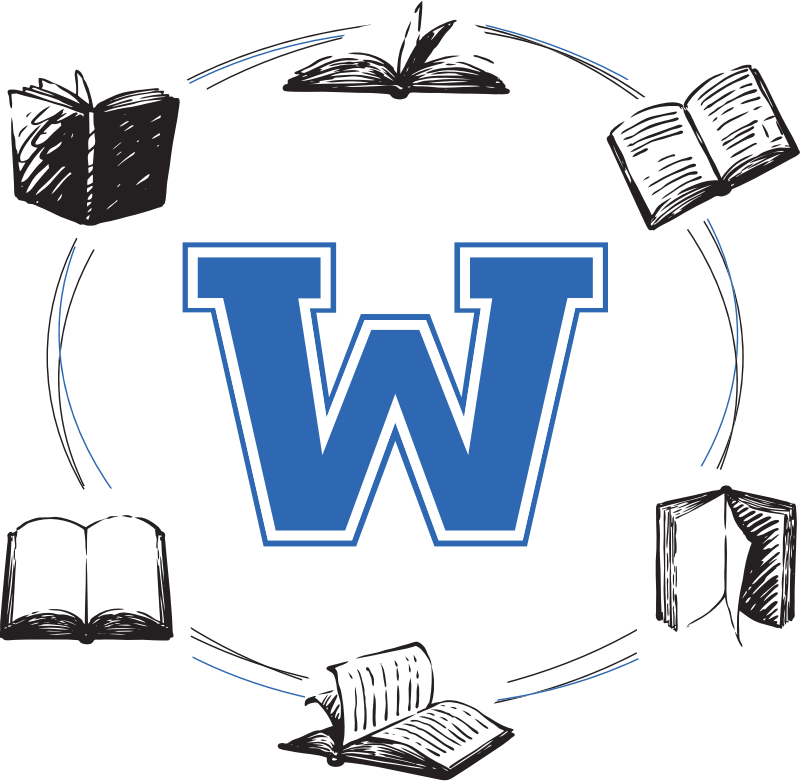


Student - Parent
Handbook

2025 - 2026



WHITESBORO | HIGH SCHOOL

A Culture of
Excellence

NOTICE OF COMPLIANCE

The Whitesboro Central School District does not discriminate on the basis of sex, race, color, national origin, handicap or age in employment or in providing student access to educational programs, courses and activities. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Any alleged grievances should be reported to the appropriate compliance officer. Compliance officers are as follows:

SECTION 504/ADA COORDINATOR

Mr. Christopher O'Neil
Director Pupil Personnel Services
Whitesboro High School
6000 State Route 291
Marcy, N.Y. 13403-3037
(315) 266-3240

TITLE IX COORDINATOR

Mr. Christopher O'Neil
Director Pupil Personnel Services
Whitesboro High School
6000 State Route 291
Marcy, N.Y. 13403-3037
(315) 266-3240

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INTRODUCTION

Welcome to Whitesboro High School. We have a fine tradition of academic and co-curricular excellence and encourage you to be an integral part of maintaining this by your active involvement. This handbook has been developed to familiarize you and your parents of the rules and regulations which govern our school community. It will also serve as a guide to help you answer any questions you may have concerning our educational program. Our staff also is very willing and able to answer any questions you may still have. Enjoy your year at Whitesboro High School and make the most of the opportunities offered to you. Strive to become all that you are capable of being. Have a great year!

All Students MUST enroll for a minimum of six units of credit each semester in addition to physical education.

WHITESBORO CENTRAL SCHOOL DISTRICT MISSION STATEMENT

To inspire, cultivate and empower all learners to maximize their potential.

“Inspire — Cultivate — Empower”

HIGH SCHOOL DIRECTORY

ADMINISTRATION

Principal	
Mr. D. Cognetti	(315) 266-3200
Assistant Principal Grades 9-10	
Mrs. K. Hobaica	(315) 266-3228
Assistant Principal Grades 11-12	
Dr. M. Lee	(315) 266-3228
Director of Pupil Personnel Services	
Mr. C. O'Neil	(315) 266-3240

GUIDANCE COUNSELORS:

Ms. A. Ambrose	(315) 266-3240
Mr. G. Hutchins	(315) 266-3240
Mrs. M. Testa	(315) 266-3240
Ms. M. Timian	(315) 266-3240

DIRECTOR OF ATHLETICS, PHYSICAL EDUCATION AND HEALTH

Mr. A. Massoud	(315) 266-3215
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STAFF:

School Nurse	
Ms. A. Aiello	(315) 266-3214
School Psychologist	
Mrs. L. Laverty	(315) 266-3240

OTHER INFORMATION:

Address: Whitesboro High School
6000 State Route 291
Marcy, NY 13403

Telephone: (315) 266-3200
High School Fax: (315) 266-3223
Grades: 9 - 12
School Colors: Blue and White

DISTRICT DIRECTORY

Central Office Building		(315) 266-3300
Superintendent of Schools	Dr. B. Bellair	(315) 266-3303
Assistant Superintendent for Learning & Accountability	Mr. D. Russo	(315) 266-3302
Director of Special Programs & Services	Ms. T. Pawloski	(315) 266-3309
Assistant Superintendent for Business	Mr. J. Muller	(315) 266-3306
Superintendent of Buildings/Grounds	Mr. K. Storsberg	(315) 266-3312
Transportation	Mr. A. Kirk	(315) 768-9740
Director of Pupil Personnel Services	Mr. C. O'Neil	(315) 266-3240

ELEMENTARY AND MIDDLE SCHOOLS:

Deerfield	Ms. K. McGowan	(315) 266-3410
Hart's Hill	Mr. L. Manolescu	(315) 266-3430
Marcy	Mr. E. Rothdiener	(315) 266-3420
Westmoreland Road	Mr. T. Johnston	(315) 266-3440
Middle School	Mr. J. Egresits	(315) 266-3100
MS Asst. Principal	Mr. M. Spost	(315) 266-3118
Parkway School	Mrs. S. Davis	(315) 266-3175

BOARD OF EDUCATION

Steven Farr
Michael Head
Jonathan Henderson
Cheryl Partyka LaValley
Brian McQueen
Thomas Schoen Jr.
Steven Szatko

Board of Cooperative Educational Services (BOCES)
Oneida-Herkimer-Madison BOCES

HIGH SCHOOL DEPARTMENTS

ART

Ms. C. Davis
Ms. H. Papandrea (Chairperson)
Mr. O. Williams

ATTENDANCE

Mrs. J. Faulkner

BUSINESS

Mr. S. Casler (Chairperson)
Mrs. J. Finn
Mr. E. Paul

CAFETERIA STAFF

Mrs. B. Allen
Mrs. S. Calhoun
Mrs. F. Didomenico-Mander
Mr. R. Godemann
Mrs. K. Kilmartin
Mrs. C. Peckham
Mrs. T. Prumo-Jones
Mrs. Z. Rizvanovic
Mrs. J. Sheehan
Mr. J. Smoulcey
Mrs. D. Wandlely

CUSTODIANS

Mr. D. Butler
Ms. T. Carey
Mr. C. Cornish
Mr. A. Miller
Mr. J. Moses
Mr. H. Rozpad

ENGLISH

Ms. R. Burkdorf
Mrs. C. D'Accurzio (Chairperson)
Mrs. K. Etman
Mrs. S. Gurdo
Ms. A. Mahay

Mr. A. Puckey
Mrs. E. Rainbow
Mrs. R. Rayhill

FAMILY AND CONSUMER SCIENCE

Ms. M. Synakowski

HEALTH

Mrs. J. Delay

MATH

Mrs. J. Corr (Chairperson)
Mr. M. Fahy
Ms. S. Fraser
Ms. L. Harney
Mr. D. Jecko
Mr. S. Maggio
Mrs. A. Mogren
Mrs. M. Morris
Mrs. R. Sunderlin
Mrs. J. Vivacqua

