

Stissing Mountain Junior/Senior School

STUDENT HANDBOOK AGREEMENT 2023-2024

I have reviewed and understand all of the areas discussed in the STUDENT HANDBOOK and Student Code of Conduct established by the Pine Plains Central School District. I am also fully aware that the Student Handbook and Code of Conduct have been formulated to provide me with an understanding of my rights and responsibilities as a student of Stissing Mountain Junior/Senior School. I agree to abide by all the rules and regulations described in that document and I am fully aware of the consequences for not adhering to the established policies.

I received the Student Handbook and Code of Conduct during a meeting with the Junior/Senior School Principal and/or Dean of Students to review the contents of both documents.

Print your name: _____

STUDENT SIGNATURE: _____

Date: _____

This Handbook/Planner is the property of:

Name: _____ Grade _____

Stissing Mountain Junior/Senior High School

Principal: Mr. Christopher Boyd

Assistant Principal: Mrs. Sara Von Burg

2829 Church Street

Pine Plains, NY 12567

518-398-7181 Ext. 1300

Website: <http://www.ppcsd.org>

Phone Directory

<u>Office</u>	<u>Extension</u>
Operator	1111/0
Main Office	1300
Athletic Office	1366
Attendance/Homework Request	1305
Cafeteria	1350/1351
Greeter's Desk	1305
Guidance Office	1330
Health Office	1335
Pupil Personnel	1310
Business Office	1410
District Office	1401

Cold Spring Early Learning Center

845-868-7451 ext. 2201

Seymour Smith Intermediate Learning Center

518-398-3000 ext. 3101/3102

Transportation Department

518-398-3115

INTRODUCTION

Dear Student,

Welcome to the 2023-2024 academic year at Stissing Mountain Junior/Senior High School! As you begin the new school year, we ask that you and your family take time to carefully read the information in this handbook. After careful review of the rules, policies and programs contained in this informational guide, you will have a greater understanding of your individual responsibilities as a member of our school community.

This handbook serves as a valuable aid in helping you to better understand the behavior and performance expectations for all of our students as well as the policies that exist within our building and our district. There are many outstanding opportunities to explore your interests, hone your skills and develop your talents. We encourage you to take advantage of the many opportunities throughout the year. The pride and respect that you demonstrate through your involvement with these programs is a reflection of your own positive sense of self.

The teachers and staff of Stissing Mountain Junior/Senior High School are some of the best in the area. They are committed to providing the best education possible for all of our students. I encourage you to seek guidance and support from our faculty and staff as you work to meet the challenges of the school program.

Please note that all students receive a Student Code of Conduct booklet during the first week of school at a class meeting with the Principals and Dean of Students. The Code of Conduct is the detailed explanation of the policies adopted by the Pine Plains Central School District Board of Education for student behavior and discipline. We include discussion on pertinent behavior and discipline issues, bullying and consequences in a full-period meeting. Students may ask questions regarding our policies at that time.

Finally, I wish you the best of luck for a successful and productive school year.

Sincerely,

**Christopher Boyd
Junior/Senior High School Principal**

**Sara Von Burg
Junior/Senior High School Assistant Principal**

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**PINE PLAINS CENTRAL SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR**

SEPTEMBER				
M	T	W	T	F
			1	2
H	SC	7	8	9
12	13	14	15	16
19	20 [^]	21	22 [^]	23
26	27	28	29 [^]	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
H	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	SC	9	10	H
14	15	16	17	18
21	22 ¹	R	H	H
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 ¹
H	H	R	R	H

JANUARY				
M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27 ¹
30	31			

FEBRUARY				
M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	SC
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31 ¹

APRIL				
M	T	W	T	F
R	R	R	R	H
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	SC	17	18	19
22	23	24	25	26
H	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16 [#]
H	20 [#]	21 [#]	22 ¹	23 ¹
26	27	28	29	30

2022

SEPTEMBER

5 Monday
6 Tuesday
7 Wednesday
20 Tuesday
22 Thursday
29 Thursday

Labor Day Holiday-Buildings Closed
Superintendent's Conference Day-No Students
School Opens
CSELCL Open House
SM Jr./Sr. HS Open House
SSILC Open House

MAY

2-9

Tues.-Tues.
Tuesday
Tuesday
Monday

Gr. 3-8 Mathematics
Superintendent's Conference Day-No Students
Gr. 8 Science Performance Begins
Memorial Day Holiday-Buildings Closed

OCTOBER

10 Monday
8 Tuesday
11 Friday
22 Tuesday
23 Wednesday
24-25 Thurs.-Fri.

Columbus Day Holiday-Buildings Closed
Superintendent's Conference Day-No Students
Veterans Day Holiday-Buildings Closed
Emergency Early Dismissal Drill (15 min.)
Recess Day
Thanksgiving Holiday-Buildings Closed

JUNE

5

Monday
Wed.-Fri.
Friday

Gr. 8 Science Written
Regents Exams
1 hr. Early Dismissal-Elementary Only
June/teenth Holiday-Buildings Closed/No Regents
1 hr. Early Dismissal-Elementary Only
Half Day of School-Elementary Only
Regents Rating Day/Last Day of Classes
Graduation - Class of 2023

DECEMBER

23 Friday
26-27 Mon.-Tues.
26-Jan. 1 Mon.-Mon.
30 Friday

Half Day of School
Christmas Holiday-Buildings Closed
Winter Recess
New Year's Holiday-Buildings Closed

KEY:

R = Recess
H = Holiday (Bldgs. Closed)
= 1 hr. Early Dismissal
= NYS Exams
T = Emergency Early Dismissal Drill

SC = Superintendent's Conference
* = Parent/Teacher Conference
/ = Half Day of School
^ = Open House

2023

JANUARY

2 Monday
16 Monday
24-27 Tues.-Fri.

New Year's Holiday-Buildings Closed
Martin Luther King Holiday-Buildings Closed
Regents Exams

FEBRUARY

20 Monday

Presidents Day Holiday-Buildings Closed

MARCH

10 Friday
31 Friday

Superintendent's Conference Day-No Students
Half Day of School

APRIL

3-7 Mon.-Fri.
7 Friday
19-26 Wed.-Wed.

Spring Recess
Good Friday Holiday-Buildings Closed
Gr. 3-8 ELA

SUMMARY	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Teachers:	19	20	18	17	20	19	23	15	22	16	189
Students:	18	20	17	17	20	19	22	15	21	16	185
10 mo. SRP	19	20	17	17	20	19	22	15	21	15	185

Make up formula if more than 5 snow days are used:

April 3 rd	April 4 th	April 5 th	April 6 th
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Stissing Mountain Junior/Senior School
Bell Schedule

The school day begins at 7:30 a.m.

All Students are expected to be in their assigned classes before the bell rings.

	Regular Schedule	One Hour Delay Schedule	Two Hour Delay Schedule	Three Hour Delay Schedule	10:30 Dismissal Schedule Lunch is NOT Served
Period 1	7:30 - 8:15	8:30 - 9:08	9:30 - 10:00		Period 1 7:30 – 8:15
Period 2	8:19 - 9:00	9:12 - 9:46	10:04 - 10:30		Period 2 8:19 – 9:00
Period 3	9:04 - 9:45	9:50 - 10:24	10:34 - 11:00		Period 3 9:04 – 9:45
Period 4	9:49 - 10:30	10:28 - 11:02	11:04 - 11:30		Period 4 9:49 – 10:30
Period 5	10:34 - 11:15	11:06 - 11:41	11:34 - 12:05	Period 5 10:34 – 11:15	
Period 6	11:19 - 12:00	11:45 - 12:20	12:09 - 12:40	Period 6 11:19 – 12:00	
Period 7	12:04 - 12:45	12:24 - 12:59	12:44 - 1:15	Period 7 12:04 – 12:45	
Period 8	12:49 - 1:30	1:03 - 1:37	1:19 - 1:45	Period 8 12:49 – 1:30	
Period 9	1:34 - 2:15	1:41 - 2:15	1:50 - 2:15	Period 9 1:30 – 2:15	

APPENDIX A: STUDENT'S BILL OF RIGHTS AND RESPONSIBILITIES

As students in the public schools of the State of New York, you have the right to a free appropriate education if you are between the ages of 5 and 21 years pursuant to the provisions of Article XI, Section 1 of the New York State Constitution and Section 3202 (1) of the Education Law of the State of New York, or until you receive a high school diploma, whichever occurs first. All students who reside within our State between the ages of 6 and 16 years are required by law to regularly attend instruction either in the public school or in such private school as are approved for equivalence of instruction by the appropriate school authorities.

The right to a free public-school education as described above extends to all students, including those with handicapping conditions. However, this right is not unconditional. Pursuant to due process of law requirements as established in Section 3214 of the Education Law of the State of New York and the Student Disciplinary Code a student may be suspended temporarily or permanently from instruction in his/her regularly scheduled class. Only students within the compulsory education ages (6 to 16) are entitled to alternative, equivalent instruction following suspension from regularly scheduled classes.

The District expects each student to conduct him or herself in a manner which will create an appropriate atmosphere so that students may learn and thrive educationally to the maximum extent of their abilities. Each student shall be responsible for conducting himself or herself so as to avoid the behaviors which could lead to discipline as set forth in the Student Disciplinary Code. As long as students meet the requirements of these responsibilities, the rights assured by the New York State Constitution and Education Law as well as the Policies of this School District will be fully recognized and applied. In addition to the rights referenced above, as a student in the district you are specifically afforded the following rights:

1. Student Expressions: Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student's freedom of expression is subject to limitation in that the constitutional protections will not extend to libelous, slanderous or obscene words or to works which by their very use incite others to damage property or to physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation.

2. Literary Magazine: The literary magazine affords students an opportunity to participate in the activity of learning how to report the news events of the school as well as for the sincere expression of all facets of student opinion. The following guidelines shall apply to materials published in school newspapers:

a. All materials shall be subject to prior review by the official advisor of the school newspapers and by the Principal of the building where the newspaper is published whose decision regarding publication shall be made within two (2) days.

b. Either the advisor to the school newspaper(s) or the Building Principal, as well as the Superintendent of Schools or Board of Education may prohibit the publication of school newspaper materials or articles to the extent that they:

1. Clearly endanger the health, safety, or welfare of students
2. Imminently threaten to disrupt the educational process of the school.
3. Constitute libelous or obscene writing
4. Threaten any person or group in the school or advocate discrimination on the basis of race, religion, age, sex, marital status or national origin.

c. Appeals procedure: In the event that the newspaper advisor or another school official renders a decision that certain materials shall not be printed in the school newspaper(s), the student shall be entitled to a review of that decision by the Superintendent of Schools, whose decision shall be final in this matter and shall be rendered within three (3) days of the initial decision to prohibit such publication.

