

Duanesburg Central Jr/Sr High School

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Student Handbook 2024-2025

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Name _____

Grade _____

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

Welcome to the 2024-2025 school year. We want this to be an enjoyable and productive year.

The Duanesburg Jr/Sr 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 (abbreviated form)

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 your child in his/her understanding of the contents. To acknowledge receipt of this handbook and review of the information contained in it, please review the statement 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 895-3000 ext 221

I have received a copy of the Duanesburg Jr/Sr 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: _____

Submission of this signed document is required for participation at extracurricular activities.

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.

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Be honest and accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Statement of Nondiscrimination/Anti-Harassment

It is the policy of the Duaneburg Central School District not to permit discrimination or harassment; but endorse the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity or expression, and sexes.

Discrimination is defined as the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

Harassment is defined as "creation of a hostile environment by conduct or by verbal that's, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex."

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 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

While cyberbullying may not occur on school time, the school may take disciplinary action if it interferes with the educational setting.

Within the practices of not permitting discrimination or harassment, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff, and other school personnel have particularly important roles to play in the following manners:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students’ confidence and promote learning.
- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher’s attention in a timely manner.

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. All visitors must be escorted throughout the building. If there is a need for parental meetings virtual meetings will be strongly encouraged unless it is deemed necessary to meet in person.

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.

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 may 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.

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 the 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 a 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 Admissions Office is required)
7. Approved Cooperative Work Programs
8. Military obligations
9. Road Test
10. Field trip/school sponsored activities
11. Extreme medical – such as surgery or long-term illness (with proof)
12. Absences approved in advance with the 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 makes 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 (this includes field trips and sporting events).

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. Fire calls
13. Truancy
14. Recreation
15. Other reasons not on approved absence list
16. Any absence, tardy, or early departure without parental confirmation without Principal approval.

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

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

Parents of a student in grades 7-12 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 15th absence for full-year classes / 8th 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 CTE (Career and Technical Education) students shall be transported to and from CTE by a DCS school bus unless he/she receives written permission from their parent/guardian and the CTE 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 CTE students are not required to attend CTE, but they are required to attend their afternoon classes at DCS.

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

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

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

Extracurricular Attendance Policy

Students must be in class by the start of 2nd period on the day of an extracurricular event, and stays for the entire day, in order to participate or be admitted. This includes sporting events, Drama, concerts, etc. (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 School Counseling office; they are provided to students during registration.

There is a specific procedure that Duaneburg 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 ten days 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 School Counseling Department for further details.

Physical Education

Every student who attends school must take part in a physical education program. Students in grades 7-12 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 school 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 to 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 7:50 am to 3:10 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 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.

With the implementation of a more robust wireless network, Duanesburg Jr./Sr. High School now provides the opportunity for students to bring a personal technology device to school to use as an educational tool. Students will be allowed to sign onto the network using their school account to access appropriate study-related material.

All internet activity is monitored and filtered the same as any other computer accessing the DCS network. The use of these devices will be at teacher discretion.

1. Students must obtain teacher permission before using a personal device during classroom instruction. Students using laptops or other personal computing devices for internet access, note taking, or word processing is at the teacher's discretion. Students must turn off and put away a personal device when requested by a teacher.
2. Student use of personal technology devices must support the instructional activities currently occurring in each classroom and lab. Nothing may be viewed or displayed that would be labeled as inappropriate.
3. Students should be aware that their use of the device could cause distraction for others in the classroom, especially in regards to audio. Therefore, all audio should be muted unless allowed by the teacher, and headphones should not be used during instructional time.
4. Students may not under any circumstance use devices for recording of audio or video without permission of the teacher in charge.
5. Students may use their personal technology devices before school, at lunch, and after school in adult supervised areas only, such as the Media Center or classrooms with the teacher present.
6. The device should be used for educational purposes during these times. If an adult asks a student to put his/her device away because of misuse or other non-instructional activities during these times, the student must comply. Students are not to use devices for entertainment, playing games, or online shopping.

Appropriate times of use

Before school, study halls, lunch, afterschool (not detention), & during classes where the teacher is supportive of technology device use.

Student Responsibility & Behavior

Duanesburg Central Schools accept no responsibility for personal property brought to the school by students. Students who choose to bring a technology device to school assume total responsibility for the device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal technology devices.

1. Access appropriate information, images, data and use appropriate language, images and Information.
2. Ask for permission before accessing the Internet with personal portable devices .
3. Never view, use, or copy passwords of another user .
4. Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.
5. **Never distribute** personal information regarding yourself or anyone else, to anyone online – such as, but not limited to
 - a. Phone numbers, addresses, or name
 - b. Arrangements to meet someone online unless this is part of an approved school assignment, pre-approved by school personnel, and with a teacher present
 - c. Photos or videos of anyone – as per the media policy
6. Immediately report threatening, discomfoting, indecent or inappropriate materials, found on the internet or in a file, to a teacher or someone in authority.
7. Never buy, sell, advertise or otherwise conduct business, unless this is approved as a school assignment.

Consequences of General Usage

If students refuse to comply with the above guidelines, the consequences of the Electronic Technology Acceptable Use Procedure will apply. The student will be banned from using electronic devices if he or she does not follow acceptable use policies. Student infractions will be documented as a referral for each offense.

Physical security

Users should take the following physical security preventative measures.