MEDIA CENTER

Mrs. M. Dellecese, Library Media
Specialist

MUSIC

Mrs. J. Decker (Chairperson)
Ms. S. DePalma
Ms. M. Ruggio
Mrs. N. Williams

SCIENCE

Mr. J. Bertrand
Mr. S. Costanza
Mr. M. Eramo
Mr. K. Gerhardt
Mrs. D. Reader
Mr. S. Ryan (Chairperson)
Mr. R. Stealey

Mrs. D. Wadnola
Mr. J. Warner
Mrs. K. Williams
Ms. L. Zilkowski

SOCIAL STUDIES

Mr. A. Cirasuolo
Mr. A. Coriale (Chairperson)
Mrs. L. Dean
Mr. K. Herthum
Mr. R. Jenne
Mr. C. Klein
Mr. J. Marscher
Mr. B. Schoen
Mr. B. Zalewski

SOCIAL WORKER

Ms. G. Gerstner - IRT
Ms. M. Townsend

SPECIAL EDUCATION

Mrs. M. Agosto
Mrs. J. Collea
Mrs. D. Deuel, TA
Mrs. M. Eberley, TA
Mrs. C. Gates, TA
Mrs. M. Harmon, TA
Mrs. L. Hartman
Mr. G. Herthum
Mrs. T. Jones
Mrs. L. Keating, TA
Mr. P. Lyne
Ms. K. Morawiec, TA
Mr. Z. Perkins
Mrs. A. Riccardi
Mr. J. Sparace
Ms. S. Withers

PHYSICAL EDUCATION

Mr. T. Maggiolino
Mrs. C. Rothdiener
Mr. C. Schmidt
Mrs. S. Warner

PSYCHOLOGIST

Mrs. L. Laverty

SCHOOL SAFETY OFFICERS

Mr. R. DePerno
Mr. J. Montana
Mr. A. Smith
Mr. M. Sowich

SECRETARIAL STAFF

Mrs. M. Charlsen
Mrs. D. Farley
Ms. D. Kirch
Ms. M. Velez

SPEECH

Ms. K. Hammond

TECHNOLOGY

Mr. S. Casler (Chairperson)
Mr. C. Jensen
Mr. C. Ott
Mr. A. Smith

WORLD LANGUAGES

Mrs. S. Brady
Mrs. B. Bunal
Mrs. R. Cidzik (Chairperson)
Mrs. K. Dean
Mrs. J. Kostolecki
Mrs. T. Mazurowski

ACADEMIC SECTION

“If you pursue your dreams and strive to lead the life you envision, you will be greeted with a level of success known only to a rare few.”

ACADEMIC PHILOSOPHY

The primary purpose of any students who attend Whitesboro High School is to learn as much as possible. The learning environment here is all inclusive and very nurturing. Students should avail themselves of all there is to offer in the learning process. Attendance, diligence to academic practice and conscientious attention in class are all primary and fundamental ways by which a student will excel. We expect this from all of our students.

Grading will not be used for disciplinary purposes, i.e., giving lower grades for unexcused absences, as opposed to giving lower grades for failure to complete assigned work or for lack of class participation. However, a student’s misconduct that is directly related to his/her academic performances (e.g., plagiarism, cheating on a test, avoiding an exam to secure more time to study) may be reflected in the student’s grade.

In determining a student’s grade, a teacher should evaluate the student’s performance in all aspects of the course, including but not limited to tests, quizzes, laboratory work, research papers, long-range assignments, homework, and class participation.

The professional judgement of the teacher should be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by the building principal after notification to the teacher of the reason for such change.

ACADEMIC RALLIES

At Whitesboro High School, we celebrate success by holding academic rallies. Students who meet Renaissance academic standards are recognized by being invited to academic rallies. Criteria for recognition is an 80 average or above in each of your classes. We typically have two rallies per school year. One in February and one in May.

HOME TUTORING

In the case of extended illness, parents should request home teaching by contacting the Counseling Department. However, even if home teaching is not necessary, students, parents and teachers should communicate so that work can be sent home during periods of illness. A minimum of one (1) day is needed to fulfill a request for schoolwork to be sent home. If there is

going to be an extended illness in which tutoring will be requested, parents should review BOE Policy 8201.

PRACTICE GUIDELINES

“There is inherent joy in working to do something that is difficult. Your ability to motivate yourself will elevate you above the plateau of mediocrity.”

Practice is an integral part of the educational process. When effectively planned, assigned, and evaluated it encourages and measures the development of basic skills, self-discipline, and associated good work habits.

Practice can be assigned to a group or individual; it may be required or voluntary; and should serve one or more of the following four purposes:

1. Practice to help students master specific skills (limited to materials presented in class).
2. Preparation for future lessons.
3. Extension to help determine if students can transfer specific skills or concepts to new situations.
4. Assignments involving creativity to integrate many skills and concepts.

MAKEUP WORK

Students who are absent from class or school have the responsibility of completing make up work or tests upon their return to class or school. The student must take the initiative in making the necessary arrangements with their teachers to complete this work within the designated time frame as established by the teacher. Work not made up is subject to a grade of zero.

STUDY HALL

1. The purpose of a study hall, as the name clearly implies, is to study.
2. Students are expected to arrive to study hall on time and to bring enough work with them to last the entire period. A good practice is for students to bring an extra magazine or book with them to read if they happen to finish their work early. Students are not excused from the study hall to go to their lockers or to use the telephone.
3. There should be no talking without permission. If a student wishes to talk briefly with another student about an assignment, he/she should raise his/her hand and get the permission of a teacher. (Only one student at a time.)
4. One male and one female are allowed to sign out to go to the lavatory. A bathroom pass should be utilized. The nearest available

restroom should be used.

5. Students with library passes will report directly to the library for the designated period. For attendance purposes, study halls will be contacted and given the names of the students in these areas. Any student arriving after the passing bell rings will be sent back to study hall. Students are not allowed to leave the study hall to obtain a pass from a teacher.

STUDY SKILLS

“The results you achieve will be determined by the efforts you put forth. Refuse to accept anything but the best from yourself.”

The following is a list of suggestions that may help you in your studies:

1. Eat a good breakfast in the morning.
2. Get plenty of sleep at night.
3. Attend school and classes regularly.
4. Pay attention in class and listen carefully.
5. Participate actively in class recitations and discussions.
6. Take notes in class, using a separate section in your notebook for each course.
7. Write down the assignments to be studied.
8. Make and keep a time schedule for study.
9. Ask questions when you do not understand.
10. Prepare for examinations by doing your work day by day, and by reviewing your notebook and textbook.
11. Take advantage of the periods to get individual help from your teachers when you need it.

HONOR ROLL

In computing an overall average for the honor roll, only classes with a final exam are included. The procedure used is an arithmetic averaging with each mark carrying a weight of one. Only averages of 85.00 – 89.99 are eligible for the 85+ honor roll; only averages of 90.00 and above are eligible for the 90+ honor roll. To qualify for the honor roll, students must have no failing grades.

PROCEDURES FOR DETERMINING CLASS RANKING

Class rank is calculated using all courses taken for high school credit, including physical education.

- A. Final class rank for graduating students will be computed at the end of the 14th Quarter of his/her senior year using an unweighted GPA.

It will be calculated using all high school courses taken and completed throughout the students' high school years. All secondary school courses taken at the middle school to satisfy graduation requirements will be factored into class ranking.

