All other ATEDs are considered unexcused ATEDs.**

If you arrive after the 7:47 am bell you will need to report to Mrs. DuBiel at the Auditorium Entrance. Therefore, if you are (1) late to school (arriving after 7:50) (2) turning in a written excuse for lateness or absence or (3) submitting a written excuse to leave early, you will need to see Mrs. Williams in the High School Office or Mrs. DuBiel at the Auditorium Entrance. All absences need to be verified by a written excuse signed and dated by your parent or guardian.

## Daily Procedures

### First Period/Homeroom Attendance

Students must move to their first period class at the 7:44 a.m. bell. Period 1 officially starts at 7:47 a.m. At this time, daily attendance will be taken. Attendance reports will be sent electronically to the High School Office at 7:55 a.m. If your name is on the attendance report you are considered absent.

### Lateness to School

If you are late to school (arriving after 7:47 a.m.), you must enter at the Auditorium Entrance and report to Mrs. DuBiel who will issue a pass to the student to present to the Principal in the High School Office. You will not be docked if your lateness to school is for legal reasons and you present an excuse from your parent or guardian when you sign in. Notes for legal excuses for lateness must be submitted within one (1) day of this lateness in order not to count toward lateness makeup after school.

### Excuses for Absenteeism

To be readmitted to school following an absence you must report to the Attendance office and present a written excuse stating the reason for your absence signed by your parent or guardian prior to Period 1 on the day you return to school.

### Excused from School

If you need to be excused from school during the school day, or if you are requesting permanent early release privileges (see below), you are required to present a written request signed by your parent or guardian stating the reason for your excuse and the time you need to leave to the Attendance office prior to the start of Period 1. Students will not be excused from school without prior written permission or, in an emergency situation, a phone conversation with a student's parent or guardian by the Building Principal or a designee. Students in grades 9-12 are also expected to sign out with Mrs. DuBiel and exit via the Main Entrance. Students in grades 6-8 must be signed out by a parent with Mrs. DuBiel. Students who leave school without following these procedures will be judged to be truant and receive two extended detentions as a consequence.

### Entering or Leaving During the School Day

All students entering or leaving the building during the regular school day (7:50 a.m. to 2:20 p.m.) must sign in and/or out in the attendance log book with Mrs. DuBiel. Leaving the school building for unauthorized reasons will result in the assignment of five (5) detentions (1st referral) and two Extended Detentions for each additional referral. This penalty applies to students who leave the building, but not the grounds. Student drivers are allowed a onetime only opportunity during the school year to sign out to their vehicle in the Student Parking Lot. This would be to retrieve school-related articles accidentally left in their vehicle and needed for that particular school day. Students must sign out in the HIGH SCHOOL OFFICE and obtain a pass to proceed to the parking lot. All students must exit and re-enter via the Auditorium Entrance and check out and in with Mrs. DuBiel.

Truancy is a violation of Education Law and Code of Criminal Procedure. A student who stays away from school for any period of time during the school day, or who leaves the school grounds for any period of time without permission of his/her parent or guardian or permission of the school is guilty of truancy. Students skipping school or classes may be referred to Family Court through a PINS (Person in Need of Supervision) petition. School personnel make daily calls to the homes/parents of students absent each day. Truancy is considered a serious offense and will be dealt with in like manner.

### Late Bus Policy

Any student who arrives on a late bus after First Period/Homeroom has started should:

- (1) report to the Main Entrance.
- (2) sign their name and indicate their grade level on the late bus sign-in log.
- (3) receive a tardy pass. If the lateness is due to a legal excuse that the student has submitted in writing, the student will report directly to their current class. If the lateness is an illegal lateness, the student will be directed to report to the High School Office. Once there the student will be given a warning. If the student is late again within a 15 day period, the student will receive one detention. Multiple latenesses will result in additional disciplinary consequences.

### Early Release Privileges

Early release privileges will be reviewed for seniors for special circumstances verified in writing by parental note. Seniors who are granted early release must be either enrolled in or present in school for the equivalent of six (6) credits and have completed all daily classes required for graduation. Students are expected to adhere to the following conditions:

1. Secure an "Early Dismissal" form from the High School office.
2. Take the form home, complete it and have it signed by your parent, before returning it to your Senior High Counselor.
3. When dismissed early you must sign out with Mrs. DuBiel and leave the school grounds at the dismissal time. Students who have been given permission to drive to school should leave their vehicles in the student lot during the school day.
4. If you request early release for work, proof of employment must be furnished.
5. Your early release permission may be revoked at any time if you fail to follow the above-stated procedure or problems arise with your academic work, behavior, or attendance.

### Student (Family) Vacations: Required Make-up of Academic Work

Students should understand that vacation absences are tallied as illegal absences unless a justifiable case can be made that they were taken for legitimate educational purposes. Certain educational experiences (e.g. Films, Videos, Class Presentations, and Field Trips) which are missed due to vacation absences cannot be duplicated. Students are responsible for all work you will miss including assignments and tests which need to be completed upon your return to school. Students are expected to notify your Counselor, Teachers and the Nurse's Office in writing on a timely basis if you will be missing school for extended vacation reasons.

### Attendance Violation/Penalties:

#### 1. Class Cutting

A student who is present in school and fails to attend class is guilty of class cutting. Class cuts are considered to be a serious violation of school rules and will be reported to the Building Principal. The following action will be taken:

1st Offense: A letter will be sent home to the parents. The student will be placed on Detention for 2 nights.

2nd Offense: A letter will be sent home to the parents. The student will receive 2 nights Extended Detention.

3rd Offense: The student will be assigned 2 days ISS and a parental conference will be scheduled prior to readmittance to class. A continuation of cutting will result in an increase in disciplinary action.

## 2. Tardiness

Punctuality and regular attendance are essential in any line of work. Prospective employers often require attendance information on current students and graduates. A poor attendance record usually results in the student not being hired. It should be noted that students are tardy if they are not in their assigned class when the bell rings in the morning at 7:50. If a student needs to go somewhere prior to first period which may make him/her late, they should report to class first and request permission from their first period instructor. If a student is late to first period class, they will need to report to the front desk (Mrs. DuBiel) in order to get a late pass to class. Students are considered excused tardy only when they present a legal excuse upon reporting to school on the day they are late.

Tardiness is dealt with as follows:

1st Offense:	Warning Issued and written referral processed.
2 <sup>nd</sup> Offense:	1 Day Detention
3 <sup>rd</sup> Offense:	2 Days Detention
4 <sup>th</sup> Offense:	3 Days Detention
5 <sup>th</sup> Offense:	Extended Detention
6 <sup>th</sup> Offense:	Extended Detention
7 <sup>th</sup> Offense:	1 Day ISS

If a student is tardy and goes three complete weeks without a second offense, they will receive a Second warning.

Student Drivers:

In addition to the above, three illegal tardiness during a semester will result in the lost of driving privileges for the next five weeks. Student drivers will receive an additional five (5) weeks suspension of driver privileges for each set of three (3) days late thereafter.

PM BOCES Students:

Students who attend PM BOCES are required to report to the pre-designated detention room as soon as the afternoon BOCES bus arrives.

## 3. Truancy

Truancy is dealt with as follows:

1st Offense: A letter will be sent to the parents. The student will be assigned to extended detention for two afternoons. P.M. BOCES students will be required to make up their detention time in the Extended Detention area immediately upon return from BOCES.

2nd Offense: A letter will be sent to the home of the parents. The student will be assigned to our extended detention center for three afternoons. A parent conference will be held before the student is readmitted to regular classes.

3rd Offense: The student will be assigned to four afternoons of extended detention period. A recommendation will be made to the Superintendent for a Superintendent's Hearing and/or Family Court action in the form of a PINS petition.

4th Offense: The student will be assigned 2 days ISS and a parental conference will be scheduled prior to readmittance to class. A continuation of cutting will result in an increase in disciplinary action.



### Attendance Policy

Please refer to York Central School District Code of Conduct for specifics regarding our K-12 policy.

### Authorized Search by School Officials

School officials have the right to inspect lockers, student vehicles and to search a student's person whenever there is a valid reason for doing so. Students should understand that school officials have this right when there is reasonable suspicion that a student possesses another's property, an illegal substance, or is in violation of a school policy or established law. Law enforcement officials will be called in if a search results in finding material which is unlawful to possess (i.e. illegal substances, weapons).

### Building Security

1. Entry doors to our Middle/Senior High School Building will be locked at all times. Students should not plan on arriving at school until 7:30 a.m. Students arriving at 7:30 a.m. will be able to go to locker areas upon arrival.
2. Anyone entering our Middle or Senior High School between 7:47 a.m. and 3:30 p.m. will need to do so through the Auditorium Entrance doors. All doors to the Middle and Senior High School will be locked after 3:30 p.m.
3. Visitors to our school need to report to the Middle/Senior High School office, after signing in with Mrs. DuBiel and obtaining a computer generated photo visitor's pass. Visitors also need to sign out before leaving our school building with Mrs. DuBiel.

These procedures have been instituted with building security and safety objectives in mind. Our objective is to keep York Central School safe and secure for everyone who works, learns or visits here.

### Bus Passes

You will need one in order to ride the second (Elementary) run home after the activity period. Students are expected to secure the permission of the teacher you need to stay with before the regular school day ends at 2:19 p.m. A bus pass will be signed by the Building Principal and countersigned by your teacher/advisor. Passes will not be issued to students who are not supervised after school. Your name, the correct date, your teacher's signature and the signature of the monitor in the H.S. Cafeteria (3:05 pm – until busses arrive) must also appear on the pass before it will be accepted by the bus driver. Submitting an unauthorized pass to your bus driver will result in the loss of second bus riding privileges.

Students who request to ride another bus route home must have the written permission of their parent or guardian and submit this to the High School Office prior to Period 1 for an approving signature from the Building Principal.