- Your device should **NEVER** be left unattended for **ANY** period of time. When not using your device, it should be locked in your school locker.
- Laptop computers must not be:
 - Left unattended at any time (**If a device is left unattended it will be picked up by staff and turned into the Library Media Center.**)
 - Left in view in an unattended vehicle

Access Control and Authentication

1. To use a device within the school, students must sign onto the network using your assigned user name.
2. Students may only access the internet and the school network via a Wi-Fi connection. **Any student found connecting his/her laptop to the network using an Ethernet cable plugged into a wall jack will have his/her laptop confiscated and lose personal device access privileges.**

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 Duquesne Board of Education, and reflect our school's educational mission.

Field Trips

Field trips are an important part of the educational program. By providing students with hands-on experience and exposure to the larger community, field trips can greatly enhance a student's education experiences.

A signed permission slip from the parent or guardian is required for each student for each field trip. A student who does not provide a signed permission slip by the assigned deadline will be prohibited from participation and will be given an alternative assignment on the day of the field trip.

All students are expected to exhibit proper behavior on field trips. While field trips take place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior. **If a student is not allowed to attend a field trip due to disciplinary action as a result of a behavior referral, field trip money may not be refunded if there is a "no refund" policy with the trip location.**

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 – 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.

MTSS

The district shall provide academic support to students who are identified as being at risk of not meeting the Common Core Learning Standards in English language arts or mathematics and for providing for exam remediation if a student fails a required Regents exam for graduation.

This support will be provided in a tiered system. Tier I includes high quality differentiated instruction provided by the teacher for all students. Tier II includes supplemental strategic interventions provided by the teacher and/or another support person. Tier III involves intense individualized interventions provided by a support person.

When it has been determined that a student requires the support of additional interventions, the parents will be notified, in writing, by the MTSS coordinator. The notice will outline the reason the student needs such services and the type of services to be provided. 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)	60%
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 a school counselor for details. It is the responsibility of the student to request college transcripts from the respective school upon completion of classes.

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 may assign numerical or averaged grades; if students have not completed required work assignments, a mark of INC (for “incomplete”) will be recorded. Students will have two weeks to complete in-completed work. It is at the discretion of the teacher if more time is given if needed.
- For report cards – teachers will assign numerical grades; if students have not completed required work assignments, a mark of INC (for “incomplete”) will be recorded. Students will have two weeks to complete incomplete work. It is at the discretion of the teacher if more time is given if needed.

Students’ skills will be evaluated with on-going (formative) assessments as well as end-of-unit (summative) assessments. As the course requirement becomes more difficult (more work is required of the student for an assignment) there may be fewer assignments. Typical distribution of grading points may include up to 50% for tests and the remaining percentage for combinations of homework, classwork, quizzes and class participation.

All students are expected to complete the assigned class work and homework as directed – they may not “opt-out” of an assignment. Students may be assigned to a separate study time (after school, lunch, etc.) in order to complete missed assignments. Students are also expected to participate meaningfully in class

discussions and activities in order to receive course credit. Participation in specific courses may differ – participation in a foreign language course may be different from participation in a math course.

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). Instances of plagiarism will be handled on a case by case basis at the discretion of the teacher and/or administrator but may include re-doing the assignment, detention and/or reduction of grade.

Beginning with the 2012-2013 school year, several courses will accrue a weighted grade status at the high school. Weighting means that certain higher level courses will be multiplied by either 1.025 or 1.05 depending on the course. For example, a grade of an 80 in AP English would be multiplied by 1.05 and would calculate as an 84. This weighted grade would be used toward the student's weighted GPA and class rank. The weighted average would also be used for honor roll and honor society eligibility.

The courses with a 1.025 multiplier University in the High School courses. All AP (Advanced Placement) courses will receive the 1.05 multiplier.

The system of weighting courses will be phased in with 9th grade courses during the 2012-2013; additional grade levels will be added with each successive year.

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. Teachers assign homework for a variety of purposes: i.e. practicing math skills from class instruction or application of writing or content skills on a specific assignment. The grading for these homework assignments will also vary from a check mark in a teacher's grade book or a numerical grade that holds a certain weight in a series of grades over the course of 10 weeks.

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

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

High Honor Roll and Honor Roll

We believe there is a direct relationship between high achievement in school and possibility of success in any future endeavors.

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

To achieve Honor Roll a student must have an average of at least 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. Junior high school students (7th, 8th 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. Junior high 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 receives a failing or incomplete grade for a marking period or interim report will be placed on the Academic Restriction list. Incompletes will be considered as a failing grade until the work is made up and a passing grade is reported to the school counseling office. Senior Privileges will be revoked if a student is on the Academic Restriction list.

Students can get off of the Academic Restriction list (and earn Senior Privilege back) in the following circumstances:

1. **For INTERIM REPORTS** - students may get off of the list immediately by completing a run-around sheet where all class grades must be reported. If the students are passing all of their classes, they will be removed from the list. Students must return the signed run-around sheet to the school counseling office secretary. The secretary will sign the run-around report and notify staff via e-mail of the student being taken off of the list. The student will receive documentation of their removal to share with staff and athletic coaches and/or club advisors.
2. **For QUARTERLY REPORTS** - students must remain on the academic restriction list for 10 days. At the end of this time frame, students must take the run-around sheet to each teacher where all class grades must be reported. If the students are passing all of their classes, they will be removed from the list at this time. If they are failing one or more classes, they will remain on the list until the next interim reporting period. Students must return the signed run-around sheet to the school counseling office secretary. The secretary will sign the run-around report and notify staff via e-mail of the student being taken off of the list. The student will receive documentation of their removal to share with staff and athletic coaches and/or club advisors.