1. The students attaining the top two positions in the final class rank will be designated at the valedictorian and salutatorian respectively. Numeric grading will be rounded to the hundredths place. In the case of a numerical tie for either position, co-winners will be honored.
 2. Students transferring into the district must complete their final two (2) years of secondary education at Whitesboro High School in order to be eligible for the positions of salutatorian and valedictorian. Such transfers will be ranked and are eligible for all other awards.
 3. Students who elect to graduate a year early will not be eligible for valedictorian or salutatorian status. Such students will be ranked.
- B. All students achieving designated levels of excellence will be honored. The achievement levels of the students will determine how many are honored in any given year. The school is not arbitrarily indicating a finite number of scholars. The levels of recognition are as follows:
1. Any students achieving a 90+ four -year average of completed coursework at the end of 14 quarters will be awarded his/her diploma "With Honors" as a separate and distinct designation.
 2. Any students achieving a 94+ four-year average of completed coursework at the end of 14 quarters will be awarded his/her diploma "With High Honors" as a separate and distinct designation.
 3. Any students achieving a 96+ four-year average of completed coursework at the end of 14 quarters will be awarded his/her diploma "With Highest Honors" as a separate and distinct designation.

AP COURSES

All students enrolled in AP classes are required to take the AP exams. This is a course requirement. If a student wishes to take an AP exam but is not registered for the course, they must be enrolled in a comparable college level course or have approval from their counselor and the Principal to audit the course. These requests must be brought to the student's counselor prior to October 1, to provide adequate time for students to prepare for the exam.

ATTENDANCE PHILOSOPHY

There is a positive correlation between regular attendance at school and academic success. The business world demands that employees be at work daily and on time. Excessive absenteeism and/or lateness to work often results in the loss of jobs. Our school has an obligation to expect regular attendance and punctuality from our students in school and class. Students have a responsibility to come to school regularly and to be on time to school and to all their classes. Parents have a responsibility to see that their children meet these requirements. Attendance issues may result in loss of privileges for students.

CLASSROOM ATTENDANCE

*“How do you spend your time in relation to the important people in your life?
Do you waste their time by constantly being late, unprepared and uncaring?
Remember; time is everyone's most valuable asset, be considerate.”*

Students are expected to attend their classes regularly and to be on time. There is a four minute passing time between classes which allows for movement to any section of the building. If you remain after class and it appears you will not make it to your next class on time, please obtain a pass from the teacher to be admitted to your next class without being marked tardy.

If you are 10 minutes late to class or more without a valid pass, you will be truant and appropriate consequence applied. Teachers have developed a classroom discipline plan which will deal with tardiness to their class. Students chronically late to class will be referred to the office.

COMPULSORY EDUCATION LAW

According to the School Law of the State of New York, all children between the ages of 6 and 16 must be in attendance at school at all times during which the school is in session. The following conditions make it possible for a student to be excused from school:

1. Illness of student.
2. Severe storms or impassable roads.
3. Death or severe illness in the immediate family. This does not provide for continual absences, however.
4. Religious observances.
5. Required presence in court.
6. Approved college visits.
7. Military obligations.
8. Medical or dental appointments.

Whenever possible, medical and dental appointments are to be scheduled outside of school time. Students having such appointments on a regular basis should schedule them so as to avoid missing the same class each time.

The reasons for absence listed below are considered by school authorities to be unexcused absences within the meaning of the compulsory education law and will be documented as an unexcused absence or tardy and may be a violation of our code of conduct.

1. Family trips or vacations.
2. Employment - including paper routes and baby-sitting.
3. Shopping.
4. Job hunting.
5. Truancy from school.
6. Hunting, fishing, sports events, concerts, etc.

EARLY RELEASE FROM SCHOOL

To be excused from school for any reason, a student must bring a parent's or guardian's note from home on the day he/she wishes to be excused. This excuse should be given to the attendance office **before period 1**. Students may not leave the school without prior permission from the school nurse, or an administrator, and from the attendance office. Students will only be released to their parent, guardian, or some other adult designated by their parent or guardian. If students drive, they will be released only after their parent's or guardian's permission. To be released due to sickness during the school day, students must report to the school nurse to receive permission

to leave. A student should receive permission from his/her teacher prior to reporting to the health office. Any student leaving the school building or school grounds without permission is subject to disciplinary action.

PROCEDURES

To gain proper credit for daily attendance, the following procedure will be followed:

1. All students who attend Whitesboro High School **must be in first period class by 7:30 a.m.**
2. Students who arrive **after 7:30 a.m.** are to report to the Attendance Office to receive a pass to class. Students will not be allowed into class without a pass.
3. Leaving school grounds is only permitted after permission has been granted by the Nurse, Attendance Office, or appropriate Assistant Principal. The Attendance Office will grant permission after the student has delivered a signed note containing a phone verification number from his or her parent or guardian. BEFORE leaving school grounds, all students **MUST SIGN OUT** at the Attendance Office. In the event a student feels ill during the school day, the student will be sent to the Nurse's Office for an evaluation and the Nurse may make the decision to send the student home. If this occurs, the parent or emergency contact person will be notified and arrangements made to send the student home. The parent, guardian or emergency contact will report to the Attendance Office in order to sign the student out of school.
4. When a student is to be absent, the parent or guardian should notify the attendance office
5. Notes for Absence, Tardy, or Early Dismissal: Parent written notes are required to excuse absences, tardiness to school, or early dismissal. Notes for absences are to be turned in to the student's first period teacher or e-mailed to jfaulkner@wboro.org. Notes for tardiness or early dismissal must be presented by the student directly to the Attendance Office. If absence notes are not handed in on the day the student returns to school, the student is to be reminded to do so on the following day by their first period teacher. If the note is still not produced by the second day, the student is referred to the appropriate assistant principal per the discipline policy. Detentions may be assigned by the homeroom teacher or attendance office for not bringing in a note for absence.

All notes must include the following information and be handed in on

the day the student returns to school:

- Student's full name.
- Date(s) of absence, tardiness, or early dismissal.
- Specific reason for absence, tardy, or early dismissal per New York State regulations; i.e., illness, appointment, college visit, etc.
- Contact telephone number for destination.
- Parent/Guardian's signature.
- Time of tardy or dismissal.

CO-CURRICULAR ACTIVITIES ACTIVITIES AND CLUBS

The Alliance Club – This club is open to ALL students who are interested in raising awareness for the equal rights and life style of all students. Their main objective is to bring together all students regardless of gender preference to advocate for a safe and accepting school community. Contact: Mrs. Burkdorf.

American Red Cross Club – Aside from providing training and leadership development, members have the opportunity to engage in Red Cross mission-related activities that address our community's needs while delivering the life-saving services of the Red Cross. Participation provides students with the opportunity to plan and implement projects that will save hundreds of lives from blood drives to disaster preparedness education. Contact: Mrs. Lavery.

Art Club – The Art club sponsors many activities including air brushing, the annual trip to New York City, and working with computers in the Art Room. The club allows students to spend time with friends and express their creativity. Contact: Ms. Davis.

'Boro Buddies – The purpose of this organization is to promote and celebrate diversity among the students and staff at Whitesboro High School. It is aimed toward students who want to make a difference and it equips them to do so. Activities will be geared toward bringing together our diverse student groups to build a greater trust and understanding of each other. Whitesboro High School has only just begun the bridgework that will teach students to accept different people. However, a person cannot cross the bridge until it is built, and that requires everyone's help. Acceptance is a choice. Are you big enough to go out of your way to say "Hello"? Are you strong enough to talk to someone whom others might consider to be "lower" than you? Are you willing to take that step, to build that bridge that will make a difference in someone's life? Contact: Mrs. Gurdo.

