

+

# Duanesburg Central Jr-Sr High School

163 School Drive, Delanson, NY 12053  
phone (518) 895-2355, fax 895-9971

## Student Handbook 2009-10

Mrs. Christine Crowley, Superintendent of Schools	895-2279, ext. 242
Mrs. Beth DeLuke, H.S. Principal	895-5350, ext. 222
Mrs. Lori Kuhl, H.S. Principal's Secretary	895-5350, ext. 221
Mr. Peter Reyes, M.S. Principal	895-5350, ext. 223
Mrs. Maria Longo, Attend./M.S. Principal's Sec.	895-5350, ext. 224
Ms. Alicia Kirkpatrick, Guidance Director g. 9-12	895-5350, ext. 226
Mr. Neal Silverman, Guidance Counselor g. 6-8	895-5350, ext. 262
Mrs. Chris Dickson, School Counseling Assistant	895-5350, ext. 227
Mrs. Sue Maioriello, School Nurse	895-5350, ext. 225,240
Margaret Venter, Bus Dispatcher	895-2511
Duanesburg Central District Website	<a href="http://www.duanesburg.org">www.duanesburg.org</a>

Name \_\_\_\_\_

Grade \_\_\_\_\_

Hm Rm \_\_\_\_\_

## Table of Contents

	page
Instruction & Instructional Resources	
Mission	7
Student Rights and Responsibilities	7
Statement of Nondiscrimination/Anti-Harassment	7
Visitors	7
Attendance Policy	8
Vocational-Technical Program Policies	9
Extracurricular Attendance Policy	10
Released Time for Religious Instruction	10
Student Scheduling and Course Loads	10
Character Education	10
Physical Education	10
Library	10
Multimedia Tools in the Classroom	11
Internet Acceptable Use Policy	11
Assemblies	11
Special Instructional Programs	
Special Education Programs	12
Section 504 Policy Regarding Students with Disabilities	12
Academic Intervention Services	12
Homebound Instruction	12
Summer School	13
High School Credit for College Courses	13
Grading & Promotion	
Grading Systems	13
Homework	14
Honor Roll and Credit List	14
Promotion and Retention of Students	14
Academic Restriction	15
Graduation Requirements	15
Early Graduation	15
Student Records	15
Student Code of Conduct	
Rules for Building Behavior based on Code of Conduct	15
Prohibited Student Conduct and Consequences	15
Fighting	17
Smoking Policy	17
Student Dress Code	18
Bus Rules	18
Student Driving	19
Lunch Dismissal	19
Lockers	19
Senior Privileges	19
Senior Lounge	20
Senior Lounge Rules	20
After-School Attendance	20
Peer Mediation	20

Extracurricular Activities	page
Athletic and Extracurricular Activities	20
Clubs and Activities	21
DCS Extracurricular Activities Eligibility Procedure	21
Extracurricular Academic Eligibility	21
Infractions	21
National Honor Society	22
Dance Rules	22
Guidance Programs	22
Support Services	
Health Information Student Accident Insurance	22
MS/HS Student Health Regulations	23
Student Medications	23
Drug, Alcohol, and Illegal Substance Policy	23
Threat Assessment: Key Observations for Students, Staff, and Parents	24
Sexual Harassment Regulation	25
Parent Packet	
Parents with Disabilities	27
Parental Involvement	27
Parent Conferences	27
Home-schooled Students	28
Access to Student Records	28
Student Directory Information	29
Asbestos Management Plan	29
Integrated Pest Management (IPM) Policy	29
Staff Qualifications	29
Body Mass Index	30
Access to Military Recruiters to Student Recruiting Information	30
Attendance Notification #1	31
Attendance Notification #2	32
Attendance Notification #3	33
Attendance Loss of Credit Notification	34
Attendance Notification Regarding Summer School	35





# Duanesburg Central School District

Central Office  
133 School Drive  
Delanson, NY 12053  
518-895-2279

Elementary School  
165 Chadwick Road  
Delanson, NY 12053  
518-895-2580

Jr./Sr. High School  
163 School Drive  
Delanson, NY 12053  
518-895-2355

---

*"To be a socially responsible school community where learning and the pursuit of excellence are valued."*

---

Welcome to the 2009-2010 school year. We want this to be an enjoyable and productive year.

The Duanesburg Middle/High School Student Handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful school year. In it you will find information pertaining to:

- Your child's grades and progress reports
- Records pertaining to your child
- Conferences with your child's teacher
- Duanesburg's attendance policy
- Duanesburg's Code of Conduct

Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and you assist you child in his/her understanding of the contents. Therefore, to acknowledge receipt of this handbook and the information contained in it, please review the statements below and return a signed copy of this page to the main office. If you have any further questions about anything contained in this handbook, please contact the main office at 895-5350 ext. 222 or e-mail [bdeluke@duanesburg.org](mailto:bdeluke@duanesburg.org).

---

I have received a copy of the Duanesburg Middle/High School Student Handbook and have read, discussed and understand the contents of the student handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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

---

Fax Numbers  
Central Office: 518-895-2626  
Elementary School: 518-895-2957  
High School: 518-895-9971

Auto-Attendant Numbers  
Central Office: 518-895-5350  
Elementary School: 518-895-8310  
High School: 518-895-5350



## Instruction & Instructional Resources

### **DCS Mission Statement**

***To be a socially responsible school community where learning and the pursuit of excellence are valued.***

### **Student Rights and Responsibilities**

The goal of our school community should be to provide a safe, well-planned educational environment for all students. School is a microcosm of society. In school, as in society, students should be afforded basic rights while being responsible for the maintenance of standards and order within the education setting. It is this blend of rights and responsibilities that makes our school fair and successful.

### **Statement of Nondiscrimination/Anti-Harassment**

It is the policy of the Duanesburg Central School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear.

Bullying and/or hazing of students and staff is prohibited behavior and will not be tolerated at Duanesburg Central School District.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, club, or for any other purpose.

Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering of others. Bullying, similar to all forms of harassment and hazing, are prohibited behaviors.

Common characteristics of bullying:

- Physical – hitting, kicking, taking or damaging a victim's property
- Verbal – using words to berate, hurt or humiliate
- Relational – maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm

### **Visitors**

This school is open to the community. However, when school is in session, visitors are required to sign in at the main office. The secretary will provide assistance or direction. Students from other schools are NOT permitted to enter school buildings without prior written approval from the building principal.

## Attendance Policy

The primary purpose of a school is to educate the students to become responsible citizens and to prepare them for entry-level employment or higher education. It is extremely important the student attends classes daily so that the process of education progresses. In those instances where students are not present for instruction, something is lost which cannot be regained. Where this loss is too great, the student shall be unable to successfully complete the requirements of the courses.

Any absence from class will be detrimental to learning, and in some cases, just a few absences at critical periods of instruction could result in a serious lowering of the student's grade. Although the school will attempt to keep the parents informed of excessive absences so that lower grades or failure will not come as a surprise, it should be understood that, ultimately, it is the legal responsibility of the parent/guardian (and obligation of the student) to see that attendance at school is on a regular basis.

A vital and integral element of the learning experience includes interaction with others to develop critical thinking, listening and speaking skills. Recognizing this, the Duanesburg Central District Board of Education has adopted a policy regarding class attendance.

Each time a student is absent the attendance officer will call the student's parents to confirm the student's absence.

**When tardy** – Bring a written excuse from parent or guardian explaining the reason for the tardiness upon arrival in school.

**When absent** – Bring a written excuse from parent or guardian explaining the reason for the absence and submit it to the attendance officer upon return.

**Early dismissal** – Bring a written excuse, at the beginning of the day, from parent or guardian explaining the reason and time for the early dismissal. Students must be signed out from the main office.

