

South Seneca High School



Parent Handbook

2009-2010

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Introduction

The faculty and administration would like to welcome you and your student to South Seneca High School for the 2009-2010 school-year. South Seneca has a history of fine academic and extracurricular accomplishments. We are here to make your student's years in school as successful, yet educationally challenging, as possible. This Handbook is designed for your benefit to serve as a reference for the many programs, services and activities that are available. These are exciting times in education and parents continue to play an important part in this process. If you have any further questions please feel free to contact me at 869-9636 ext. 4122 or e-mail rwaller@southseneca.k12.ny.us .

BOARD OF EDUCATION MEETING SCHEDULE

2nd Wednesday

Interlaken @ Auditorium 7:30 P.M..

September 9
October 14
November 11
January 13
February 10
March 10
April 1
May 12
May 18 (Annual Budget Vote at Interlaken)
June 9

4th Wednesday

Ovid @ Middle School Caf  7:30 P.M.

September 23
October 28
December 9
January 27
February 24
March 24
April 28
May 26
June 23

IMPORTANT DATES TO REMEMBER

September 3	Superintendent's Conference Day
September 8	First Day of Classes
September 17	Picture Day
September 22	½ Day PK-12 Teacher Conference Day
September 24	High School Open House – 6:30 pm
September 25-26	Homecoming
October 6	½ Day PK-12 Parent/Teacher Conference Day
October 12	Columbus Day - No School
October 23	No school (Grades 6-8 only)
October 23	½ Day Parent/Teacher Conference Day (PK-5 & 9-12)
November 11	Veteran's Day Holiday - No School
November 13	End of 1 st Marking Period
November 17	½ Day Parent/Teacher Conference Day (6-8)
November 17	½ Day Teacher Conference Day (PK-5 & 9-12)
November 25-27	Thanksgiving Recess - No School
December 8	½ Day PK-12 Teacher Conference Day
December 16	High School Concert 7 PM
December 24- January 1	Holiday Recess - No School
January 18	Martin Luther King Jr. Day Observance - No School
January 26-29	REGENTS & MID-TERM TESTING

January 29	End of 2 nd Marking Period
February 2	No school (PK-8)
February 15-19	Winter Recess - No School
February 23	½ Day PK-12 Teacher Conference Day
March 5-7	Spring Musical/Play presented
March 17	Pops Concert 7 PM
March 19	No School (9-12 only) Superintendent's Conference Day
March 23	½ Day Teacher Conference Day (PK-12)
April 1	Silver Tea
April 5-9	Spring Recess - No School
April 16	End 3 rd Marking Period
April 27	½ Day Teacher Conference Day (9-12)
April 27	½ Day Parent Teacher Conference Day (PK-8)
May 4	½ Day Parent Teacher Conference Day (PK-8)
May 19	High School Honors Dinner
May 21-22	Seneca Falls Band Pageant
May 27	Undergraduate Awards 6:30 PM
May 28-31	Memorial Day Observance - No School
June 4-5	Gorham Band Pageant
June 7	High School Spring Concert
June 8	Senior Awards Night 6:30 P.M.
June 14	Last Day of Classes
June 15	½ Day Teacher Conference (PK-5)
June 15-24	REGENTS & FINAL EXAMS
June 23	½ Day Teacher Conference (PK-5)
June 24	½ Day Teacher Conference (PK-5)
June 25	Superintendent's Conference Day
June 25	End of 4 th Marking Period
June 25	Baccalaureate
June 26	Graduation – 10:30 AM

DAILY SCHEDULE

Warning Bell	7:38
Block 1	7:45 -- 9:03
Block 2	9:07 – 10:21
Block 3	10:25 – 11:39
1 st Half	(Lunch) 10:25 – 11:00
2 nd Half	(Lunch) 11:04 – 11:39
Block 4	11:43 – 12:57
1 st Half	(Lunch) 11:43 – 12:18
2 nd Half	(Lunch) 12:22 – 12:57
Block 5	1:01 – 2:15

HALF-DAY SCHEDULE

Warning Bell	7:38
Block 1	7:45 – 8:24
Block 2	8:27 – 9:06
Block 5	9:09 – 9:39
Block 4	9:42-10:27
1 st Half	(Lunch) 9:42 – 10:03
2 nd Half	(Lunch) 10:06 – 10:27
Block 3	10:30 – 11:15
1 st Half	(Lunch) 10:30 – 10:51
2 nd Half	(Lunch) 10:54 – 11:15

Academic Information

Graduation Diplomas

The South Seneca School District offers three types of graduation diplomas: Local, Regents, and Regents with Advanced Designation. Each one has different requirements which must be met if your child is to graduate. Some of these requirements are mandated by the New York State Department of Education (NYSED) and others by our own Board of Education. You should meet with your child's counselor every spring to make certain that s/he has selected the necessary courses to meet these requirements. Students must pass five Regents examinations in order to receive their diplomas, including the Local Diploma. In order to receive a diploma, a student must pass the Comprehensive Regents Exam in English, Global Studies and Geography, United States History and Government, at least one Math Regents exam and at least one Science Regents exam. For a student to receive a Regents Diploma, a student must pass all five Regents exams mentioned above with a score of 65 or higher. For a student to receive a Regents Diploma with Advanced Designation they must pass all of the exams mentioned above with a 65 or better plus three additional regents exams: two additional Regents Math exams, one additional Regents Science exams, and a 3 unit Foreign Language sequence at 65 or higher or substituted with a 5-unit occupational education sequence. Course requirements must be completed at the Regents level. The core Science requirement includes Regents Biology for all diploma levels. Students graduating in 2010 and 2011 who receive grades less than 65 but greater than 55 on any of the above regent's exams will receive a local diploma.