Chess Club – The goal of Chess Club is to give students an opportunity to learn more about chess and compete with their peers. Students will have an opportunity to learn/play chess, and also look at partially completed games to gain an understanding of chess strategy. There will also be a tournament between club

members at the end of the school year. Students of all levels are encouraged to join.
Contact: Mr. Costanza

Computer Science Club – Students in the Computer Science Club will explore a wide variety of topics related to computer science. Some of the topics covered will include programming fundamentals, video game and mobile app development, robotics, fundamentals of networking, ethical hacking, and cyber security. There will also be time for students in the club to explore personal interests throughout the year. Contact: Mr. Eramo.

Esports – The Esports Club is a competitive video gaming club for high school students. Through video gaming platforms, students will work on building teamwork and communication skills, as well as good sportsmanship. Competitions and events will be held locally, allowing students to compete against students from other school districts. Contact: Mr. Eramo.

Fitness Club – This club is for all students interested in exploring various fitness genres and fitness participation opportunities in school and in the community. Genres include CrossFit, HIIT, yoga, agility training, pilates, dance, endurance, strength and flexibility practice and even intramural games. This club focuses on body positivity and acceptance. This club is designed to help students develop skills to live peacefully and healthily in their own bodies, as well as promote to our student body. Contact: Mrs. Warner

Future Fire Fighters Club – This club is open to ALL students who are interested in learning more about service to their communities through the fire service. Training and educational events designed specifically for high school students interested in the fire service will be designed to illustrate the meaning of teamwork and strengthen youths' fire service skills and knowledge in a fun, engaging way. It is a goal of this club/group to provide a knowledge and skill set for these young people which they will be able to bring to their community organizations. Contact: Mr. Powers.

Girls' Athletic Association – Girls' Athletic Association is for girls in grades 9-12, who play Varsity or Junior varsity sports. During the year, members conduct fund-raisers, donate money to a needy family, host the annual G.A.A. – Faculty Bowling Match and the annual end of the year picnic. At team banquets, block W's, pins and certificates are given to recognize the number of years of participation of student athletes. Contact: Mrs. Warner.

International Club – International Club is an activity for students who are taking foreign languages or have taken them. The club hosts Foreign Student Day, in which exchange students attending other local schools come to Whitesboro High School for an enjoyable day of activities. The club also welcomes exchange students placed in Whitesboro. Contact: Mrs. Brady and Mrs. Bunal.

Literary Magazine – Literary Magazine is dedicated to helping students work on poetry, short stories, and art work and is open to all students in grades 9-12. The club generally meets once a week with Mr. Puckey in room 3213, and culminates with the publication of student work in the annual issue of the Whitesboro Literary Magazine. Contact: Mr. Puckey.

Mathletics Team – Mathletics is an activity for students who excel in math and enjoy competition. Six tournaments are held at area high schools in which a group of five students compete against other students in individual tests, team questions and relays. Total points are accumulated from each of these tournaments and at the end of the year a first place trophy is awarded. Contact: Mr. Costanza.

Model U.N. – Model U.N. is an activity for students interested in politics and world affairs. Members attend conferences at which they act as delegates from various nations; they then represent this nation in a mock United Nations Summit. Contact: Mrs. L. Dean.

Mock Trial – The Mock Trial team offers students the chance to experience the legal process, appear before judges in actual courtroom settings, meet practicing attorneys, learn about courtroom procedures and etiquette, as well as develop public speaking and critical thinking skills. The Mock Trial team will be part of the Oneida-Herkimer-Madison region and will participate in the New York State Bar Association's Mock Trial competition. Contact: Mrs. Cidzik.

National Honor Society – Selection to the National Honor Society is made by the Whitesboro National Honor Society Faculty Council. The Council is comprised of six teachers and one guidance counselor. The following are the requirements to attain membership to the National Honor Society:

- Must maintain an overall average for each quarter of 90 or higher.
- Must also participate in two activities per high school year, one of which must be high school related. Under this category students must have turned in their candidate sheet into Mr. Putnam by the deadline stated on the form. This form tells the Faculty Council of student service to the school and community.
- Must demonstrate the National Society ideals of service, character and leadership. If they fail to meet these requirements prior to the review by the Faculty Council, they will not be admitted to the Whitesboro Honor Society.
- To retain membership, students must continue to demonstrate character, service and leadership. Participation in two activities fulfills the requirement in the service category.
- Honor Society members sponsor the Helen Potter Memorial Scholarship and at the end of the year they tutor students. Members also finish the year with an annual field trip taken in June. Contact: Mr. Ryan.

Outdoor Club – The Whitesboro High School Outdoor Club aims to inspire students to want to spend more time outdoors, to cultivate a passion for outdoor activities and empower students to stretch their comfort zones; meeting people and engaging in new, lifelong activities while enjoying nature. Some potential activities may include hiking, fishing, archery, cross-country skiing/snowshoeing, orienteering, camping basics, survival skills and cycling/mountain biking, just to name a few. Contact: Mr. Puckey and Mr. Williams.

Political Debate Club – The Political Debate Club typically meets on a weekly basis to discuss current and contemporary political issues at hand. Students develop positions on topics and express them in an auditory format. The club is open to all students in grades 9-12. Contact: Mrs. Cidzik.

Renaissance Club – The Renaissance club promotes the celebration of academic success in the high school. Students in grades 9-12 are welcome to be part of this club's planning and organizing academic recognition rallies. Contact: Mr. Jecko.

S.A.D.D. – The purpose of the S.A.D.D. (Students Against Destructive Decisions) program is to organize students from across the county to combat the number one killer of their age group-death due to drinking and driving. Contact: Mrs. Rainbow.

Science Environmental Club - Science/Environmental Club is for all students interested in activities encompassing all sciences. Students will be able to participate in a number of hands-on projects both in and out of the classroom. Additional activities may include bringing in guest speakers, local field trips, a recycling program, and make-and-take-labs. Contact: Mr. Costanza/Mrs. Wadnola.

Ski Club - The Whitesboro Ski Club is a co-educational, recreational club whose members participate in Alpine, Nordic and snowboarding outings to various ski areas. It offers students the opportunity to learn and participate in a lifetime outdoor activity while providing them with the ability to interact with each other in a non-competitive, non-academic arena which will cultivate friendships and support. It will also inspire students to challenge themselves and empower them to attempt new activities that may go beyond their comfort zone. Contact: Mr. Klein/Mrs. L. Dean.

Student Council – Student Council is the government body at Whitesboro High School. Representatives are elected in social studies classes. Christmas Ball, Blue and White weekend, pep-rallies, and charity fund-raisers are just some of the activities in which members get involved. Contact: Ms. Synakowski.

Student Newspaper – The high school newspaper covers school activities including music, sports and other social events. Editors and staff meet after school and sometimes on weekends to complete the editing, typing and layouts.

The paper is distributed monthly in the cafeteria. New members are welcomed anytime. Contact: Ms. Synakowski.

Technology Club – An organization designed to bring together students with an interest in technology and developing craftsmanship skills. Projects involve science, math, and technology principles, along with trade skills such as carpentry, metalworking, welding, machining, etc. Previous projects have included a hovercraft, chopper mini-bike, and a guitar. Contact: Mr. Ott/Mr. Smith.

Varsity Club – Varsity Club consists of male athletes who play a Varsity Sport. Each year the club raises money through raffles at football and basketball games. The money raised is used to take trips to the JMA Wireless Dome, and for other activities and awards. At team banquets, block W's, pins, and certificates are given to recognize the number of years of participation of student athletes. Contact: Mr. Maggiolino.

Yearbook – The yearbook staff meets every Wednesday after school. The book is designed and edited online through our publisher's website. Students are taught how to use the website and encouraged to use their artistic ability to design page layouts. Photography and business concepts are also a part of creating our yearbook. Contact: Mr. Ott/Ms. Davis.