### Excused Absences

1. Serious illness or death in the family
2. Medically sick (Three consecutive days of absence, due to illness, will require written note from a doctor/health clinic.)
3. Religious observance
4. Quarantine-verifiable by physician
5. Court order
6. Pre-approved college visits (Letter from Admission's Office is required)
7. Approved Cooperative Work Programs
8. Military obligations
9. Road Test
10. Extreme medical – such as surgery or long-term illness (with proof)
11. Absences approved in advance with principal (may include job interviews, **school sponsored** sports competitions, etc.)

The above excused absences still require verification and legitimate written excuses from the appropriate agency/personnel.

It is expected that the student make up the work done or that was due during the absence in the same number of days as the absence. It is the responsibility of the student to make their own arrangements for make-up work.

### Unexcused Absences

1. Family Vacations/Planned family events
2. Oversleeping
3. Staying at home
4. Hunting or fishing
5. Shopping
6. Missing the bus
7. Babysitting
8. Learner's permit test

9. Field Trips not authorized by the Principal
10. Employment
11. Car problems
12. Other reasons not on approved absence list

Should an absence from school be unexcused, the parent will be notified.

**Course Credit Policy** – Students who are absent from a ½ year course in excess of 15 days or from full-year courses in excess of 30 days shall not receive course credit. For course credit purposes, all excused and unexcused absences, from each class, will be counted.

The decision to deny credit shall be the responsibility of the principal based on the outcome of a previously held attendance hearing.

To receive credit for attendance in a specific class, a student must be present for a minimum of 30 minutes.

**Parents of students with attendance concerns shall be notified in the following manner:**

Parents of a student in grades 6-12 will receive notification when their son or daughter has been tardy or absent TEN, FIFTEEN, and TWENTY days for full year courses; for a semester course FOUR, EIGHT, and TWELVE days for semester courses. Parental input will be sought to initiate intervention strategies to improve student attendance.

Further absences will result in the Administration conducting an attendance hearing. The parties invited may include the student, his/her teachers, counselor, parent(s) and administrator. This will likely occur after the 15<sup>th</sup> absence for full-year classes / 8<sup>th</sup> absence for semester-based courses.

The outcome(s) of the attendance hearing may result in:

1. Extension of the minimum attendance policy
2. The assignment of No Grade to the student of poor attendance
3. Establish consequences of future absences
4. Discussion of intervention strategies
5. Discussion of the responsibility of student and parent in regards to pupil attendance

If the student receives a “No Grade” for his/her class, the student will not be rescheduled to an alternate class, but will remain in the class to participate as deemed appropriate by the teacher. However, the student will not be eligible to have his/her exams or quizzes graded. He/she will audit the course. The student who successfully audits the course will receive a minimum grade of 55, per remaining quarter, for the purpose of not prohibiting admission to summer school. If the course has a Regents exam attached, the student will be allowed to take the Regents if they have met all requirements to do so.

**Vocational-Technical Program Policies**

All VOTEC students shall be transported to and from VOTEC by a DCS school bus unless he/she receives written permission from their parent/guardian and the VOTEC and DCS principal. Permission will only be granted if all parties find it necessary to get to work on time, medical appointments, etc.

If DCS has a two hour delay, morning VOTEC students are not required to attend VOTEC, but they are required to attend their afternoon classes at DCS.

If DCS has a half day, afternoon VOTEC students are not required to attend VOTEC but they are required to attend their morning classes at DCS.

If VOTEC is closed and DCS is open, then VOTEC students are required to attend all of their DCS classes.

If DCS does not have school and VOTEC is open, then students are not required to attend VOTEC (but they may choose to make up missed classes without DCS transportation).

### **Extracurricular Attendance Policy**

Students must be in class by 9:00 on the day of an extracurricular event, and stays for the entire day, in order to participate or be admitted. (With the exception of legally excused lateness – requires an acceptable form of documentation.)

The pupil service team and/or school administration may write an attendance contract for students who have attendance problems. Violation of an attendance contract may deem an individual ineligible for extracurricular activities. Coaches/advisors will be provided a copy of any attendance communications.

### **Released Time for Religious Instruction**

A student will be released for religious instruction for a maximum one hour each week upon the presentation to his or her Building Principal of a parental request in writing.

### **Student Scheduling and Course Loads**

Course scheduling is designed to accommodate different teacher styles and subject materials. All scheduling shall conform to state requirements, work to enhance student learning opportunities and improve individual academic achievement. Course outlines are found in the guidance office; they are provided to students during registration.

There is a specific procedure that Duanesburg Central School follows when a student is interested in changing his/her schedule. No student is allowed to change a section of a class based upon their opinion of the teacher. In addition, no student is allowed to drop classes that are required for graduation. Students are allowed to add or drop a class by filling out the proper form for the first two weeks of school for year-long courses or for the first two weeks of each semester for semester-long courses, provided he/she still has a minimum of 6 credits scheduled. Check in the Guidance Department for further details.

### **Character Education**

The Duanesburg Central School District works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development is promoted and fostered with SOAR - being Safe, choosing appropriate Options, having a positive Attitude, and showing Respect for self and others.

### **Physical Education**

Every student who attends school must take part in a physical education program. Students in grades 9-12 must successfully complete the physical education course during each year they attend school in order to qualify for graduation.

If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and PE teacher as soon as possible. A note from the student's physician may also be required. If a student must be excused from PE classes for less than a week either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent to the PE teacher. If a student must be excused from PE for more than a week, that student must deliver a note from his/her physician to the school nurse.

Students are expected dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

### **Library**

The library hours are from 8:00 am to 4:30 pm each school day. The library is to be used for research, borrowing books, using computers, or reading quietly. Students may come to the library with a pass during their study hall, lunch and during homeroom. In addition to their pass, students will be required to sign in and sign out of the library for the purpose of attendance in an emergency.

Students should come to the library prepared to work or read. Students should plan on staying for the entire period, unless an exception is noted on their passes.

Students may also come to the library after school. A bus pass from a classroom teacher or coach will be required for students who do not report to the library immediately after school.

Students are expected to be responsible and courteous of the needs of others and are expected to return library materials in a timely manner. Materials in the library circulate for a specific period of time. All students wishing to borrow materials must check them out at the library desk. There are no fines for overdue books, but lost and damaged books must be replaced at the expense of the borrower.

### **Multimedia Tools in the Classroom**

During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of his or classroom participation, including:

- Videos related to the curriculum being taught to your child
- Videos that are in the Duanesburg school library
- Videos that can be obtained through an inter-library loan program

Any videos shown outside the above guidelines will require written notification to parents specifying the video's content and suitability.

### **Internet Acceptable Use Policy**

The Internet and its services are intended to support open research and education in and among research and instructional institutions. The use by district account holders of school computers, software, and/or the Internet for other purposes, such as for-profit activity, personal business or illegal activity is prohibited.

All students will be provided an Internet account. Each account holder must agree to act responsibly and to comply with this policy and the regulations promulgated by the Superintendent of Schools regarding access/ use of school computers, software, and/or the Internet. Therefore, prior to establishing a user account, each student must sign a user agreement. In the case of students under the age of 18, the student's parent or legal guardian must also sign the user agreement.

All Duanesburg Central School District account holders will have rights of equal access, safety and intellectual freedom within the parameters specified in any applicable district regulation, procedure or code of behavior. Users are expected to fully comply with all applicable responsibilities set forth in such regulation, procedure or code of behavior. Specifically required shall be the use of appropriate speech and language, compliance with copyright restrictions, respect for the rights of others, and protection of security. Use of the network for any illegal activity is expressly prohibited.