3. Non-School Publications and Materials: To distribute literature other than school newspapers on school property, a student distributor must request authorization from the Superintendent or his/her designee to distribute materials such as handouts, petitions, leaflets or other literature so long as the same has been written and signed by one or more students of the District.

The source of such material must be indicated on the printed matter.

Two copies of the material to be distributed must accompany the request at least two (2) days prior to the time of distribution.

The application for approval of distribution must be made to the Superintendent or his/her designee who, if approval is granted, shall establish the time and place of distribution to assure that the process will not be disruptive of education in the building.

If the request is denied by the Superintendent's designee, it shall be so stated in writing with the reasons for the denial. An appeal to the Superintendent of Schools shall lie from the designee's denial whereupon the Superintendent shall rule upon the suitability of the material for distribution within three (3) days of the presentation of the appeal to him/her. No commercial materials may be distributed within the school by students or others.

Publications or materials other than the official school newspaper(s) may be distributed by students at locations beyond the limits of the school grounds and on occasions other than at school-sponsored activities without the authorization of school officials.

4. Symbolic Expressions: Students in light of constitutionally protected free speech rights, may wear political buttons, arm bands or badges of symbolic expression so long as the same conform to the limits set forth herein under "school newspaper" and "+."

5. Student Activities: All pupils shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student code of conduct and any rules promulgated specifically for participation in extra and/or co-curricular activities.

6. Dress Code: All students are expected to give proper attention to personal cleanliness and to dress and groom themselves appropriately for school and school functions. Students must be dressed in **appropriate clothing** and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and career skills classes. **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.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- a) Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- b) Any dress or appearance which is vulgar, lewd, obscene, indecent or profane or which exposes to sight the private parts of the body (e.g., short shorts, bandage skirts, bare midriffs and see-through leggings or garments, and low jeans which show under garments).
- c) Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- d) Any dress or appearance which advocates or encourages other illegal or violent activities
- e) Any dress or appearance which advocates discrimination or denigrates others based on race, color, creed, religion, national origin, gender, sexual orientation or disability;
- f) The wearing of hoods.
- g) Any dress or appearance which constitutes a disruption to the educational process.

Students who violate the student dress code shall be required to remove the offending item and, if necessary or practical, replace it with an acceptable item. Any student who fails to comply with the dress code shall be subject to further discipline up to and including out of school suspension.

7. Policy Formulation Rights: Students should have a voice in the formulation of school policies and decisions which affect their education, rights and privileges while attending our public schools.

8. Student Government: Students are encouraged to participate in the various student governmental bodies which have been or may be established in our schools. It shall be the duty of the student governmental body to establish reasonable standards for qualifications of candidates to serve in office of the council. Elections for student council shall be conducted in accordance with the principals of our democracy and elected student representatives shall work with the faculty, administration and student body in identifying cooperatively those areas of appropriate student's responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution which the students shall participate in formulating.

9. Student Clubs and Other Student Organizations: The District encourages students to participate in school related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-school related clubs or organizations, the same shall be subject to the constitution of the student council and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education policy or regulations.

10. Privacy Rights (Search and Seizure): Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. In light of these protections, no student's person or property shall be searched for illegal substance or materials unless the school authorities conducting the search have reasonable suspicion to do so. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.

11. Pregnant Students: During pregnancy and the period of pregnancy-related disability which follows childbirth, a student shall be entitled to home instruction, upon the receipt of a written statement from a physician stating that the student cannot attend school. Pregnant students who desire to attend their regularly scheduled classes prior to the time of childbirth may do so to the extent that their physician approves of such classes.

12. Student Grievances and Complaints: If a student has a grievance or a complaint about a school-related matter, a school employee or other school official, he/she may submit in writing to the Principal of the school who shall respond within (10) days with an answer to proposed resolution. Grievances or complaints may be appealed in writing to the Superintendent of Schools if the Principal's answer or proposed resolution is not deemed satisfactory by the student. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of written appeal document.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of our race, ethnicity, nationality, class, caste, religion, belief, sex, gender, language, sexual orientation, gender identity, sex characteristics, age, health or other status. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extra-curricular activities or other school resources.

The Director of Pupil Personnel is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

APPENDIX B: STUDENT DISCIPLINARY CODE & SUSPENSION PROCESS

INTRODUCTION

The rights afforded to students in our District to attend the public schools are substantial as expressed in the New York State Constitution, Education Law, and Policies of the Board of Education of our District and as set forth in the Student Bill of Rights. However, a student's rights as a student are subject to limitation, suspension and in certain instances, expulsion from attendance in our schools when his/her conduct or condition is found to be violative of the provisions of this Code. As Education Law Section 3214 (3) (a) provides, the Board of Education, the Superintendent of Schools, a Building Principal or in his/her absence, an acting Building Principal, may suspend a student from attendance upon instruction where it is determined that the student:

1. is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others; or
2. exhibits a physical or mental condition(s) which endangers the health, safety or morals of himself/herself or of other students; or
3. is removed from a classroom for substantially disrupting the educational process or substantially interfering with the teacher's authority in the classroom four or more times in one semester.

A. PRE-SUSPENSION PROCESS

Prior to being suspended from attendance upon instruction in one or more classes, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the opportunity for an informal Principal's conference, unless waived, as described in paragraph "C", below.

B. SHORT TERM SUSPENSION PROCESS

Prior to a proposed suspension from school for between one and five days by a Building Principal or an acting Principal in the absence of the Building Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service, and by telephone, if possible, within 24 hours of the decision to suspend.

Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, (at which time the evidence, including the witness(es) relied upon by the Principal in making the suspension determination, may be

questioned by the parent or guardian.) The right to an informal conference with the Principal shall also extend to a student if 18 years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

Any appeal brought by the parent or a student over the age of 18 for a Principal's suspension must be presented in writing to the Board of Education prior to filing any further appeal. The Board shall review the documentary evidence and written arguments of the parties, if any. Any further appeals shall be to the Commissioner of Education.

C. THE LONG TERM SUSPENSION PROCESS

Any suspension from school in excess of five school days shall be considered a long-term suspension. Unless there is an agreement between the person requesting the suspension and the parent, a long-term suspension may be done only after the Superintendent of Schools or the Board of Education has conducted a hearing.

When a student is subject to a long-term suspension, the Superintendent of Schools or Board of Education may designate a Hearing Officer to make findings of fact with respect to the charges of infractions under this code of conduct, as well as penalty recommendation pursuant to the penalty parameters described herein.

D. HEARING PROCEDURES

1. Notice of Hearing

All notices of long-term suspension hearings shall contain provisions indicating that the student has the right to be represented by an attorney or lay counsel, that a transcript of the hearing will be prepared (tape recording or stenographic record) and that the student has the right to subpoena witnesses or otherwise present witnesses in his/her defense. The time, date and location of the hearing shall also be prominently set forth in the notice.

If the student is 18 years of age or older, the letter described above will be mailed to the student as well as his/her parent.

2. The Long Term Suspension Hearing

At the beginning of the hearing, the Hearing Officer shall inform the student and the student's representative(s):

- that the District's and the student's representatives shall have the right to examine and cross-examine witnesses;
- that the student has the privilege against self-incrimination, but that if the student does testify, s/he shall be subject to cross-examination;
- that the District has the burden of proving the charges by a preponderance of the credible evidence;
- that a tape or transcript of the proceedings shall be maintained and made available to the student's representative upon request; and
- that the hearing shall be private or open to the public, as determined by the student's representative.

In the event that one or more of the charges is sustained, the Hearing Officer shall then entertain statements from the parties regarding the appropriate penalty outcome. In the event that the parent and/or the student, in an appropriate case, have been served with a copy of the student's past disciplinary anecdotal record in a timely fashion (at least 48 hours before the hearing), for consideration at the hearing, such record may be considered by the Hearing Officer in determining an appropriate penalty.

The Hearing Officer, upon the conclusion of the portion of the proceedings dealing with penalty determinations, shall make findings of fact and penalty recommendations, if any, to the person or body which designated him/her immediately upon the conclusion of the long-term suspension hearing.

The Superintendent or Board, whichever designated the Hearing Officer, shall make its own findings of fact and penalty decision, by adopting those of the designated Hearing Officer, where applicable, in whole or in part, or by reaching independent findings of fact and penalty determinations. This process shall be concluded within the five-school day period from the time of the initial suspension if the student is to be continuously suspended.

3. Alternative Instruction

Pursuant to the Education Law, no student within the compulsory education ages of 16 and the school year in which s/he becomes 16, shall be suspended from school in his/her regularly scheduled classes without being provided alternative equivalent instruction, either in the form of home instruction or instruction in an alternative setting. Such instruction shall be of an equivalent nature to that provided in the student's regularly scheduled classes. A good faith effort shall be made to provide such alternative instruction immediately.

4. Appeals Process

The decision of the Superintendent with respect to the findings of fact sustaining charges in a long-term suspension hearing and/or penalty determination shall be subject to appeal [or may be appealed] to the Board of

Education. The Board shall review the record of the proceedings, including a review of the transcript of the proceedings, documentary evidence and written arguments of the representatives of the respective parties, if any. The Board does not provide the representatives of the respective parties with the opportunity either to present evidence not previously in the record or to make arguments in person before the Board. Any further appeal shall be made to the Commissioner of Education.

E. SUSPENSION OF STUDENTS WITH DISABILITIES

In the event that a student has a known disability or when school officials can be deemed to know in accordance with law, that a student has a disability, the District will first proceed to conduct a §3214 disciplinary proceeding for any suspension of more than five days. The §3214 disciplinary proceeding will be held in two parts, first to determine the student's guilt or innocence on the charges and the second to determine the penalty.

If guilt is determined, before a penalty may be imposed, the following rules shall apply:

SECTION 504/TITLE II ADA DISABILITY

Before discipline may be meted out for a student with a disability or suspected disability founded solely under §504 of the Rehabilitation Act of 1973 (hereinafter "§504")/Title II of the Americans with Disabilities Act (hereinafter the "ADA"), the §504 multi-disciplinary committee (hereinafter the "§504 Committee") must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability.