Entering Freshman Class	Local Diploma Requirements	Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
2006 Class of 2010	Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams. Earn 24 units of credit.	Score 65 or above on 5 required Regents exams. Earn 24 units of credit.	Score 65 or above on 8 required Regents exams. Earn 24 units of credit.
2007 Class of 2011	Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam. Earn 24 units of credit.	Score 65 or above on 5 required Regents exams. Earn 24 units of credit.	Score 65 or above on 8 required Regents exams. Earn 24 units of credit.
2008 Class of 2012 and beyond	Local Diploma No Longer Given to Regular Education students	Score 65 or above on 5 required Regents exams. Earn 24 units of credit.	Score 65 or above on 8 required Regents exams. Earn 24 units of credit.

Graduation Requirements

CORE

4 units of English
4 units of Social Studies
2 units of Physical Education
3 units of Science
3 units of Math
1 unit of Art or Music
1 unit of Language other than English
½ unit of Health

PLUS: Option I

Two 3-unit sequences in any 2 of the following: math, science, art, occupational education, music, Second language

OR Option II

One 3-unit sequence in math, science, art, occupational education, music, second language AND
One 5-unit sequence in English or Social Studies

OR Option III

One 5-unit sequence in math, science, art, music, occupational education, second language.

Total 24 credits

Participation in the graduation ceremony is contingent upon the satisfactory completion of these requirements.

A. Grade level criteria: It is the responsibility of the building principal to determine student placement in grade levels. A student will be promoted to the next grade level based on the accumulation of Carnegie units. A full year course equals one unit. A half-year course equals half a unit. Physical Education, Band, Chorus, Swing Choir and Jazz Band equal half a unit.

For placement in 10th grade: 5.5 units

For placement in 11th grade: 12 units

For placement in 12th grade: 17.5 units and enrolled in a sufficient number of courses to qualify for graduation in either January or June of the current school year.

To receive credit for any course in grades 9-12, a student must:

1. Have an average of 65 and pass the Regents exam (if offered) for Regents credit.
2. Take a final exam regardless of his/her average.

A student who successfully completes an alternative course of instruction as a result of an extended absence for medical reasons will receive credit. If a student needs long-term medical care, a tutor will be provided, and the days will be counted as days of attendance. A student who is assigned to the Alternative Classroom will not be counted as absent. A student who is absent as a result of a school-sponsored activity will receive credit provided the student makes up missed assignments.

B. Early graduation: Any student who has met all requirements listed under “academic information” will be eligible to receive a high school diploma. Any request for early graduation must be made in writing to the Building Principal at least six months prior to the date of graduation.

C. Graduation: To be eligible for participating in the graduation ceremony held in June, a student must meet the criteria for the awarding of a diploma. Participation in the ceremony signifies the completion of the requirements for the awarding of a diploma.

D. Honor Roll: The high school has established two levels of recognition, High Honors (average of 90 percent or above) and Honors (average of 85 to 90 percent), for noteworthy academic achievement. Such achievement will be recognized four times a year in conjunction with the quarterly report card grades. Recognition for academic achievement will be given to students who:

1. Are enrolled in a minimum of courses equivalent to six credits, including Physical Education, during the marking period.
2. Have received no grade of incomplete on the quarterly report card.
3. Have maintained the specified averages as noted for recognition without benefit of rounding.

E. Laboratory Requirements in Science:

Students enrolled in Regents science courses must satisfactorily complete 1200 minutes of laboratory activities. All of the required lab write-ups from these activities must be submitted in a satisfactory form. In order to encourage the students to keep pace with this requirement, the following policy will be in effect:

1. Students must submit the required lab write-ups each marking period.
2. If the student is falling behind, the teacher will notify the parent via a progress report and/or parent conference.
3. If at the end of the marking period the student has not submitted the lab write-ups due for that 10-week period, he/she will be issued an incomplete.
4. Lab write-ups are penalized when not in by the due date. Lab write-ups not submitted by the last day of the marking period will be counted as zeroes.
5. If, by the end of the academic year, the student has not met the lab requirement, the student has now lost the opportunity to sit for the Regents Exam.

F. Independent Studies: Independent studies may be granted to students to supplement a student's overall course of study in high school. Independent studies may not be used to replace courses required for graduation or currently offered in the course catalog. Students are required to enter into an "Independent Study Contract" for each independent study course. The contract forms are available in the Guidance Office and require a teacher signature. An independent study may not commence until all necessary signatures are on the contract form. School credit may not be granted until the Principal has interviewed the student and sponsoring teacher after the submission of the independent study agreement.

G. Credit Without Completing Units of Study: As per the Commissioner's Regulation 100.5 (d) (1), the high school allows students to earn a maximum of six units of credit for either a Regents or local diploma without completing the units of study. Requests for this option must be made in the spring prior to the next school year. See your counselor for details.

All students are advised annually of this opportunity during the spring scheduling conference with the school counselor.

H. Drop/Add Courses: A student desiring to drop a course may **not** do so:

For 20-week courses: After the beginning of the second marking period.

For 40-week courses: After the beginning of the third marking period.