Graduation Requirements

The Board of Education will award diplomas to students who meet the requirements set forth in the Course Description Book available on the district web-site. 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 CDOS Certificate.

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 school 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.

BEHAVIOR EXPECTATIONS AND DISCIPLINE REGULATIONS JR/SR HIGH SCHOOL – GRADES 7-12

Student Code of Conduct

Duanesburg Central School is maintaining a program intended to provide behavioral guidance and support to students – Positive Behavior Interventions and Supports. This program, initiated during the 2013-2014 school year will continue to be in place for the 2020-21 school year. Specific expectations for conduct and corresponding consequences for negative behavior will be outlined and as such, the following grid will be amended during the year.

General Comments

Student behavioral incidents should be handled first by the classroom teacher who is in direct control of the situation, or if the event did not occur in the classroom, by the District personnel observing the event.

Follow-up action to all behavioral problems should include one or more of the following:

1. An electronic discipline referral (SchoolTool) will be submitted indicating infraction and/or
2. A conference with the student during the day or after school with remedial action where needed.
3. A parental phone call/letter home.
4. A conference with the student's counselor/grade level principal when the teacher's effort to resolve the behavioral problem has proven to be unsuccessful.

A serious behavioral problem or repeated instances of a behavioral problem within a class period may result in an immediate written referral.

The Behavioral Referral Report shall indicate the nature of the follow-up action taken by the teacher (see Behavioral Referral Guidelines).

The type of student behavior indicated in writing on the referral form shall be keyed to the infractions listed below (see the Behavior Referral Guidelines).

A. **Off-Campus Events:**

Students at school-sponsored events held off campus shall be governed by the rules and regulations of the school and are subject to the authority of the school officials.

B. **Search and Seizure:**

Students may expect privacy from other students regarding their lockers, desks, or other storage areas. However, under the law, items that are school property, such as lockers, desks, computers, and other technological equipment are subject to searches by school authorities at any time. School authorities may also search students and/or their belongings where reasonable suspicion of a violation of the Code of Conduct or a violation of law exists. An administrator in the presence of another District employee shall conduct all searches. Searches can also be conducted of vehicles parked on school property when there is reasonable suspicion of a violation of the Code of Conduct or violation of the law. In all cases, the student and parent shall be informed as to the reason for the search.

C. **Role of Police Officials**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student, or to conduct a formal investigation involving students only if they have:

search or arrest warrant; or

- a. Probable cause to believe a crime has been committed on school property or at a school function; or
- b. Been invited by school officials.

D. **Social Probation Resulting from Level I, II, or III Infractions**

Any privilege offered by this building can be removed by an administrator from 30 to 90 days from the date of the infraction. Privileges can be restored if there are no other violations during the probation period. Social probation will result automatically from all Level I and Level II infractions. Violations that occur at an extracurricular activity will lead to denial of attendance at the next similar activity(s) at the discretion of administration (even if beyond 90 days).

NOTE: Alcohol sensors may be used at selected extra-curricular activities. It is understood that school suspensions from the Albany BOCES and Schoharie BOCES are also enforced as suspensions from Duanesburg Central High School and vice versa.

PROHIBITED STUDENT CONDUCT and CONSEQUENCES

NOTES:

- This is a summary. A complete copy of the Student Code of Conduct is available in the main office or through the school website.
- The choice of consequence is at the discretion of administration depending on the severity of the offense.
- Administrators are required to record and report certain incidents to NYS through the Dignity for All Students Act and VADIR (Violent and Disruptive Incidents Reporting) Reports.

Level I/Minor Infractions

All infractions will be followed up with an electronic referral to the appropriate Jr/Sr HS office. As often as possible, minor referrals will be reviewed by the appropriate principal after 3 p.m. each day and with follow-up meeting with students as soon as possible.

Major infractions/referrals will generally result in a parent contact to discuss the child's repetitive, inappropriate behavior.

Level 1 Offenses	Consequences
<p>Cell Phones / Personal Electronic Devices- Students may bring cell phones/personal electronic devices to school. They may use them only for instructional purposes and when given explicit instructions by the teacher.</p> <p>Participation in sexting and cyber-bullying accomplished through sending of text messages, e-mails, or any other message originating on, or sent to, an electronic device listed above is prohibited. If the material/message is deemed disruptive to the educational setting, the student will be subject to disciplinary action whether or not the event took place on or off school property.</p>	<p>Intervention 1 - Verbal warning to put phone away and/or follow expectations of the classroom. Intervention 2 - Confiscation of cell phone (to the main office). First incident - student picks up phone at end of day. Second incident - parent contacted to pick up phone Third incident - parent contacted to pick up phone, lunch detentions assigned.</p> <p>Intervention – Discipline Referral Parent Contacted and SRO Officer Contacted Further discipline at the discretion of the building administrator.</p>
<p>Insubordination - defined as a refusal to follow reasonable directives/requests of adult staff in the school.</p> <p>Disrespectful behavior – Disrespect toward staff and/or students (includes swearing at, name calling and threatening behavior directed at staff) is prohibited at school</p>	<p>Intervention 1 - Teacher will speak to student. Intervention 2 - Teacher assigned detention and parent contact Intervention 3 - Administrative assigned detention and parent contact</p> <p>Intervention 1 – ISS (In-School Suspension) or OSS (Out of School Suspension) will be assigned after investigation is completed.</p>
<p>Consumption of food and/or drink is not allowed in the hallways. Food or drink brought into the building before school needs to be consumed in the cafeteria. Students must have a pre-signed pass to bring food out of the cafeteria.</p>	<p>Intervention 1 - Re-direct student to the cafeteria. Intervention 2 - Escort student to the building principal office. Admin conversation and, if necessary, parent contact. Intervention 3 - Parent/Student/Principal conference-possible disciplinary assignment.</p>
<p>Skateboarding, roller-blading and roller skating - are not permitted on school grounds. Please do not bring these items to school.</p>	<p>Intervention 1 - Confiscation of equipment. Intervention 2 - Confiscation of equipment, parent contacted to pick up.</p>