STUDENT COUNCIL/CLASS ELECTION PROCEDURES

All students are encouraged to participate in the democratic process of class and student council elections. Along with this basic right, however, comes the responsibility of students to uphold the standards of good ethical conduct. Students aspiring to a class or student council office must be in compliance with the student responsibilities listed.

1. To follow the student behavior rules and discipline procedures.
2. To exhibit reasonable conduct in accordance with the school rules.
3. To conduct himself/herself with respect toward self, fellow students, teachers and staff members.
4. To attempt to maintain as high a scholastic average as possible.
5. To follow the directions of the faculty and administration.
6. To fulfill all classroom obligations to teachers.
7. To show respect for school property and for the property of others.
8. To demonstrate good sportsmanship in school activities.

Here's what you have to do:

1. Officially register in the Student Activities office by completing an intent to run form and returning it to the Student Activities office one week prior to elections. These will be reviewed by the high school building administration for approval to run, based on the criteria above.
2. Upon building administration approval, students are then required

to complete the student election form by getting the signatures of 20 classmates for a class office, and 20 signatures from students in grades 9-11 for student council office, three current teacher signatures and one building administrator (principal/assistant principals). The students, faculty, and school administration, by signing these petitions, are officially endorsing the student for the office they are seeking.

3. Type or word process a paragraph of approximately 200 words (one page only) that describes a student's qualifications, goals and objectives.
4. Once completed, students must return both of these items to the Student Activities office and have his/her picture taken. Pictures and essays will be posted.
5. Campaigning, the hanging of posters, will take place two (2) days prior to the beginning of elections. Posters must be approved by the advisors for the specific class or student council for appropriateness and have a building administrators (principal/assistant principal) signature before being displayed. Campaign posters may be displayed in the hallway leading to the pit and Pit areas only. It is then the responsibility of the candidates and advisors to take campaign posters down the day after elections.
6. Filling Vacant Offices
Vacant offices may occur during the course of a school year. In the event that a vacancy does occur for an office, an election may be held within an appropriate time frame to fill the office. If there is a person running unopposed for an elective office, that person will be put on the ballot and will be able to receive votes.
7. Removal from Office
In the event that an officer fails to comply with the student responsibilities indicated above, he or she may be impeached. The impeachment process begins with charges brought in writing by a staff member, high school administrator (Principal/Assistant Principal) or the organization he/she represents (class 9-12/Student Council).

Review of the impeachment charges will initially be completed by the Assistant Principal for Student Activities. Contingent upon the circumstances, the range of consequences are as follows:

- Warning with stipulation; if problem continues, the officer may be censured or removed from office.
- Censure of the individual would mean a temporary removal from position for a minimum of one month.
- Removal from office.

The Principal has the right to remove an officer from his/her position shall he/she deem it necessary. The vacancy created by the impeachment of an officer will be filled according to the established guidelines for filling vacant positions.

CLASS OFFICERS AND ADVISORS

Student Council

President - Jack Alcuri
Vice President - Katie Martin
Secretary - Anthony Barone
Treasurer - Hailey Smith

Advisor - Ms. Synakowski

Senior Class - 2026

President - Dinella Femia
Vice President - Angelina Myalik
Secretary - Genevieve Michel
Treasurer - Olivia Strife
Historian - Kadence Heinlein

**Advisors - Mrs. Corr
Mrs. Williams**

Junior Class - 2027

President - Anna Kernan
Vice President - Mia Eanniello
Secretary - Ava Colucci
Treasurer - Sara Horning
Historian - John Bradley

Advisors - Mr. Coriale

Sophomore Class - 2028

President - Briana Urgan
Vice President - Jacqueline Mojave
Secretary - Aiden Van
Treasurer - Tyler Burt
Historian - Hannah Williams

Advisor - Mrs. K. Williams

Freshman Class - 2029

President - Jarret Foster
Vice President - Noah Polovick
Secretary - Elizabeth Schoen
Treasurer - Gia Benedetto
Historian - Trinity Stacy

Advisor - Mrs. Gurdo

DANCE PROCEDURES

The following rules will govern all dances:

1. A minimum of 8 staff members, excluding the advisor, should be invited to act as chaperones. Chaperones should be invited at least two weeks in advance of the date. The list of chaperones will be turned in to the administration one week in advance. No dance will be permitted unless there is one advisor present.
2. No decorating can be done unless there is a faculty member present. Both the plan of decoration and time for decorating must be approved by the administration one week in advance.
3. Students are required to purchase tickets in advance to all dances, balls, and proms. Students will not be allowed to purchase a ticket unless a signed parental permission form is on record with the school. **A parental signature on the sign-off sheet found at the end of the student-parent handbook will suffice for this purpose.**
4. **Dances are closed to all except Whitesboro High School students.** Guests will only be considered for the Holiday Ball, Junior Prom, and Senior Ball. For a guest to attend a dance, they must be sponsored by a Whitesboro High School student who is in good standing in the Whitesboro High School. Guests must be pre-registered in the Student Activities Office **five days** prior to the dance, be **enrolled in a 9-12 school**, or be a **recent graduate of Whitesboro High School, and must not be over 20 years of age.** Those students bringing a guest are responsible for their guest and their actions.
5. Once inside the dance, students may only go to their vehicle if escorted by a chaperone, no exceptions. If a student leaves the dance without a chaperone, he or she will not be allowed to return.
6. Police Officers and High School Administrators will be checking students as they enter the door. If a student is suspected of being under the influence of alcohol or any illegal substance, he or she may be subjected to an Alco-Sensor and/or a saliva-based drug test. Parents will be called to pick up any student who is found to be under the influence and/or in possession of alcohol or any illegal substance, and disciplinary consequences will follow.
7. All rules and regulations of Whitesboro High School will apply and will be enforced.

Only those students in good behavioral standing have the privilege of attending school dances. Students assigned to In-School Suspension, who have been suspended Out of School, have had a Bus Suspension, or received multiple detentions within two weeks prior to an upcoming dance, prom, or ball, are ineligible to be in attendance for that activity.

FUNDRAISING

All fundraising activities must have written approval by the club's organization's advisor and the principal. Fundraising events are limited to two per month. Lunchtime fundraisers are to be run by students only. Any monies collected are to be brought immediately to the Main Office to be secured in the safe until they are deposited in the bank.

INTERSCHOLASTIC ATHLETICS

"The challenge of competition is the driving force that empowers you to surpass your known limits of personal achievement."

The following sports are offered:

BOYS

Fall

Football
Soccer
Cross-Country

Winter

Basketball
Ice Hockey
Bowling
Wrestling
Alpine Skiing
Nordic Skiing
Indoor Track

Spring

Baseball
Track
Tennis
Lacrosse
Golf

GIRLS

Fall

Tennis
Soccer
Field Hockey
Gymnastics
Cheerleading
Swimming
Cross-Country

Winter

Basketball
Volleyball
Bowling
Cheerleading
Alpine Skiing
Nordic Skiing
Indoor Track
Ice Hockey

Spring

Softball
Track
Golf

Students are encouraged to participate in school-sponsored co-curricular activities and clubs. However, any activities such as pledging and/or initiations associated with non-school sponsored groups such as fraternities or sororities are prohibited during school or on school property.

WHITESBORO HIGH SCHOOL POLICY ON SCHOOL DISCIPLINE

The following discipline guidelines are based on the Whitesboro School District discipline policy as determined by the Whitesboro School District's Board of Education. These policies are available in the Whitesboro Central Offices located at 65 Oriskany Boulevard, Suite 1, Whitesboro, and in the Main Office at the High School.