## Cafeteria

Every student is entitled to eat in a clean and orderly cafeteria. Therefore, any conduct which infringes on the rights of others or creates disorder in the cafeteria is unacceptable.

Students are expected to comply with any posted rules and the requests made by the cafeteria supervisors or members of the staff in a responsible manner.

Students are expected to:

- 1) Report on time to lunch.
- 2) Keep the cafeteria area clean and the noise level at an acceptable level. Students are responsible for any food/drink which is left or spilled on and/or near their lunch table.
- 3) Go through the lunch line once. With the exception of milk, students will be limited to double servings.
- 4) Eat their individual lunches inside the cafeteria.
- 5) Leave all food and drink inside the cafeteria unless authorized to remove it by a Building Principal for special occasions.
- 6) Be seated during the cafeteria period and leave tables only to return trays.
- 7) Leave the cafeteria only after receiving permission from a staff lunch monitor.

Infractions of rules will be dealt with by the cafeteria proctors and/or the appropriate Building Principal. Students involved in incidents of food throwing will receive immediate assignments ranging from Cafeteria cleanup to a form of suspension.

## Class Attendance/Responsibility for Make-Up Work

Exemplary class attendance is an essential ingredient for the successful completion of any course in our Middle/Senior High School.

1. Failure to attend your classes on a regular basis will result in the loss of valuable classroom instruction which may very well, in turn, result in an unsatisfactory grade for a quarter course.
2. Students who are able to complete work at home during an absence from school should request their assignments from the High School Office. It is also very helpful if you let Mrs. Hoskins know who can deliver this work to your residence. It is your responsibility as a student to contact your teacher upon return from an absence to make up any work or tests that may have been assigned in your absence. A 24 hour notice is required to get word to your teachers of your absence and your assignments back from them.

### Computer/Internet Policy Usage

Please refer to our York Central School District Code of Conduct regarding specifics of this policy.

### Extracurricular Activity Policy

Please refer to our York Central School District Code of Conduct regarding specifics of this policy.

### Internship

The Internship program is open to all Juniors and Seniors in good academic standing. This program gives these students an opportunity to participate in the actual work experience outside of the classroom, on a limited, unpaid basis. Students participating in the internship program are considered trainees and may perform simple tasks. Students are able to earn up to one (1) credit for participating.

### Job Shadowing

Job Shadowing is open to all students in grades 7-12 in good academic standing. Shadowing is the placement of a student in a job situation as an observer of the business's typical daily routine. This observation will last one (1) day. Work is not required of the student, nor is payment received.

### KACH

Knights As Community Helpers is a program open to all students in grades 6-12 in good academic standing. The student volunteers assist someone in the YCS Community, (teachers, maintenance, librarian, computer room, secretaries) during free periods or after-school.

### Lockers

All students will be issued a combination lock from the HSO upon entering 6th grade for their assigned hall lockers. Students in grades 8 -12 will be reissued their locks from the previous school year. The lock is the student's responsibility and will be required to be turned in at the end of each school year. Failure to do so will result in the student having to purchase a new lock or in the case of a senior, reimburse the school district for the cost of the lock. They are also provided with a gym locker and lock for gym clothes and sneakers. **STUDENTS SHOULD KEEP THEIR LOCKERS LOCKED AT ALL TIMES AND NOT GIVE FELLOW STUDENTS YOUR COMBINATION.** Only school locks issued through York Central School may be used on school lockers. Students should leave valuables and large sums of cash at home. THE ULTIMATE RESPONSIBILITY FOR LOCKER SECURITY RESTS WITH THE INDIVIDUAL STUDENT. Students are expected to assume the responsibility for clearing out their hall, gym and/or team lockers by the last day of classes before local block exams in June. Student lockers are school district property and may be searched on the premise of reasonable suspicion. Lockers may periodically also be searched for safety purposes. (See also "Authorized Search by School Officials") If you have a problem with your locker, please notify the High School Office.

### Lost and Found

A general lost and found is located in the Middle/Senior High School Cafeteria. Missing items should be reported as soon as possible and discovered items brought promptly to the lost and found. Textbooks and notebooks are also brought to the Middle/Senior High School Cafeteria. The gym and pool operate their own lost and found.

### Medical Excuses

Students who need extra lavatory privileges for medical reasons or who have a written doctor's order excusing them from participation in physical education classes must register their requests with our school nurse so that she may, in turn, notify the appropriate staff members. Students who have medical excuses which prevent them from participation in the lesson of the day in physical education will be required to participate in an adaptive form of gym which will be assigned by the physical education teacher.

### Passes

Any student wishing to leave a class, study hall, or lunch already in session for another destination must have an official corridor pass in his/her possession. Passes will be issued for emergency reasons at the discretion of the staff member issuing them. Altering or removing passes without permission will be treated as serious infractions and will be dealt with accordingly through an assignment to Extended Detention. **No student is allowed to report to another classroom or area of the building without first going to his or her assigned class and presenting a pre-signed pass from a faculty member. Failure to present a presigned pass prior to reporting will be recognized as cutting a class.**

### Personal Items/Electronic Devices

Cell phones have been permitted in the school building with the expectation of students using them responsibly. Students may use their phones between classes and in the lunchroom. At all other times phones are to be put away unless clearly authorized by the adult in charge at that time. Each room is equipped with a red and green sign. Instructors will display the sign on green when they grant permission for phones to be in use and red when they wish for them to be put away. Prior to taking your phone out in a classroom, you should be specifically told by an instructor that it is permissible to have it out and be using it.

At no time should a student be using their phone in a way that can be disturbing for other students. These types of situations are playing music out loud with it, having speakers hooked to them and or any other device to play music or any other type of broadcasting. Students should use earphones and other devices to keep those types of situations to themselves.

At no time should any device be used to record, photograph or infringe on others privacy.

**Students who are in violation of these rules will be asked to turn their electronic device over to the adult. At no time may a student refuse to turn the devices over to an adult. Doing so will result in immediate disciplinary response for insubordination. Students should turn the device over to the adult and then set up a meeting with the adult or principal to talk about it.**

**Students who have their electronic devices confiscated by an adult will be required to contact their parent and have the device picked up by the parent in the high school office. The students will receive 2 days detention for having the device out when they should not be using it.**

Consequences for use of electronic devices when not appropriate:

First offense: Confiscation, two days detention, parental pick-up of said device.

Second offense: Confiscation, two days extended detention, parental pick-up of said device.

Third offense: Confiscation, two days ISS, parental pick-up of said device.

### Laptops

Our school has now made available laptop computers for all students who wish to use them. The student is responsible to use them appropriately. As with cell phones, the computers are not to be used to broadcast music and other noise which may not be acceptable to others. Students may not broadcast using the laptop or speakers attached to them. Such equipment as headphones and earbuds should be used so as not to infringe upon others privacy.

Students who receive a laptop must always store the laptop in the case provided to them by the school.

### Cheating

If a student willingly gives answers to another student, both students have cheated and cheating will not be tolerated. For all incidents of cheating, the teacher will notify the parents and the student(s) involved will receive a zero (0) for the assignment, regardless of the importance of the assignment.

### Plagiarism

To steal and pass off the ideas or words of another as one's own. (According to Merriam-Webster dictionary)

Plagiarism will not be tolerated. If any work is plagiarized, the entire work will be deemed unacceptable. For all incidents of plagiarism, the teacher will notify the parents and the student(s) will receive a zero (0) for the assignment. A complete rewrite of the assignment may be done to the instructor's satisfaction but the student may only receive at most 50% of the original grade available.

### School Closing

In case of inclement weather, information concerning school closing will be announced generally before 6:45 a.m. over WHAM (1180) Radio, WHEC TV (Channel 10) or WHAM TV (Channel 13). Information will also be available on the official school website ([www.yorkcsd.org](http://www.yorkcsd.org)) and via the Connect Ed phone system. If inclement weather necessitates an early dismissal all students will be expected to ride the first bus run home. Total cooperation with the directives of your bus driver is expected during emergency situations.

### Student 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. Teachers and all other district personnel should exemplify and reinforce acceptable student dress to help students understand the importance of professional appearance in the school setting.

A student's dress, grooming, and appearance including hair style, jewelry, make-up, nails, and appurtenances shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief, tight-fitting, over-sized, and/or revealing garments such as short shorts, tube tops, net tops, halter tops, plunging necklines (front and/or back), and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with clothing and that midriffs are not exposed.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of headgear in the Elementary School building, nor for secondary students in the auditorium, offices, and upon a classroom teacher's request.
6. Not include items that are vulgar, obscene, libelous, or denigrating to others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of an outer coat. Upon arrival to school, students shall store coats in their assigned locker for the duration of the school day.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

## Study Halls

Middle School and Senior High School students will be provided with QUIET study halls which are conducive to learning as part of their regular school day. Students should come prepared with necessary educational materials in order to best utilize their time. Pre-signed passes must be obtained prior to the study hall time period for the purposes of leaving the study hall. Study halls are to be used for students working on their class work. Study halls are to be quiet work areas. Students are to be in their seats and not up moving around. Students should work independently and not be conversing with groups or other students in the room.

### Study Hall Rules

1. Be on time
2. Independent work only, students are not to be working in pairs or groups.
4. No cell phones
5. Students should be seated and not walking around or leaning/sitting on registers

Students who intend to leave study hall must follow these procedures:

1. Obtain a presigned pass from a faculty member
2. Report to study hall and wait for attendance to be taken, then present the pass to the study hall teacher.
3. Sign out from the study hall room on the designated record sheet. It is the student's responsibility to legibly sign in on any required sheets and be accounted for. Failure to do so will result in class unaccountability and will be treated in a fashion similar to class cutting.

Students who do not comply with the procedures and do not report to study hall will be seen as cutting class.