<p>Disruptive and reckless hall behavior - including running, kicking, screaming, swearing, throwing objects or any other disruptive behavior that involves inappropriate use of school equipment is not allowed.</p>	<p>Intervention 1 - Verbal warning Intervention 2 – Teacher / Administrative detention Intervention 3 – Detention-possible ISS</p>
<p>Wearing of hoods - is not permitted at school during the school day except for medical or religious reasons.</p>	<p>Intervention 1 - Re-direct student to remove the hood.. Intervention 2 - Confiscation of item (to the main office). Intervention 3 - Confiscation of item (to the main office), parent contacted to pick up, PM detention.</p>
<p>Public displays of affection - (including kissing, hugging and inappropriate touching) is not appropriate for school.</p>	<p>Intervention 1 - Verbal warning Intervention 2 - Administrative detention and parent contact. Intervention 3 - Parent/Student/Principal conference and possible disciplinary assignments.</p>

Level II Infractions

Level 2 Offenses	Consequences
<p>Harassment, bullying, intimidation (including behaviors such as name-calling, demeaning comments, swearing at, threatening behavior, teasing, unwanted physical contact, etc.) is not allowed on school grounds.</p> <p>Bullying Bullying, whether physical or verbal, is prohibited. This includes, but is not limited to, hitting, punching, teasing, name calling, and intimidation through gestures.</p> <p>Cyber-bullying-including cyber threatening and sexting, is also prohibited. Cyberbullying is the repeated use of information technology, including e-mail, instant messages, blogs, chat rooms, pagers, cell phones, and gaming systems to deliberately harass, threaten or intimidate others. A cyber-threat is a type of cyber-bullying that includes online materials that threaten or raise concerns about violence against others, suicide or other self-harm. Sexting is a type of cyber-bullying that involves sending, receiving, or forwarding sexually suggestive, nude, or nearly nude photos through text messages or e-mail.</p>	<p>Intervention 1 - Referral to the Principal. Investigation to determine if DASA Coordinator should be involved. Assigned consequences will be determined after the investigation is complete and could be; verbal reprimand, referral to peer mediation, lunch/PM detention, ISS (in school suspension) or OSS (out of school suspension).</p>

<p>Bullying and cyber-bullying in any form are not permitted whether or not the harmful behavior occurs at school or home.</p> <p>Harassment or Discrimination Includes all forms of electronic, verbal or written communications Students will refrain from harassment or discrimination on the basis of race, color, gender identity and expression, religion, religious practices, national origin, weight, sexual orientation, ethnic group, or disability.</p>	
<p>Tardy to school/class - Unexcused lateness to class will be considered a class cut.</p>	<p>Intervention 1 - 3 unexcused late arrivals to school/class will result in lunch detention. Intervention 2 - any unexcused late arrivals to school/class over and above 3 will result in PM detention or 2 lunch detentions for each incident. Intervention 3 - If pattern persists, Parent/Student/Principal conference will be scheduled and additional disciplinary assignments.</p>
<p>Class truancy (cut) - The illegal absence from a class while in attendance at school is a violation of school policy.</p>	<p>Intervention 1 - Any grades missed during the class truancy may result in a zero. 2 lunch detentions assigned by the teacher.. Intervention 2 - Any grades missed during the class truancy may result in a zero.. Mandatory Counselor/Teacher/Student conference. PM Detention assigned. Intervention 3 - Any grades missed during the class truancy will be a zero. Mandatory Principal/Teacher/Student conference. PM Detention assigned.</p>
<p>Academic Misconduct - Plagiarism is the act of copying, including or directly quoting from the work of another without adequate acknowledgement, in order to obtain benefit, credit or gain. Plagiarism can apply to many materials, such as words, ideas, images, information, data, approaches or methods. Sources of Plagiarism can include books, journals, reports, websites, generative artificial intelligence programs, essay mills, another student, or another person.</p>	<p>Intervention 1 - Loss of credit on work, parent contact by teacher. Intervention 2 - Administrative detention, parent contact and loss of credit on work Intervention 3 - Parent/Student/Teacher/Principal conference.</p>
<p>Disruptive behavior (interrupting the academic process, unreasonable noise, inappropriate language or gestures, etc. throughout the school building).</p>	<p>Intervention 1 - Teacher assigned detention. Parent contact by teacher. Intervention 2 - Referral to building Principal. Administrative Detention assigned. Parent contact. Intervention 3 - Parent/Student/Teacher/ Principal conference.</p>