The purpose of all discipline is to teach students appropriate and constructive behaviors. These are to respect learning, others, and self.

Respect learning

- working hard and doing your best in every class
- preparing for class activities
- listening in class
- being where you are supposed to be when you are supposed to be there
- turning in assignments/projects when they are due

Respect others

- using courteous language
- returning in good condition what you borrow
- listening without interrupting
- doing what you can to help others
- not laughing at others' misfortune
- putting yourself in other people's position
- refraining from gossiping or spreading rumors
- refraining from making negative comments about others' ethnic backgrounds, beliefs, or lifestyles
- saying, "Excuse me," if you must interrupt

Respect Self

- taking care of your body
- not listening to people who put you down
- setting goals for school and life and working toward them
- taking care of the things you are responsible for
- not doing something that "everybody is doing"

Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

The Code of Conduct divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive rather than exhaustive. Each level also has a description of procedures which school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

Level A - These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

CLASSROOM INFRACTIONS

(Teacher) - Dealing with routine classroom disciplinary problems such as disruptive behavior, negative influence, unexcused tardiness, academic misconduct, being unprepared for class, etc.

The teacher represents the first line of authority in dealing with routine behavioral problems which interfere with the teaching/learning process. Teachers will develop a classroom plan to handle early signs of inappropriate behavior. This can include informing the parents that a problem exists and documenting this notification. In all classroom discipline plans, the administration should be used as the final step which is resorted to only after a thorough attempt on the part of the teacher to solve the problem. The end result will be the teacher remaining in control of her/his classroom and having greater rapport with her/his students.

The teacher will:

- Make classroom rules known to the students.
- Issue a warning.
- Talk to or counsel the student as to what she/he has done wrong.
- Refer to counseling.
- Teacher detention after school.
- Inform the parents.
- Refer the student to the office with documentation of the above on a Discipline Referral Form.

Note:

1. For any severe offenses, the above steps should be skipped and the administration involved immediately.

2. An administrator should be called immediately if a student is disruptive or insubordinate.

Teacher Responsibilities for Reporting Violations of Established Discipline Rules and Policies Outside of the Classroom

Teachers are to become familiar with the Policy on School Discipline: Student Rights and Responsibilities. Any teacher observing a violation of the established student discipline rules and/or policies has the responsibility to correct the student(s) involved and, if appropriate, report the violation to the administration. (Observed or suspected use or possession of drugs or alcohol must be reported.) Failure to meet this obligation represents the teacher's condoning of the behavior. This is detrimental to the individual and the educational atmosphere of the school.

Outside Classroom Infractions

1. Failure to follow instructions
2. Neglect of safety rules
3. Violations of bus rules
4. Violation of study hall privilege
5. Abuse of hall, locker, or library privileges
6. Tardiness
7. Inappropriate language
8. Failure to bring in a note for absence from school
9. Taunting and/or teasing of others
10. School disruption
11. The inappropriate display of affection
12. Verbal altercation between two or more students
13. Littering or leaving removable graffiti in the building
14. Violation of the Library rules and regulations
15. Use of electronic devices such as cell phones and audio/video recording equipment (unless approved by the administration)
16. Inappropriate attire that is unsafe, revealing, or has a message that is socially offensive.
17. Students who organize or direct other students to engage in rituals, activities, or conduct, whether at school or at District sponsored events, as a part of initiation or inclusion into any group, as well as those students who participate in any such activities, may be violating the District's Code of Conduct that prohibits conduct or activities that are disruptive to the educational process. This conduct may also violate the District's prohibitions against hazing, harassment, discrimination, and/or bullying. Any student found to be organizing, directing, or participating in such activities may be subject to discipline under the

Code of Conduct. See the following District policies for additional information and potential consequences for engaging in such activities:

- 1102, Code of Conduct
- 7403, Non-Discrimination in Educational Services
- 7404, Prohibition of Harassment, Discrimination, and Bullying (DASA)

Procedures

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken. A copy of such record shall be shared with the appropriate personnel.
3. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

Optional Disciplinary Responses

- A. Verbal reprimand
- B. Seat change
- C. Behavioral contract
- D. Strict supervised study hall
- E. Restriction and/or loss of privileges
- F. Written apology or action plan for future decision-making
- G. Parental contact and/or conference
- H. Clean-up after school and/or payment of damages
- I. Detention
- J. Warning letter
- K. Referral to in-school or out of school agency
- L. Any combination of the above

Level B - Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors which continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

- | | | |
|------|---|---|
| 1.01 | Teacher referral for continued classroom disruption | |
| | 1st offense | Removal from class, assigned in-school suspension room for one period, and parental contact |
| | 2nd offense | Removal from class, assigned in-school suspension room for two periods, parent conference |
| | 3rd offense | 1 day of ISS and parental conference |

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| | 4th offense | 2 days of ISS and parental conference |
| | 5th offense | 2 days out-of-school suspension, parent conference, recommendation for alternative setting |
| 1.02 | Gambling | |
| | 1st offense | 2 detentions and parent notification |
| | 2nd offense | ½ day of ISS and parental notification |
| 1.03 | Failure to comply with the directions of a faculty or staff member | |
| | 1st offense | 2 detentions and parent notification |
| | 2nd offense | ½ day of ISS and parental notification |
| | 3rd offense | 1 day of ISS and parental conference |
| 1.04 | Harassment/bullying of others | |
| | 1st offense | 2 detentions and parent notification |
| | 2nd offense | 1 day of ISS and parental contact |
| | 3rd offense | 2 days of ISS and parental conference |
| 1.05 | Reckless Endangerment - causing an unsafe situation on school property | |
| | 1st offense | ½ day of ISS and parental notification |
| | 2nd offense | 1 day of ISS and parental contact |
| 1.06 | Use of profanity or obscenity | |
| | 1st offense | 2 detentions and parent notification |
| | 2nd offense | ½ day of ISS and parental notification |
| | 3rd offense | 1 day of ISS and parental conference |
| 1.07 | Forgery of school related documents | |
| | 1st offense | ½ day of ISS and parental notification |
| | 2nd offense | 1 day of ISS and parental contact |
| 1.08 | Possession/distribution of obscene or pornographic materials | |
| | 1st offense | 1-3 days of ISS, parental contact, confiscation of materials |
| | 2nd offense | 1-5 days Out-of-School Suspension, parental conference |
| 1.09 | Cell phone/electronic device use during the school day | |
| | 1st offense | Warning – phone is taken from student and returned after 9th period |
| | 2nd offense | Warning – phone is taken from student and must be picked up by a parent or guardian after 9th period |

3rd offense Considered insubordination – refer to Section 2.04

1.09A Videotaping, photographing, or recording students without permission will be considered Insubordination – refer to Section 2.04 or Harassment – refer to Section 1.04.

1.09B Videotaping, photographing, or recording faculty without permission will be considered insubordination - refer to Section 2.04 or harassment - Section 1.04.

1.10 Failure to stay for an administrative detention
1st offense Warning; detention will be rescheduled
2nd offense 1 day of ISS

Level C - Severe acts directed against persons or property whose consequences may endanger the health and safety of others or self, or chronic offenses of a less serious nature from Level B.

The steps below are those indicated in the following disciplinary actions:

Step 1 - 1 to 3 days of in-school suspension (ISS) and a parent conference with the administrator.

Step 2 - 1-5 days of out-of-school suspension (OSS), possible principal’s conference with the parent prior to the student’s readmittance to school and possible police intervention.

Step 3 - Automatic 5 day out-of-school suspension (OSS), parent conference with principal, loss of co-curricular activities, possible recommendation to the Superintendent for a hearing, possible recommendation of a long-term suspension and possible police intervention.