1. If a nexus is found between the disability and the conduct underlying the charges, the §3214 proceeding must be discontinued and the matter placed under the jurisdiction of the §504 Committee for any further consideration.
2. If no nexus is found, yet a disability is indicated or has been identified, discipline may be imposed upon remand to the §3214 Hearing Officer. Students whose sole disabilities are founded under §504 and for whom no nexus is found shall be disciplined in the same manner as their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school as required by the regulations implementing §504 (34 CFR §104 et. seq.) until the end of the school year in which the student reaches the age of 21.

IDEA DISABILITY

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (hereinafter "IDEA") [a student with an educational disability], the Committee on Special Education (hereinafter the "CSE") must make a determination of whether the conduct underlying the charges was a manifestation of the disability:

1. If a nexus is found between the disability and the conduct, the §3214 proceeding must be discontinued (except for weapons, drugs and dangerous behavior) and the matter placed under the jurisdiction of the CSE for any further consideration.
2. If no nexus is found, the relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner in which they would be applied to children without disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.
3. Where no nexus is found and no suspected disability is determined to exist, the matter shall be remanded to the §3214 Hearing Officer for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school.

SUSPENSIONS BEYOND TEN (10) SCHOOL DAYS

A student with a disability or suspected disability founded solely under §504/Title II of the ADA may not be suspended for more than 10 school days unless the §504 Committee has conducted a nexus determination and found that the behavior underlying the disciplinary charges were not a manifestation of the student's disability.

A student classified or deemed to be known as having an educational disability under IDEA may not be suspended for more than 10 school days unless:

1. The CSE has made a determination that the student's misconduct was not related to the student's disability;
2. The School District obtains a court order authorizing the suspension;
3. The disciplinary charges involve the carrying of a weapon to school or a school function or the knowing possession, use or sale of illegal drugs at school or a school function;
4. The parent or student 18 years of age or older gives their consent, in writing. determination regarding such

incident(s) by the §504 Team or CSE, respectively.

In determining a disciplinary outcome, a §3214 Hearing Officer and/or decision-making authority may not consider incidents in the past anecdotal record of a student with a disability under §504/Title II ADA and/or IDEA, or suspected of being a disability unless there has been a negative manifestation

SUSPENSIONS FOR MISCONDUCT INVOLVING WEAPONS AND/OR DRUGS

A student classified or deemed to be known as having an educational disability under IDEA may be suspended and placed in an interim alternative educational setting for up to forty-five (45) days (less if the discipline is for a non-disabled student would be less), if the student carries a weapon to school or a school function, or knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.

1. In accordance with law, the term “illegal drugs” means controlled substances but not those legally possessed or used under the supervision of a licensed health care professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of Federal law.

Before a student is suspended and placed in an interim alternative educational setting for up to 45 days for behavior involving weapons and/or drugs, the CSE must conduct a manifestation determination and a functional behavioral assessment.

2. Placement in an interim alternative educational setting as a result of conduct involving weapons and/or drugs is not contingent upon a CSE determination that the misconduct is not related to the student’s disability.

3. It is up to the CSE to determine what would constitute an interim alternative educational setting that would meet the requirements of the student’s IEP and enable the student to participate in the general curriculum (although in another setting).

The exception allowed for the suspension/removal of students with educational disabilities for up to 45 days for conduct involving weapons and/or drugs does not apply to students whose disabilities are founded solely upon §504/ Title II ADA.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

DANGEROUS STUDENTS

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than 10 school days, the School District may initiate a hearing before a special education impartial Hearing Officer who can order the placement of the student in an interim alternative setting for up to 45 days.

1. The CSE must conduct a nexus determination within 10 school days of the initial disciplinary action. Placement in an interim alternative educational setting as a result of dangerous behavior is not contingent upon a CSE determination that the misconduct is not related to the student’s disability.

2. It is up to the CSE to determine what would constitute an interim alternative educational setting.

3. The Hearing Officer may grant such if maintaining the student in the current placement is substantially likely to result in injury to the student and/or others, and the School District has made reasonable efforts to minimize the risk of harm in the current placement. The Hearing Officer must also consider the appropriateness of the student’s current placement and whether the interim alternative educational setting meets all the requirements of the student’s IEP, including continued participation in the general curriculum (although in another setting) with an appropriate behavioral component.

Such an interim alternative educational setting shall be deemed the student’s “stay put” placement during the pendency of any due process proceedings contesting the interim alternative educational setting for the duration of the interim placement.

DECLASSIFIED STUDENTS

In accordance with law, the CSE must conduct a Manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

APPENDIX C: STUDENT EXPECTATIONS

Students at Stissing Jr./Sr. High School, whether in school or on school grounds, or at school activities, are expected to conduct themselves in a manner which is appropriate and which reflects respect for themselves and others. The main purpose of this school is to provide a quality education in a safe environment. Anyone who interferes with or

hinders this process will be subject to disciplinary action. Fighting, destruction or theft of property or disruption of instruction will result in particularly serious consequences.

DISORDERLY CONDUCT

A person is guilty of disorderly conduct when, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating risk thereof:

1. She/he engages in fighting or in violent or threatening behavior
2. She/he makes unreasonable noise; or in a public place, uses abusive obscene language or makes an obscene gesture
3. Without authority, she/he disturbs any authorized assembly or meeting or persons;
4. She/he obstructs vehicle or pedestrian traffic;
 - a. He/she creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Students found guilty of disorderly conduct will be suspended, and in extreme circumstances, police referrals will be made.

BULLYING, DISCRIMINATION, HARASSMENT, OR HOSTILE ACTS

Pine Plains Central Schools will not tolerate any acts of *bullying, discrimination, harassment, hostile acts*, or other forms of intimidation on the parts of students or employees.

Bullying - Bullying can be expressed in a variety of ways such as physically, verbally, through the use of technology or repeatedly making someone feel uncomfortable or unwelcome. Examples of bullying include but are not limited to: physical violence and attacks, verbal taunts, name calling and put downs, cyber-attacks and taunts, threats and intimidation, extortion or theft.

Harassment - A pattern of statements or actions directed at an individual or identified group of individuals which a reasonable person would understand is intended to ridicule or demean the other or subject the other to contempt.

Hostile Acts - Actions or statements which are intended to do harm to another or put an individual in fear of bodily harm.

- Bullying is an intentional negative action on the part of one or more students, repeatedly and over time, that interfere with a student's ability to participate in or benefit from the school's educational programs.
- Harassment and intimidation (including bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's physical or psychological well-being and is motivated by an actual or perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion, disability or is threatening or seriously intimidating. (Safe Schools Reporting Act of 2005) (DASA 2013).
- Forcible/Unwanted Touching: No student will intentionally touch the sexual or other intimate parts of another person.

Reporting, Investigating and Responding to Acts of Bullying, Discrimination, Harassment or Hostility: Any student or group of students who has a complaint regarding an act of bullying, discrimination, harassment or hostility at school during school hours, or at any school sponsored function by another student, school employee or volunteer shall report the matter to a school employee or, in the case of sexual harassment, the Title IX Coordinator.

Disciplinary action will be based on the severity of the offense. In the case of student offenders, disciplinary action may include a conference, counseling referrals, detention, classroom exclusion, suspension or removal from a club or team to which the misconduct is connected, suspension from school, superintendent's hearing or other action deemed appropriate. If necessary the offense will be reported to law enforcement officials. Pending legislation may require that all incidents of bullying be reported to the state.

Please note that students have the right to report actions and misconduct addressed by this regulation without fear of reprisal or retaliation. Insisting that behaviors were "misunderstood" does not excuse or reduce responsibility for the behavior.

ASSAULT, FIGHTING

An assault is a willful, physical attack upon another person. A fight is a physical confrontation in which two or more people willfully use force with the intent of inflicting harm on each other as the result of a conflict.

Under no circumstances will any behavior, which endangers the safety or welfare of a person, be tolerated within our school. When disputes arise, students are expected to demonstrate maturity, self-control and good judgment by attempting to resolve the issue peacefully. If personal attempts to "talk things out" fail, students are expected to seek the advice and help of adults including teachers, guidance counselors, and administrators. When an assault or fight seems imminent, each student is expected to do everything in his/her

power to avoid a physical confrontation, even if this involves leaving the scene immediately. Assault and fighting are serious infractions of school rules, which endanger the safety of others. Students who violate these rules will be suspended from instruction. Repeat offenders may face Superintendent's Hearings and possible long-term suspension or expulsion. Under certain circumstances, a referral to the police will also be made.

DRUGS AND ALCOHOL

In order for the school to promote a healthful environment for learning and because of the serious threat that illicit drugs and alcohol constitute to a person's physical and emotional well-being, the possession, use or being under the influence of these substances in school, on school grounds or at any school sponsored function is strictly prohibited. Students found to be in violation of drug/alcohol possession rules will be suspended from school, and may face a Superintendent's Hearing, which may result in long-term or permanent suspension or expulsion. Under certain circumstances, referrals to the police will also be made.

Students are urged to exercise sound judgment in their own conduct. It is student's responsibility to remove herself/himself from an area in which drug or alcohol use is taking place. Those who remain in close proximity to others who are drinking or using drugs must accept the risk of being held responsible as participants in this offense.

Students are reminded that guidance counselors, the school nurse or other intervention workers are experienced in counseling students with drug and drug-related problems. Students are free to speak with these people in confidence if they have concerns about or need help with a personal or family drug or alcohol problem. School administrators will also make appropriate referrals to the guidance department or the school nurse when it seems in the best interest of the student to do so. Often, referrals to outside agencies are made as well.

SMOKING/TOBACCO/VAPING/ELECTRONIC SMOKING DEVICES

Smoking or possession of any tobacco product by anyone is prohibited in school buildings and buses, on all school grounds, and at all functions, wherever they may be held, whenever they are under the exclusive sponsorship of the PINE PLAINS CENTRAL SCHOOL DISTRICT.

Students who are caught smoking, in possession of any tobacco product, including vapor and e-cigarettes or acting as sentries to obstruct the path of staff members as they police the bathroom may be treated alike. The following definitions apply:

1. Smoker - anyone observed by a staff member with any tobacco product in the mouth or hand, or with smoke being exhaled from the mouth or nostrils. This also includes any student located in a bathroom stall where smoke is seen.
2. Sentry - anyone who, in the opinion of a staff member, tries to alert others and hence obstruct enforcement of the policy prohibiting smoking or possession of any tobacco product.