Level III/Major Infractions

Level 3 Offenses	Consequences
Leaving School Grounds without Permission	Intervention 1 - ISS /OSS (in school suspension/external suspension), parent contact. Intervention 2 - 2 days ISS/OSS (in school suspension/external suspension), parent/student/principal conference
Sale, possession, use, or being under the influence of drugs, alcohol and/or any tobacco product including all smoking devices including electronic cigarettes and vape pen devices(as described in the Code of Conduct) is not permitted in school and is a violation of BOE policy.	Intervention 1 - Minimum 3 days ISS or OSS. Parent/Student/Principal conference to discuss expectations. Referral to social worker (to determine if PINS is needed) and law enforcement involvement, if necessary. Intervention 2 – Possible minimum 5 days OSS, Superintendent Hearing
Causing physical harm to self or others via deliberate acts.	Intervention 1 - Referral to building Principal. ISS (in school suspension) or OSS (out of school suspension) will be assigned after the investigation is completed.
<p>Possession of Firearms, Weapons or Destructive Devices</p> <p>Firearms - defined as a weapon which will or is designed to or may be converted to expel a projectile. Firearms may include, but are not restricted to guns, BB guns, Pellet guns, starter pistols, slingshots, the frame or receiver or such weapons, and any firearm muffler or firearm silencer.</p> <p>Weapon – defined as a knife, club, bat, or any object that could be used to cause harm to another person.</p> <p>Destructive Device – means any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than ¼ ounce, a mine or device similar to any of the devices described.</p> <p>Possession of Fireworks It is illegal for students to have in their possession fireworks of any kind.</p>	<p>Any student who is determined to have brought a “firearm”, “weapon” or “destructive device” on school premises will result in an automatic expulsion from school for not less than one year.</p> <p>Complaint filed with police immediately.</p> <p>The Superintendent of schools, following a Superintendent Hearing, may modify such expulsion requirement on a case-by-case basis.</p>
<p>Academic Misconduct - Plagiarism is the act of copying, including or directly quoting from the work of another without adequate acknowledgement, in order to obtain benefit, credit or gain.</p> <p>Plagiarism can apply to many materials, such as words, ideas, images, information, data, approaches or methods. Sources of Plagiarism can include books, journals, reports, websites, generative artificial intelligence programs, essay mills, another student, or another person.</p>	<p>Intervention 1 - Loss of credit on work. Parent contact by the teacher. Referral to building Principal.</p> <p>Intervention 2 - Administrative referral and Parent/ Student/Teacher/School Counselor conference and loss or credit.</p>

<p>Truancy from school Truancy Definition: A student is truant if they are illegally absent from school without the knowledge and consent of parent/guardian.</p>	<p>Intervention 1 - ISS (in school suspension), OSS out of school suspension) parent contact. Intervention 2 - 2 days ISS (in school suspension) / OSS (out of school suspension) , parent contact. Intervention 3 - 2 days ISS (in school suspension) OSS (out of school suspension), Parent/Student/Principal conference, possible CPS referral/PINS referral.</p>
<p>Fighting or other act of violence Assault Premeditated use of physical force</p>	<p>OSS (out of school suspension) 3-5 days. Parent contacted. Complaint may be filed with the Police Department. Meeting with the Superintendent. In the instance of physical abuse to a member of the staff, the student will be suspended from school for up to 5 days pending a Superintendent Hearing. May result in Superintendent Hearing.</p>
<p>Vandalism or Theft of Property</p>	<p>May result in administrative action or suspension with a phone call to parent. Police may be notified and complaint filled out. Parent conference during the suspension period. Request payment for costs resulting from damage. File vandalism report with Supervisor of Buildings and Grounds. Meeting with Superintendent. Superintendent Hearing.</p>

NOTE: Please refer to the Student Handbook and Code of Conduct for additional information regarding detention, smoking policy, school dress code, bus rules, etc.

Detention: The detention program was developed to improve discipline at the Jr./Sr. High School level. Students who are assigned detention should note that:

1. Detention will be held in a designated classroom from 2:50 – 4:00 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 referred to the building principal.

Detention cut: 1st offense - assign 2 detentions; 2nd offense – assign ISS (in-school suspension)

In-School Suspension: Students assigned to in-school suspension are to report to the main office at 7:55 am and remain until 2:43 pm. They are expected to complete required assignments and follow the directions of the in-school monitor. Students in in-school suspension will 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.

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 any time 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 at the completion of that school year.

Disciplinary Measures

1st Offense

1. Minimum of three days in-school suspension (ISS) / external suspension (OSS)
2. Parent notification

2nd Offense

1. Minimum of 5 days external suspension (OSS)
2. Parent notification

Dress Code

All students – whether Elementary or JR/SR High School –

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.

For the purpose of this Code, appropriate dress for students is defined as and includes the following:

1. In order to promote and foster a culturally proficient school environment preserving respect, dignity, and civility, students are encouraged to wear clothing or garb that is relevant to and distinctive of their respective cultures or ethnicity.
2. Students will ensure that underwear is completely covered with outer clothing. All clothing shall be fastened appropriately.
3. Students shall not wear garments that are revealing or see-through (including those that expose one's midriff or otherwise potentially expose private parts of the body.
4. Head wear required for religious purposes is permitted. Students, at the discretion of the building administration, may be allowed to wear head wear in school for medical purposes, as long as appropriate documentation or notification is provided. Students are not allowed to wear hoods, sunglasses, visors, sweatbands, bandannas, etc. in the school building except for a medical or religious purpose, during the school day.
5. Students shall not wear or display culturally (race, ethnicity, socioeconomic status) derogatory, offensive, or divisive symbols; or items that are vulgar, obscene, libelous, or denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation, or disability, while at school, on school grounds, or participating in school-related activities.
6. Students' dress/accessories shall not promote and/or endorse sexual activity of any kind, the use of alcohol, tobacco, vaping (e-cigarettes or juuls), or illegal drugs and/or encourage illegal or gang-related activities, including violence, depictions of guns, knives, and other weapons.
7. Transgender and/or gender nonconforming students may dress in accordance with the gender identity or gender expression within the constraints of any dress code contained in the Code of Conduct and will be enforced in like manner.