Students may not add a course after the second week of the semester in which the course begins.

In addition, a student must have all required signatures on the Drop/Add form to either drop or add a course. Forms are available through your child's counselor.

Academic Eligibility Policy

The Board of Education has established a policy for participation in school-sponsored clubs, activities, athletics and trips. This policy is designed to ensure that all students have ample opportunity to achieve academic success while balancing involvement in extracurricular activities. While this policy establishes minimal acceptable performance levels, parents are encouraged to establish higher levels of achievement for their sons or daughters, as they deem appropriate. (See Appendix I for entire policy: Participation in Extracurricular and Co-Curricular Activities)

Extra-Curricular Activities

Numerous clubs and activities are offered to our students. Although some have membership requirements, most are open to any student and merely require your attendance at regularly scheduled meetings and participation in the activities of the organization. Generally these clubs and activities meet after school or in the evening.

Participation in the Extracurricular Program is a privilege that carries with it responsibilities to the school, to the members of the extracurricular activity, to the student body, and to the community. When a student accepts this privilege, he or she must also live up to the Code of Conduct and assume responsibility as an ambassador for the South Seneca Central Schools. This responsibility applies whether the student is on campus, off campus, or participating at another school and also applies at any time during the school year. While all students at South Seneca Central Schools are expected to conform to the school's Code of Conduct, students involved in extracurricular activities, because of their visibility, have an additional responsibility to maintain good behavior. Therefore, students participating in extracurricular activities in which they are representing South Seneca at a school-sanctioned activity, performance, or event are subject to the sanctions below:

Students who willingly remain at events where alcohol or drugs are used in violation of state or local law, whether or not the student consumes said substances, are deemed to be in illegal possession by association and will be subject to the sanctions listed below. The level of discipline will vary based on the cumulative number of times that a student is deemed to be in possession by association or is in possession of alcohol or an illegal substance. Penalties for violations:

- First Offense:* suspension from all extracurricular activities for a period of 10 school days and participation in the mandatory diversion program.
- Second Offense:* suspension from all extracurricular activities for a period of 20 school days
- Third Offense:* suspension from all extracurricular activities for one academic year

For information about participating in Music Boosters, please contact Betsy Dreyer at 582-6690.
For information about participating in Sports Boosters, please contact Connie Pell at 532-9394.

Participation in interscholastic athletics is governed by the Athletic Code of Conduct.

Inter-Scholastic Sports

The high school offers a comprehensive program in competitive interscholastic sports. Handbooks are available by contacting the Director of Athletics at 869-9636 ext. 4128.

Team sports available include:

- Fall:** Girl's - Volleyball - Soccer - Golf
 Boy's - Football - Soccer - Golf

Winter: Girl's - Basketball –Bowling - Cheerleading
Boy's -Basketball -Wrestling -Bowling

Spring: Girl's - Softball - Track
Boy's - Baseball - Track

Expectations and Procedures for Students

In a school of this size, certain procedures must be established for the benefit of the school and student body. State law requires some of these procedures; others are Board of Education policies. All are designed to help the school run smoothly.

A school is a place of learning. Learning involves the expansion of knowledge as well as acting in a manner considerate of the rights and feelings of others. Students learn from each other, thus students must be conscious that younger students follow the leadership example of upper classmen. Such examples, it is hoped, should enhance the school environment and that a relationship of respect - student to student as well as student to faculty - will create a harmonious school community dedicated to the gaining and mastery of new knowledge.

It is expected that all who are affected by the existence of these procedures will have a voice in whatever revisions seem necessary as we progress through the current school year.

A. School and Class Attendance

1. The instructional day begins at 7:45 am. At this time Block 1 will begin. **STUDENTS ARE EXPECTED TO BE ON TIME.**

2. Tardiness: A student is classified as tardy to school if the student arrives after the start of first Block (7:45 am).

Students arriving after 7:45 a.m. must report directly to the main office to sign in to school and to receive a pass to class. Students who are tardy to school or class without a written excuse are subject to disciplinary action and will be referred as per the "Student Code of Conduct." If the attendance clerk does not receive a note within three days, an after school detention will be issued to your son and/or daughter. **All notes and phone calls should go through the attendance clerk at 869-9636 Ext. 4121. If you have any questions, please feel free to contact the Dean of Students, Ms. Cathy Flanders at Ext. 3100.**

3. Attendance: Students needing to be dismissed early will need to present a written or verbal request from their parent/guardian prior to dismissal. Students may not leave the building, before the close of the school day, without an exit pass issued by the nurse or a building administrator. Students with exit passes must sign out and leave the building promptly.

4. Absences: Achievement at the high school level is clearly related to attendance. Students are expected to be in attendance each day that school is in session unless they are legally excused or legally absent. Excused absences are as follows: illness, (a certification from a physician may be required), illness or death of a close family member, impassable roads, religious observances, health treatment, court appearance, or dismissal by the nurse or administrator. **Students who are absent must present a written excuse from their parent/guardian within three days of return.**

Students in attendance are expected to attend all scheduled classes and study halls unless excused by the teacher, Principal, or Dean of Students.

Students are given the opportunity to make up all work missed because of any excused absences. If a student is aware that an absence is likely to be for a number of days, the guidance secretary should be contacted so that assignments may be provided (ext. 4145). In the event of a long-term absence as a result of illness, accident, etc., home teaching may be requested. This request should be directed to the Principal through the appropriate school counselor.