Student use of the Library is dependent on the amount of space available in the library. Students who use the library should be doing so for library-related research that they cannot accomplish in a regular study hall. Students who require library privileges need to report to study hall first for attendance purposes in order to await library privileges. Students who are given library privileges are required to legibly sign in or will be counted as absent. Emergency lavatory and locker passes can be obtained based on the individual student's situation.

Since it is the responsibility of the study hall supervisor to maintain a quiet, orderly atmosphere, the directives of the teacher are final and must be followed by all students. The study hall teacher may grant permission for students to communicate in a "non-distracting" manner in the study hall. Students must receive permission of the study hall teacher to speak softly.

STUDENT MISCONDUCT  
YORK CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

The York Central School Code of Conduct was developed by a committee of students, parents, teachers and administrators during the Spring of 2001 in keeping with the Project SAVE (Safe Schools Against Violence in Education) legislation (7/24/01). It contains a review of the behavioral and disciplinary expectations for all students who attend our school. Our "Code" expectations also cover the role that parents, administrators and Board of Education members and teachers are expected to play as essential partners in a student's development.

Our Code of Conduct will be distributed to all students during the first week of school. Please take the time to read and be knowledgeable of its important contents.

It is important that all students understand the basic ground rules pertaining to each of the following disciplinary situations.

Parents are asked to sign the cover sheet that accompanies each code of conduct and have your student return it to his/her first period teacher on a timely basis.

#### DISCIPLINARY RESPONSES

(See Also – District Code of Conduct)

1. Corporal Punishment Policy - (District Policy)

The York Central School Board of Education prohibits the use of corporal punishment as a means of disciplining students in the York Central School District. (AS per commissioner's regulations).

Definition of Corporal Punishment -

The term corporal punishment shall mean any act of physical force upon a pupil for the purpose of punishing that pupil. Such term shall not mean the use of reasonable physical force for any of the following purposes:

- (1) to protect oneself from physical injury;
- (2) to protect another pupil or teacher or any other person from physical injury;
- (3) to protect the property of the school or of others; or
- (4) to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts; provided alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the same end.

2. Detention

A. The following rules will apply to students assigned to after-school detention:

1. Detention starts at 2:25 p.m. Come prepared to work on your studies. The a.m. announcement sheet will inform you as to which room detention is being held in. Students are not able to eat, drink, talk or sleep during any detention period.
2. Failure to report to an assigned detention by a teacher, or the Principal will result in serving an additional extended detention period for each one missed.



3. Students are expected to be on time for detention. Lateness to detention will result in an automatic assignment of one additional detention period.
4. A student who misses three detentions without excuse will receive a form of suspension from that point forward for detentions missed. Work, sports, extra-curricular activities or class activities are NOT legal excuses for missing detention.
5. A student who misses an assigned detention due to a legal absence from school will be required to make up the detention on the day he or she returns to school. It is the student's responsibility to notify the Building Principal of any legal excuse which might result in the reassignment of detention(s).
6. Detention will NOT be made up during study hall.
7. Missing detentions on a regular basis will result in a form of suspension along with the responsibility of making up all accrued detentions.
8. Students who attend PM BOCES are required to report to the detention room immediately upon return from the May Center in order to serve their detention. Individual rides will have to be prearranged for this type of detention.
9. The above-stated rules pertaining to expectations also apply to teacher-assigned detentions.

3. Extended Detention Period (2:25 p.m. - 5:00 p.m.)

- A. The Building Principal will notify a student's parents when an extended detention assignment is made. This notification will include the reasons for the disciplinary action, date, and length of the assignment.
- B. Assignment to the Extended Detention Period and designation of its location will be made by the Building Principal.
- C. Extended Detention will start at 2:30 p.m. and end at 5:00 p.m. Students are expected to be on time, bring school work with them, and use this time period for study purposes. Students who complete their work before the end of each assignment will be required to remain silent for the remainder of the period. Students are not able to eat, drink, talk, sleep or cause distractions during any detention period. Failure to comply with the directives of the Extended Detention monitor will result in additional assignment(s) of Extended Detentions and/or alternative forms of suspension.
- D. Failure to report to an assigned extended detention period will result in serving an additional extended assignment plus making up the missed detention.
- E. It is the responsibility of students to arrange for their own rides home after extended detention.
- F. Extended Detention will be used as a form of suspension for students. Students who experience continued lateness to school, and students who ignore smoking rules and other rule violations which result in suspendable consequences deemed appropriate by the Building Principal will generally be assigned to extended detention.
- G. Students who are involved in approved extracurricular and/or interscholastic activities will be ineligible to participate in any activity which falls on their assignments date. Students who miss assigned Extended Detentions will not be eligible to participate until their extendeds are completed.

4. In-School Suspension (7:47 am - 2:20 pm)

- A. The building principal will notify a student's parents when an in-school suspension assignment is made. This notification will include the reasons for the disciplinary action, date, and length of the assignment.
- B. In-school suspension is held in a designated area which will be determined by the Building Principal.
- C. Students assigned to in-school suspension:

1. Will report to the Principal's Office immediately upon arrival at school in order to meet the In-School suspension monitor.
  2. Are not to leave the designated room without authorization.
  3. Are to work on and also complete school work during their assignment period.
  3. Will remain in the designated room for the specified period of time.
- D. In-school suspension students who do not abide by these regulations, who are not cooperative, or who cause disturbances, are subject to additional assignments to in-school suspension, detention, suspension from school, or other disciplinary measures such as Extended Detention and/or loss of driving privileges and/or loss of participation in athletic programs.
5. Suspension (See Also – District Code of Conduct)
- A. Reasons for administering a form of suspension (Extended Detention, In or Out of School Suspension)
1. A student may be suspended in accordance with New York State Education Law, Section 3214 or be subjected to other disciplinary action when the student engages in conduct such as that defined below:
    - a) Insubordination - a student who is unwilling to comply with authority, or does not follow the reasonable directives of a teacher, school employee or administrator is insubordinate. A repeated lack of courtesy or violations of school rules may also be interpreted as insubordination.
 

It is the responsibility of each student to comply with the directives that are given by school personnel in order for an atmosphere which is conducive to learning to exist.

Penalties - The situation and frequency predict the outcome. RANGE FOR FIRST TIME: Multiple detentions to suspension up to 5 days. REPEATED ACTS OF INSUBORDINATION MAY RESULT IN FURTHER SUSPENSION AND A RECOMMENDATION FOR PERMANENT SUSPENSION BEING PRESENTED TO THE SUPERINTENDENT.
    - b) Disorderliness - A student whose actions or behavior on school premises (to include school classrooms and buildings, and/or school-related activities or athletic events both home and away) are disruptive or unruly, is disorderly in nature.
      - 1) Disruptive behavior and disorderly conduct in the school building, on school grounds, and/or on school-related activities will be handled by the individual teacher or aide-in-charge. Further disruptive incidents will be forwarded to the administration for appropriate action and students may receive a range of consequences of up to one (1) week of detention to a form of suspension based on the degree of the violation.
      - 2) Fighting WILL NOT be tolerated. Fighting is defined as throwing a punch at another student, either in an initiating or retaliating mode. The student will be placed on In School Suspension or suspended out of school for up to five (5) days and a parent conference required. This type of behavior is dangerous to the safety, health and welfare of other students. Repeated aggressive behavior will result in a recommendation for a Superintendent's Hearing pending permanent suspension.

3) Disruptive behavior at extra curricular and athletic activities is NOT acceptable and will NOT be tolerated. Any student who causes, creates and/or participates in such behaviors shall be removed from ALL such events for the remainder of the year.

c) Endangering Health, Safety, Welfare or Morals of Others ANY behavior that endangers the health, safety, welfare and morals of a fellow student or staff member WILL result in suspension. Harassment of a fellow student or staff member will not be condoned at any time in our school community.

Bomb threats, false alarms (setting off an alarm or calling in a bomb threat):

- 1) Case turned over to the Sheriff's Department or State Police.
- 2) Parents notified and conference held.
- 3) Suspension up to 5 days.
- 4) Recommendation for permanent suspension at a required Superintendent's Hearing.
- 5)

Criminal Action (Possession of Weapons, Arson, Extortion, Major Theft, Possession and/or use of Fireworks, Threatening Conduct):

- 1) Case referred to Sheriff's Department or State Police.
- 2) Conference between administration, student and police.
- 3) Parents notified and conference held.
- 4) Suspension up to 5 days.
- 5) Recommendation for permanent suspension at a required Superintendent's Hearing.

Deliberate destruction of property. Procedures for students who willfully and deliberately destroy or damage property are as follows:

- 1) Notify parents.
- 2) Conference with be held to review charges with an administrator, the parent and the student in attendance.
- 3) Payment for the damage or destroyed property will be required.
- 4) An automatic suspension up to 5 days.
- 5) Police authorities notified and charges pressed by the school district.
- 6) Further instances may result in a recommendation to the Superintendent for permanent suspension.

d) Drugs and Alcohol

Students suspected of the possession, use, or sale of alcoholic beverages or drugs in school or on school grounds, or at school-sponsored activities, or who come to school or the events herein having used drugs or alcohol on that day will be given a formal hearing in accordance with New York State Education Law. The penalties to be assessed against students found guilty include a minimum suspension assignment of not less than five (5) school days followed by a readmittance conference with the Superintendent of Schools. Incidents involving illegal drugs which include a violation of the law will be reported to police authorities. Students will also be expected to comply with any intervention strategies, which the York Central Board of Education, Administration and Intervention/Student Support team proposes in order to be eligible to attend school.