A user account pursuant to this policy is a privilege that may be revoked in the event of a breach of this policy and/or regulations by an account user. Further, a breach of the terms of this policy and regulations may be considered an act of insubordination, which may result in discipline under the district's Code of Conduct for students, and pursuant to law and any applicable collective bargaining agreements for staff members.

The account holder (and the parent/legal guardian of such account holder if he/she is under 18 years of age) understands that the school district does not have control over the content of the information available on the Internet. Some systems may contain inappropriate or illegal material. The school district does not condone the use of such material in the school environment. However, parents of minors having user accounts should be aware of its existence.

### **Assemblies**

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

## Special Instructional Programs

### **Special Education Programs**

A continuum of Special Education service is provided at Duanesburg Central Schools. These services include:

De-Classification Support Services – services provided to students and their teachers to assist the students when they are ready to move from special education programs and services to full-time regular education.

Consultant Teacher – specially designed individualized or group instruction provided by a special education teacher to a pupil with a handicapping condition within a regular education class to aid such pupil to benefit from the regular education program.

Related Services – includes speech and language therapy, physical therapy, occupational therapy, and social work counseling.

Resource Room – also known as Skills Development or Curriculum Support programs shall be for the purpose of supplementing the regular or special classroom instruction of students with disabilities.

A continuum of Special Education service may also be provided at placements other than at DCS. These may include: Individual Placement and Support, Special Day School, or Residential School. Decisions regarding these placements are made by the Committee on Special Education which is composed of the regular education teacher, special education teacher, student, parent/guardian, administrator, and CSE Chairperson.

### **Section 504 Policy Regarding Students with Disabilities**

The Duanesburg Central School District does not discriminate against persons with disabilities and provides access to qualified disabled individuals to all of its activities and programs. Duanesburg Central School will follow the requirements of Section 504 of the Rehabilitation Act of 1973.

The Act obligates school districts to identify, evaluate, and to extend to every qualified student with a disability residing in the district, a free, appropriate public education, including modifications, accommodations, specialized instruction or related aids as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.

### **Academic Intervention Services**

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or students support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his/her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the students' progress and information on ways to monitor and work with teachers to improve the student's performance.

### **Homebound Instruction**

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the principal or guidance counselor if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

### **Summer School**

Schools in adjacent districts offer summer school on a tuition basis. A middle or high school student who fails a course may wish to attend summer school to earn credit or retake a Regents exam. A student can take up to two academic courses during the six-week summer school program. In order for a student to attend summer school for any course, he/she must earn a final average of at least 55 percent in that course. (For further information see Promotion and Retention of Students.)

The Grading System for Summer School is as follows:

Students must have an average of 55 or above to attend summer school	
4 Marking period grades (from DCS)	40%
DCS Final Exam or Regents Exam	20%
Summer School Grade	40%

### **High School Credit for College Courses**

High school credit will be awarded to students who enroll in and complete approved courses offered by accredited colleges and universities. Schedule an appointment with Guidance for details.

## Grading and Promotion

### **Grading Systems**

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grading will be based, in part, upon student improvement, achievement, and participation in classroom discussions and activities. Classroom participation, and thus student attendance, is an important factor in earning high grades.

Classroom teachers will evaluate students and assign grades according to the following established system:

- For interim reports – teachers will assign averaged grades (i.e. in the 70's, in the 80's)
- For report cards – teachers will assign numerical grades. If the grade is below 65% in the first quarter, students will be given an "F". This letter/grade will need to be changed to a numerical grade by the third quarter, but it allows the student to demonstrate improved work skills/effort.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

Grading will not be used for disciplinary purposes, i.e., giving lower grades for bad behavior, unless the student's misconduct is directly related to his/her academic performance (plagiarism, for example).

## **Homework**

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

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- Providing a study area free of distractions and with good lighting
- Asking questions about the content of student homework
- Giving requested assistance, but letting the student do his/her own work
- Avoiding undue pressure
- Helping create a “homework habit” at the same time each night
- Encouraging their child to use an agenda to record the homework assignments
- Check the Homework Hotline (895-5350 option 8) for students in Grades 6, 7, or 8.

The amount of homework will vary with each course and grade level and should be age appropriate.

## **Honor Roll and Credit List**

The principal of the school recognizes at the conclusion of each marking period those students who have excelled in their studies. We believe there is a direct relationship between high achievement in school and possibility of success in any future endeavors.

**To achieve the Honor Roll a student must** have an average of 90 (averages are not rounded up) with no mark below 70 and no incompletes.

**To achieve the Credit List a student must** have an average of 80 (averages are not rounded up) with no mark below 70 and no incompletes.

## **Promotion and Retention of Students**

It is essential that each child experience both challenge and success from school activities, and grade placement should enhance this possibility. The concept of grade placement is based on the premise that each teacher will provide appropriate experiences for children at particular stages of physical, emotional and academic growth.

District curriculum guides indicate goals for achievement by the “average” student at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Promotion and retention are methods of meeting the needs of such children.

Promotion or retention of a student will be considered according to the following criteria:

1. Students must earn a minimum number of credits to be placed in the following homerooms:  
Freshmen – taking a majority of Grade 9 subjects.  
Sophomore – must have earned 6 credits.  
Junior – must have earned 11 credits.  
Senior – must be registered in all courses necessary for graduation.
2. Academic achievement as compared to district curriculum guides  
Social and emotional development of the student  
Age of the student  
Physical growth (size) of student
3. Retentions are not considered a failure or a repetition of a grade. Experiences provided during the period of a retention will be beneficial to the student’s academic and social growth.
4. Only core classes (English, math, social studies, science, and foreign languages) are considered for failure issues.

5. At year end students who are in jeopardy of retention will have the following options:
  - a. Retention
  - b. Attend summer school – having met entrance requirements
6. Middle school students (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades) who have failed two of their core classes will be required to successfully pass one summer school class to move to the next grade. Middle school students who have failed three of their core classes will be required to successfully pass two summer school classes to move to the next grade.
7. The ultimate determination of retention is with the building principal.

### **Academic Restriction**

Any student who has a failing grade for a marking period or interim report will be placed on the restriction list. Students will remain on the restriction list until the next report card or interim report is distributed to students. Incompletes will be considered as a failing grade until the work is made-up and a passing grade is reported to guidance. Students who are restricted may not sign out of class or study hall to go to the computer lab, guidance, library, or cafeteria unless they have a pre-signed pass from a teacher. This will affect Senior Privileges.

### **Graduation Requirements**

The Board of Education will award diplomas to students who meet the requirements set forth in the Course Description Book. Please refer to that document for details on Regents Diploma with Advanced Distinction with Honors, Regents Diploma with Advanced Distinction, Regents Diploma with Honors, Regents Diploma, Local Diploma, and IEP Diplomas.

### **Early Graduation**

For students who wish to graduate in less than four years, the Board of Education in certain instances may grant students permission to complete graduation requirements on an alternative schedule. The building principal will determine whether to allow a student the opportunity for early graduation after consulting with the student's guidance counselor and his/her parents. The principal will consider the student's grades, performance in school, future plans, and the benefits of early graduation.

### **Student Records**

All students' records are confidential. Only certified school personnel may have access to them. Parents may review their child's records with the counselors by setting up an appointment. When a request for a transcript is initiated by a student, parent or agency, the school has up to 72 hours to release the transcripts.