ELECTRONIC DEVICES

Personal electronic devices (cell phones) may not be used in the classroom setting (any course that terminates in a grade). Students are encouraged to keep their cell phones locked up in their lockers during the school day. Students are responsible for the security of their electronic devices. ***Pine Plains Central Schools is not responsible for theft or damage of a student's electronic device.*** Students who fail to follow the directions of a staff member regarding electronic devices will be subject to disciplinary action, including but not limited to the following:

DEVICES THAT ARE RINGING, ON, IN USE or VISIBLE beyond the above parameters:

- 1st Offense: Confiscation of the electronic device for the remainder of the school day. The device may be returned to the student in the main office at the end of the school day. Notice of the offense in the form of a referral will be sent home to the parent/guardian.
- 2nd Offense: Confiscation of the electronic device and detention for insubordination. The device must be retrieved from the main office by a parent/guardian. Notice of the offense in the form of a referral will be sent home to the parent/guardian.
- 3rd Offense: Confiscation of the electronic device and a full day of in school suspension for insubordination. The electronic device will be returned to the parent/guardian during a conference regarding the repeated behavior.
- 4th & Consequent Offenses: Confiscation of the electronic device and out of school suspension for 1-3 days for insubordination. The electronic device will be returned to the parent/guardian during a conference regarding the repeated behavior.

COMPUTER AND INTERNET USE

The following prohibited use of District-owned computer drives, network facilities and Internet links may give rise to disciplinary action against users of such equipment and/or facilities:

E-mail or social media posts originating from the school premises or received at the school premises, or whose contents are shared in school, that a student user creates that:

- is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
- conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
- constitutes a state and/or federal crime;
- is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s); is intimidating or harassing in nature;
- attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials;
- Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s).
- Computer and/or Internet use that is not school related or is unauthorized.
- Permitting the use of a student's computer access code by any other person and such student shall assume responsibility for occurrences in violation of this code of conduct that occurs under the student's access code number.

BOOKBAGS/BACKPACKS

Students are not permitted to carry book bags and/or backpacks during the school day without administrative approval. To do so is considered insubordination. Please place your book bag/backpack in your locker upon your arrival to school each day and only retrieve it when you are leaving school for the day.

INSUBORDINATION

Insubordination is the refusal to follow the reasonable directive of a person in authority. Persons in authority include administrators, teachers, teacher aides or assistants, secretaries, custodians, cafeteria workers and other adults employed by the school district.

As with other kinds of infractions, there are degrees of insubordination, but it must be remembered that insubordination is generally considered a serious offense.

LEAVING CAMPUS

Students may leave campus for several legitimate reasons including approved early dismissals and approved sign outs for health or other valid reasons. Students who leave campus without authorizations are in violation of school rules and may face suspension as well as other penalties for illegal absences from class and for insubordination.

OFF-CAMPUS MISCONDUCT

No student shall interfere, intimidate or physically or verbally attack another student or school district employee on their way to or from school district property before, during or after school hours. Any violation of school rules, which involves other students or school district employees, shall be dealt with as if the violation occurred on school district property. Any violation of this rule will result in the discipline of the student, up to and including long term or permanent suspension from school and/or from transportation services.

OFF CAMPUS CRIME

A student may be subject to discipline for conduct constituting a crime which is committed off school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance upon instruction of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

SUSPENSION FROM TRANSPORTATION SERVICE

Students may be suspended from Transportation services for up to and including five (5) days upon the conducting of an informal hearing by the Principal or for longer than five (5) days upon the conducting of an informal hearing by the Superintendent of Schools at which time the student's parents or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service.

SUSPENSION FROM EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

A student may be suspended from participating in extra-curricular or co-curricular activities (including sports team) for an infraction of any of the provisions referenced above or for violating the code of conduct issued to participants in the activity by the activity supervisor. The Building Principal upon the request of the student's parent shall allow for the parent or other representative of the student the right to appear before him/her, informally to discuss the conduct which leads to suspension from the activity. If suspended from school pursuant to Section 3214, the student shall not be permitted to participate in any extra-curricular or co-curricular activities.

PRINCIPAL'S SUSPENSION PROCEEDINGS

In the event that a student is suspended from attendance upon instruction for between one and five days by a Building Principal or an Acting Principal in the absence of the Building Principal, the student and his/her parent shall, upon request, be entitled to a conference with the Building Principal at which time the witness relied upon by the Principal in determining the propriety of the suspension may be questioned by the student and parent.

PLAGIARISM

Plagiarism is the willful copying of previously published/written material such as books, articles, book reports, term papers, etc. or use of supportive technology (example: AI, chatGPT, etc.) and presenting it as one's own work.

This act constitutes academic fraud and is a form of cheating and is prohibited. Students found guilty will receive academic and/or disciplinary penalties. A referral will be submitted to the building principal in all cases of plagiarism. The parent/guardian will be notified of any incident of plagiarism by the classroom teacher.

TRESPASS

Trespassing is the unauthorized presence of a person on the property of another person or institution. There are specific legal penalties for this offense.

There are certain circumstances under which a student may be trespassing in his own school and each may result in disciplinary or legal action. These include:

- *Entering or remaining in school while listed as absent without signing in.
- *Entering or remaining in school during the term of an out of school suspension.
- *Being on school grounds without permission at an unauthorized time.

Stissing Mt. students are not permitted on the grounds or in the buildings of other district schools without authorization. Violation of this rule will result in suspension and/or legal action.

UNAUTHORIZED AREAS

Certain areas of the school are off limits to students except when under the direct supervision of a staff member. These areas include, but are not limited to: the auditorium and stage, locker rooms and gyms, school offices, teachers' rooms and lavatories, science storage and preparation rooms, the basement, kitchen, and technical education shops. Students who enter these areas without authorization may be subject to school suspension and/or legal action.

VANDALISM

Vandalism refers to the willful destruction or defacing of property or physical structures. Under New York State Law, parents will have to pay for any vandalism of public property. Students found guilty of vandalism will be suspended from school and will be required to make restitution where appropriate.

DANGEROUS WEAPONS IN SCHOOLS

The possession of a weapon on school district property, in school buildings or at school sponsored events and activities are strictly prohibited except by authorized law enforcement personnel. Any other individuals in possession of a weapon will be asked to leave the premises and the proper police authorities will be immediately notified. Any student violating this policy shall be subject to suspension pursuant to the Gun-Free Schools Act of 1994, the New York State Education Law and the Student Disciplinary Code, as well as a referral to the proper police authorities.

For general purposes of this policy, a weapon is defined pursuant to the provisions of Section 265.01 of the New York State Penal Law and includes, but is not limited to: any firearm, electronic dart gun, knife, sword, billy blackjack, bludgeon, metal knuckles, razors, imitation pistol, or any other dangerous or deadly instrument or object which is not necessary for school purposes and which could be used as a weapon (e.g. explosive, dangerous chemicals, ice pick, pellet guns.)

GUN-FREE SCHOOLS ACT OF 1994

Any student who is in possession of a weapon on school premises, as defined in the Gun-Free Schools Act of 1994.* shall be subject to suspension from school after a hearing has been held pursuant to Section 3214 of the New York State Education Law for a period of not less than one year, subject only to the right of the Superintendent of Schools to modify such penalty is excessive. The Superintendent shall make such decision on a case-by-case basis, based upon criteria, including but not limited to:

1. The age of the student
2. The student's grade in school
3. The student's prior disciplinary record
4. The Superintendent's belief that other forms of discipline may be more effective
5. Other relevant information from the parent(s), teachers and/or others.
6. Other extenuating circumstances.

*Any firearm, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm, any firearm muffler or silencer; or any destructive device.

Ref: §265.01 Penal Law: Goals 2000, Education America Act P.L. 103-227 (Gun-Free School Act of 1994); 18 USC §921.

PESTICIDE NEIGHBOR NOTIFICATION LAW

Schools must provide a written notification to all persons in parental relation and staff at the beginning of each school year that includes the following points:

1. A statement that pesticide products may be used periodically throughout the school year. (i.e. hornets/weeds.)
2. A statement that schools are required to maintain a list of persons in parental relation and staff who wish to receive 48 hour written advanced notice of an actual pesticide application.
3. *If you wish to register with the school to receive notification, you can do so by calling the principal's office.* You will need to provide your name, address and telephone number. If you need further information, you may call the school building principal or Director of School Facilities and Operations at (518) 398-7181 ext. 344.

APPENDIX D: PINE PLAINS CENTRAL SCHOOLS BOARD OF EDUCATION (BOE) POLICIES

BOARD POLICY 5020.1 SEXUAL HARASSMENT OF STUDENTS

It is the policy of this school district to prohibit sexual harassment and student gender discrimination in the schools, at school activities and at events sponsored by the school district. To that end, all officers, supervisory personnel, employees and students of the school district shall be given a copy of this policy and training regarding its terms, procedures, protections and penalties.

DEFINITIONS

Sexual Harassment is defined as discrimination against a person of a different or the same sex because of their sex, which creates a sexually hostile learning or school environment. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, when submission to that conduct is made either explicitly or implicitly a term or condition of an individual's a student's education. Sexual harassment creates a hostile learning or school environment which is either pervasive and/or severe conduct that involves unwelcome: sexual advances; sexual conduct that constitutes a crime; sexual touching; indecent exposure of a sexual nature; pervasive sexual remarks, comments, displayed materials, printed materials, electronic media or jokes. The determination of a hostile learning or school environment shall be objective, based upon the viewpoint of a reasonable person and subjectively perceived to be so by the complainant.

Gender discrimination is defined as pervasive and/or severe conduct intended to intimidate or demean a person or persons of the other gender or that which treats a person of the other gender differently in the work place because of his or her gender, gender identity or expression.

PROCEDURE

Any student who believes that he or she has been subjected to sexual harassment or gender discrimination by an

officer, employee, student or business invitee is encouraged to address the matter with any district Title IX Officer* or any staff member. All staff members must report it to the Title IX officer or Building Principal who shall promptly conduct an intake interview and explain the following options for resolution:

1. Registering an informal complaint verbally or in writing; or
2. Registering a formal complaint verbally or in writing; or
3. Engaging in mediation to arrive at a resolution of the matter; or
4. Placing the district on notice of the objectionable conduct without seeking a resolution through the complaint process or mediation.