It is the responsibility of the student to make-up missed assignments as per the course requirement statement provided by their teacher. Should assignments not be completed, the teacher may give a grade of "Incomplete" if the student did not have sufficient time to complete the work.

In addition to disciplinary actions as outlined in the "Student Code of Conduct," a student who is considered truant from class(es) may be given the opportunity to make up the class work that was missed and may receive a grade of 0.

5. Minimum Attendance Requirement: Students are required to be in attendance 85% of the scheduled class of a course of study to be eligible for course credit. A student will not be eligible for course credit if they are failing the class and are absent (excused and unexcused) 14 absences for a full year course based on an AC or BD schedule , 20 absences for courses meeting on a three day schedule and 7 absences for a semester course/half year or single block schedule. Students will be considered absent from a class if they are absent for more than 15 minutes of a scheduled class period or 8 minutes for a half block class. Students who transfer from one class to another during the school year will have their class attendance transfer to the new class. The district reserves the right to withdraw students from their BOCES program when their absences exceed 85 %.

Any student who is ineligible for course credit due to excessive absenteeism that wishes to attend summer school must audit the remainder of the course. Students who are auditing the class are responsible for all assignments given and must attend class on a regular punctual basis. Students that are removed from the course will receive another placement.

6. Excused from school: Students who are to be excused from school must present a **written statement** to the Attendance Clerk, which clearly states the time, and reason in advance of being excused. **Phone calls and emails cannot be accepted due to legal issues.**

When it is time for an excused student to leave, such student must sign out of school in the Main Office. If the student returns to school that day, s/he **MUST sign back in to school** and be issued a pass to class.

7. Written Excuses: It is required by law that students present a written excuse for absences and tardiness. Excuses must clearly state the date(s) and reason(s) for the absence(s) and/or tardiness and must be signed by a parent or legal guardian. State Attendance Regulations require a stated reason for absence. Any excuses without an identified reason for absence will not be accepted. Excuses for absences and/or tardiness must be kept by the school and may be used for legal purposes. Written excuses should be submitted to the Attendance Clerk upon a student's first day back to school after an absence or tardiness. **If a note is not provided within 3 (three) days of the absence or tardy, the absence is considered unexcused.**

7. Field trips, tours and athletic events are privileges. Students with poor attendance, frequent tardiness and class cuts may not be permitted to take part in these kinds of activities. Participation is left to the discretion of the teacher and Principal.

B. Closed Campus: The South Seneca School District operates a closed campus. This means that once a student boards a school bus, or arrives on school grounds, that student becomes the responsibility of the school district. S/he must stay on school grounds (or under the supervision of school staff) for the remainder of the normal school day unless excused or released from school in accordance with this policy. No school employee shall release a student without authorization from the Main Office or Nurse's Office.

Signing-In and/or Signing-Out: All students are required to report to the Main Office upon entering the building late or leaving the building early. This is necessary to ensure that complete and accurate

attendance information is maintained throughout the day. Under no circumstances may a student leave the high school grounds at any time during a school day, unless such student:

1. Has been properly excused by submitting a note to the Attendance Clerk and has signed out.
2. Is in the company of a parent/legal guardian and has signed out.
3. Has been excused by the School Nurse, Dean of Students or Principal and has signed out.

It is not permissible to sign-out and provide a note of excuse **after the fact** EXCEPT in "emergency situations."

Failure to follow this expectation will result in a disciplinary action as outlined in the "Student Code of Conduct."

C. Visitors/Guests: Parents/ and guest speakers are welcome to visit the school. Prior arrangements for visits or conferences with teachers should be made through the office. Student visitors are not allowed as they are often disruptive to the educational atmosphere of the school. Students from other schools who are considering a verifiable transfer to South Seneca may visit the school with prior arrangements through the guidance counselor. All approved visitors must report to the main office, sign in, and obtain a visitor's pass.

D. Media Center: The media center is a place of privilege. It is expected that students using these areas will follow the rules and procedures posted. Students that demonstrate an inability to follow these procedures will be denied the privilege of using these resources and may incur further disciplinary action. The media center is open 7:30 AM - 3:00 PM. No materials may leave the media center until media center personnel have checked them out. Materials should be returned promptly. A charge will be levied for lost or damaged materials. Students may be charged for nonacademic use of the copy machine.

E. Care of the Building and Grounds: Maintaining the appearance of the school building and grounds is a responsibility shared by all of us. Intentional damage done to any part of the school building or grounds is unacceptable. Students identified as causing such damage will be referred as per the "Student Code of Conduct." In addition, such students will be held financially responsible for the damage and may be subject to legal action.

F. Student Vehicles: Parking on school grounds is a privilege and reflect a level of responsibility on the part of the student. In that available spaces are limited, parking will be on a "permit only" basis. The school district assumes no responsibility for theft, damages or vandalism. In order to maintain that privilege, students must park in the designated student parking areas, and operate their vehicle safely on school property. Those students, who demonstrate an inability to handle this privilege will lose the privilege, incur further disciplinary action and may be towed at his/her personal expense. Students must apply for parking permits **before** driving to school. *Students may not drive to BOCES unless written permission is given by Principal or designee.*

G. Cafeteria/Lunch Periods: It is expected that all students will do their best to demonstrate good manners during lunch. Lunchtime is an excellent time for students to socialize, relax and enjoy the company of their friends. This non-structured time must not interfere with, or be disruptive to, the learning process of the on-going classes that are meeting during the lunch periods.