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

Students need a note from their parent/guardian to obtain a bus pass to ride on a bus other than their own. This note should be brought to the main office before noon and the space availability will determine if permission can be given. While on the bus, students are expected to follow the rules listed below:

1. Observe classroom conduct.
2. Seatbelts are recommended for student safety.
3. Be courteous (do not use foul or abusive language).
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Cooperate with the driver.
7. Do not smoke.
8. Do not damage the bus or equipment.
9. Stay in your seat.
10. Keep head, hands and feet inside the bus and out of the aisle.
11. Do not fight, push or shove.
12. Do not tamper with bus equipment.
13. Do not bring pets on the bus.
14. Do not bring flammable material on the bus.
15. The bus driver is authorized to assign seats and require students to wear seatbelts.
16. No glass containers allowed.
17. Students riding the late bus need a note from the staff member with whom they remained after school.
18. Electronic devices including, but not limited to, video games, CD, iPods, radios will be allowed by bus drivers as long as:
 - No sound on video games
 - Music and game devices are used with headsets;
 - No conflicts or talk beyond quiet voices will be tolerated over these items;
 - These items are put away before getting on/off the bus;
 - Music/games will inappropriate language are not allowed;
 - Only "E for everyone" games are allowed on game devices. Students bring these items on the bus at their own risk as school is not responsible for lost or broken video games, iPods, radios or other electronic devices;
19. Have a safe trip.

Student Driving

Permission to drive to school and leave a car in the student parking lot is a senior privilege and will be given provided the following conditions are understood and observed.

Vehicles must be registered. To register a "Driver Permission" form must be filled out and returned to the main office. **Vehicles not registered may be subject to removal.** When changing vehicles, it is the student's responsibility to make sure that the correct vehicle information is on file with the main office.

Students must park in the assigned student parking lot. No students are allowed to park in the visitor or staff parking areas. You must park in your assigned, numbered parking space. Permits will be issued in the following order: seniors, juniors, sophomores.

Drivers must enter and exit from parking areas in a safe and courteous manner. Follow a 5 mph speed limit while on school property.

Assigned parking permit must be displayed on your vehicle.

Students are not to visit their car during the day unless they have permission from the main office. Vehicle must be locked at all times.

Any use of the vehicle that results in violation of State traffic laws or reckless endangerment to students or Duanesburg School system will result in revocation of the driving privilege.

Students who attend CTE classes are not permitted to drive to CTE campuses (Schoharie/Albany) without first receiving approval from the building principal AND the CTE principal.

Violation of these rules may lead to temporary or permanent loss of driving privileges.

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 the main office. 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

Late arrival to school, (end of period 1), and early dismissal from school, (period 8) is a senior privilege. Privileges do not begin until the 1st quarter interim reports are reviewed.

This privilege was set up for seniors with 1st or 8th period study halls and approved by the 1993-94 Student Council. If in a senior's original schedule, he or she has 8th period study hall the senior may leave after 7th period. In order to take advantage of this privilege, he/she must obtain a signed permission slip from the principal and have a 75% or above in all subject areas with no grade below a 75% in any courses. If this privilege is to be used, the senior must sign in at the office upon late arrival or sign out at the office upon early dismissal. Schedules cannot be rearranged for this privilege."

It is understood that students granted this privilege must abide by the following conditions:

1. Students must fill out and return Senior Privilege form along with a copy of his/her progress report.
2. Students must have an overall average of 80% or above in all classes with no grade below a 75% in any course.
3. Students must sign in or out in the main office when they enter or before they leave school
4. Students arriving late must be on time for period 2. Failure to arrive on time for period 2 more than 3 times a semester will result in the privilege being revoked until the following semester.

5. Students must leave school grounds immediately upon signing out. Failure to comply with this rule will jeopardize this privilege.
6. If a student's average drops to failing in any class during any marking period, this privilege is automatically revoked. Students must complete a run around sheet from all teachers to demonstrate their average is 75% or above in all classes to reinstate this privilege.

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 the school building. There is a late bus which takes students home daily at the conclusion of after-school activities, excluding Fridays.

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 school 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, Varsity)
 Cross Country (Modified, Varsity)
 Volleyball (Modified, JV, Varsity)
 Basketball (Modified, JV, Varsity)
 Cheerleading (Varsity)
 Wrestling (Modified, JV, Varsity)
 Softball (Modified, Varsity)
 Bowling (Varsity)
 Swimming (Varsity)

Boys

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

Clubs and Activities

Art Club	Drama Club	Dusquanox	Odyssey of the Mind
G.S.A.	Jazz Band	Leo Club	MasterMinds
Mock Trial	Outing Club	Peer Mediators	Student Council
Student Gov't.	Robotics Club	National Honor Society	

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.

Academic Eligibility for Athletes

The athletes representing Duanesburg Central Schools are Student Athletes and have a responsibility to excel in the classroom as well as on the field of play.

A Recorded Grade of Incomplete

Any athletes who have an Incomplete on a progress report or report card will have 5 school days after the eligibility list is posted, to complete all past due assignments and present proof of a passing grade for that course(s). During this period the student remains eligible.