The Title IX Officer shall be authorized to proceed with a matter raised in paragraph 4 as if it had been filed as an informal complaint or a formal complaint at his/her discretion.

The intake Title IX Officer will also explain that the complaining student shall not be subject to retaliation or retribution by reason of making the complaint and that confidentiality shall be maintained throughout the process, except as necessary to assure fair and due process.

INFORMAL COMPLAINTS

An informal complaint will be promptly reviewed by an intake Title IX Officer, who shall issue a written report to the Superintendent of Schools, within seven (7) days. The Superintendent shall take such further action necessary to reasonably deter any further act prohibited by this policy. Such further action may include referring the matter to a Title IX investigator as if it had been filed as a formal complaint.

FORMAL COMPLAINTS

All formal complaints shall be received in writing or reduced to writing by an intake Title IX Officer, who shall personally or by reference to a designee on the Board's approval list conduct a full and fair investigation of the complaint, make written findings of fact and, where warranted, recommend a resolution to the Superintendent of Schools. The Superintendent of Schools shall advise the complainant and the subject of the complaint of the disposition of the complaint, which may include:

1. A finding that this policy has not been violated; or
2. A finding that this policy has been violated and a critical evaluative letter has been issued with a requirement of corrective training for the subject of the complaint if an employee; or
3. That disciplinary action has been taken or where pre-disciplinary charges must be preferred, that they have been preferred in order to convene a disciplinary hearing.

ALTERNATES

The Board shall appoint more than one Title IX Officer and several designated Title IX formal complaint investigators. Complainant will have a choice of which Title IX Officer to approach regarding a Title IX complaint. If the complaint is about the Superintendent of Schools, the Board shall stand in the Superintendent's place for review activities.

CONFIDENTIALITY

The district's Title IX Officer(s), the Superintendent of Schools and the Board of Education shall, to the maximum extent possible, maintain as confidential the transaction(s) underlying the proceedings or complaint, the outcome of a mediated agreement and action taken, other than formal discipline. The subject of the proceedings or complaint, however, shall be informed of the identity of the person who commenced the proceedings or complaint in order to provide fair and due process. Both the complainant and the subject. Appeal of Formal Complaints

If a formal complaint hasn't been processed to a satisfactory disposition by the Superintendent within thirty (30) calendar days, unless extended with the written consent of the complainant, the complainant may appeal in writing to the Board to address the failure and direct an expedited investigation with report back to the Board within fifteen (15) calendar days. Regarding matters that have been timely investigated to conclusion, an appeal to the Board may be taken by the complainant or the subject of the complaint within thirty (30) calendar days of being informed of the findings upon the allegations in the complaint.

limited to:

1. School Productions including rehearsals
2. Interscholastic Athletics, including practices.
3. School Clubs and Organizations, including meetings and related field trips
4. Activities not open to the general public, such as dances.

CONSEQUENCES

Any officer, supervisor, or employee who violates this policy shall be subject to corrective action up to and including termination of office or employment, with due process provided as necessary. Students who violate this policy shall be subject to disciplinary or other corrective action.

Any complaint that is determined to have been processed maliciously or in bad faith shall be deemed to be in violation of this policy and may give rise to disciplinary consequences against the complainant.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of—
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use-
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum.

The Pine Plains Central School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The Pine Plains Central School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Pine Plains Central School District will** also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- 2. Administration of any protected information survey not funded in whole or in part by ED.
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

BOE POLICY #5205: ELIGIBILITY FOR COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Board of Education has the authority to establish reasonable standards as prerequisites for eligibility for cocurricular and extracurricular activities. These standards apply to entry qualifications as well as to continued

participation in such activities. Advisors/Coaches must disseminate a copy of the expected standards of conduct to all students and parents at the start of each school year, and participating students should be individually informed of the application and scope of such standards.

Students will not be discriminated against in extracurricular activities on the basis of legally protected statuses, as outlined in policy 0100, Nondiscrimination and Equal Opportunity.

Eligibility and continued participation in cocurricular and extracurricular activities are a privilege extended to students, as opposed to a right, and the behavioral standards set forth in the district Code of Conduct (policy 5300) apply to all students participating in any cocurricular and/or extracurricular activity. All student participants, including athletes, will be informed that they have the obligation to act in a responsible manner because of the leadership roles they play in the school environment and as a result are expected to adhere to a ban on the consumption/use of alcoholic beverages, drugs (other than those appropriately prescribed), and/or tobacco products on or off campus.

Academic eligibility requirements for cocurricular and extracurricular activities are outlined in the Student Handbook and reviewed at the commencement of each school year with all students. At such time, students will sign an acknowledgement of receipt for the Student Handbook.

“Training rules” are generally accepted as a condition of participation in student athletics, and may include attendance at practices, individual training programs, etc. Similar rules of rehearsal attendance and practice may apply to other extracurricular or cocurricular activities such as orchestra, band and theater. Advisors/Coaches will provide these expectations in writing at the beginning of the school year or season, as appropriate.

Although suspension from participation in an extracurricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, students must be given the opportunity to appear informally before the disciplinarian and/or disciplinary committee, and present their side of the story as part of a general discussion of the conduct under review.

TEAM RULES FOR ATHLETES PARTICIPATION IN ALL SPORTS

Team rules for student participation in interscholastic athletics are written in the Pine Plains Central School District “Student Athlete Handbook and Athlete Code of Conduct.” Parents and students are required to sign the Athlete’s Code of Conduct prior to participation in any sport. Failure to adhere to the code of conduct will result in penalties outlined in the handbook.

PARTICIPATION

As members of a school sponsored team, club or organization, students are required to adhere to the following:

1. Accept responsibility for maintaining academic eligibility in accordance with the criteria established;
2. Accept responsibility for maintaining social eligibility in accordance with the rules and regulations set forth in the student handbook.

ATTENDANCE

As members of the student body, students may attend school sponsored events open to the general public. Only social probation or suspension will exclude students from attendance (Social Probation and Eligibility, in this policy, refers to behavior issues as outlined in the Student Handbook).

1. Examples of these events will include interscholastic athletic contests, school concerts/productions;
2. Although not open to the general public, all socially eligible students will be able to attend the Junior/Senior Proms and the Senior Class Trip.

ACADEMIC INELIGIBILITY

Students who are passing all subjects, or who are failing only one subject are eligible to participate in all activities. Students failing two or more subjects are academically ineligible until the end of the next marking period. Note: failure of two subjects for the fourth marking period will affect a student’s eligibility for the next school year.

Note: Students who wish to try-out for sports or other activities during a period of ineligibility are permitted to do so in accordance with the requirements for those try-outs. They may not, however, rehearse, practice, play, etc. beyond the requirements for the try-outs until they have regained eligibility at the interim, the end of the marking period, or via the monitoring process option.

Students meeting the criteria to regain eligibility either at the interim or at the end of a marking period will do so 24 hours after grade report sheets are due in the Guidance Office.

TEN DAY OPTION

When a student becomes ineligible at the end of any marking period, and they wish to participate in an extracurricular activity, they may request to be placed on the Ten-Day Option. To elect this option, the student would contact the Guidance Office. The procedure is as follows:

1. The Parent/Guardian will be notified via a phone call that their student has requested the Ten-Day Option. The student will receive from the Guidance Office a copy of this policy for their review, as well as a Ten-Day Option permission form. The student will be responsible to return a signed form to the Guidance Office.
2. Once the form has been returned, the Guidance Office will email the student's teachers notifying them that the student is on the Ten-Day Option.

Students attempting to regain eligibility who are involved in athletics may continue to practice, but may not participate in games or competitions. Students involved in the theater may attend rehearsal, but may not participate in a performance. While on the Ten-Day option, students participating in a club may attend meetings, but not any club-related functions.

During the Ten-Day Option period students must attend afterschool library or meet with a teacher/tutor for a minimum of forty minutes for each day of the ten days.

On the tenth day the student will obtain an updated academic standing form from the Guidance Office. This form must be completed and signed by each teacher. A student must be passing all courses to regain eligibility. Upon successful completion, eligibility will be reinstated until the end of the marking period.

AT THE END OF THE YEAR

Any student failing TWO or MORE subjects for the year will be ineligible the following September unless he/she attends summer school and reduces the total number of failing grades on his/her transcript for the preceding academic year to no more than ONE.

Note: Students whose participation in fall activities require summer try-outs, practices, rehearsals, etc. shall be permitted to participate in those activities until the first day of school at which time the student must either have regained eligibility as a result of his/her attendance in summer school or be planning to use the One Time Monitoring Process Option. Students using the monitoring process option will be ineligible for the first ten (10) days after the opening of school in September and will be able to use the option again during the year.

ACADEMIC MONITORING OPTION

1. A student who loses his/her eligibility for academic reasons may exercise this option every marking period.
2. Ten (10) school days after losing eligibility, a student may obtain an Eligibility Monitoring Sheet from the Guidance Office on which the student is to list all of his/her subjects and teachers. A student then takes his/her sheet to all of his/her teachers. Any student who receives a satisfactory review in performance and effort in all of his/her classes will regain his/her eligibility for the remainder of the marking period.

ATTENDANCE

COMPREHENSIVE STUDENT ATTENDANCE POLICY

In accordance with State law and regulations it is the policy of the Pine Plains Central School District to ensure the maintenance of adequate attendance records verifying the attendance of all children at instruction and the creation of the means to examine attendance patterns so as to develop effective intervention strategies to improve student attendance.

It is the objective of this policy to encourage that each student attends school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance standards for the purposes of conferral of course credit.

SCHOOL, CLASS and BOCES ATTENDANCE

Regular class attendance has a direct influence on achievement and, during school hours, students are required to be under the supervision of their assigned teachers. For these reasons, all Stissing Mt. students are expected to attend all their scheduled classes each day and that each student arrives at school and class on time. Failure to follow this directive constitutes insubordination and will result in penalties.

EXCUSED AND UNEXCUSED ABSENCES

The Board of Education recognizes the following as excused absences for students, each of which must be verified by the student's parent/guardian or school personnel, where applicable.

1. Personal illness
2. Death in immediate family

3. Religious Observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions.
6. Directed or authorized presence at the Administrative Offices, Nurse's office, Counseling, Music Lessons, etc.
7. Quarantine
8. Emergency and/or required dental and medical appointments
9. Military obligations
10. Approved cooperative/work study program
11. College visitations, with the prior knowledge and approval of parents and Counselors.