## Student Code of Conduct

### **Rules for Building Behavior based on Code of Conduct**

(The following are excerpts of the Code of Conduct)

(A complete copy of the Code of Conduct is available in the main office)

### **Prohibited Student Conduct and Consequences**

**Please note: the choice of consequence is at the discretion of administration and the severity of the offense.**

Harassment (includes behaviors such as name-calling, demeaning comments, intimidation, physical contact, etc.): detention, suspension

Insubordination: verbal reprimand, detention, suspension

Disrespect towards a student (includes swearing, name-calling, threatening behavior): verbal reprimand, detention, suspension

Disrespect towards staff (includes swearing, name-calling, threatening behavior, arguing): detention or suspension

Food and drink brought into the building during the morning (open containers of coffee/juice) need to be consumed in the cafeteria.

For breakfast or lunch, students must have a pre-signed pass to bring food out of the cafeteria to classroom.

No food and drink may be consumed in hallways: food and drink confiscated, verbal reprimand, detention, suspension

Lateness to class: 3 late unexcused late entries will result in detention (tracked quarterly).  
Unexcused lateness of 10 minutes or more will be considered a class cut.

Class cut: The illegal absence from a class while in attendance at school, commonly called cutting, is a violation of school policy and adds an extra burden of responsibility to the district in regards to the safety and welfare of the students.

1<sup>st</sup> Cut

1. One night of detention will be assigned.
2. Letter sent home to parents by attendance officer.
3. Any grades missed during the cut period will result in a zero.

2<sup>nd</sup> Cut

1. One night of detention will be assigned.
2. A mandatory parent conference with the teacher, counselor, and student will be arranged.
3. Any grades missed during the cut period will result in a zero.

3<sup>rd</sup> Cut

1. One night of detention will be assigned.
2. Letter sent home to parents by attendance officer.
3. Any grades missed during the cut period will result in a zero.
4. Mandatory administrative conference to discuss academic review.

Skateboarding, roller-blading or roller-skating on school grounds: confiscation of equipment, detention (Please do not bring roller skates or roller blades onto school grounds.)

Ball playing or throwing or kicking objects in halls, classroom, cafeteria, etc.: confiscation of object, detention

Cell phones: Students may bring cell phones to school; however, they must be turned off and not used while school is in session: confiscation of cell phone, detention, suspension. (Students may use the office phones for emergencies at any time; they may also use the office phones during lunch or study hall to make other contact with home or parents.)

The use of additional personal electronic devices, such as walkmans, beepers, pagers, DVD players, electronic games, including calculator games, cameras, radios, MP3 players, cameras, laser pointers, etc.: confiscation of device, detention, suspension.

Wearing of hats, bandanas, visors, hoods, etc., in the building during the school day except for a medical or religious reason: confiscated, detention, suspension.

Public displays of affection (kissing and hugging, inappropriate touching): detention, suspension.

Detention cut: 1<sup>st</sup> offense - reassign 2 detentions; 2<sup>nd</sup> offense – in-school suspension; 3<sup>rd</sup> offense - out of school suspension

Possession of tobacco products and/or smoking devices: detention, suspension

Possession of or under the influence drugs and/or alcohol: Minimum 5 days suspension, Superintendent hearing, Social probation, PINS

Leaving school building and/or property without permission: 1<sup>st</sup> offense – in-school suspension, 2<sup>nd</sup> offense -external suspension and loss of extracurricular activity

Disruptive behavior: (interrupting the academic process, running in hallways, unreasonable noise, inappropriate language or gestures, physical contact with others, etc.) detention, suspension

Causing physical harm to self or others: (deliberate acts) - suspension

Academic misconduct: (plagiarism, cheating, copying, and altering records, etc. or assisting others with the proceeding) loss of credit on work, detention, suspension

Truancy: in-house-restriction, PINS, CPS

Detention: The detention program was developed to improve discipline at the middle and high school level. Students who are assigned detention should note that:

1. Detention will be held in a designated classroom from 3:15 – 4:45 pm during the school year.
2. No food and/or drinks.
3. No electronic devices allowed.
4. While in detention, students must complete required assignments, remain seated and silent at all times, and obey the supervisor at all times.
5. Students who do not follow the above rules will be assigned an in-school suspension.
6. Students may be assigned a Saturday detention from 9 am to 12 noon.

In-School Suspension: Students assigned to in-school suspension are to report to the main office at 8:00 am. They are expected to complete required assignments and follow the directions of the in-school monitor. Students in in-school suspension may be restricted from extracurricular activity that day.

Out-of-School Suspension: Suspension from school is a very serious matter. During the period of a suspension, the student may not be on school grounds or in the school buildings for any reason. A parent conference will be necessary upon the return of the student to school.

### **Fighting**

Students involved in fighting in school, on school grounds, on school buses, or on school-sponsored trips are not using the best judgment to resolve a crisis. Fighting is forbidden.

Disciplinary measures – suspension. An unprovoked assault may result in police contact.

### **Smoking Policy**

Students are not permitted to smoke at anytime in the school building, on school grounds, on school transportation, or on school-sponsored trips. Any form of tobacco or smoking devices that a student may have in his/her possession will be confiscated and returned only to the parents of that student.

Disciplinary Measures

#### **1<sup>st</sup> Offense**

1. One day out-of-school suspension
2. Parents notified by telephone.

#### **2<sup>nd</sup> Offense**

1. One day in-school and one day out-of-suspension
2. Parent notification
3. Visitation to student assistance counselor.

#### **3<sup>rd</sup> Offense**

1. Two days out-of-school suspension
2. Parent conference prior to re-entry into school
3. Visitation to student assistance counselor.

### **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 and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the education process. Recognize that many garments are not appropriate. Specifically, students are not allowed to wear tube, strapless or net tops, clothes that expose cleavage, see-through garments, excessively short garments, or any garment that does not cover underwear. Boys must wear shirts at all times during any school sponsored event (after school, too). The hem of shirts should meet the waistband of pants or skirts.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not include the wearing of hats, hoods, sunglasses, visors, sweatbands, bandannas, etc. in the school building except for a medical or religious purpose, during the school day.
4. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Not promote, advertise, and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or 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.

### **Bus Rules**

1. Observe classroom conduct.
2. Be courteous (do not use foul or abusive language).
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. No glass containers allowed.
16. Use of cell phones is not allowed.
17. Students need a note from their parent to obtain a bus pass to ride on bus other than their own.
18. Students riding the late bus need a note from the staff member with whom they remained after school.

19. Have a safe trip.

### **Student Driving**

Permission to drive to school and leave a car in the assigned parking lot will be given provided the following is understood:

1. The student must register the vehicle with the school.
2. Once the vehicle is parked in the morning, it is to be locked and not used for any purpose during the day unless given special permission by the principal.
3. Any use of the vehicle that results in violation of state traffic laws or reckless endangerment to students, the Duanesburg School System, or citizens will result in a revocation of the driving privileges.
4. A permission slip must be picked up at the office, signed by the parent, and returned before the student is permitted to drive.
5. Permissions must be renewed annually.
6. No BOCES student will be permitted to drive to BOCES unless approved by the building principal and BOCES Principal.

Disciplinary measure – A student's driving privilege will be revoked and law authorities will be contacted in the event of reckless driving.

### **Lunch Dismissal**

Students who live in the Village of Delanson, or a reasonably short distance from school, will be permitted to walk home from school to eat lunch providing the following conditions are met:

1. All students wishing to eat lunch at home must obtain a permission slip from home.
2. Students may not eat lunch at someone's home other than their own.
3. All students leaving school for lunch must sign out and sign back in at the main office daily so the school is aware of their whereabouts.
4. Students will not be permitted to drive home during lunch.

Disciplinary measures – student's privilege of lunch dismissal will be suspended or terminated.