Lunch will take place in conjunction with regularly scheduled classes during the midday. Students' schedules will specify which period is their lunch period. Students requesting to take a class instead of lunch period will be required to provide parental permission.

H. Personal Property: Any personal property brought on school grounds may be subject to search if, in the judgment of the administration, there is a compelling reason. The school district assumes no responsibility for lost or stolen property.

I. Lockers: Lockers are the property of the school district and are made available to students for school-related storage purposes. To ensure privacy and safety of personal belongings, students are provided hall lockers with combination locks.

Students are requested to:

1. Keep their lockers neat and free from marks and comments,
2. KEEP THEIR LOCKER COMBINATION TO THEMSELVES,
3. Keep their lockers closed and locked, and use care in opening and closing their locker
4. Kicking and screaming have yet to make a locker operate more efficiently.
5. Keep their book bags in their hallway locker.

The school district assumes no responsibility for the safety and security of the contents of a locker. Students should understand that New York State courts have recognized that maintaining and preserving the health and safety of students, as well as order in the schools, may require a personal search of a student, as well as a search of his/her locker. The Principal may determine, with reasonable cause that a student is in possession of contraband. In such instances, a search of the student's locker and/or person may take place.

J. School Property: All issued books, equipment, and materials are the responsibility of the student. Lost or damaged books, equipment, or library materials will be billed to the student and s/he will be required to pay for this loss or damage.

Notices of obligations, for loss or damage, will be provided to students at the end of the semester or school year. Failure to clear the obligation of debt will result in a denial of the use of additional school materials or equipment, including library use/borrowing privileges, and the withholding of the final report card. For seniors this also includes withholding of the diploma and final transcript until the obligation is cleared.

K. Student Dress: In keeping with the New York Commissioner of Education's ruling that student's clothing may not be distracting, students will use discretion in their choice of dress. Head coverings and sunglasses, other than those pertaining to religious practices, or medical reasons are not to be worn inside the school building. Clothing printed with sexual innuendo, vulgarities, or advocating alcohol, tobacco, illegal substances or violence is not appropriate. Clothing must completely cover the midriff, back and buttock areas, and are not to be see-through. Cleavage should not be seen. No underclothing should be visible under normal circumstances. Tank tops with large armholes are not appropriate and shoulder straps must be at least 1 ½ inches wide. Strapless tops and/or dresses are not allowed. The hem on skirts and shorts must reach the fingertips when the arms are extended down the leg. Clothing must be clean and may not be dangerous or hazardous. Appropriate footwear that protects the foot from possible injury must be worn at all times. Students dressed inappropriately will be asked to change their clothing. Continued infractions of this policy will be dealt with as per the "Student Code of Conduct".

L. Electronic Devices: South Seneca School District recognizes the necessity for safety and communication; however, cell phone and pager use during the school day causes a distraction and a disruption to the educational process. Students may possess cell phones and other electronic communication devices while in school or on school property, but the devices must remain concealed, in the off mode and be used only before and after school. **During the school day, 7:40 A.M. to 2:15 P. M., electronic devices must be turned off. Programming to vibrate rather than ring does not fulfill the “off” requirement. Electronic communication devices that are seen, heard, or in use will be confiscated. Electronic devices that are confiscated will be held for two (2) school days.** Repeated offenses will result in additional consequences as per the Code of Conduct. For students needing to contact parents, a phone is provided in the main office free of charge. Parents needing to contact their child can call the school and leave a message at Ext. 4122. It will be delivered to the student notifying them that he/she should contact the parent. Approval for special purposes must be obtained in writing from an administrator.

Radios, IPOD.s, and tape/CD/MP3 players with earphones may be used during study halls and lunch at teacher’s discretion. Such devices may be confiscated by members, when used inappropriately, and will be returned at the discretion of the administration. The use of digital cameras, camera phones, digital video or other types of recording devices without the permission from the individual being recorded is prohibited except in instances involving threats to health, safety or security. Any recording or photography in a classroom requires the expressed prior approval of the instructor. The use of camera phones or other devices to record or transmit behavior that violates the Code of Conduct will also be considered a violation of the code. All of the above is subject to disciplinary consequences.

M. Skateboards: Due to issues of safety and to prevent disruption to the learning in classrooms skateboards are prohibited from use on school property at all times.

N. Accidents/Health: Any accident or illness should be reported to the teacher in charge of the activity and the nurse’s office immediately. Students are not allowed to possess any type of medication. Any medication prescribed by a physician must be left in the health office. No other medication is permitted on campus. (See the nurse for details.) If an accident occurs in school, initially all students are covered by their parents’ health insurance. South Seneca Central School does provide Student Accident Policy through Commercial Travelers Insurance as a secondary payee or primary if there is no insurance through the parents. Reimbursement for medical services is based upon the usual customary cost of these services as determined by the area in which we live. If you have questions directly related to coverage, please contact the School Business Administrator. All other questions should be directed to the school nurse.

O. Study Hall: Students not assigned to an academic class during any block are assigned to a study hall. Students will use the study hall to complete homework, work on remedial assignments, or work on enrichment activities. Students must have a pre-signed pass, or an honor pass to leave a study hall. Students must sign out of the study hall indicating their destination.