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

The written excuse must be presented by the student on the day when returning to school following such absence.

Any absence not provided for on the excused list shall be deemed an unexcused absence. (i.e. vacations, skipped school, etc)

General Procedures:

1. Attendance will be taken during each class period.
2. Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
3. Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Consequences of Excessive ATEDs

A designated staff member(s) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: nine (9) consecutive absences, and/or total absences, or tardies per semester or eighteen (18) per year.

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

EARLY DISMISSAL NOTES

Students must have a note from a parent/guardian with home telephone number and business telephone number, reason for dismissal, and time and date of dismissal. Telephone contact may be made prior to granting permission. Failure to comply will result in denial of early dismissal pass. All early dismissal notes are to be given to the first period teacher or attendance office before class begins.

LATENESS/TARDINESS

A student who is late to class 5 times will be assigned a detention. If the student continues to be late beyond 5 times, additional consequences will apply. Chronic tardiness may result in consequences which will include social probation and suspension of driving privileges. Please note that lunch detention may be used as a consequence for lateness/tardiness.

Any student arriving at school after first period or leaving school prior to the dismissal bell, without a legitimate excuse, shall be ineligible to participate in all activities for that day. Students must be present in class for at least 4 periods in order to participate in after school activities.

TRUANCY and/or CUTTING CLASS

A student is expected to be present and on time to all classes (including homeroom, gym and study hall) unless excused by the proper authority. Any student not present at the regularly scheduled class due to "cutting" will be subject to disciplinary action and will not be entitled to make up the work that he/she missed (including tests). Under no circumstances does this school recognize, endorse or permit student "skip" days. This is an illegal absence from school.

ABSENCE FROM SCHOOL

Regular attendance is key in obtaining academic success. School personnel will attempt to verify absences on a daily basis. After returning from an absence or late, the student must submit a note, signed by the parent, which explains the reason for his/her absence and or late to the attendance office. All written excuses must be received within (2) two days of the absence. The note must contain the following information: the student's full name, date of the absence, reason for the absence, and the signature of the parent/legal guardian. It is the student's responsibility to speak to his /her classroom teachers and make up all work missed. Work missed due to an illegal absence may not be made up/redone.

Attendance Late Policy:

1. Students late 5 times will earn a lunch detention.
2. Students late to school 10 times are subject to a parent conference/call and an additional lunch detention.
3. Students late to school 15 times are subject to 3 lunch detentions.
4. Students who continue to be tardy are subject to ISS time.

SCHOOL REMINDERS

SCHOOL CYCLE

School operates on alternating days A and B. The first day of the year is an "A" Day; the second day is a "B" day. This system was designed so students scheduled for labs, gym classes, etc. would not lose valuable class time due to snow days or holidays. If there is a day off during the school week, the letter that was to be designated for that day would simply be given to the next school day without loss of a day's schedule.

On your student schedule, different notations will indicate the length of a course and the time of year when the course is offered.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

By law, the Commissioner of Education is required to prepare a program of instruction for the flag salute and Pledge of Allegiance. Normally, the Pledge of Allegiance is recited during homeroom periods. In addition to that, the Pledge of Allegiance is recited during assemblies. The students are expected to respect the flag and the Pledge of Allegiance.

SCHOOL CLOSING

On days of inclement weather or for emergency reasons, the school may be closed by the Superintendent of Schools after consultation with the director of transportation. For early morning weather –related closings or delays, we will continue our normal procedure of posting information on the district web site at www.ppcsd.org, local radio stations, and automatic phone calls/etext messages. We will also use phone messages and text messages for early morning related closing or delays.

SAFETY AND ACCIDENTS

Always observe all safety precautions and then if an accident occurs, report it to the school nurse immediately. Please remember:

1. Report to the main office at once any conditions of equipment or building which may be dangerous to a person's health and welfare.
2. Report at once any unsafe practices by anyone in the building or on the grounds.

STUDENT PRANKS

Students who engage in any activities which violate the law and/or the District's Code of Student Conduct and Discipline will be held accountable for their actions and be subject to discipline in accordance with the District's Code of Student Conduct and Discipline. This includes actions (pranks) which are viewed by some students as something to be passed on from class to class. A class prank often puts a student's welfare and safety in danger and will not be tolerated. Appropriate disciplinary action, including police involvement, will be taken in all cases of student pranks that are a violation of the law and/or the Student Code of Conduct.

PASSES

A student's schedule assigns him/her to a definite place for each period of the school day. A student who has a legitimate reason for being elsewhere must have a pass designating the time the student will leave for the assigned place

and the place to which the student is going. Students excused from a class or activity so late as to cause them to be late for the next class should secure a pass from the first teacher. It is the responsibility of the student to inform the teacher to whom he/she is normally assigned of a request for a temporary change in assignment by presenting a pass prior to the time to be excused.

HALL TRAFFIC

There is a four-minute interval between classes to allow students to pass from one room to another. Students should keep to the right of the hall. There should be no running or loitering in the halls at any time.

CAFETERIA PROCEDURES

Responsibility for proper behavior in the cafeteria rests primarily with the student. Students are expected to be orderly and courteous while maintaining a noise level compatible with good behavior. Cafeteria rules are basic to a good, clean and happy cafeteria atmosphere. Suggestions for maintaining this atmosphere include:

1. Walk, do not run.
2. No breaking into lines.
3. Clear your table-trash in containers, return trays and eating utensils to the proper area. Tables must be left free of trash.
4. Middle school students and high school student must sit on their assigned side of the cafeteria.
5. Students must obey all rules and requests from cafeteria staff. Failure to do so is insubordination. These are the rules listed in our code of conduct especially: use of passes to leave the cafeteria to go to a classroom or study hall, no throwing of food, no use of vulgar or degrading language, and no fighting.

FIRE DRILL PROCEDURE

New York State law requires that fire prevention shall be taught to each public-school student. Twelve fire drills per year are required, eight of which must be held before December 1st. During fire drills:

1. Keep next to the wall on your side
2. Do not talk during the drill
3. Walk quickly but do not run
4. All personnel are to leave the building.
5. Go away from the building as quickly as possible to the areas designated by supervising teachers.
6. Reenter the building upon instruction of the supervisors.

NURSING SERVICES

Physical examinations are required for all students once every 3 years and must be repeated yearly for competing athletes. A physical may be given by the school physician (at school) during scheduled announced dates. It may also be given by a student's own physician (a copy must be provided to the health office); and may be subject to final approval by the school physician. The School Nurse screens students for height, weight, Scoliosis, vision and hearing at grade levels designated by NYS. Health insurance brochures are available in the nurse's office.

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or "BMI". The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes in the N.Y.S. Education Law require that BMI and weight status group be included as part of the student's school health examination. A sample of school districts will be selected to take part in a survey by the N.Y.S. Department of Health. If our school is selected to be part of the survey, we will be reporting to N.Y.S. Department of Health, information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. Please submit a written request for exclusion of your child's information attention: Health Office, Stissing Mountain High School, 2829 Church St., Pine Plains, N.Y. 12567 – by the end of September. The information sent to the N.Y.S. Department of Health will help health officials develop programs that make it easier for children to be healthier.

MEDICATIONS

All medications require physician order and parental permission. See the school nurse for proper forms and assistance.

Medications must be brought in by an adult. Students may not be in possession of any medication at any time unless ordered by physician.

INJURIES /ILLNESS

In case of injury, students should be escorted to the school nurse's office immediately. Accident reports are to be made out for all serious injuries.

All students who wish to visit the school nurse about an illness or injury during the school day should first report to their scheduled teacher for approval, except in case of extreme medical emergency. This will help communication between teachers and students and help avoid illegal absence reports. Students should arrive at the health office with a pass and have the nurse's signature on a pass before returning to class. The phone in the health office is intended for health office business only. Student calls for other business will be made from the High School Office.

PHYSICAL EDUCATION EXCUSES

Physical Education is required by the State of New York for all students. In order for a student to be excused from physical education classes, it will first be necessary that a doctor's verification (note) be presented to the school nurse. It should include the cause, specific limitations and the duration.

LAVATORIES

Students may use the lavatories before and after homeroom, between periods, and during a class period with permission of the teacher in charge of the class or study hall. You are expected to keep them clean. Do not loiter, write on walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office; do not remain in the restroom. Smoking / Vaping is prohibited in all areas of the school.

TRANSPORTATION

BUS REGULATIONS

1. Students may be assigned seats and must take same upon entering the bus. Do not change seat as the bus moves forward.
2. All conversation should be in normal tones. Please avoid unnecessary conversation with the driver. Shouting and yelling are to be avoided.
3. Students will avoid such unsafe practices as wrestling with one another, striking or pushing each other, getting up while the bus is moving, placing heads and arms outside the windows, tampering with the emergency door, standing up in preparation for leaving before the bus has come to a complete stop. You should not throw anything inside or outside of the bus.
4. The bus floor must be kept free of papers and rubbish. If it is necessary to dispose papers or rubbish, please do so before leaving home or school.
5. Students should take all of their belongings with them when getting off the buses (books, lunches, clothes, etc.)
6. Students will cross the road only with permission of the driver. When crossing the highway to reach a bus on the way to school, wait for the arrival of the bus before crossing. Always walk in front of the bus.
7. Swearing and obscene language are forbidden.
8. Students must obey bus drivers.
9. Students should be on time for the bus arrival. The drivers have been instructed not to wait for students.
10. Requests for permission to ride on another bus should be made in advance by parents, as it may not be possible to honor all requests. A note from home is necessary if a child is to leave the bus at a place other than where he/she normally departs on the trip home.
11. The no smoking rule applies to buses as well as everywhere else on school grounds.
12. Any objects that cannot be held in students' hand or lap may not be transported on the bus.
- 13. Repeated violation of the rules may result in the loss of privilege of riding on the bus.**

SUSPENSION FROM TRANSPORTATION SERVICE

Students may be suspended from Transportation services for an infraction or infractions listed for up to and including five (5) days upon the conducting of an informal hearing by the Principal or for longer than five (5) days upon the conducting of an informal hearing by the Superintendent of Schools at which time the student's parents or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service.

LATE BUS

A late bus is provided for students staying after school for help, activities, detention and any other legitimate school business. Do not attempt to take a late bus after having gone to town on personal business or for socializing.

It is necessary that you have a late bus pass from the teacher or advisor you are staying with in order to board. The late bus leaves at approximately 3:30 p.m.