### **Lockers**

Each student must be assigned a locker for the storage of books, equipment, or clothes. It is the student's responsibility to see that the locker is kept locked and in order at all times. Personal locks may not be used on hall lockers. Students are strongly advised not to give combinations to other students. The school does not take responsibility for personal or other articles that are lost or removed from students' lockers. Should your locker not be working properly, please report it to your homeroom teacher. In locker searches, your locker is "jointly accessible to you and school officials" and may be subject to search at the discretion of school officials.

### **Senior Privileges**

Privileges do not begin until the 1<sup>st</sup> quarter interim reports are reviewed. "Senior Privileges" are available to all seniors who are passing all classes and who behave in a responsible manner. When these guidelines are met, seniors are eligible to:

- Sign in for early dismissal and/or sign out for late arrival and leave the building (if they have study hall period 1 and/or period 11 as listed on student's original schedule and meet other requirements)
- Sign out with the lunch monitor and eat lunch outside in a designated picnic area
- Sign out of study hall to go to the senior lounge

### **Senior Lounge**

The Senior Lounge was set into effect under 1993-94's student council. As it was set up, the lounge is strictly for seniors only. It is a privilege and should be treated as such. It will begin each year after the first interim report.

The location of the lounge is in a classroom not in use during a period and may change each period depending on room availability. Class officers are responsible for locating rooms and posting rules. Lounge location should be posted in the office at the beginning of each semester. Seniors are required to sign into the Lounge and are trusted to supervise themselves. If misbehavior occurs, the students involved could lose their privilege or the Lounge could be closed temporarily.

### **Senior Lounge Rules**

1. Seniors are allowed to sign out to the Senior Lounge only from study halls.
2. Seniors who are on the failure list are not allowed to go to the Senior Lounge.
3. No underclassmen are allowed in the Senior Lounge.
4. Seniors are not allowed to wander the halls from the lounge.
5. If the Senior Lounge location is being used for a class, seniors must return to study hall.
6. Upon arrival, seniors must sign into the lounge, and must sign out if they leave for any reason. If they sign out, it must be to an adult-supervised location.
7. In case of a fire drill or lockdown, seniors must follow established procedures.

### **After-School Attendance**

Students may remain in school after dismissal providing they are staying for an organized activity that is directly supervised by a staff member. No other students should remain in school. There is a late bus which takes students home daily at the conclusion of after-school activities, excluding Fridays.

Disciplinary measures – students will be restricted from after-school activities, placed on detention, or suspended.

### **Peer Mediation**

Mediation allows for interpersonal and school-based conflicts to be resolved in a cooperative setting. Mediation empowers people to become decision makers in resolving their own conflicts.

Student mediators are available to help their peers resolve conflicts while information remains confidential. Students in need of help resolving conflict with another person(s) should request mediation by speaking with their guidance counselor.

## Extracurricular Activities

### **Athletic and Extracurricular Activities**

Duanesburg Central School endeavors to provide avenues for students to pursue their extracurricular interests. We believe that school should provide students with numerous opportunities to develop and recognize their talents. The following extracurricular activities exist:

#### **Girls**

Soccer (Modified, JV, Varsity)  
Cross Country (Modified, JV, Varsity)  
Volleyball (Modified, JV, Varsity)  
Basketball (Modified, JV, Varsity)  
Cheerleading (JV, Varsity)  
Wrestling (Modified, JV, Varsity)  
Softball (Modified, JV, Varsity)  
Bowling (JV, Varsity)  
Golf (Varsity)

#### **Boys**

Soccer (Modified, JV, Varsity)  
Cross Country (Modified, JV, Varsity)  
Basketball (Modified, JV, Varsity)  
Wrestling (Modified, JV, Varsity)  
Baseball (Modified, JV, Varsity)  
Track (Modified, Varsity)  
Bowling (JV, Varsity)  
Golf (Varsity)

### **Clubs and Activities**

Café Abstract	Student Council	Eagle's Eye
Study Circles	Dusquanox	Ski Club
Select Choir	Drama Club	S.A.D.D.
Peer Mediators	Reality Check	Peer Leadership
Nimbus	Master Minds	Chess Club
Math Club	Leo Club	Project Aegis
Student Solve	Mock Trial	

### **DCS Extracurricular Activities Eligibility Procedure**

All DCS students are encouraged to participate in extracurricular activities. All participants are expected to perform as role models to the general population. DCS's Extracurricular Activities Eligibility Procedure augments DCS's rules as well as the NYS Section II and Western Athletic Conference athletic codes for athletes' behavior, and is in effect at all times and in all places.

### **Extracurricular Academic Eligibility**

When Interim/Report Cards are distributed, any student who is failing or has an incomplete in one subject must report to academic study hall from 3:05 – 3:30 until the release of the next Interim/Report Card.

After two weeks, students will be able to be exempt from academic study hall if they are passing all of their classes (but he/she will remain on the academic restriction list). If at the two week mark, the student is failing or incomplete in one or more subjects, he/she must remain in academic study hall until the release of the next Interim/Report card.

When Interim/Report Cards are distributed, any student who is failing or has an incomplete in three or more subjects is academically suspended from extracurricular activities and must report to academic study hall from 3:05 – 3:30. At the two week mark, students will be able to be reinstated to extracurricular activities if he/she is only failing/incomplete in two or fewer subjects but must continue to attend the academic study hall until the release of the next Interim/Report Card.

Note: For the purposes of extracurricular eligibility and academic restriction incompletes will only be considered until work is made-up and a passing grade has been reported to guidance.

If a student has a competition that requires a departure prior to 3:30, he/she may request prior permission from the building administrator to attend that competition.

### **Infractions**

Unexcused absence from academic study hall

- 1<sup>st</sup> offense: suspended for one practice
- 2<sup>nd</sup> offense: suspended for two practices
- 3<sup>rd</sup> offense: suspended from one competition
- 4<sup>th</sup> offense: dismissed from team/activity

The following actions may result in disciplinary actions such as verbal warning, loss of playing time, suspension from team or dismissal from team:

- disrespect towards a coach, official, teammate, opponent, spectator, teacher, etc.
- inappropriate language
- hazing
- fighting
- missing practices or competitions
- vandalism
- suspended from school (2<sup>nd</sup> time depending upon reason)

If a student is found to be in possession of and/or using alcohol or tobacco products he/she will be suspended for a minimum of at least 25% of the team's competitions and will be subject to disciplinary consequences by building administration. If a student is found to be in possession of and/or using illegal

drugs, he/she will be suspended out of school for a maximum of five days by building administration, scheduled for a superintendents hearing, team suspension, and the possibility of law enforcement involvement.

### **National Honor Society**

Guidelines for selecting members:

1. To be eligible for membership, a student must be a Sophomore, Junior, or Senior. Students must be in attendance at the school for the equivalent of one semester.
2. Students must have an average of at least 88%. This average is calculated by the Guidance office.
3. Students shall be evaluated on the basis of service, leadership and character. For this evaluation to take place, students will complete an activity information form and essay to aid the faculty council. Letters of verification must be included with activity form.
4. The selection of each member to the chapter shall be by a majority vote of the faculty council.

### **Dance Rules**

1. Students must be in class by 8:15 on the day of the dance in order to be admitted into the dance (unless they have a legal excuse).
2. No smoking, obscene language or drug use, including alcoholic beverages, are allowed on school property. No person may participate in the dance under the influence of drugs, including alcohol.
3. Once a student leaves the dance, he/she may not be readmitted and must leave the school grounds.
4. A student of D.C.S. may sign in only one guest for the dance. This guest must be approved by the administration before the end of the school day on the day of the dance.
5. Any problems should be reported to the administration and/or chaperones. These people have the authority to take the appropriate action.
6. It is expected that students attending dances are responsible for their own behavior and actions. You are reminded that any violations of school rules and dance rules may result in disciplinary action.
7. National Honor Society members have earned the privilege of free admission.