## B. Procedural Rights of Students

The procedural rights to be accorded to the students in both short-term and long-term suspension proceedings are outlined below:

1. The Principal may suspend a student for a period not to exceed five days.
2. Prior to imposing such a suspension, the Principal, in an informal conference with the student, will:
  - a. provide the student and/or parent with a notice of the charges,
  - b. give an explanation of the evidence to support the charges if the student denies them;
  - c. allow the student to tell his or her version of the events leading up to the suspension;
  - d. not allow the student to leave the building until parental contact is made.
3. Should a short-term suspension, imposed with or without a prior hearing, be reversed pursuant to the Grievance and Appeal Procedure, all references to it in the student's record shall be removed.

## C. Completion of Course Work and Tests Out of School

Upon the expiration of a short-term suspension, the school will allow the student the opportunity to make up missed academic work. Teachers shall provide outlines of course work assignments missing and schedule make-up examinations for any examinations not taken during the suspension period. Upon the assignment of missed work and the scheduling of make-up examinations, the responsibility to complete such work within a specified time lies with the student. Students who are assigned "In School" or Extended Detention are expected to work on their assignments for the duration of their penalty.

## D. Long-Term Suspensions (Including Permanent Suspension)

1. Only the Superintendent of School or the Board of Education may suspend a student for a period in excess of five school days.
2. No student may be so suspended unless the student and a person in parental relation shall have had the opportunity for a hearing at which the student shall have the right to be represented by an attorney or advocate, the right to present witnesses in his or her behalf, and the right to cross-examine witnesses. A record of the hearing shall be maintained either by a stenographic transcript or by the use of a mechanical recording device. On appeal, the student shall be provided, at no expense, with a copy of the transcript or an audible and clear copy of the mechanical recording.
3. At the hearing, persons having direct knowledge of the facts should be called by either the student or the suspending official to testify. An interpreter shall be provided if needed.
4. If, at a hearing, the student is not absolved of the charged acts of misconduct, he or she may appeal the finding and determination of the Superintendent to the Board of Education.
5. Both the Superintendent and the Board of Education are authorized to appoint a hearing officer to conduct student disciplinary hearings. The report of the hearing officer is advisory only, and the Superintendent or Board may accept or reject all or any part of such report. On appeal, the student shall be provided, at no expense, a copy of the transcript or mechanical recording of the hearing.
6. Upon the imposition of long-term suspension or permanent suspension, the school shall provide at least one counseling session to compulsory age students and persons in parental relation for the purpose of developing an alternative educational program that meets the student's needs.
7. The hearing procedures described above do not preclude the possibility of the Board of Education bypassing hearings below its level and becoming the only hearing party.

## **Bullying and Harassment**

York Central School is committed to “Dignity for All” in promoting the “Knights Way”. All students have the right to an educational environment which is safe and positive. There is no place in our educational institution for a hostile climate for any student. The York Middle/High has developed a protocol for all reported incidents of bullying or harassment. (Please see the diagram outlining the protocol in the handbook). The following is the legal description of bullying:

Bullying has three distinct components:

- It involves a **power differential** where the perceived stronger picks on the perceived weaker in reference to a personal trait or characteristic. Examples include, but are not limited to: popularity, athletic ability, height, weight, sexual orientation, race, creed, color, religion.
- It is **targeted** and intentional.
- It occurs **repeatedly**.

If your child feels they are being bullied it is important that they report it to an adult immediately. Bullying activity will only end if it is dealt with quickly. The report should be given to the closest adult to the situation when it happens. The adult will attempt to identify witnesses and gather information necessary to investigate the situation.

## **DISTRIBUTION OF COMMUNITY EVENT INFORMATION**

The District will post pre-printed notices/posters which announce community events and activities sponsored by not-for-profit organizations on the “community” bulletin board located in the foyer of the High School Cafeteria. The size of such notices/posters shall not exceed 8.5 inches by 14 inches. Copies of notices/posters should be delivered to the District’s Business office at least two business days before their intended posting date. The district reserves the right to reject any notices/posters which contain language, graphics, etc. which are inappropriate for a school setting.

The District will also distribute pre-printed notices/flyers which announce community activities sponsored by non-for-profit organizations for school-aged children (e.g., athletic programs, Girl Scouts, Boy Scouts, etc.). These notices/flyers shall not exceed 8.5 inches by 11 inches. The sponsoring organization must provide a sufficient number of the notices/flyers for distribution (the district will not make copies). Copies of notices/flyers should be delivered to the District’s Business Office at least ten business days before their intended distribution date. The District reserves the right to reject any notices/flyers which contain language, graphics, etc. which are inappropriate for a school setting.

**Disclaimer:** The District permits posting and distribution of information relating to community events and activities in accordance with this policy as a courtesy to community not-for-profit organizations. As a result, the posting and distribution of this information by the District does not constitute or imply District sponsorship, endorsement or approval of any of the events or activities, or the philosophies, views or practices of any of the sponsoring organizations.

## CLASSROOM STANDARDS

1. All homework assignments, or projects must be completed and turned in on time. All tests or quizzes must be taken. All arrangements of make-up work and remediation are the responsibility of the student. Corrective action will be at the discretion of the teacher.
2. Students are expected to be prepared for each class. Being prepared includes bringing appropriate materials with you to each class. Students should only be excused from classrooms for emergency reasons.
3. Misbehavior in class is not tolerated. Your teacher will insist on your attendance, cooperation and participation. Failure to conform to this standard will initially result in an assignment to stay after school. If behavior continues at an unacceptable level during class the teacher may ask the student to leave class. If removed from class for any reason, the student is to report to the middle/high school office failure to do so will be considered insubordination.
4. Each teacher will provide you with an outline explaining the rationale of the course and the requirements for successful completion of the course. Understand what is required and proceed to meet these requirements. Make it a point to ask your teacher for extra help if you need it! In addition to the above-listed standards, your teachers may distribute additional behavioral standards to be practiced in his or her particular class. Disregarding any established behavior standard will be dealt with as your teacher has outlined.

## YORK CENTRAL SCHOOL INTERSCHOLASTIC ATHLETIC EXPECTATIONS

Students participating in interscholastic athletics are representatives of the York Central School District. Student-athletes create an image that others perceive of them, their school, their community and their families. To create a positive image, the student-student-athlete must adhere to policies which will develop characteristics consistent with good physical conditioning as well as school and community citizenship.

All students participating in interscholastic athletics at York Central School will be expected to obey all the rules and regulations listed in the York Central School Extracurricular Policy (see YCS Code of Conduct). These rules have been established so that each student-athlete will maintain a high degree of physical conditioning and citizenship. All rules apply while a student is a member of any interscholastic team.

All student-athletes will be given a copy of YCS Extracurricular policy before each sport season. A student-athlete will not be allowed to officially practice until the student-athlete has had a physical from a physician (or YCS School Physician during Spring physicals).

### Changing Athletic Teams

Student-athletes are discouraged from quitting one team to join another. Athletes can only switch teams during the first 2 weeks after the sport season's starting date. If a switch of teams is made, a form must be obtained from the Athletic Director and filled out and signed by both coaches and the parents of the student-athlete.

## Selective Classification Policy

Please refer to the link below regarding this process as outlined by the State of New York.

<http://www.p12.nysed.gov/ciai/pe/documents/AthleticPlacementProcess2-11-15Revised.pdf>

## BEHAVIOR AT ATHLETIC EVENTS

The following are the guidelines for Inter-Scholastic activities for all spectators during interscholastic and all other sporting competitions at York Central School:

1. Price of Admission for our contests:  
Students - \$1.00  
Adults - \$1.50  
Senior Citizens, Service personnel, and School retirees - no charge
2. Students will be expected to observe all rules and regulations stated in the YCS Student Handbook which pertain to student behavior at any athletic event.
3. Students should remain in the gym during indoor events. Spectators should be seated in the bleachers and leave the bleachers at half-time and between games ONLY.
4. Once someone leaves the building they may NOT return.
5. Refreshments will be sold in the A-Wing corridor. Food and/or drink are not permitted in the gymnasium.
6. NO SMOKING is allowed in the building or on school grounds by anyone in attendance.
7. All students and adults are to refrain from using noise makers (Livingston County Athletic Association rule) during any indoor contest.
8. Spectators, students, players, cheerleaders, and staff are expected to show courtesy, friendliness, and GOOD sportsmanship at ALL times during contests. Taunting individual opponents and/or game officials will not be tolerated and will result in being directed to leave the contest. Taunting individual opponents and/or game officials will not be tolerated and will result in being directed to leave the contest.
9. Spectators will remain off the playing area at all times.
10. Any student who fails to abide by the above-stated rules will be asked to leave the athletic contest and be barred from attending contests during the remainder of that particular season.
11. Respect the rules and guidelines set down by the home school sponsoring an athletic event.
12. The intent of this policy is to encourage communication and establish the best relationship between our school and each competitor. We expect our fans to support our teams in a positive manner and to show courtesy to visiting teams, officials and spectators.

Adults are asked to adhere to the same above-stated behavior code.

## SMOKING POLICY

(See also Code of Conduct)

There is to be NO smoking in the school building or on school grounds at any time. A student will be considered to be smoking if observed actually smoking, blowing smoke from the mouth, holding a cigarette in the hand (lit or unlit), disposing of such cigarette or, if when referred, the evidence of smoking is beyond that of reasonable suspicion.

Electronic cigarettes and vapes are prohibited on school grounds, school buses, and any other school sponsored event on/off our campus. Students in possession of any electronic cigarette device, charger, and/or vapor product will be subject to consequences listed in the Code of Conduct.

## VEHICLES ON SCHOOL PROPERTY

1. York Central School will permit licensed motor vehicles including motorcycles and mopeds on school property, operated by licensed and insured Junior and Senior operators, to come and go from official parking lots only. Space permitting, pupils will be required to secure official permission from both parents and school administration. All operators will abide by the school 10 mph speed limit.

Recreation vehicles including go-carts, all terrain vehicles, mud bikes, and snowmobiles are prohibited from all school property.