There is also a 5:00 p.m. late bus to accommodate sports when applicable.

STUDENT DRIVER REGULATIONS

Students who wish to drive to school must participate in the **CAPE** (Council on Addiction Prevention & Education) of Dutchess County, a teen driving program, prior to obtaining a vehicle registration form. The registration form must be obtained from the high school office and signed by a parent. This form will outline the regulations governing student cars on school grounds. On campus parking will be limited to students with a current, valid permit displayed in the front windshield. Lateness could equal loss of driving privileges.

Students who wish to park on any School District property accept a co-tenant relationship with the School Administration. Students who park on school grounds without permission will be subject to having their vehicles towed. Any violation of the driving regulations may result in a **minimum** of one-month suspension of parking privileges.

1. Vehicles must promptly be parked in areas designated for student parking. Students are not to drive around in parking area and are not to sit in parked vehicles.
2. All automobile and/or motorcycle drivers must comply with the **speed limit of 15 mph**.
3. It is recommended that all vehicles be locked while on school grounds.
4. Parking privileges will be given with the understanding that the vehicle must be parked before school and not moved before the close of the school day.
5. Students may not be in parking areas during the school day without permission from the high school office.
6. Students assume full responsibility for the automobile and its contents. The school does not carry insurance coverage in the event of an accident or damage.
7. Students who violate these rules and regulations will lose their parking privilege for a minimum of one month. The loss of privileges may be temporary or permanent. This loss encompasses all School district property. Revoked drivers are not allowed to substitute other eligible drivers to drive their vehicles, or drive other family vehicles during the revoked period.
8. Illegally parked cars may be towed away at the owner's expense.
9. Students may leave prior to the buses' departure but may not cut in between buses at dismissal. Once the buses begin their departure, students may not exit until the buses have left.
10. BOCES students with exceptions may not transport other students to or from BOCES.
11. No parking without a parking permit, student may face disciplinary action.
12. Repeated lates to school will result in a suspended parking privileges.

STUDENT TRANSPORTATION TO AND FROM BOCES VOCATIONAL PROGRAMS

Students enrolled in the BOCES vocational program are provided transportation to and from the technical center on Salt Point Turnpike by the Pine Plains Central School District. The following are two circumstances for which a student may request to drive to and from the BOCES technical center:

A student who participates in an athletic program may wish to return for practice or an athletic contest in a timelier manner than the bus allows.

A student who is employed after school may be scheduled to arrive at work before the bus would allow him or her to do so. In these cases, the student must submit a form (available in the main office) requesting permission to drive to and from the BOCES site. The permission form must be signed by the student, his or her parent/guardian, the high school principal and the BOCES principal before a student may drive to BOCES. No passengers are allowed to travel with students who drive to/from BOCES. Student must have parking permit for both PPCSD and BOCES.

Only students in the afternoon BOCES program are eligible to request driving privileges, as morning BOCES students return to school for afternoon classes. Special circumstances may exist whereby a morning BOCES student may request a per diem permission from the high school principal to drive to BOCES. Such requests must be signed by the student's parent/guardian and submitted to the high school principal prior to the requested date.

Violations of the above procedures will result in the following penalties:

1. **First Offense:** The student will be prohibited from bringing a vehicle to the school grounds for a period of one month.
2. **Second Offense:** The student will be prohibited from bringing a vehicle to the school grounds for the remainder of the school year, or six (6) school months (whichever is longer).

DETENTION

Detention may be assigned to students by the appropriate person(s) for a variety of offenses. This is usually the first step in warning the students that the behavior he/she is exhibiting does not comply with the rules and regulations of this school or is otherwise inappropriate. Detention is normally held during student lunch periods. If school is cancelled or dismissed early, detention will be rescheduled. The detention time is structured and quiet and provides an opportunity for students to do meaningful work.

Students will be excused only with the approval of the principal after confirming the necessity for the excuse with a parent or guardian. Students should be aware that a job does not constitute a valid reason to miss detention.

It is the student's responsibility to know when his/her detention is assigned. If in doubt, check with your Dean of Students. If you are absent, or dismissed early on days you are scheduled for detention, you will be AUTOMATICALLY SCHEDULED AHEAD to the NEXT DETENTION.

SUSPENSION FROM CLASS ATTENDANCE

Students may be suspended from attending classes for periods of one through five days depending on the infractions. Offenses, which often necessitate the employment of suspension, are outlined in the chart that follows our statement on discipline. In accordance with New York State law, a student is entitled to due process.

If a student is suspended, parents will be notified as soon as possible by phone or by mail. The principal will decide whether the suspension will be of the "in-school" type or "out-of-school" type depending on the circumstances surrounding the problem.

In School Suspension (I.S.S.) Rules

1. Students assigned to I.S.S. are to report to the I.S.S. room before 7:30 A.M. with all their school books and materials. Students in I.S.S. will not be permitted to go to their lockers.
2. Students assigned to I.S.S. are required to bring classwork.
3. Students are to complete all of their classroom assignments.
4. Students who complete all their assignments may do other school work with the approval of the I.S.S. teacher.
5. Students in I.S.S. are to remain in their assigned seat at all times; release to other locations/hall passes will be restricted.
6. No talking or communicating with other students.
7. Students in I.S.S. will eat lunch in the I.S.S. room under supervision, student must be escorted to and from the cafeteria for food if needed. ISS Rules apply to Lunch Detention.
8. Sleeping and/or resting head **will not be allowed**.
9. All school rules apply in the I.S.S. room (no hats, hoods, radios, cell phones, food, beverages, etc.).
10. Students who fail to follow the above listed rules and/or violate the Code of Conduct while assigned to I.S.S. will be subject to additional consequences. **NOTE: Students who are assigned to I.S.S. for three or more periods are ineligible to participate in extracurricular activities on that day and is at the discretion of the principal.**

ACADEMIC

INCOMPLETE GRADES AND MAKE UP WORK

Normally a student will have a maximum of five weeks to make up incomplete grades. Of course, incompletes that can be cleared more quickly should be. Incomplete grades not cleared up in five weeks will be replaced by a grade determined by the teacher.

It is the student's responsibility to speak to the teacher and arrange to make up work. In the case of absences, the Aide at the Greeter's Desk may be asked to provide assignments and materials. **Parents must request assignments from the Aide (Greeter's Desk) ext. 1305 prior to 9:00 a.m. in order to allow sufficient time to notify faculty.**

EXEMPTION

Students with an average of at least 91.5 in a course not leading to a regents exam may be exempt from the final exam in that course. The student may choose to take the exam with the understanding that the test score will be counted fully.

SOCIAL PROBATION

Social Probation is a consequence applied to a student who has demonstrated an inability to participate in a social setting appropriately. This probation may or may not include probation from supervised activities that may be beneficial to the student involved. Students on social probation may be prohibited from attending after school events/activities, sports, clubs and or may lose driving privileges. This judgment will be made at the time the social probation is assigned,

additionally; the length of the probation may vary from case to case depending on the severity of the offense and the record of the student.

STUDY HALLS

1. STUDENTS - Study Hall is for the preparation of assignments. Students should come prepared with books and materials to start work at once without the necessity of calls to order by the teacher. Consideration for others and the purpose of the Study Hall requires a quiet work-like atmosphere. The atmosphere of the Study Hall is the responsibility of the Study Hall supervisor, and of the student to follow his or her directions.
2. PASSES - Normally, passes for locker and lavatory purposes should not be permitted during the period.
3. LIBRARY - Students going to the library will remain the entire period and go directly to the next class.
4. LAVATORY - Normally, students should use lavatories between periods and not during the period. If a student must use the lavatory during the Study Hall period, he/she is to use the lavatories closest to the study hall room.

LIBRARY

Students planning to use the library during the school day are to sign in the library at the beginning of the class period and will be expected to remain there for the entire period.

There may be times during the school year when the number of students coming to the library will be limited. This may occur when a class or classes are meeting in the library.

- a. Students' presence in the library indicates purposeful quiet study, searching for and using materials, browsing independently for supplementary reading and research.
- b. The library is normally not to be used as a place for doing homework unless the homework involves the use of library materials.
- c. Students should sign out all library materials and return them by the due date.
- d. Students should exercise care in the use of all library materials, equipment and furniture.
- e. Students should be considerate of all who use the library facilities each day and those who provide the service.
- f. It is the policy of the library personnel to notify students of overdue books.
- g. Students who fail to pay for loss or damaged books may be denied use of the library and/or borrowing privileges.
- h. Students may not bring backpacks/book bags and or coats/jackets to the library at any time.

VISITORS

All visitors must check in at the main lobby desk during school hours and to the appropriate office after 2:15 p.m. White visitor tags issued at the lobby desk permits the visitor to the OFFICES ONLY. **The visitor must get permission from the principal or her designee to go to ANY OTHER AREA of the building.** This permission must be cleared by the principal's office. The teacher/staff member will be contacted first to clear the visit.

Student visitors from other schools will not generally be permitted. Consideration will be given only to prospective students and students visiting from out-of-state. The principal may consider other extenuating circumstances that may be deemed appropriate. Any visitor with official permission will have a visitor's pass and will be expected to follow the rules of this school. A special visitor permission form must be completed and approved in advance by the principal prior to any student bringing a guest to school. Visiting student will not be permitted to use school transportation.

New York State law makes it a misdemeanor for anyone except parents and guardians of students in school to be on school grounds or in school buildings during school hours, except on **official business**. Visitors may be referred to the police for trespass.

SCHOOL ASSEMBLIES

Assemblies and concerts are designed to be educational as well as entertaining. Pine Plains students are expected to be courteous at all times, regardless of the type of the program or who the performers may be. **(Courtesy is a sign of both maturity and pride in yourself and your school.)**

OTHER - Specifically, students are expected to sit quietly and to do school related work. There will be no games, no non-school activities, no radios, no electronic games, no eating and no personal hygiene activities. Students are not allowed to put their feet on furniture.

PROMOTION POLICY

Students are assigned to a particular grade (i.e. 10th grade, 11th grade, 12th grade) on the basis of the number of units of work successfully completed. To become a sophomore (10th grader), a student must complete (5.5) of work; a junior (11th grader) eleven; a senior (12th grader) must have a schedule that will allow graduation this year.

Normally, a student will not be allowed to advance in any sequence unless he/she has successfully completed the prior course. For example, a student will not be allowed to take a 9th and 10th grade English at the same time. A student must have successfully completed 9th grade English before he/she may take 10th grade English.