Disciplinary measures – verbal reprimand, detention, suspension, social probation.

## Guidance Programs

The Guidance Department publishes a Course Description Book each year. This book outlines general academic information, credit information, grade placement, grade point average, course registration, add/drop procedure, accelerated graduation/non-traditional, AP and Honors course requirements, NCAA, and details for each content area's program offerings. Please refer to this source for specific questions.

## Support Services

### **Health Information – Student Accident Insurance**

Student accident insurance is carried on each student attending school in the Duanesburg District. The accident insurance plan is a secondary policy designed to fill the gaps in your personal health insurance coverage. In the event of a school related injury, you must first submit the claim to your own health insurance company. Any medical costs remaining after your insurance responds, can then be submitted to the student accident insurance company. When a claim is appropriate, you will receive instructions on how to coordinate your health insurance with the student accident plan from the school nurse. Please inform the coach if an accident is sports related so that an accident form can be completed.

In many cases, the student insurance will pay in full any remaining balance from your health plan. However, the plan has limits and you may be responsible to pay some costs. There is no deductible in

the student accident plan. All insurance forms must be completed by coach, RN, and parent before being sent to school's insurance carrier.

If you have any questions, please call the Central Office at 895-2279 regarding billing/reimbursement.

### **MS/HS Student Health Regulations**

Tetanus – Born on or after 1/1/94 & All 6<sup>th</sup> graders – 1 dose (Boostrix, Adacel, DTap)

Hepatitis B – Born on or after 01/01/93 – 3 doses (Grades 7-10\*\*\*\*) of Recombivax HB, Engerix-B or 2 doses of adult hepatitis B vaccine (Recombivax for children 11 years of age or older).

Varicella – Born on or after 1/1/94 & All 6<sup>th</sup> graders – 1 dose or MD documented proof of date/year of having chicken pox disease.

### **Student Medication**

School nurses cannot administer prescriptions or non-prescription drugs to a student without the following:

1. Written directions from the prescribing physicians regarding the administration of the medicine.
2. Written permission from the parent for the school nurse to administer the medication.
3. Self-carry/self administration of medications must have written MD order and parental consent.

**PARENTAL PERMISSION AND PHYSICIAN'S DIRECTIONS MUST BE RECEIVED BEFORE ANY MEDICATION WILL BE ADMINISTERED IN SCHOOL/TAKEN ON FIELD TRIPS/SELF CARRIED OR SELF-ADMINISTERED.**

Over the counter medication must be in the original container with a non-expired date. Prescribed medication must have a pharmacy label affixed on the packaging with the child's name. All medication turned over to the school is kept under lock and key. The nurse will then be able to administer and/or send on a school field trip.

**STUDENTS WILL NOT CARRY MEDICATION WITH THEM, AT ANY TIME, UNLESS WRITTEN AUTHORIZATION IS RECEIVED FROM THE PHYSICIAN.** Our preference is for all medication to be kept in the health office, if possible, but the self carry/self-administration option is at the discretion of both MD and parent/guardian.

### **Drug, Alcohol, and Illegal Substance Policy**

The board of education, in agreement with a representative community group, declared Duanesburg Central School a Drug-Free Zone. We feel strongly that the use, possession or sale of drugs, alcohol or any illegal substance is detrimental to the learning process. We feel strongly that all efforts should be made to:

1. Halt the use, possession, or sale of these substances.
2. Educate the students to understand the effects of drugs or alcohol.
3. Assist those students using drugs or alcohol to obtain help in dealing with this problem.
4. Involve the family in all aspects of drug education and drug-related problems in school to strengthen the link between home and school.

**Procedures for Dealing with Suspected or Identified Problems in School and Disciplinary Measures**

1. Any student whose physical appearance or mental, social, or emotional behavior appears inappropriate shall be referred to the administration or his/her designees for further review. The responsibility of every staff member is to recognize and analyze the behavior of students to help create the best possible learning situation. They have been instructed to report any changes of appearance or behavior immediately.
2. If, upon further review, it is determined that a student is under the influence of or in possession of drugs or alcohol, the following steps will be taken:

- Immediate home contact requesting that the student be seen immediately by a family physician for follow up with possible drug and/or testing/evaluation.
  - Five days suspension from school and/or an appropriate period of social probation (prohibited from attending after-school functions).
  - Referral to police is mandated for drug incidents and considered for alcohol related incidents.
  - Conference with school official(s), student, and parent before student re-enters school.
  - Referral to the student assistance counselors.
3. A reoccurrence of an incident of drug/alcohol usage will result in:
- Immediate home contact.
  - Five-day suspension from school and/or an appropriate period of social probation (prohibited from attending after-school functions).
  - Referral to police.
  - Superintendent's hearing to determine further appropriate actions.
4. If a student is determined to be selling or pushing illegal substances, drugs, or alcohol, the following steps will be taken:
- Immediate home contact.
  - Five-day suspension from school and/or an appropriate period of social probation (prohibited from attending after-school functions).
  - Referral to police.
  - Superintendent's hearing to determine further appropriate actions.

### **Threat Assessment: Key Observations for Students, Staff, and Parents**

The report, *Threat Assessment in Schools* (2002), was prompted because of the number of school shootings in recent years. This report listed key findings of the *Safe School Initiative* that we hope will guide us in making the Duanesburg Schools safe:

- Incidents of targeted violence at school are rarely sudden, impulsive acts.
- Prior to most incidents, other people knew about the attacker's idea and/or plan to attack.
- Most attackers did not threaten their targets directly prior to advancing the attack.
- There is no accurate or useful "profile" of students who engage in targeted school violence.
- Most attackers engaged in some behavior, prior to the incident, that caused concern or indicated a need for help.
- Most attackers were known to have difficulty coping with significant losses or personal failures. Many had considered or attempted suicide.
- Many attackers felt bullied, persecuted, or injured by others prior to the attack. Most attackers had access to and had used weapons prior to the attack. In many cases, other students were involved in some capacity.
- Despite prompt law enforcement responses, most shooting incidents were stopped by means other than law enforcement intervention.

These findings and observations suggest that in the majority of cases, astute and concerned parents, students, and staff can thwart violence in school by paying attention to student behavior. Students cannot maintain silence when violence is suspected. Parents must be willing to share information and call schools for help. Staff needs to maintain open lines of communication with their students and report unusual behavior to counselors and administrators.

**Equal Opportunity Policy**  
**(Prohibiting Discrimination and Harassment)**

Adopted by the Board on March 4, 2008

Condensed version

(A complete copy of this policy is available in the main office)

The Board of Education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment on school grounds, school buses, and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur, staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complaints and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The regulation shall be published in student registration materials, student, parent and employee handbooks and other appropriate school publications.

**Sexual Harassment Defined:** "Sexual harassment" means unlawful and/or unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities or any other aspect of the student's education): or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education: or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities or creating and intimidating, hostile or offensive working or educational environment.

**Unacceptable Conduct:** School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to the following:

1. Sexual assault, attempted sexual assault, forcible sexual abuse, hazing and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law.

2. Unlawful and/or unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extra-curricular activities or job assignments, homework, etc..
3. Unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing and massages.
4. Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits, sexual rumors and "ratings lists"; howling, catcalls and whistles; sexually graphic computer files, messages or games, etc..
5. Unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions or that is based on sexual stereotypes or sexual preference.
6. Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc..
7. Unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, mooning, wedgies, bra-snapping, skirt "flip-ups", "spiking" (pulling down someone's pants or swimming suit); pinching, placing hands inside an individual's pants, shirt, blouse, or dress, etc..
8. Unwelcome leers, stares, gestures or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions.
9. Clothing with sexually obscene or sexually explicit slogans or messages.
10. Unwelcome and offensive skits, assemblies and productions which are sexually suggestive, sexually degrading or that imply sexual motives or intentions, or that are based on sexual stereotypes.
11. Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc..
12. Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning or that is based on sexual stereotypes and attitudes.