- Once the "Student Athlete" completes all of the past due work, it is his/her responsibility to get the eligibility paperwork from the Athletic Director's office. This paperwork will be taken to each teacher who recorded an incomplete. Those teachers will sign off when the past due assignments are completed, and the student has achieved a passing grade.
- If after 5 school days, the "incomplete" has been resolved, the athlete will become ineligible and be subject to Academic Restriction.
- Coaches, at their discretion, may require athletes to attend after school study sessions.

Quarterly Grades of below 65

Athletes are expected to maintain a passing grade of 65 or above in all classes. Any athlete who receives a grade **below 65 in one course**:

- May practice and play
- Must attend one Academic Study Session per day for 2 weeks (10 school days)
- The athlete must turn an Academic Report Sheet to his/her coach weekly.

Academic Restriction

Athletes who receive **2 or more grades below 65** will be placed on Academic Restriction:

- Are ineligible to practice or play for 5 school days*
- Must attend one Academic Study Session each school day.
- On the 5th day must provide an Academic Report Sheet indicating the current course grade for all subjects to the AD.
- Athletes who at the end of the 5 days, have a grade of 65 or higher in all classes or has only one grade below a 65, become eligible, but must complete Academic Study Sessions for the next 10 school days.
- At the end of the 10 school days if all classes are 65 or above the student may discontinue the Academic Study Sessions.

Failing Grades on an Interim Reports

Interim reports are a predictor of performance in courses. Because they are posted only 5 weeks into a quarter, there are times when students have only had the opportunity to post a few grades. If one of these grades is low it can lead to a low Interim grade. Often these low grades are corrected by the time the Eligibility list is posted. For that reason Interims will be initially treated differently than Quarterly Grades.

- When the Eligibility List is posted following Interim Reports, any student who has received two failing grades may have the teacher(s) of that course(s) sign off on an Academic Report Sheet indicating that student is now in Good Standing. These Athletes are immediately eligible for practice and game, but must submit an Academic Report Sheet to the AD for two weeks.

- Athletes who do not raise their grades to a 65 must follow the same procedures as those who receive a 64 or lower as a Quarterly Grade.
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Academic Study Sessions

If a student is experiencing academic difficulties in a course(s) the best person to help that athlete is the teacher of record for that course. The Academic Study Session is a mandatory 30 minutes per school day for the athlete to receive additional assistance in that course(s). This time may be scheduled anytime during the school day. It is the burden of the student to seek out that teacher, or his/her designee and schedule a time to meet with them. The student must receive the signature of the teacher or designee after the completion of each 30 minute session. If the student and the teacher are unable to find a time to meet during the day the student will bring an alternate solution to the Athletic Director for approval.

Fall Sports

4th Quarter grades will be used to determine eligibility for Fall Sports. Athletes will follow the same Academic Guidelines as Athletes in other sports seasons.

- Athletes who fail 2 or more courses must take, and pass these courses (students are allowed one course failure and still be eligible) in the summer to be eligible
- Athletes who are on Academic Restriction may practice in August but must complete an Academic Report Sheet on the second Friday of the new School Year. These students must be in good academic standing (Passing all but one course) in order to remain eligible. Any Athlete who receives below a 65 on this Academic Report Sheet must follow the Academic Restriction Guidelines.

Tryouts

Athletes who miss the tryout portion of a Sports Season are at a disadvantage and may lose a spot on the team. In an effort to allow students to improve their grades and earn a spot on a team, athletes are eligible during the initial tryout portion of a season. As soon as coaches have selected their rosters, all students with grades of Incomplete or grades below 65 immediately begin to follow the Academic Restriction Guidelines as indicated. Students with 2 failing grades on a report card are ineligible for 5 practices after tryouts, regardless of current status.

Dance Rules

1. Students must be in class by period 2 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, 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 DCS student 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. Guests must meet the age requirement for the dance they wish to attend.
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.
8. Only students in grades 7 and 8 are allowed to attend Jr HS dances.

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

School Counseling Programs

The School Counseling 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 UHS course

requirements, NCAA, and details for each content area's program offerings. Please refer to this source for specific questions.

Add/Drop, Drop, and Withdrawal

- Add/Drop - Students have the first 10 school days of the year to add/drop first semester and year-long classes. For second semester courses, students have the first 10 school days of second semester to add/drop second semester classes.
 - o Requires parent and teacher signature
- Withdrawal - After the first 5 weeks for year-long and first semester courses and the first 5 weeks for second semester courses, students may not add/drop courses. A student may not withdraw from a course needed to graduate and may not withdraw from a course due solely to a failing mark. If there are extenuating circumstances and a student needs to have a course removed from their schedule the following will occur:
 - o Requires meeting with school counselor
 - o Requires parent signature
 - o Requires Principal approval
 - o Course will still appear on the transcript and will have the designation of WP (student was passing at the time of withdrawal) or WF (student was failing at the time of withdrawal)
 - o The course will be given no weight in the student GPA
 - o A student may not withdraw from a course needed to graduate
 - o A student may not withdraw from a course due solely to a failing mark
 - o UHS course withdrawals appear on college transcript
 - o SCCC must be made aware - they have their own procedure independent from the high school

*Weighting

The Board of Education supports the District's efforts to encourage high school students to seek out the most challenging academic courses, recognize them for their work in such courses and better enable them to qualify for college scholarships. Therefore, a student's class rank shall be based on a combination of the student's grade in each course and a "weight" related to the difficulty of the course. The "weight" affects a student's class rank, not a teacher's method for grading course work. This weighted grade would be used toward the student's weighted GPA and class rank.