P. Honor Passes: Sophomores, juniors and seniors who achieve high honor roll will receive a special pass which allows the student, after first reporting to the study hall teacher, to utilize the media center, computer room, guidance office/ main office, or to seek teacher assistance during his/her study hall block. The student must have the pass in his/her possession at all times, and report back to study hall at the end of the block. The honor pass may be suspended as a result of a disciplinary referral or academic restriction.

Q. Bus Transportation: Any student wishing to ride a school bus to any destination other than their normal pickup or drop-off point, must provide a written note from their parent or guardian. This note

must be handed in to the main office at least two hours prior to riding the bus home. Any student wishing to ride the late bus must provide the bus driver with a pass signed by the teacher with whom they stayed after.

R. Cyber-bullying: Any action using an electronic device or the Internet that involves harassment, intimidation, or threats is considered bullying and may be subject to disciplinary action. This may include incidents that did not place at school but led to confrontations or other problems at school.

S. Food Service Student Charging Policy: Students will be allowed to occasionally charge meals that qualify for reimbursement under the National School Breakfast/Lunch Programs. No charges will be allowed for snacks. Students are expected to repay their charges promptly. When students reach over \$5.00 on their account, a charge letter will go home in the mail every two weeks. In addition, when the student's account reaches \$25.00 a letter will go home to let the parent know there will be no further charging.

On May 15th all charging will stop in both buildings, in order to close accounts and collect all money. Accounts that are left unpaid at the end of the school year will result in report cards being withheld until payment is received. Any student who carries over a negative balance from the previous school year will be denied charging privileges until the account is paid in full.

STUDENT CODE OF CONDUCT: **Rights and Responsibilities**

In compliance with Chapter 740 of the Education Law of New York State, school boards are required to adopt rules and regulations for the maintenance of public order on school property. The Board of Education of the South Seneca School District has done so. The district's policies are in effect and each school is expected to generate rules and codes of conduct of its own which are consistent with those regulations.

Rights: All students of this district shall have the right afforded under the provisions of the federal and state constitutions, the laws and regulations of New York State and the policies of the Board of Education of the South Seneca School District. Included in these rights is the right to a safe, secure and orderly environment conducive to learning.

Responsibilities: In a school of this size, certain procedures have been established for the purpose of creating a safe, secure and orderly environment conducive to learning. These include:

1. Students are required by law to be in regular attendance at school and in class.
2. Students will be responsible for regulating their own behavior in accordance with school rules.
3. Students will be responsible for contributing to the maintenance of an environment that is conducive to learning.
4. Students will bear responsibility for maintaining public health and safety on school property.
5. Students have the responsibility to make constructive contributions to their school and to report fairly the circumstances of school related issues.
6. Students are expected to show respect for faculty and other members of the school community.

Section I - Student Discipline Code

Each student must make a conscientious effort to observe the following code of conduct that exists for the individual's welfare as well as the welfare of all the students in the school. The building principal will have the authority to suspend students for infractions of the rules of conduct for periods not to exceed five consecutive school days. Students may be suspended from instruction or subjected to other disciplinary action when the student:

A. Engages in conduct which is:

Disorderly - intentionally causing public inconvenience, annoyance or alarm, harassment or recklessly creating a risk thereof, by fighting or engaging in violent behavior, making unreasonable noise, suggestive comments or behaviors, using abusive obscene language or gestures, obstructing vehicular or pedestrian traffic, and creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or

Insubordinate - failing to comply with the lawful directions of a teacher, school administrator or other school employee in charge of the student.

B. Endangers the safety, morals, or welfare of others by act, including but not limited to: selling, using or possessing alcohol, tobacco, drugs or its imitation and drug paraphernalia, selling using or possessing weapons, fireworks, or other dangerous instruments or contraband; selling, using or possessing obscene materials; using profane, vulgar, or abusive language (including ethnic slurs); gambling; hazing, engaging in lewd behavior.

C. Has a physical or mental condition that endangers the health, safety or morals of him/herself or of other pupils or adults.

D. Engages in any of the following forms of academic misconduct; tardy or truant from school or class, leaving school or class without permission; cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test taker, and other forms of unauthorized collusion); plagiarism.

E. Engages in conduct that violates the rules/regulations of public order on school property.

Section II - Consequences

The range of penalties which may be imposed for the conduct set forth in Section I is as follows:

- a. Verbal warning,
- b. Written warning,
- c. Written notification to parent,
- d. Counseling,
- e. Probation,
- f. Reprimand,
- g. Detention,
- h. Suspension from transportation,
- i. Suspension from athletic participation,
- j. Suspension from social or extra-curricular activities,
- k. Suspension of other privileges,
- l. Exclusion from a particular class,
- m. In-house suspension,
- n. Involuntary transfer,
- o. Suspension

The building principal or his/her designee shall determine the type and extent of punishment. Such disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance or instruction may be imposed only in accordance with Education Law #3214. According to New York State Education Law, a student can be suspended up to five days by the principal for unacceptable behavior. The superintendent can suspend for a longer period.

In addition to the expectations of appropriate student behaviors that are identified in the Student Discipline Code, the Board of Education has adopted policies prohibiting certain actions. Violations of these policies will result in a student's suspension from instruction and are as follows:

1. **WEAPONS**: In accordance with the Gun Free School Act of 1994, the punishment for any student who is determined to have brought a firearm (as defined under section 921 of Title 18, U.S. Code) to a school shall be a suspension from school for not less than one year.