Bicycles are permitted on school property. Students interested in bringing a bicycle to school, should first check with the appropriate school office to confirm the availability of an outside location during the day while construction is in progress.

Vehicles not specifically noted above are prohibited.

York Central School will not assume liability for accidents by private owners on York Central School property.

York Central School will not be responsible for any theft or damage to private vehicles and/or their contents while on York Central School property. Student drivers are expected to keep their vehicles locked at all times. Instances of theft and/or damage should be reported to the HSO immediately so Sheriffs' authorities may be contacted on a timely basis.

Individuals with vehicles or bicycles on York Central School property are subject to York Central School rules and regulations including any authorized searches by school authorities based on the concept of reasonable suspension (See also "Authorized Searches by School Officials. Violators are subject to revocation of vehicle or bicycle privileges.

School regulations regarding student vehicles on school property will be strictly enforced at all times. The term vehicle includes automobiles, trucks, motorcycles, etc.

2. Prerequisites for obtaining driving privileges:

Licensed students are not allowed to drive/ride vehicles to school unless:

- A. They have authorization to leave school early to participate in the senior alternative program, or to work, or



- B. The student's parents request permission for reason(s) important to the individual family. Space permitted, seniors will be given first consideration when students are allowed to apply for driving privileges. Juniors will receive secondary consideration.

### 3. Student Parking Area

Students approved to drive will park in the STUDENT PARKING LOT located adjacent to the soccer field ONLY. This expectation applies to students who may be present in school for only a short duration (e.g. Period 1 only, stopping in to pick up homework etc.) Failure to observe this (and other) rule(s) stated in this handbook will result in the sequential application of consequences outlined on the application form.

Anyone abusing parking lot privileges or safe conduct in the area will lose driving rights. The parking lot is off limits to all students during the school day. Students who need to be in the parking lot during the school day must obtain approval of their teacher and the High School the High School Principal's office prior to leaving the building. Students will be granted permission to go to the parking area once this dual permission is granted. Students are required to sign out and then back in again in the H.S. Office attendance log book AND with Mrs. DuBiel if permission is granted. This is a **ONE** time option during the school year. The security of the vehicles in the parking lot is of the utmost importance and consequently this rule has been made to protect you, the student, against false accusations in the case of parking lot problems. Failure to observe this regulation will result in:

1st Offense: One week detention

2nd Offense: A form of suspension and a parent contact will be necessary for re-admittance to classes

Student vehicles parked on school property are not covered by school insurance. Use of school parking facilities is done at your own risk.

The Sheriffs' Department will be called to investigate any vehicular accidents on school property. Students are required to report any damage to their vehicles to the High School Office as soon as it occurs.

### 4. Driving Regulations

Students driving to school must adhere strictly to the regulations below:

- A. Fill out the "Application for Student Driving/Riding Privileges" form and register their vehicle in the Senior High Principal's office. Signing this form acknowledges the fact that you understand and agree to abide by the stated rules and consequences. Parking will be reserved for Seniors (who will have first chance at registering vehicles) and Juniors space permitting.
- B. Properly affix the student driving sticker as directed by the High School Principal.
- C. **PARK IN THE DESIGNATED PARKING AREA FOR STUDENT DRIVERS (STUDENT LOT ADJACENT TO THE SOCCER FIELD) ONLY. THE RT. 63 CIRCLE AND FACULTY A WING AND ELEMENTARY PARKING LOTS ARE OFF LIMITS TO STUDENT DRIVERS DURING HOURS SCHOOL IS IN SESSION UNLESS YOU HAVE GAINED THE PRIOR PERMISSION OF THE BUILDING PRINCIPAL. STUDENTS FOUND PARKING IN THESE AREAS DURING SCHOOL HOURS WILL BE GIVEN A WRITTEN WARNING AFFIXED TO THEIR VEHICLE. A CONTINUATION OF THE VIOLATION WILL RESULT IN THE VEHICLE BEING TOWED**

- D. Observe a 10 mph driving speed. Use caution entering and leaving the parking lot.
- E. Students are required to park in 2 parallel rows in the designated student parking lot: one near the soccer field fence, the other a safe parallel distance behind it in the student lot. Students will be required to leave all entrances and exits in the parking lot free for emergency vehicles to move in and out. Students are not to park on the grass parallel to Route #63.
- F. Keep vehicles locked at all times.

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN THE WITHDRAWAL OF STUDENT PARKING PERMISSION. FURTHER VIOLATION MAY RESULT IN SUSPENSION AND/OR HAVING THE MATTER TURNED OVER TO THE SHERIFF'S DEPARTMENT. STUDENT DRIVERS INVOLVED IN RECKLESS AND/OR UNLAWFUL DRIVING BEHAVIOR WILL BE REFERRED TO THE SHERIFF'S DEPARTMENT IN ADDITION TO HAVING DRIVING PRIVILEGES SUSPENDED AT YCS.

#### MIDDLE/SENIOR HIGH SCHOOL LIBRARY - MEDIA CENTER

The Middle-Senior High School Library-Media Center is geared to meet the specific needs of 6-12 students. Newspapers, records, film strips & computer software as well as computers and projectors are provided for the use of all students and teachers. To allow the most number of students the maximum use of the facilities certain rules must be enforced.

1. Reasonable quiet must be observed so that all students may study.
2. All students are required to report to their study hall first, obtain permission to use the library and, if granted, sign in legibly under their study hall designation. Permission to leave the room must be obtained from the Librarian or Library Assistant. The Librarian is in charge and will decide who should remain and who should leave the library.
3. All materials may circulate (reference and A.V. overnight, with special permission).
4. Books circulate for a two week period.

Please use and enjoy the library during your Middle/Senior High School experience.

#### REGULATIONS FOR TECHNOLOGY SAFETY

1. "Rough-Housing" will not be tolerated at any time.
2. Loud talking will not be tolerated as it distracts others.
3. All machines are to be left strictly alone expect when specific permission is given by the instructor to use them.
4. No one except school employees may use shop equipment when the instructor is not present.
5. Safety devices for machines must be used as indicated. Safety goggles must be worn at all times.
6. Pupils will be issued a specific list of safety rules which must be followed.

## STUDENT BOARD

Student Board is the student government organization representing the student body in grades 7-12.

Membership: Student Board is comprised of 12 members.

- 12th grade - (1) class president or vice-president
  - (1) elect one representative from the two members who served last academic year
- 11th grade - (1) class president or vice-president
  - (1) elect one representative from the two members who served last academic year
- 10th grade - (1) class president or vice-president
  - (1) appoint representative who served last academic year
- 9th grade - (1) class president or vice-president
  - (1) elect at large representative
- 8th grade - (1) class president or vice-president
  - (1) elect at-large representative
- 7th grade - (1) class president or vice-president

Selection of president or vice-president is option of the class.

Meetings:

Student Board will meet on the first Wednesday of each month depending on work to be done. Special meetings may be called by the President or the Staff advisor.

Officers:

Student Board will elect a president, vice-president and secretary-treasurer from the twelve members. A faculty member will serve as executive officer.

Duties of the Board:

1. Provide consultation, assistance and advice on all matters having to do with student affairs at York Central.
2. Provide input for administration, faculty and Board decisions pertaining to students.
3. Make recommendations for disposition of discipline problems.
4. Produce minutes of each meeting for distribution to Board, faculty, administration and student body.
5. Maintain a calendar of student events to include class and activity sales and extracurricular activities (e.g. dances).

Teachers and/or parents are invited to attend Student Board meetings.

## FUND RAISING

Fund raising activities must be controlled, so that members of the community, teachers and other students are not excessively solicited.

The following procedure is recommended to provide a fair, but flexible fund raising program.

Each club or class that has a recognized advisor should submit a "CLASSES and CLUBS ACTIVITY REQUEST FORM" AND A PROJECTED PROFIT/LOSS FORM to the faculty advisor of the Student Board who will in turn submit it to the High School Principal for approval **before** presentation to the School Board. Fund raising projects, and other class activities should be listed on this form. Notification by Student Board will be made to each group, indicating approval or disapproval of activities.

### NOTES:

Dances will not be considered a fund raising activity but are a taxable event.  
Service projects are recommended instead of projects where a product is sold.  
Parent groups are not regulated by the above, but will be asked to submit their projects to Student Board for approval.  
Senior projects: Senior magazine sales and Christmas Candy sales are recognized as approved at the beginning of school.

### Collecting tax:

All student organizations must collect tax on receipts from all sales of taxable merchandise. Taxable merchandise is any item you would normally pay tax on if purchased from a store and also includes events such as spaghetti dinners, dances, etc. Class/activity Treasurers should keep in close contact with the High School Office Secretary re: all ECA (Extracurricular Account) financial transactions.

## CLUBS

Definition: A group of students meeting together on school property and supervised by a faculty or staff member on a scheduled basis satisfying the following criteria shall be considered to constitute a club:

- \* The group involves a minimum of 6 students.
- \* The purpose of the group is in keeping with the educational goals of the schools stated in the 848 Long Range Plan (Paragraph C - GOALS).
- \* The group has presented a statement of its purpose and goals to the appropriate Principal.
- \* The Principal has certified that paragraphs a and b of this policy have been satisfied.
- \* The Principal has recommended to the Board of Education and the Board has agreed that the group be given club status.
- \* Any club wishing to have fund-raising activities must have elected officers and comply with Student Board criteria for fund-raisers.

Clubs will annually (in May) make a written report to the Building Principal. This report will include:

- (a) Number of students who comprise the club membership.

- (b) Number of meetings held during the school year (September - May). Copies of meeting minutes are suggested as the appropriate means to substantiate meetings.
- (c) Number of projects that have been attempted during the reporting period, and number of projects completed.
- \* After a new club has been approved and has functioned for two consecutive academic years the district will pay the advisor in succeeding years an advisor ship fee according to the scale provided in the teacher's contract for such purposes.
- \* Clubs, in general, will be classified as academic, athletic or service-community related.