All applicable college level courses will be weighted by a multiplier of 1.025. All Advanced Placement (AP) courses will be weighted by a multiplier of 1.05. For example, a grade of an 80 in AP English would be multiplied by 1.05 and would be calculated as an 84. The weighted average would be used for calculations for honor roll, class rank and honor society eligibility.

Support Services

Health Information – Student Accident Insurance

Student accident insurance is carried on each student attending school in the Duaneburg 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 the school's insurance carrier.

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

JR/SR High School Health Regulations

Immunization

Duanesburg Jr/Sr HS requires that no student be permitted to attend school unless the parent/guardian provides the school with a certificate of immunization or proof from a physician, nurse practitioner, or physician assistant that the child is in the process of receiving the required immunizations in accordance with NYS Public Health Law, Section 2164.

Health Screenings/Appraisals

The district's School Health Services program supports your student's academic success by promoting health in the school setting. One way that DCS provides care for your student is by performing the health screenings as mandated by the State of New York. During this school year, the following screenings will be required or completed at school:

Health Examinations are now required in Grades 7, 9 & 11 and any new entrant into the district.

Vision screening for distance and near vision acuity will be required within 6 months of admission to school in Grades 7 & 11.

Hearing screening utilizing pure tone testing will be required within 6 months of admission to school and in Grades 7 and 11.

Scoliosis screening will be required in grade 7 for girls and Grade 9 for boys.

A physical examination including Body Mass Index and Weight Status Category Information is required for all newly entering students and students in Grades 7 & 10.

Dental Certificates

A dental certificate is requested for all newly entering students and students in grades 7 & 10. A letter will be sent home if there are any findings on the screening done at school that would cause concern or need medical follow up.

Medication Delivery Information

New York State law requires that parents or guardians must personally deliver all medications to the school Health Office (unless a self-carry order form is signed by parent and physician).

All controlled medications must be brought by an adult.

All medication must remain in properly pharmacy or original over the counter containers.

A new prescription/medication form signed by the medical provider is required at the beginning of the school year.

Parent must sign the medication permission form.

Medication forms are available on our district web site or may be obtained from the Health Office. Your physician may use their own form if desired.

*Please note: The school nurse has the right to revoke self-carry/self-administer privilege if student is deemed unsafe, in appropriate and/or misuse of medication at any time.

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 (including synthetic cannabinoids), 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 related to drugs, alcohol, and/or illegal substances 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.
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 - 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.
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- 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.
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- 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 need 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.

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 school 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 Community Parent Teacher Association. The PTA typically serves as a strong link between home and school. By joining the PTA parents become partners in advancing the educational goals of the school district while enhancing the welfare of their child.

PTA meetings are held regularly during the school year– check the school district calendar for dates. All parents are eligible to become members. Visit www.dcspta.org for more information.

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 6:00pm-7:30 pm 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 house is a scheduled event held in the beginning of the school year. 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.
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- 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 Website.

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 Duaneburg 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 teacher aides and, if so, their qualifications. Requests for the above information may be directed in writing to Superintendent Dr. James Niedermeier, 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 the 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 and return the bottom portion of the letter mailed home to all Juniors and Seniors.

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.

Visitors to the School Regulation

In an effort to promote effective communication between the citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year when school is in session. At all times, the principal or his/her designee is authorized to take any action necessary to secure the safety of students, school personnel and visitors. Unauthorized visitors or individuals who interfere with the learning environment and/or are disruptive shall be requested to leave school premises immediately, and will be subject to arrest and prosecution pursuant to the New York State Penal Law if they refuse.

Visitors to the schools of the district shall be governed by the following rules at the time when students are in attendance:

1. For security purposes, the district maintains main points of entry for each school building and as such, visitors to our schools must use the designated front entrance. All other building entrance doors shall be locked.
2. Upon entering any school building, all visitors shall report to the building's main office for the purpose of completing the necessary sign-in procedures – Visitor Management System – Raptor. Upon entering the building visitors will be asked to present a valid state-issued ID which will be scanned into the system.
3. Upon completion of the sign-in procedures, each visitor will be issued a Visitor's Badge which must be returned when the individual signs out and leaves the building.
4. Once issued, the Visitor's Badge must be displayed at all times.
5. For special events during the school day, alternative procedures may be enacted for issuing visitor badges. Registration shall not be required for school functions open to the public beyond the regular school day, whether or not school related.
6. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must first make an appointment with the teacher. In addition, parents are encouraged to visit counselors, school nurses, social workers and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding their child, whether or not school related.
7. All Duanesburg Central School District employees are required to display conspicuously their identification badges during work hours while in any school building and while on school sponsored events including athletic events.

8. In order to protect students, staff, and facilities, no unauthorized persons shall be permitted to enter school premises unless they first report to the Main Office and have a legitimate reason for being there. Any parents, visitors, or members of the public noticed at any time during school hours without a Visitor's Badge or District ID should be reported immediately to the principal or Main Office.
9. The principal or his/her designee is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law if they refuse.
10. For those potential visitors other than parents or guardians, the principal of the school or his/her designee must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit.
11. A copy of the Board of Education policy and Regulations on Visitors to Schools will be available at the Monitor's table, in the Main Office, and on the district's website.

Disclaimer

The Student handbook is a document that is meant to guide students' understanding of school rules and procedures. This 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.