2. **ALCOHOL/DRUGS**: The use, possession, or sale of alcohol and/or drugs, or drug implements, on school grounds or at a school function **IS PROHIBITED**. Violators will attend a disciplinary hearing that may result in a long-term suspension of up to 45 school days. In addition, they may be subject to criminal or civil proceedings.

3. **TOBACCO/TOBACCO PRODUCTS**: In accordance with federal law, the use and possession of tobacco products of any kind is forbidden at anytime including all events or activities held in the building. Violators will be subject to disciplinary action in accordance with the "High School Discipline Plan" and may be subject to criminal or civil proceedings.

PARENTS RIGHT TO KNOW

Please be aware that South Seneca Central School district adheres strictly to all state and federal laws pertaining to the dissemination of information about your child. This includes, among other things, participation in surveys, research studies and marketing studies. Prior to our participation in any study you will be provided with detailed information about the study, and written consent will be requested signifying your willingness to have your child participate.

As provided in the No Child Left Behind Act, all high schools must provide military recruiters with the name, address and telephone numbers of high school graduating seniors without prior written consent. If you as parent or guardian do not wish this information to be released, you must notify the school district of this desire. This can be done either in written form or by telephoning the high school guidance office. Parents and students over the age of 18 have the right to inspect and review the student's record or to request the amendment of all of the records alleged to be in error or misleading. This request must be made in writing to the building principal.

Attendance Counts

Want a surefire way to help your teen get off to a super start this school year? Encourage regular attendance at school. Kids who go to class regularly are more likely to graduate. Try these tips.

1. Show how learning relates to real life. If your teen thinks a skill is useful, s/he's more likely to learn it. Example: Planning a vacation draws on research skills.
2. Tell your child not to skip a class just because s/he's struggling. Tell him you'll arrange for tutoring or other help.
3. Find out your school's attendance policy. Let the school office know you'd like to be alerted if your teen skips classes.

Participation in Extracurricular, Interscholastic, Co-curricular Activities

The Board of Education recognizes that academic performance is considered the most important aspect of our students' experience. This policy is designed to insure that all students have ample opportunity to achieve academic success while balancing involvement in extracurricular activities. While this policy establishes minimal acceptable performance levels, parents are encouraged to establish higher levels of achievement for their son or daughter, as they deem appropriate.

This academic eligibility policy applies to all South Seneca Central School District students in grades 9-12. It applies to all academic programs offered to South Seneca students including and not limited to all BOCES programs.

The building principal shall be the superintendent's designee and is responsible for developing procedures to administer this policy. The superintendent remains the final authority involving appeals as a result of the implementation of this policy.

For the purposes of this policy, the following definitions apply:

Extracurricular, Interscholastic and Co-curricular Activities—School-sponsored activities in addition to coursework. Examples include but are not limited to the following:

Athletics	All County Music Festivals	Student Council
Musicals	Intramurals	Dances (including the Prom)
Clubs	Color Guard	Exceptional Senior Contests
Weight Room	Plays	Senior Privileges
Field Trips (<i>that are not academic in nature</i>)		Swing Choir
Marching Band	Homecoming (all week's activities)	

Ten-Week Marking Period—One of the four quarters of the academic year the conclusion of which is marked by a report card detailing the student's *previous ten weeks* of academic progress.

After-School Help Sessions—A program of after school instruction developed in collaboration between the course instructor and the after-school help session instructor. This instruction is designed to assist the student in achieving a passing grade in the course if the student applies adequate effort.

Academic Warning—A period of probation resulting from a student's receiving a failing grade and/or incomplete in two or more courses of study *at any point* during the academic year.

Academic Ineligibility—A student's status upon demonstrating inadequate participation in the After-School Help sessions, rendering the student ineligible to participate in any extracurricular activities.

For a student in grades 9-12 to be eligible to participate in these activities, s/he must:

- Be enrolled in a minimum of six units of study, plus Physical Education, for the marking period. The only exception is when students are unable to schedule 6.5 units because of a lack of available courses.

- Demonstrate satisfactory progress in the instructional program as reported at the end of each ten-week marking period.
 - Meet the minimum requirement established in the attendance policy.
 - Must be “in good standing” in terms of behavior, as defined by procedures found in the Student Handbook and the Athletic Handbook, both of which must be approved by the Board of Education.
1. Any student who has two or more failing grades and/or Incompletes *at any point* during the academic school year is placed on the Academic Warning List and is required to attend and successfully complete all prescribed After School Help Sessions.
 2. In order for any student to be removed from the Academic Warning List, s/he must receive on the ten-week marking period report card no more than one failing grade and/or Incomplete. This policy is continuous from the end of one academic year into another. Summer school will count as an After School Help Session for the purposes of potentially removing a student from the Academic Warning List or the Ineligibility List, per the requirements of this policy.
 3. A student will be placed on the Academic Ineligibility List from the Warning List as soon as s/he has accumulated two unexcused absences from the After School Help Sessions and/or as soon as the student has been cited twice for not complying with After-School Help Session rules.
 4. Any student on the Academic Warning List may participate in extracurricular practices and activities only on the condition that s/he provides proof of attendance and successful completion of daily After School Help Sessions. No student will be excused from an After School Help Session in order to attend an extracurricular activity or practice.
 5. If a student wishes to participate in an extracurricular activity, s/he must be either on NO list or on the Academic Warning List.
 6. Any student on the Academic Ineligible List may not participate in any extracurricular activity, including sports and other practices.
 7. The ten week marking period report card is relevant to this policy ONLY in determining whether a student is able to be removed from the Warning List or the Ineligible List or to determine placement on the Warning List if the student has not previously been so identified (See also #1 above.).