For the purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

## Parent Packet

### **Parents with Disabilities**

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

Requests for accommodations should be directed to the Superintendent at least 10 business days prior to the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.

### **Parental Involvement**

The Duanesburg Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education, and parental responsibility for all aspects for their child's education.

Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with guidance counselors, teachers and principals the options and opportunities available to their child.
- Monitoring their child's academic progress and contacting teachers when necessary.
- Attending scheduled teacher/school conferences.
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

Learning does not end when the school day is over. The Duanesburg School District encourages parents to set aside time for reading, informal learning activities, and assisting their child with homework assignments.

Parents can also become involved in their child's education on a broader scale by joining the Duanesburg Parent-Teacher-Student Organization. The PTSO typically serves as a strong link between home and school. By joining the PTSO parents become partners in advancing the educational goals of the school district while enhancing the welfare of their child.

PTSO meetings are held at 7:00 pm on the third Wednesday of each month in the elementary school library. All parents are eligible to become members.

### **Parent Conferences**

Parent-teacher conferences are an important element in reporting student progress to parents. There is time set aside in the fall for evening conferences to occur from 6:30-8:00pm and the following day from 8:00am to 3:00pm. Parents should check the school calendar for the specific dates.

Parents should feel free to request a conference with their child's teacher at any time. Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor or building principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Open houses are also scheduled during the year by individual grade levels. This is a time for parents to learn of class/program goals and requirements. Open house is not a time to discuss individual students.

### **Home-Schooled Students**

The Education Law permits the education of children at home, provided that children of compulsory education age receive full-time instruction, and are taught by competent teachers and receive instruction that is substantially equivalent to that provided at the public schools of the student's district of residence. However, state law does not require any specific credentials for the person providing home instruction.

The Education Law imposes upon parents a duty to ensure that their children receive appropriate instruction. The parents or other persons in parental relation to students of compulsory education age wishing to educate their children at home must do the following:

- Notify the superintendent of schools in writing each year by July 1 of their intention to educate their child at home. If they move into the district or decide to educate their child at home after the start of the school year, they must provide notice within 14 days of commencing home instruction.
- Submit an individualized home instruction plan (IHIP) for each child of compulsory attendance age to be instructed at home within four weeks of receipt of the form provided by the district or by August 15, whichever is later. The plan must contain, among other items, a list of the syllabi, curriculum materials, textbooks or plan of instruction to be used in each of the required subjects noted in the regulations, and the names of the person(s) to provide instruction. The school district will provide assistance in developing the IHIP, if the parent so requests.
- Submit quarterly reports for each child to the school district on the dates specified in the IHIP. Each report must contain the number of hours of instruction; a description of the material covered in each subject; either a grade for the child in each subject or a written narrative evaluating the child's progress; and a written explanation if less than 80 percent of the course material set out in the IHIP was covered in any subject.
- File an annual assessment of the student at the same time as the fourth quarterly report. The assessment must be based on the results of a commercially published norm-referenced achievement test, such as the Iowa or California Test, or an alternative form of evaluation that meets the regulatory requirements. The test must be administered by the professional staff at a public or nonpublic school or at the child's home by a certified teacher or other qualified person, including the child's parent. The superintendent's consent is required when such a test is administered at a non-registered nonpublic school or at the child's home.

Further information regarding Home-Schooled Students may be obtained by contacting the District Office.

### **Access to Student Records**

Under the Family Educational Rights and Privacy Act (FERPA), parents and students who are over 18 years of age ("eligible students") have the right to inspect and review the student's educational records. Such a request must be sent in writing to Superintendent Christine Crowley, 133 School Drive, Delanson NY 12053. Arrangements will be made to provide access to such records within 45 days after the request has been received.

Parents also have the right to request the amendment of the student's education records believed to be inaccurate or misleading by writing to the superintendent identifying the record and specifying what they believe is inaccurate and why.

And they have the right to consent to disclosure of personally identifiable information in a student's education record, except to the extent that FERPA authorizes disclosure without consent. It is the district's policy to disclose personally identifiable information from student records, without consent, to school district officials with legitimate educational interests (i.e., to fulfill professional responsibilities) and, upon request, to another school district or institution in which a student seeks enrollment. School officials include administrators, supervisors, instructors and support staff employed by the district; Board of Education members; a person or company (e.g., attorney, auditor or therapist) with whom the district has contracted to perform a special task; or a parent or student serving on an official committee or assisting another school official in performing duties.

Parents who believe the district has not complied with FERPA requirements may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC, 20202-4605.

### **Student Directory Information**

Student directory information (defined as name, grade, school, town of residence, photograph, participation in activities and/or sports, and any honors or awards received) may be released for publicity purposes to the media or other organizations and/or used in school district publications or on the official district Web site.

Parents/guardians who object to the release of their child's directory information should notify in writing both the superintendent of schools and their child's building principal within 14 days of the start of each school year.

### **Asbestos Management Plan**

In accordance with the EPA Asbestos Hazard Emergency Response Act, the Duanesburg Central School District has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan (AMP) for the district is kept on file at the district office at 133 School Drive, Delanson. These records are available for review during regular business hours (8 a.m. to 4 p.m.) or by making an appointment. For more information, contact the business administrator in the district business office at 895-2279. Information about required inspections and any scheduled asbestos projects occurring this school year is contained within the AMP and is available on the district Web site.

### **Integrated Pest Management (IPM) Policy**

New York State Education Law requires the district to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. The district is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

The following pesticide applications are not subject to prior notification requirements: the use of disinfectant, certain substances used in areas that are off-limits to students, and if the school will be unoccupied for a continuous 72 hours following an application.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification list. To receive 48-hour prior notification of pesticide applications, please call the district office at 895-2279.

### **Staff Qualifications**

Pursuant to the No Child Left Behind Act, parents may request information about the professional qualifications of their child's classroom teachers including whether the teacher has State certification for the classes being taught; the teacher's bachelor's degree major and any other certifications or degrees by field or discipline; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Requests for the above information may be directed in writing to Superintendent Christine Crowley, 133 School Drive, Delanson, NY 12053.

### **Student Privacy**

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to inspect and opt their child out of any student survey that reveals information about personal attitudes, behaviors or beliefs. Parents also have the right to receive notice of and opt their child out of any activities that involve the collection, disclosure or use of a student's personal information for marketing purposes and out of any non-emergency, invasive physical exam or screening, except for hearing, vision and scoliosis screenings or as permitted or required by state law.

### **Body Mass Index**

Because New York State is interested in data about children's health, schools are required to keep height and weight data and to calculate students' Body Mass Index (BMI). BMI is a way of checking for underweight or overweight youngsters based on their height and weight. Some schools will be surveyed by the NYSDOH each year and asked to share the number of pupils they have in each of six possible BMI categories based on students' age and sex. If our district is surveyed by the state, we will only share group data (for instance, the number of second grade boys whose BMI is below the fifth percentile), not individual data. However, if parents wish their child's data to be excluded from such group calculations, they may do so by contacting their school nurse [whose name and phone number appear on page 1].