2.01 Vandalism or damage to school property or buildings
1st offense Step 1 and either clean-up or restitution.
2nd offense Step 2 and either clean-up or restitution
3rd offense Step 3 and either clean-up or restitution

2.02 The possession, use, sale, or consumption of any form of tobacco, any substance containing nicotine (except prescribed medications), any e-cigarette or oil or vaping product, and/ or any associated paraphernalia.
1st offense Step 1
2nd offense Step 2

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| | 3rd offense | Step 3 |
| 2.03 | Involvement in a cafeteria disturbance/food fight | |
| | 1st offense | Step 1, cleanup of cafeteria if needed, restriction of cafeteria privilege |
| | 2nd offense | Step 2 and restriction of cafeteria privilege |
| | 3rd offense | Step 3 |
| 2.04 | Insubordination -the failure to comply with the reasonable request of a school official | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.04.1 | Unauthorized use of food delivery services | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.05 | Threatening behavior towards another student | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.05.1 | Physical Harassment | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.05.2 | DASA Violation | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.05.3 | Hazing | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |
| 2.06 | Extortion | |
| | 1st offense | Step 1 |
| | 2nd offense | Step 2 |
| | 3rd offense | Step 3 |

- 2.07 Interfering with the execution of the duties of a school official
 1st offense Step 1
 2nd offense Step 2
 3rd offense Step 3
- 2.08 Sexual Harassment of others
 1st offense Step 1 and reporting the incident under Title IX requirements
 2nd offense Step 2
 3rd offense Step 3
- 2.09 Theft or possession of stolen materials
 1st offense Step 2
 2nd offense Step 3
- 2.10 Fighting - a physical altercation with another student
 1st offense Step 2
 2nd offense Step 3
- 2.11 Physical sexual harassment of a student
 1st offense Step 2 and reporting the incident under the Title IX requirements
 2nd offense Step 3
- 2.12 Threatening teachers/staff - serious acts of defiance
 1st offense Step 2
 2nd offense Step 3
- 2.13 Abuse/harassment of a staff member
 1st offense Step 2
 2nd offense Step 3
- 2:13A Inappropriate language toward Staff or Administration
 1st offense Step 2
 2nd offense Step 3
- 2.14 School disruption - participating in an unauthorized incident or event that disrupts the normal operation of the school or creates disorder in the school environment, or creates a potentially unsafe situation.
 1st offense Step 2 and clean-up or restitution if necessary.

2nd offense Step 3 and clean-up or restitution if necessary.

2.15 Multiple occupants in stall - Entering or remaining in a single use bathroom or bathroom stall while it is occupied by another student.

1st offense Step 1

2nd offense Step 2

3rd offense Step 3

Level D - Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action which removes the student from school and calls for the intervention of appropriate authorities.

3.01 Public Lewdness/Indecent Exposure

1st offense Step 2 and referral for counseling

2nd offense Step 3

3.02 Assault and Battery

1st offense Step 3

3.03 Tampering with a fire alarm or causing a false alarm

1st offense Step 3

3.04 Arson

1st offense Step 3

3.05 Use or possession of explosive devices

1st offense Step 3

3.06 Possession, use, and/or transfer of lethal weapons or lookalikes on school property or at school-related activities

1st offense Step 3

3.07 Selling, sale, use, or possession, purchase, distribution or attempts to sell, possess, purchase or distribute of banned and/or illegal chemical substances, prescription and non-prescriptive medications, and/or alcohol on school property and/or at school-sponsored activities

1st offense Step 3 referral to counseling and loss of co-curricular activities

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|------|------------------------------------|-----------------------------------|
| 3.08 | Making a bomb threat/school threat | |
| | 1st offense | Step 3 and referral to counseling |
| | | |
| 3.09 | Grand theft | |
| | 1st offense | Step 2 |
| | 2nd offense | Step 3 |

ATTENDANCE

The Whitesboro High School faculty and administration believe that good attendance is essential for success in school. Students with poor attendance miss valuable instructional time and time spent on classroom learning activities that support the instruction. As a result, a student’s grades may be impacted when they are evaluated in the learning process. In an effort to change the behavior of students who show difficulty with school attendance, the following steps will be administered.

A-1 Unexcused Tardiness to School - Students who arrive at school after the 7:30 a.m. bell tone without an admit pass should be sent to the Attendance Office. Unexcused tardiness occurs when the student does not provide a legal written excuse when signing in upon arrival. Unexcused tardies are cumulative. Students tardy to their first period class will be subject to the following discipline procedures:

- | | |
|-----------|---|
| 3 Tardies | Attendance Officer will fill out a referral (A-1) for unexcused Tardiness to school. The referral will be reviewed by the appropriate administrator. Two detentions may be assigned with parent notification. |
| 6 Tardies | Attendance office will submit the referral to the appropriate administrator.
Two (2) detentions assigned, parental contact and student meets with Assistant Principal. |
| 9 Tardies | Attendance office will submit the referral to the appropriate administrator.
One (1) day of ISS assigned, parent conference and driving privileges (if applicable) suspended for up to 4 weeks. |

Subsequent unexcused tardies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code, parent conference, and driving privileges (if applicable) suspended for the remainder of the school year.

A student who has an unexcused tardy and arrives after the end of first period (8:12 a.m.) will be considered truant and will receive one detention for each class missed up to period 5. Beginning with period 5 and beyond, a full day of In-School-Suspension will be assigned.

A-2 Tardiness to class as recorded by the teacher when the student arrives to class after the starting bell has sounded. The tardies are cumulative for the course. Students tardy to class for more than 10 minutes will be considered truant from class.

3 Tardies Teacher will fill out a referral for Tardiness to class (A-2), schedule two (2) detentions, and send the referral to the Assistant Principal.

6 Tardies Teacher will fill out a referral for tardiness, and send the referral to the appropriate administrator who will meet with the student and schedule two (2) detentions.

9 Tardies Teacher will submit the referral directly to the appropriate administrator.
One (1) day of ISS assigned and parent conference.

Subsequent unexcused tardies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code, parent conference, and driving privileges (if applicable) suspended for the remainder of the school year.

A-3 Truancy from school - When a student is absent from school for all or part of the school day without the knowledge and prior approval of the parent(s).

1st offense One (1) day ISS and driving privileges (if applicable) suspended for two weeks and parental contact.

2nd offense Two (2) days ISS and driving privileges (if applicable) suspended for four weeks and parent conference.

Subsequent truanancies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code, parent conference, and driving privileges (if applicable) suspended for the remainder of the school year.

A-4 Truancy from class - When a student misses or cuts a class or is tardy

to class for more than 10 minutes.

- | | |
|---------|--|
| 1st cut | Teacher will fill out a referral for class cut (A-4), schedule two (2) detentions, and send the referral to the appropriate administrator. |
| 2nd cut | Teacher will submit the referral to the appropriate administrator. One (1) day of ISS will be assigned and parental contact. |
| 3rd cut | Teacher will submit the referral to the appropriate administrator. Two (2) days of ISS will be assigned and parent conference. |

Subsequent truancies will be considered insubordination and subject to the next higher level consequence as determined by the discipline code, parent conference, and driving privileges (if applicable) suspended for the remainder of the school year.

A-5 Failure to bring in an absentee note - The note should be brought to the first period teacher on the day following the absence.