### SCHOOL DANCES

1. School dances will be held throughout the school year pending Student Board approval. Dances are designated as Middle level or Senior High School aged students only. Students are allowed to attend dances only at the level they are in school. Ex. An 8<sup>th</sup> grade student may only attend middle level dances.
2. Students wishing to bring an age appropriate guest from another school to a dance need to submit to the High School Office a completed Visitor's Dance Request form the Wednesday prior to the dance. This form is available in the High School Office. Guests will not be allowed at Middle School Dances. Student guests that are in good standing in their home schools will be allowed to attend. York student sponsors accept responsibility for the actions of their approved guests at all times.
3. Students who leave a dance will not be readmitted. Students are expected to follow the expectations of the club/class Advisor who is organizing the dance.
4. Rides need to be lined up in advance to arrive promptly at the end of each dance.

### CLASS RANK

A weighted ranking procedure is used at the Middle/Senior High level to compute each student's class rank. More challenging academic courses are assigned a higher weighted rank. This procedure encourages students to strive for higher academic achievement by enrolling in more demanding courses. Students should see their Counselor for specific information pertaining to the weighting factor assigned to each course and their eligibility to receive credit toward rank.

### Loren P Kellogg Academic-Excellence Recognition Ceremony

Students will receive special recognition at an end of the year evening ceremony held in honor of former Board President Loren P. Kellogg. There will be one ceremony to honor students in grades 6-12 and seniors will be recognized at the Senior Banquet. Accomplishments recognized at these prestigious ceremonies include:

1. Achieving a 95% overall in progress GPA for the first three quarters in a 40 week course.
2. Awards achieved as a result of the Odyssey of the Mind competition.
3. Recognition for Interscholastic Mathematics Competition
4. Participations in Brainstormer Team Competition.
5. Participation in Academic Challenge Bowl Competition.
6. Music accomplishments given by the Music Department.
7. Department Honors

### Breakfast of Champions (9-12) and Sundae Honors (6-8)

Students who earn High Honor Roll status for the first three quarters of each school year will be honored at a recognition event based on grade level and served during the 4<sup>th</sup> quarter. These ceremonies will be held during the school day.

### Qualification for Honor and High Honor Roll Status

Each ten weeks students are recognized for earning high academic standards. All subjects, both academic and special area courses are taken into account.

"Highest Honors"-A quarterly academic average of 90% or above with no mark below 85% and no incomplete grades.

"Honors"-A quarterly academic average of 85% or above with no incomplete grades.

## NATIONAL HONOR SOCIETY

York Central School has a National Honor Society Chapter.

Students in grades 8-12 will be eligible for the National Honor Society if they have a cumulative average of at least 90%. Membership is not automatic. Eligible students are admitted to the society by a majority vote of the faculty panel (5 members) using the following criteria:

Service - demonstrates willingness to sacrifice time to work for a class, club or other school or community project.

Leadership - takes a constructive lead in classroom work, school programs and/or holds an elective office.

Citizenship - shows proper respect for school rules, classmates and others.

Character - demonstrates a cooperative attitude, volunteers, does not have a record of discipline problems or unexcused absences or lateness's.

Academically eligible students are required, if interested in being recognized as a NHS member, to apply and complete a self-evaluation form and submit two letters of reference. Specific questions about eligibility or examples of membership criteria should be directed to our NHS faculty advisors.

Membership status is reviewed at each quarterly marking period. Inducted students are expected to meet eligibility requirements stated in the New York National Honor Society charter in order to remain as members in good standing.

A student will receive a warning if his or her cumulative average falls below 90% at the end of a semester. If a student's cumulative average falls below 90% for two consecutive semesters, the student will be ineligible for continued membership in the NHS. Inducted students are expected to meet eligibility requirements stated in the York National Honor Society charter in order to remain as members in good standing.

## INSURANCE AND ACCIDENTS

All accidents that occur on school premises, or at school functions not on school premises, must be reported immediately to the School Nurse or the Building Principal in his or her absence. A school authority must authorize a pupil to be sent to a doctor in order to receive school insurance coverage benefits.

## VISITORS

Please refer to page 16, item number three under Building Security.

Students who would like to sponsor a student visitor will need the written authorization of all of his or her teachers, and the Building Principal **at least four days prior** to receiving permission to bring such a visitor. YCS students who sponsor visitors will be held responsible for any problems which their guests might cause during the school day and/or at school-related functions. Student visitors will not be approved if it means that coming to YCS will cause them to miss school.

## BUS REGULATIONS

(See also District Code of Conduct)

### Student's Responsibilities

1. To follow all the rules of safety and courtesy at all times.
2. To follow all the instructions and directions of the bus driver.
3. Students must present an official YCS bus pass countersigned by the faculty member they stayed after for and the faculty or staff member who supervises the 3:05-3:15 pm holding area in the H.S. Cafeteria to the bus driver if she/he is riding the second PM run. Students also need to secure the permission of a faculty member prior to the end of the school day that they wish to stay.
4. Parents/students will be held responsible for any costs which result from student vandalism on the school bus (e.g. damaged seats and seat backs, seat belts). Students should report any damage and/or examples of messy conditions they observe to their driver immediately upon getting on the bus.

### Examples of Irresponsible Behavior Subject to Disciplinary Action

1. Distracting the bus driver with poor behavior.
2. Ignoring safety regulations.
3. Fighting or disorderly conduct.
4. Throwing of objects at, in, or out of the bus.
5. Using profanity, loud or abusive language.
6. Refusing to follow driver's instructions.
7. Failure to remain properly seated while bus is in motion.
8. Soiling or littering the bus.
9. Smoking or drinking on the bus.
10. Being discourteous to the driver.
11. Causing damage to the bus.
12. Eating on the bus.
13. Annoying other students.
14. Putting arms or head out of windows.
15. Lighting matches or lighters.

### Penalties for Bus Misconduct

1. Bus Drivers will deal with all initial infractions. Warnings and assigned seats may be assigned as the situation warrants by the individual driver.
2. Repeated instances of misconduct will be reported to the Building Principal. Penalties may range from cleaning the bus to suspension of bus privileges for a short duration of time. Parents will be notified of these referrals either through the mail or by phone conversation.
3. Automatic Referral will be made to the Building Principal for the following serious infractions which will result in immediate suspension of bus riding privileges until a parent conference can be held:
  - a. Fighting and/or hitting others
  - b. Driver distraction due to severe disturbance
  - c. Disrespect to driver
  - d. Destruction of any bus equipment



### Counseling Center

Two counselors and a school psychologist assist students in the Middle/Senior High School. A primary goal of our counselors is to help each student benefit as much as possible from the school program. Attention is given to academic, social and personal growth needs.

All students are counseled in connection with grades, scheduling, employment, college application, testing or personal problems. Various career education programs are available to students. Students may register for vocational courses through BOCES, at the May Center, after discussing their choice of program with their counselor.

An individual folder is kept for every pupil which includes all data pertinent to the pupil's educational and vocational interests and aptitudes. In order to properly advise pupils in connection with their high school program and their work after they leave school, information gathered from teachers, conferences, testing, and career studies is used.

For students planning to go on to further study after graduation, the student services center has available:

1. Books listing major areas of study and schools that offer them;
2. Many college and specialized school catalogues to use for learning about the schools and their specific requirements for entrance;
3. Career and college choice counseling;
4. Information and applications for college entrance tests (SAT, ACT and Achievement Tests).
5. Applications and assistance in filing them for college entrance and financial aid.

For students planning immediate employment when leaving or graduating from high school, the student services center can help with:

1. Interview and testing with New York State Employment Service and federally subsidized programs;
2. Information on military service and training programs;
3. Assistance with social security cards, working papers and Selective Service Registration.
4. Occupational counseling.

All York graduates and community members may contact our counselors to arrange to use Student Services Center materials in considering a change of vocation. The counselors will be available to them for career and college counseling.

The Student Services Center will provide evening hours by appointment for meeting with parents and/or students.

### **Grades 7 and 8:**

All students shall be provided instruction designed to enable them to achieve, by the end of grade eight, State intermediate learning standards through:

- English language arts, two units of study;
- Social studies, two units of study;
- Science, two units of study;
- Mathematics, two units of study;
- Technology education, one unit of study;
- Home and career skills, three-quarters of a unit of study;
- Physical education as required by section 135.4(c)(ii) of Commissioner's Regulations (basically, every other day);
- Health education, one half unit of study as required by section 135.3(c) of Commissioner's Regulations;
- The arts, including one half unit of study in the visual arts, and one half unit of study in music;
- Library and information skills, the equivalent of one period per week in grade seven and eight;
- Languages other than English pursuant to section 100.2(d) of Commissioner's Regulations; Career development and occupational studies.

### Middle School Promotion Policy

Students are required to repeat any seventh and/or eighth grade Math, Science, English or Social Studies course in which the student does not receive a final average of 65%. Schedules permitting, students will also be required to repeat additional courses for which they do not receive a final average of 65%. All final marks of courses which cannot be rescheduled during the following year will be entered on the student's cumulative folder.

A student who fails more than two units of study in a given year will not be promoted to the next grade. A unit of study is awarded for the successful completion of a course which meets for 40 weeks per year.

Every effort will be made to allow the student to progress to new courses, in a logical sequence, and to repeat failed units of study as soon as possible. Students are also able to retake up to 2 courses in Summer School (see "Summer School") and/or earn credits by being tutored (see "Repeating Courses for Credit") in order to remain a student in good academic standing.

In the event of extenuating circumstances, individual Middle High student promotions may be reviewed by a committee comprised of that student's current teachers and chaired by the Middle School Counselor. The Middle School Counselor may make a recommendation to the Building Principal who will have the final authority to authorize policy exceptions when they are judged to be in the best interest of the student and the district.