Adoption Date: January 26, 1994

Revised: June 14, 2006

<p>South Seneca School District Pesticide Application Neighbor Notification for Schools</p>

Dear Parent, Guardian and School Staff:

Pursuant to New York State Education Law Section 409-H, effective July 1, 2001, South Seneca School District is required to provide written notification regarding the potential use of pesticides throughout the school year and to maintain a list of parents, guardians, faculty and staff who wish to receive a 48-hour prior written notification of certain pesticide applications. The following pesticide applications are exempt from the prior notification requirements:

- A school remains unoccupied for 72 hours following an application
- Anti-microbial products
- Non-volatile rodenticides in tamper resistant bait stations inaccessible to children
- Non-volatile insectidal baits in tamper resistant bait stations inaccessible to children
- Non-volatile ready to use pastes, foams or gels in areas inaccessible to children
- Boric acid and disodium octaborate tetra hydrate
- EPA designated biopesticides
- EPA designated exempt materials under 40 CFR 152.25
- Aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets

In the event of an emergency application to protect against a threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour notification list.

For further information or if you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please feel free to contact the South Seneca School District pesticide representative:

Paul Brown
South Seneca School District
7263 Main Street
Ovid, N.Y. 14521
Telephone #: (607) 869-9636 ext. 4107
Fax #: (607) 869-2529
E-mail address: pbrown@southseneca.k12.ny.us

Appendix III

Student Accident Insurance

If an accident occurs in school, initially all students are covered by their parents' health insurance. South Seneca Central School does provide a Student Accident Policy through Pupil Benefits Plan Inc. as a secondary payee or primary if there is no insurance through the parents.

Reimbursement for medical services is based upon the usual customary cost of these services as determined by the area in which we live. If you have questions directly related to coverage, please contact the School Business Administrator. All other questions should be directed to the school nurse.

PUBLIC NOTICE

Annual Notification of Availability of Asbestos Documents

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, if due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). AHERA requires schools to be inspected to identify any asbestos containing building materials (ACBM). Suspected ACBM were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years since that initial inspection, the South Seneca Central School District has conducted a reinspection to determine whether the condition of the known or assumed ACBM has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted during the spring of 2007, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in satisfactory condition. Any ACBM which deteriorates in condition to the point where it becomes unsatisfactory will be abated, or removed.

The law further requires an asbestos management plan to be in place by July 1989. The South Seneca Central School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the ACBM; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of ACBM; and survey the condition of these materials every six months to make sure that they remain in good condition. This notification, in part, fulfills some of these requirements.

It is the intention of the South Seneca Central School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to provide students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plans which are located in the office of the Supervisor of Buildings and Grounds, during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to Paul Brown, the AHERA Designated Person, at 607-869-9636 ext. 4107.

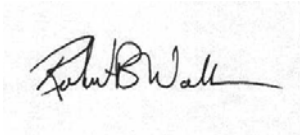
Staff Qualifications

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the South Seneca Central School District, you have the right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to Robert Waller, High School Principal, Extension 4122. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

Sincerely,

A handwritten signature in black ink that reads "Robert B. Waller". The signature is written in a cursive style with a long horizontal stroke at the end.

Robert B. Waller
Principal

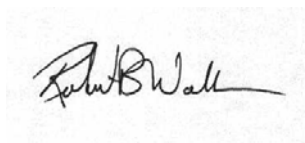
SOUTH SENECA HIGH SCHOOL

Dear Parent / Guardian:

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster. Although these release requests are normally only for colleges, newspapers and the military, parents are entitled to be aware of the process and remove their child’s information if they wish.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Thank you,



Robert B. Waller
Principal

(High School Student Name)

I give my consent to release directory information about my student as stated above (please complete the separate NCLB form regarding release of information to the military:

_____ **Yes** _____ **No**

(PLEASE CHECK ONE)

(Parent/Guardian Signature)

(Date)

South Seneca High School

Dear Parent/Guardian:

The No Child Left Behind Act of 2001 (NCLBA), which is a federal law, requires South Seneca High School to provide access to secondary school student names, addresses and telephone listings upon a request made by military recruiters. NCLBA also suggests that as part of "directory information," schools provide the following information:

- Listing of extracurricular activities
- Height and weight if an athlete
- E-mail address
- Photograph
- Awards received
- Date of Birth

A South Seneca High School student, or a parent or legal guardian of the student, may request that such information not be released without prior written parental consent. South Seneca is required to notify parents of the option to make such a request and are required to comply with any such request.

It is important to recognize that NCLBA now requires that parents and legal guardians must affirmatively act to protect their children's privacy, rather than affirmatively act to disclose such information. Directory information, such as the type listed above, will be provided to military recruiters unless you signify otherwise.

If you do not want this information released, it is vital that you sign off on the enclosed form and return it to the guidance office within 10 business days of receiving this notice. Thank you for your time and attention to this matter.

Sincerely,

Scott Anderson
School Counselor

To: South Seneca High School Guidance Office

I do not want directory information on _____
to be released to military recruiters without my permission. I understand that failure to return this form automatically signifies to school personnel that such information will be provided to military recruiters on a request basis.

Signature of Parent/Guardian

Date

Return to: South Seneca High School
Guidance Office
7263 South Main Street
Ovid, NY 14521