HOMEWORK

Your teachers will review their homework policy with you during the first week of school. Make up procedures during absences will also be explained. If a student expects to be absent from school he/she shall call the greeter's desk **(ext. 1305) before 9:00am** to arrange for assignments to be picked up before 3:30 p.m. after 2 consecutive absences.

REPORT CARDS

Your report card will be distributed 4 times a year, about once every 10 weeks. In addition, every 5 weeks between report card period's interim reports will be available through the Parent Portal (School Tools). For more information, please contact the guidance secretary.

TEXTBOOKS/CLASSROOM MATERIALS/LAPTOPS

Textbooks, laptops, and chargers are provided free of charge to the student. It is recognized that each student issued these materials has the responsibility to return them in the same condition as it was issued, less normal wear. Reimbursement for lost and/or damaged textbooks, laptops, and chargers will be charged according to the current replacement cost prorated over the normal use of the books and devices. Students enrolled in college level courses may be required to purchase the corresponding textbook(s).

LOCKERS

Corridor lockers are provided for the student's personal use. The student should understand that the lockers are the property of the school, thus subject to inspection. Only the student assigned to a locker may use it.

School locks must be used and students should take steps to safeguard their combination and not share it with others. Lockers must be kept locked.

WEIGHTING OF GRADES

1. a) Weighting should be applied to honor roll only in grades 8 through 12.
b) Weighting should be applied to rank-in-class beginning in Grade 9 and ending at the mid-year of Grade 12 (i.e. seven (7) semesters of study).
c) Weighting will not be reflected in any grades on the report cards.
2. The weighted grade should be the normal grade attained, multiplied by the weight factor assigned to that course.
Normal grade x weight factor = grade
 $81 \times 1.02 = 82.6$ (83)
3. Each course shall be assigned a weight factor as follows:

1.00	All MP Courses All self-contained Courses
<hr/>	
1.02	Agriculture Courses Art Courses Technology Education Courses Music Courses Health BOCES (BOCES grades will be multiplied by the number of credits represented). Physical Education Physical Education Electives Theatre Courses Topics in Math Math for Daily Living
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1.04	English 9R, 10R, 11R, 12R English Electives, Social Studies 9R, 10R, 11R, Part. In Gov't/Economics, History Electives Science Electives

Algebra CC
 Algebra II CC
 Geometry
 Geometry CC
 Lab Science Courses
 Foreign Language Courses

-
- 1.05 English 9H, 10H, 11H
 Social Studies 9H, 10H, 11H,
 Spanish 5
 All Advanced Placement Course
 All Dutchess Community College Courses

4. If the weight factor for a given course is changed upward or downward at some future time, no attempt should be made to go back into records to recalculate all records. The rank should remain as it was at the time of the original factor.

5. Students entering from other districts should be evaluated carefully and all final grades in Grades 9 through 12 should be weighted comparable to our system for purposes of rank only.

If previous grades are letter grades, they must be converted to numerical grades based on the New York State Education Department conversion table as follows;

A+ = 98.50	B+ = 88.00	C+ = 79.00	D+ = 70.00
A = 94.50	B = 85.00	C = 76.00	D = 67.00
A- = 91.00	B- = 82.00	C- = 73.00	D- = 65.00
A Honor roll = 89.5 or above		B Honor Roll = 84.5 – 89.49	

Any failing mark (less than 65) incomplete, drop/fail, etc. including Physical Education, will bar a student from the honor rolls.

SUMMARY OF DIPLOMA REQUIREMENTS FOR PUPILS Part 100.5, Regulations of the Commissioner of Education

1. Requirements for Advanced REGENTS diploma Total number of units of credit is 22.

A. Constants

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Health	1/2 credit
Art and/or Music	1 credit
Physical Education	2 credits
Foreign Language	1 3-credit sequence in 1 language and pass the LOTE Comprehensive Exam*

B. Electives

Students must earn enough additional credits to bring the total to the require minimum of 22.

C. Examinations

Students must pass Regents examinations as follows: Comprehensive English, Global Studies, American History and Government, Algebra 1, Geometry, Algebra/Trigonometry, Living Environment, and either Earth Science, Chemistry or Physics.

2. Requirements for REGENTS diplomas

A. Constants

Foreign Language	1 credit
English	4 credits
Social Studies	4 credits
Mathematics	3 credits

Science3 credits
Health1/2 credits
Art and/or Music1 credits
Physical Education2 credits

B. Electives

Students must earn enough additional units of credit to bring the total to the required minimum of 22.

C. Regents Exams

All students must pass, Regents examinations as follows:

1. Comprehensive English
2. American History and Government
3. Global Studies
4. Algebra
5. Living Environment or Earth Science

*****Students may substitute a second Regents exam in Math or Science, or, an approved CTI program (and exam) for one Social Studies Regent exam.**

MEMBERSHIP IN THE NATIONAL HONOR SOCIETY

The National Honor Society is a national organization. The members of our chapter, the Teesink Chapter continue to be involved in such projects as peer tutoring, collection drives and elementary student mentoring.

A student cannot apply for membership in the National Honor society. However, in order for students in Grades 11 and 12 to be considered, they will have

- Completed a student information form (given to all students who meet the scholarship average requirement.
- Obtained 5 letters of recommendation (at least 3 from PPCSD personnel and one from an outside source)

Students who are honored by selection will excel in each of four categories.

1. Scholarship – achieving and maintaining an 89.5 average.
2. Character – a quality shown by, but not limited to, integrity, honesty, doing your best in anything you do, appropriate language and actions at all times, respect for others. This is reflected in school attendance, classroom participation, and the attitude a student presents every day.
3. Leadership – leading by your thoughts, actions, and attitudes (including sportsmanship). Although leadership positions are considered for membership, the NHS considers the following “Leadership is not a position, it is an attitude” to be the foundation of this pillar.
4. Service – Doing something for which others benefit more than you do. This includes formal community service activities and those moments where students are “caught” doing something to benefit others.

Membership selection is determined by a majority vote of the faculty council consisting of five faculty members appointed by the principal. Once selected, Honor Society Members have the responsibility to continue to demonstrate these qualities. Failure to uphold these standards will result in dismissal from the National Honor Society as determined by the faculty council in accordance with the rules and regulations set forth by the National Honor Society in the constitution and the by-laws of the Teesink Chapter.

STUDENT COUNCIL

The governing student organization in the Pine Plains Central Schools is the Student Council. This is an organization that monitors, controls and advises extra-curricular activities. In addition to these, this organization has and can be, a voice for the students covering most aspects of student life in the Stissing Mountain Middle/High School. Students are encouraged to be active in this organization and support it to the best of their ability.

ADDING AND DROPPING COURSES

A course cannot be added to a schedule after the two week ADD/DROP periods, from the beginning of that course. A course cannot be dropped 5 weeks after the beginning of that course. In addition to this, every student in Pine Plains Central School must carry a minimum of six courses exclusive of Physical Education. Courses may be dropped after the above time limit only with the permission of the principal, and only under the most extenuating circumstances.

ASTOR SOCIAL WORKER

The Astor social worker is available to students and their families to help resolve problems they may be experiencing such as: poor performance in school, substance abuse, death of a family member or friend, depression, difficulties in relationships with friends, family members or teachers. Students may meet with Astor Counselors individually or in support/educational groups.

The counselors are aware of all the resources available to the community and can refer you appropriately, if necessary. If you think you need help or know of someone who might need help, do not hesitate to call or stop by the office of the social worker. The Guidance Office or the High School Office can direct you.

GUIDANCE SERVICES

Students are encouraged to go to their school counselor to discuss their academic and personal concerns. In particular, any questions about a student’s schedule must be discussed with a school counselor. A student’s schedule may only be changed by the principal or guidance staff. A student’s request to change his/her schedule may involve contact with his/her parents. College and career information may be obtained in the Guidance Office and through school counselors.

Students and parents who wish to obtain help with a drug or alcohol problem may contact a school counselor or the principal.

Below is a list of agencies which are available to residents of Dutchess County:

- Riverhaven Emergency Shelter Housing.....845-454-3600
- Mid-Hudson Regional Hospital– 24 hours.....845-471-2000
- Child Abuse – 24 hours.....1-800-342-3720
- Child Protective Services.....845-486-3080
- Drug & Alcohol Abuse – Open Days Only.....845-471-0310
- ASA – Alateen – Alanon – Open Days Only.....845-452-1111
- Teen Parent Program – Open Days Only.....845-452-4937
- Dutchess County Mental Health Clinic.....845-485-9700
- Youth Crisis and Runaway Hotline.....1-800-448-4663

WHEN HELP IS NEEDED

CONCERNING

GO TO

Absences	Attendance Office	Ext. 1305
Awards & Scholarships	Guidance Office	Ext. 1330
College and Career Information	Guidance Office	Ext. 1338
Graduation Requirements	Guidance Office	Ext.1330
Health information	Nurse’s Office	Ext.1335
Lateness to School	Attendance Office	Ext. 1305
Leave School during Day (ill)	Nurse’s Office	Ext. 1335
Leave School during Day (appointments)	Attendance Office	Ext. 1305
Locker Information	Main School Office	Ext. 1300
Lost & Found	Main School Office	Ext. 1300
Sexual Harassment	Pupil Personnel Director	Ext. 1310
Sports	Athletic Director	Ext. 1366
Working Papers	Guidance Office	Ext. 1330

STUDENT ACTIVITIES

Interscholastic Athletics

FALL	WINTER	SPRING
Football	Girls’ Basketball	Baseball
Soccer	Boys’ Basketball	Track
Field Hockey	Winter Track	Softball
Volleyball		Tennis

Cross Country
Boy's Golf

Unified Basketball
Girl's Golf

Other Activities
(Subject to Change)

FFA
Pine Log (Yearbook)
SADD
Varsity Club
Mock Trial
GSA
FFCLA
Sci-Fi Club

Key Club
Student Council
Stissing Theatre Guild
Honor Society
Literary Magazine
EF Travel Club
First Responder's Club
Student Activism Team

FUND RAISING ACTIVITIES

Class groups should take steps early September to map out their money raising activities for the school year. This is especially true of the Junior and Senior classes.

Before any scheduled activity takes place, the faculty advisor must make sure that a copy of the proper request form is completed and filed. These forms may be obtained from the Main Office.

Distribution of food products in school to raise money is limited – both in support of school organizations and others.