The promotion of Middle level students with disabilities will be at the discretion of the District Committee on Special Education (CSE).

## SR. HIGH GRADUATION REQUIREMENTS

Revised NYS Standards for graduation has eliminated local diplomas and requires all students to successfully pass 5 Regents level exams (Comprehensive English, Algebra, Global History, American History and a Science Regents) for a Regents diploma and 8 Regents exams for a diploma with distinction (The same requirements for a Regents diploma (The same requirements for a Regents diploma plus a second Math and Science Regents and Comprehensive Spanish).

- (a) A State course of study involves class attendance, homework assignments, quizzes, tests and other activities as well as a State exam which is administered at the end of a course. To receive Regents credit for a course of study, the Regents examination that is administered at the end of the course must be passed with 65%. The granting of credit for a state course of study is not based solely on the results of a specific State Examination (e.g. Regents or RCT). A student must pass the course and exam with a 65% to earn credit.
- (b) A student may obtain 1 unit of credit in art and/or music in an advanced out of school art or music activity.
- (c) Students acquiring 5 units in art, music, business, technology or Career and Technical Education may be exempt.

Students acquiring 5 units in art, music, business, technology or Career and Technical Education may be exempt.

Credits will be based upon student seat time in a course. The following weeks of seat time will result in the attached credit:

10 Weeks – ¼ Credit  
 20 Weeks – ½ Credit  
 40 Weeks – 1 Credit

Students may not receive credit in any course they withdraw from prior to the completion of the course. Example (Student takes a 40 week math course and withdraws at 25 weeks. The student may not apply for ½ credit.)

### REGENTS DIPLOMA

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Health Education	1/2 units
Art or Music or DDP	1 unit
Physical Education	2 units
Sequences/Electives	3.5 units
Second Language	1 unit
<hr/>	
	22 UNITS

### ADVANCED DESIGNATION REGENTS DIPLOMA

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Health Education	1/2 units
Art or Music or DDP	1 unit
Physical Education	2 units
Sequences/Electives	1.5 units
Second Language (a)	3 units
<hr/>	
	22 UNITS

- (a) Students acquiring 5 units in art, music, business, technology or Career and Technical Education may be exempt.

### **Accelerated Graduation**

Students who are interested in graduating during their junior year must satisfy the following requirements:

- Announce his/her intent at the junior scheduling meeting
- Have maintained an 85 average during their high school career
- Have over 12 credits towards graduation satisfied
- Completed all Regent requirements to date
- Student must be in good standing
- A parent/counselor meeting must be held prior to being scheduled

The following must be understood by the student:

- The senior trip is only a one-time event
- Students accelerating may not be ranked with the class
- Additional classes at summer school must be paid for by the student
- Student is responsible for any and all dues needed for their class
- Senior class events may only be done once by the student

### **REPEATING COURSES FOR CREDIT**

Students will not be scheduled to “double up” on courses within a particular sequential curriculum if a course is failed. An example of “doubling up” would be a student taking Global History 9 and Global History 10 during the same day. If a student fails a mandated course, he/she must attain an average of 65% or higher prior to enrolling in the next course. There are three (3) basic ways that courses may be repeated for credit: attending summer school, obtaining a private tutor, or repeating the course the following year.

**SUMMER SCHOOL:** Attending summer school and earning a grade of 65% or higher for the entire summer school course. Students must be recommended to attend summer school by the teacher whose subject they failed.

**PRIVATE TUTOR:** The tutor must be certified in the designated subject area and work with the student a minimum of 60 hours for a 1.00 credit (full year) course, or 30 hours for a .50 credit (half year) course. Tutoring requires prior consultation with Student Services and Administration.

### **STUDY HALL CAP**

To maximize time spent in school, study halls will be limited to no more than two (2) 40-minute periods per student per day.

### **CLASS SCHEDULE CHANGES**

In the event that a change in schedule is necessary, the student should consult with his/her School Counselor. Procedures for changing schedules will be announced on the first day of each new semester.

### DROPPING A COURSE

It is our philosophy at York Central School that all students need to maintain a challenging course of studies throughout their Middle/Senior High experience. Our belief, based on feedback from business and industry, college representatives and military personnel, is that students need to take and successfully complete a challenging course of studies. Courses currently offered at York Central provide our students with the opportunity to achieve their future goals.

#### **Dropping a Course Within First Five (5) Weeks**

Any course drop/change needs to take place within the first five (5) weeks of a course after the appropriate course drop procedures have been followed. Courses may not be added after the 5 week marking period.

### COURSE DROP PROCEDURES

1. A student must initially talk with the classroom teacher about concerns pertaining to the course. The student will then obtain a drop/add form from the counseling office.

Upon picking the form up from the Counselor the following will be discussed:

- a) the effect dropping a course will have on high school sequences and graduation requirements,
- b) the effect dropping a course will have on college or job preparation,
- c) course replacement options.

If dropping a course is still a request after the student and counselor meeting, the student will obtain a COURSE DROP PERMISSION form. This form needs to be returned to the Counselor.

2. If requested by any of the involved parties, a parent/teacher/counselor conference will be scheduled at any time during the course drop process.
3. If the result of this process is that a student drops a course, he/she must select a replacement course in line with the existing study hall cap. (Students should have no more than two 40-minute study halls in a 9 period day).

#### **Dropping a Course between Five (5) and Ten (10) Weeks**

If dropping an assigned course becomes a necessity after the first five weeks but prior to ten weeks of a course, a student the following procedures listed above and also understand the following:

- If a course is dropped after Five (5) weeks but prior to Ten (10) weeks, a student will receive a withdraw/fail or withdraw/pass recorded on their transcripts.
- Seniors who have previously applied to college, will have an updated transcript forwarded to the institutions they have applied to.

**Courses may not be dropped after the 10 weeks**

**Course average at the time of the drop will be maintained for eligibility requirements until the end of the 5 or 10 week grading period.**

## SUMMER SCHOOL

It is strongly recommended that students who fail required courses and/or Regents examinations directly tied to receiving a Regents diploma make them up during the summer school program conducted. Failure to do so will seriously jeopardize a student's grade placement and the ability to graduate on time with his/her class. Students may also retake Regents exams and competency tests during the summer exam period.

Students who fail courses and/or Regents exams must make arrangements with their School Counselor to attend a certified summer school program. These arrangements should be made as soon as the student is notified of an unsatisfactory performance.

Students **must** be recommended to attend summer school. This **must** be done by the faculty member who is teaching the course that the student is failing in order to attend summer school.

Permission of the High School Principal or his/her designee must be secured before a student is enrolled in Summer School.

Students should see their Grade Level Counselor for details pertaining to sign up procedures, course and exam schedules and questions pertaining to transportation.

Students are also expected to attend classes on a regular basis and obey all rules and regulations of conduct of both York and the summer school facility in order to be eligible to complete summer school.

## SUMMER SCHOOL ELIGIBILITY POLICY

Students are strongly encouraged to attend Summer School in order to satisfactorily complete courses not passed during the regular academic school year. Failure to do so may result in a student not being able to graduate on time. In order to be considered eligible to enroll in Summer School courses, a student must meet the following guidelines:

1. Have demonstrated compliance with the following course expectations 50% of the time during the time period the student was enrolled in the course as verified by the classroom teacher:
  - a. Active participation in class discussions
  - b. Submission of in-class and homework written assignments on a timely basis
  - c. Contributing to the class in a constructive and cooperative manner
2. Students who are denied course credit due to failure to attend classed in accordance with the provisions of our District Attendance Policy (#5118) will be expected to continue to attend their class(es) in order to be eligible to enroll in Summer School. Students who fall under this category are also expected to:
  - a. Be a student in good standing and behave in an appropriate manner for the duration of the class
  - b. Comply with all course expectations stated in #1 a-c above
  - c.

A student, parent or teacher may request the Building Principal to review possible extraordinary circumstances for entrance into Summer School if the provisions #1 and #2 stated above have not been met. Students attending summer school are expected to maintain acceptable attendance. Students may not miss more than 3 days of summer school instruction. Any student who goes beyond the 3 day limit will lose credit and be scheduled into that course for the next school year.

**Final Grade:** A student's Summer School grade will be the grade for the course on the student's official transcript. The recorded exam grade will be the higher (Summer School or regular school year) grade earned on a Regents or local final examination.

## PHYSICAL EDUCATION PROGRAM

**Required Class Work:** New York State requires that every pupil in school take part in a regular gym class unless he/she presents a written doctor's excuse to the school nurse which outlines the reason and duration of a student's non-participation in specific types of physical education activities. Students who are excused from specific types of PE are still required to report to their regularly scheduled gym class. Students are also required to make up gym classes they may have missed due to absence from school. The purpose of physical education classes is to build strong bodies, as well as to teach skills of the various physical activities.

**Swimming:** Swimming is required by the Board of Education as part of physical education for all students grades 3 through 12.

**Grading:** One-half (1/2) credit is awarded each year for successful completion of physical education. A student's PE grade is averaged in with his/her other courses in order to determine quarterly/final averages. A student must accrue two (2) units in four years to meet graduation requirements. Students who fail or receive an incomplete in Physical Education will be required to participate in additional physical education courses in order to earn the required credit.

**Proper Gym/Swim Attire:** All students are required to come to Physical Education classes prepared to participate in the activity of the day. The Physical Education teachers will determine the proper clothing to wear depending on the season of the year.