### **Access of Military Recruiters to Student Recruiting Information**

A request for directory information has been made under the provisions of the legislation entitled No Child Left Behind, Act of 2001 (20 USC 1232g and Part 99.37 of the Code of Federal Regulations). The information requested consists of name, address and telephone number of students of Duanesburg High School. This information is routinely used by members of the Armed Services (Army, Navy, Air Force, Marine Corps) as well as colleges, vocational schools, collegiate scholarship information services and graduation apparel companies.

Our high school is required to comply with this legislation. However, a feature of this legislation provides parents and students with the right to deny releasing the information as described above. If you do not want to have your child's information released, as listed above, you must complete the form below and return it to the middle/high school by Sept. 30. After this date, the school will be expected to release the information when requested.

Should you have any questions regarding this request, or if you are in need of further information, please feel free to contact our school. Thank you for your consideration of this request.

-----  
Student Recruiting Information Opt-Out Form  
Return by Beth L. DeLuke to:  
Duanesburg High School  
133 School Drive  
Delanson, NY 12053  
Attn: Principal's Office

#### **I do not wish to have my child's information released**

*Please print the following information*

Name of Student  
Grade  
Name of Parent/Guardian  
Parent/Guardian Signature  
Date

### **Disclaimer**

The Student handbook is a document that is meant to guide students' understanding of school rules and procedures. The handbook is not a complete list of all school policies. Other documents such as the Code of Conduct, Athletic Handbook, Sexual Harassment Policy, etc. are available upon request in the main office. The handbook isn't an irrevocable contractual commitment to the student, but reflects the current status of the rules and policies.

**Attendance Notification #1**

In accordance with our attendance policy, Duanesburg Middle/High School will be notifying parents when their child has reached 10 absences. The following is a sample of that notification.

Date:

To: Mr./Ms./Mrs.

Student:

We, at Duanesburg Middle/High School, believe that attendance is an integral part of a student's comprehensive educational experience. We appreciate your support in working with us to improve your child's attendance.

Our attendance policy states that students who miss more than 15 days in a semester course or 30 days in a full year course will ***not*** receive credit for the course. School field trips do not count in the total. College visits do not count if documentation from the college admission office is provided to the high school principal. Everything else does count, including absences due to illness. Extenuating circumstance such as surgery will be considered on an individual basis. Please read the policy for clarification and specific details.

Your child presently has at least **ten (10)** absences in one or more of his/her classes for a year or at least **four (4)** absences in one or more of his/her semester courses. This is a courtesy notification so that you are aware early on of any absences. We have spoken to your son or daughter and have clarified the attendance policy with him/her. We would appreciate you also speaking to him/her about this. If you have any questions or concerns, please do not hesitate to contact the attendance clerk at 895-5350 ext. 224.

Sincerely,

Beth L. DeLuke  
High School Principal

Peter Reyes  
Middle School Principal

Please sign and return this form to the high school office so that we are aware that you have received this information.

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

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

**Attendance Notification #2**

In accordance with our attendance policy, Duanesburg Middle/High School will be notifying parents when their child has reached 15 absences. The following is a sample of that notification.

Date:

To: Mr./Ms./Mrs.

Student:

We, at Duanesburg Middle/High School, believe that attendance is an integral part of a student's comprehensive educational experience. We appreciate your support in working with us to improve your child's attendance.

Our attendance policy states that students who miss more than 15 days in a semester course or 30 days in a full year course will ***not*** receive credit for the course. School field trips do not count in the total. College visits do not count if documentation from the college admission office is provided to the high school principal. Everything else does count, including absences due to illness. Extenuating circumstance such as surgery will be considered on an individual basis. Please read the policy for clarification and specific details.

Your child presently has at least **fifteen (15)** absences in one or more of his/her classes for a year or at least **eight (8)** absences in one or more of his/her semester courses. This is a courtesy notification so that you are aware early on of any absences. We have spoken to your son or daughter and have clarified the attendance policy with him/her. We would appreciate you also speaking to him/her about this. If you have any questions or concerns, please do not hesitate to contact the attendance clerk at 895-5350 ext 224.

Sincerely,

Beth L. DeLuke  
High School Principal

Peter Reyes  
Middle School Principal

Please sign and return this form to the high school office so that we are aware that you have received this information.

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

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

**Attendance Notification #3**

In accordance with our attendance policy, Duanesburg Middle/High School will be notifying parents when their child has reached 20 absences. The following is a sample of that notification.

Date:

To: Mr./Ms./Mrs.

Student:

We, at Duanesburg Middle/High School, believe that attendance is an integral part of a student's comprehensive educational experience. We appreciate your support in working with us to improve your child's attendance.

Our attendance policy states that students who miss more than 15 days in a semester course or 30 days in a full year course will **not** receive credit for the course. School field trips do not count in the total. College visits do not count if documentation from the college admission office is provided to the high school principal. Everything else does count, including absences due to illness. Extenuating circumstance such as surgery will be considered on an individual basis. Please read the policy for clarification and specific details.

Your child presently has at least **twenty (20)** absences in one or more of his/her classes for a year or at least **twelve (12)** absences in one or more of his/her semester courses. This is notification that an attendance hearing has been scheduled for \_\_\_\_\_ at \_\_\_\_\_. I would appreciate your attendance. If you cannot attend for some reason, please be aware that your child will not receive course credit if he/she exceeds 30 absences in any of his/her classes that are full year or 15 absences that are semester-based. This is the third notification of this concern and we wish to reinforce that your son or daughter will **not** receive course credit **if they exceed 30 absences/15 absences**. If you have any questions or concerns, please do not hesitate to contact the attendance clerk at 895-5350 ext 224.

Sincerely,

Beth L. DeLuke  
High School Principal

Peter Reyes  
Middle School Principal

Please sign and return this form to the high school office so that we are aware that you have received this information.

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

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

**Attendance Loss of Credit Notification**

In accordance with our attendance policy, Duaneburg Jr/Sr High School will be notifying parents when their child has reached 30 absences. The following is a sample of that notification.

Date:

To: Mr./Ms./Mrs.

Student:

- I. The purpose of this letter is to inform you that your child will **not receive credit** in the following course(s): \_\_\_\_\_

\_\_\_\_\_.

He/she has exceeded the absence limit of 30 unexcused classes for a full year (Y) course or 15 for a semester (S) course.

- II. If your child continues to attend class without discipline issues and has successful attendance of at least 90% from this date on until the course ends, then he/she will be eligible to attend summer school for this course, if it is offered. If he/she qualifies, he/she is still eligible to take his/her regents exam at the end of the course, if he/she continues in his/her class.

Please encourage your child to attend class daily and not jeopardize any further course credits. If you have any questions or concerns, please do not hesitate to contact us at 895-5350.

Sincerely,

Beth L. DeLuke  
High School Principal

Peter Reyes  
Middle School Principal

Please sign and return this form to the high school office so that we are aware that you have received this information.

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

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

**Attendance Notification Regarding Summer School**

Date:

To: Mr./Ms./Mrs.

Student:

Course:

- Your child has continued to attend class without discipline issues and has successful attendance of **at least 90%** from this date: \_\_\_\_\_, therefore he/she ***is eligible*** to attend summer school for this course offering.
  
- Your child has not continued to attend class without discipline issues and has not had successful attendance of **at least 90%** from this date: \_\_\_\_\_, therefore he/she ***is not eligible*** to attend summer school for this course offering.

If you have any questions or concerns, please do not hesitate to contact 895-5350.

Sincerely,

Beth L. DeLuke  
High School Principal

Peter Reyes  
Middle School Principal



## **Alma Mater**

Oh, Hail to Alma Mater  
Dear Mother of us all.  
We sing thine every glory  
Within thine ivied walls.  
We love thy hallowed places,  
Revered thine honored goals,  
Oh, dear Duquesne Central  
And the Purple and the Gold.