## POLICY FOR NEW PUPILS ENTERING YORK CENTRAL

1. All new students entering the Middle/Senior High School must report to the Student Services Center for initial processing of records. Further instructions and directions will be provided for each student. Grade placement, records, health records, and any special arrangements will be completed by the Student Services Center. All new students should bring report cards and any other transfer information from their previous school. All new students must also provide proof of residency in the York School District and if residing with one parent or guardian must provide copy of court-issued custody documents. Official transcripts will be requested by school officials only.
2. When a pupil enters York Central from another school, he/she will be accepted into whatever class the evaluation of credits will allow. He/she will be entitled to compete for any honors, positions, or other considerations normally given to that particular class to which he/she is assigned.
3. If a pupil enters the senior class before mid-year examinations, his or her transfer marks will be used with those received at York Central to determine class rank.
4. A pupil entering after mid-year examinations in the senior year could not compete for honors since the averages will have already been computed at York Central.
5. If a pupil is able to complete his or her normally required work for graduation in three years, he or she will be assigned to the senior class during his or her last year, and will be entitled to all the rights and privileges of seniors.

## GRADING

### Report Cards

Report cards will be issued to all pupils approximately one week after each quarter. Each report card will contain an appraisal of the work done and will include numerical marks and teachers comments regarding the success or failure of the pupil. Report cards will be issued as outlined on the school calendar. Report card grades will be completed every ten weeks. Final grades will be figured on five marks; four quarterly averages, and a final exam for full year course (Teachers may elect to offer a mid-term exam which will be included in the final; examination average). Semester courses will be computed on three grades (two quarterly and the final). Ten week courses (if they are offered), one grade.

### Five Week Report

Five week progress reports will be issued to all students halfway through each marking period which will indicate the student's progress at that point.

### Incomplete Grade

If you receive an incomplete grade, your teacher will complete an "Incomplete Grade Report". You must sign the report and adhere to its directions for completing the work necessary to get a final grade. Be sure to have all work completed and handed in by the indicated time. Failure to comply with all directions can lead to a failing grade in the course.

### **Student Intervention Plan: Quarterly Failures**

1. A list of student failures will be distributed to faculty and staff via email, on a quarterly basis by the guidance department.
2. Study hall monitors will be notified not to allow students failing two or more courses out of a study hall unless that student has a pass from a teacher.
3. Students with multiple failures will be counseled by the counselor and/or principal.
4. Failing students will be notified of free tutorial services through Geneseo State University.
5. Parents of failing students will receive a letter requesting they contact the individual teachers. This letter also provides teacher contact and tutorial information.

Teachers and staff who have identified a student as failing their course will offer the following opportunities to increase student success:

- Speak to the student about grade status
- Require the student to stay for additional help after the regular class day
- Contact parents and or hold a parent-teacher conference
- Hold a grade level committee to discuss student performance

Students who continue to be unsuccessful will be referred to Student Support Team (SST) so that all partners in the educational process will become involved. Primarily, SST is designed to assist with students experiencing academic difficulty. The following steps are followed:

- SST referral form is completed by the referring faculty and returned to the appropriate guidance counselor
- SST meeting is scheduled
- Meeting notes and follow up activities are typed and forwarded to all meeting participants
- Parental contact if appropriate
- Follow up SST meeting is scheduled if appropriate. Coordinated by the appropriate guidance counselor.



## REGENTS TESTING REQUIREMENTS

Every student planning on graduating from high school must meet the Regents testing requirements that are currently in place for his/her graduating class. Make sure to see your Counselor to review the requirements which pertain to your grade level.

## ATTENDANCE AT JUNE GRADUATION CEREMONY

Student attendance at June graduation ceremonies will include all students who have successfully completed the necessary requirements for a diploma or certificate before the date of such ceremony.

Graduation practice will be held in Hilfiker Auditorium on the morning of the last Friday of school before our Saturday graduation. It is mandatory that all Seniors who qualify to graduate participate in this practice in order to be part of the official June graduation ceremony. All books, fees or bills must be collected prior to participation in the June Commencement Ceremony. Caps, gowns and tickets will be issued to students who have settled all accounts after the rehearsal practice. In addition, any pending disciplinary consequences must be made up prior to the time of practice in order to be eligible to participate in both the practice and the actual graduation ceremony itself.

## SENIOR TRIP ELIGIBILITY

1. As of February 1st, during the year of senior trip, the student must have successfully completed, and be pursuing sufficient credits to be eligible for graduation in June of that year.
2. If the student is planning to graduate in August of the "senior trip" year, he/she may attend the trip if appropriate summer school enrollment is arranged through the Student Services Center.
3. If the student anticipates graduation in January of the following year, attendance on the senior trip (previous year) will be allowed upon verification of an appropriate schedule through the Student Services Center.

## SENIOR TRIP EXPECTATIONS

York Central chaperones, and hotel personnel have the authority to enforce the following rules and procedures. Please read each rule carefully for understanding before signing the consent form.

1. GENERAL CONDUCT is to be such as to reflect credit to your school, family and community and not to interfere with other patrons of the hotel. Please know that all rules, regulations, expectations and consequences outlined in our current student handbook will be in effect during this Board of Education approved trip.
2. CURFEW: Students will be in their rooms by 11:00 p.m. each night.
3. ALCOHOLIC BEVERAGES AND DRUGS will not be permitted in any form. Chaperones and hotel representatives reserve the right to inspect rooms at any time.
4. DAMAGES: Hotels will hold individuals of a particular room responsible for any damages. This damage will be collected through the class or through the school.
5. ATTEND ALL GUIDED TOURS (students should stay in groups of 3 or 4 and never "travel" alone).
6. LOCK ROOMS at all times.
7. CHAPERONES HAVE THE AUTHORITY TO EXAMINE ALL LUGGAGE, MONITOR YOUR CONDUCT, AND SEND YOU HOME, AT YOUR PARENT'S EXPENSE, IF DEEMED NECESSARY AT ANY TIME DURING THE TRIP.

Hotels must protect the rights of other patrons and thus reserve the right to dismiss individuals and groups guilty of improper conduct. Should this occur, no refund can be made for uncompleted touring or hotel accommodations. Any additional travel expense must be borne by the individual.

## Sexual Harassment

The York Central School Board of Education is committed to safeguarding the right of all employees and students within York Central to a work and learning environment that is free from all forms of sexual harassment. Therefore, the Board prohibits all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from a student, or employee as a term or condition of employment or from a student, or which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment. The Board also strongly opposes any retaliatory behavior against complainants or any witnesses.

### A. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other written, verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or participation in an educational function, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or participation in an educational function, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

### B. Procedures for Filing Complaints

Employees and students must report the incident as soon as possible in order to allow for a fair determination to be rendered. The Superintendent shall serve as the compliance officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set forth below:

1. Any employee or student who believes that he/she has been subjected to sexual harassment has a responsibility to report or complain to his/her immediate supervisor, teacher, or administrator in a timely manner. The immediate supervisor will promptly notify the compliance officer of any complaint(s) received. Should the immediate supervisor, teacher, or administrator be the alleged harasser, the complaint is to be filed with the next level of management.
2. In the absence of a complaint, any supervisor, teacher, or administrator upon learning of, or having reason to suspect the occurrence of sexual harassment will notify the compliance officer, who in turn will be responsible for commencing an investigation.
4. All complaints of harassment will be investigated promptly by the compliance officer.
5. All matters involving sexual harassment complaints will remain confidential to the extent possible and subject to applicable laws and relevant provisions of collective bargaining agreements.
6. In all cases, the employee or student against whom a complaint has been lodged and the complainant will be advised of the findings and conclusions.
7. The compliance officer will hold meetings, interview witnesses and otherwise gather such evidence as is deemed appropriate in order to make a determination.

### C. Remedial Action

1. Appropriate disciplinary action will be taken against any employee or student who violates the sexual harassment policy. Depending on the gravity of the misconduct, disciplinary action may include a verbal or written reprimand, suspension, termination, or other appropriate penalty as provided for by law. Any retaliatory conduct by the person against whom the complaint is lodged will result in disciplinary action against the person initiating such conduct.
2. Given the nature of this type of discrimination and the serious ramifications that may result from a complaint, York Central recognizes also that false accusations of sexual harassment

can have serious effects on innocent people and any such false accusations made knowingly will be dealt with in a serious manner.

All personnel and students are to be made aware of this policy. This will be accomplished through new employer orientation, inclusion in the policy of all handbooks, and with comprehensive in-service programs which address the issue of sexual harassment. These activities will be the responsibility of appropriate administrative personnel.

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

#### STUDENT BILLS

Students are responsible for returning any books, materials, uniforms or equipment loaned or rented to them during the school year by the school district. Students are expected to pay for any of the above-stated items which are damaged or not accounted for at the end of a school year. All outstanding fees and bills must be paid before a student receives his or her cap and gown and graduation tickets at the graduation rehearsal ceremony or before transferring or leaving York Central.

Seniors are also responsible for the payment for their cap and gown, flower, yearbook and any debts which the class incurs to the school district prior to graduation.

## TO PARENTS

Schools exist in order to provide a quality education to all children. Education is more than the accumulation of knowledge. It includes scholastic achievement, social adjustment, mental and emotional maturity and physical fitness. If schools are to accomplish their purpose, complete cooperation between the school and home is necessary. Parents are encouraged to take an active interest in their children's education at York Central. Some specific ways in which your support would be greatly appreciated are outlined below:

1. Provide for a definite time for regular meals, regular sleeping habit and a quiet time and place for your student to study.
2. Encourage intensive work for shorter periods of time rather than less intensive study periods over a longer time. Check to see that daily work required is accomplished in a responsible manner.
3. Discourage late hours on evenings prior to school days.
4. Please make it a point to keep in touch with school officials and your student's teachers. Appointments for face-to-face meetings can be set up through your student's Counselor.
5. Please attend school functions. School functions are better in every respect when parents attend.
6. Expect to see and check your student's report card. A constructive review of your student's academic performance is a starting point for developing a serious approach to academics.
8. If problems arise, please make it a point to contact the building principal, counselor or teacher before your concern becomes serious in nature.
9. Continue to give your student positive reinforcement for doing a good job and constant encouragement to try his or her best in school each day.