- | | |
|-------------|--------------------------------------|
| 1st offense | Warning/reminder by teacher |
| 2nd offense | 2 detentions and parent notification |
| 3rd offense | One (1) day ISS and parental contact |

Types of Disciplinary Action

The goal of the disciplinary program at Whitesboro Central School is to effect positive change in students' behavior. It is an attempt to modify behaviors from unacceptable to acceptable levels. Consequently, there are various forms of action that may result from inappropriate behavior or from violating school rules, regulations or policies. **THESE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- 1. Warning** - An administrative request made to a student in order to correct a behavior.
- 2. Parent Conference** - Held with appropriate individuals which may include teacher, counselor, administrator, student.
- 3. Activity Suspension** - The student is suspended from attendance or participation in school-sponsored activities. Student is not suspended from class or from the building. Parent notified.
- 4. Detention** - This is held after school. The student is obligated to attend as scheduled. If absent or excused on the day of a scheduled detention, the date of the detention is automatically changed to the next detention date.

If you cannot attend detention as scheduled, you must make arrangements to be excused IN ADVANCE.

Detention is held in room 2205, Monday through Thursday, 2:25 p.m. to 3:05 p.m.

5. **In-School Suspension** - The student is directed to the in-school suspension room for part or all of the school day. Arrangements are made for the student to obtain class work, but the student is not allowed to attend classes from which he/she has been suspended. The in-school suspension room is supervised by a member of the staff. It is an area of absolute quiet, restricted study. Students are not allowed to socialize with other students while on in-school suspension. Electronic devices will be surrendered to the ISS Monitor at the start of ISS assignment. Students who are assigned ISS are not allowed to attend after school activities, including sports, on the day they are in ISS. Please refer to page 53 for all of the rules for the ISS room.
6. **Out-Of-School Suspension** - The student is suspended from the building and all classes for a definite period of time - maximum of five (5) days. This period of time may be extended or duplicated by the superintendent. A parent conference may be scheduled for readmittance to school. A student suspended from school may not appear or loiter on school property or at any school-sponsored event at or away from school. It will be the suspended student's responsibility to make up all work missed during the suspension period. The student will have to make arrangements with the individual teachers for class work assignments, etc. Parents are to assume complete responsibility for the student during the period of suspension.
7. **Superintendent's Hearing** - Following a Superintendent's Hearing, the superintendent may take whatever action deemed appropriate, including indefinite suspension from school. Parent notified.
8. **Long-term Suspension** - The student may be suspended out of school for the balance of the semester, or the school year, subject to Superintendent's decision. Parent notified.
9. **Personal Liability** - The school district may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or the parents of the student for damages to personal property.

10. **Police Notification** - In cases involving criminal conduct, school authorities may refer the matter to appropriate law enforcement authorities. Code of Conduct violations and criminal charges are independent of each other. In other words, a suspension from school does not replace a criminal charge. Law enforcement reserves the right to pursue any and all matters they deem appropriate.
11. **Bus Privilege Suspension** - Students are not permitted to use the transportation provided by the Whitesboro Central School district for the period specified. The student and his/her parents are responsible for bringing the student to and from school.
12. **Restriction of Privileges** - A student may have certain privileges suspended for a set period of time. These may include such privileges as: library use, participation in after school activities, including dances, proms, balls, athletics, parking on school grounds, and other privileges as determined by the administrator.

NOTE:

The above consequences listed in all four phases are intended to serve as a GUIDELINE to students and parents. Its purpose is to make students aware of the consequences for inappropriate behaviors. The incidents and consequences shown above are NOT EXHAUSTIVE, NOR ARE THEY INTENDED TO BE ALL INCLUSIVE.

The administrators have the delegated authority to apply the discipline procedures listed above and may deviate from the prescribed consequences for particular infractions if, in their judgment, the individual situation so warrants, based on the circumstances, number of previous problems and intent. Its purpose is to make students aware of the consequences for inappropriate behaviors. The incidents and consequences shown above are NOT EXHAUSTIVE, NOR ARE THEY INTENDED TO BE ALL INCLUSIVE.

In cases of chronic repeat offenses, the student may be suspended from school for up to 5 days. If warranted, a Superintendent's Hearing may be scheduled. Students who exhibit behavior that appears "out of control" may be referred to the Child Study Team for further review and recommendations. Recommendations may include: academic or psychological testing, referral to Committee on Special Education (CSE), referral to Oneida County Department of Social Services or Probation, and/or alternative academic program.

APPENDIX A

BUS DISCIPLINE PROCEDURES

OUR PHILOSOPHY:

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation.

OUR BUS RULES:

1. Follow directions of the driver at all times.
2. Stay seated in your seat at all times.
3. Keep all parts of your body in the bus and to yourself.
4. No pushing, shoving or fighting at any time.
5. No eating, drinking, smoking or spitting.
6. Do not litter, write on, or damage the bus in any way.
7. Do not use profanity, rude gestures, tease or harass anyone on the bus.

IF A STUDENT CHOOSES TO BREAK A RULE: B-1

- First Time: Driver verbally warns students and documents on daily log.
- Second Time: Parents contacted by driver or bus garage personnel, documented on daily log form (probationary period begins).
- Third Time: Bus Conduct Form issued, parents contacted by Building Administrator -- 3 day off bus suspension plus suspension from all bus riding privileges for that period.
- Fourth Time: Five (5) day off bus suspension from all bus riding privileges for that period.
- Fifth Time: Superintendent's Hearing

SEVERE DISRUPTION: B-2

The following inappropriate behavior will result in suspension of transportation privileges immediately:

1. Physical harm to student (may result in arrest).
2. Physical harm or threat of physical harm to driver (may result in arrest).
3. Failure to give a correct name.

APPENDIX B

SENIOR HIGH SCHOOL PARKING PROCEDURES

High School parking is a privilege offered to Juniors and Seniors. Information will be sent home to all eligible Juniors and Seniors during the summer, and will indicate the dates/ times allotted in August for students to come into school to complete the process. Once the year begins, students may complete the process during the school year in the Assistant Principals' office. If you have any questions, contact Dr. Lee or Ms. Kirch.

Each student requesting permission to park on school grounds must have written parent/guardian permission and authorization to park and drive a specific vehicle. This permission slip will include a statement stipulating that the parent/guardian assumes responsibility for any/all passengers who may at any time accompany the driver to and from school premises.

The following procedures are used to obtain permission to park on school grounds:

1. All motor vehicles must be registered in the Student Activities Office. Unregistered vehicles will be towed at the driver's expense.
2. Parking for student vehicles is provided in the white lined areas designated for student parking. Students parking in unauthorized areas may face a loss of parking privileges and/or towing from school grounds at their own expense.
3. Observe all traffic signs and regulations. The speed limit on school grounds is **10 mph**.
4. Parking lots and students cars are **off limits** during school hours.
5. Permission must be obtained through the Administration before a student vehicle can be removed from school grounds during school hours.
6. For the safety of all students, staff, and visitors, the use or presence of snowmobiles, mini bikes, motorcycles, all-terrain vehicles (ATVs), electric bicycles (e-bikes) with a throttle, dirt bikes, and similar motorized recreational vehicles are strictly prohibited on school grounds.
 - Students may not drive, ride, or park any of the aforementioned vehicles on school grounds at any time—before, during, or after school hours.
 - These types of vehicles are not considered appropriate modes of transportation to and from school, and students are not permitted to use them for school arrival or dismissal.
 - Any such vehicle found on school property may be subject to

impoundment and/or referral to local law enforcement.

- Students found in violation of this policy may face disciplinary consequences, including loss of parking privileges, or suspension, depending on the severity and frequency of the offense.

As new modes of transportation evolve students and parents may have questions about whether or not something is appropriate and or legal to drive to or park at school. In these cases, students and/or parents should contact an administrator and seek approval before coming onto school grounds.

7. Parking for motorcycles is permitted. Students are encouraged to not leave any unsecured materials on the motorcycle as the school is not responsible for these items.
8. It is important that students read the rules and regulations concerning motor vehicle use that are made available at the time of registration. Loss of parking privileges will result from violations of school policies.
9. Lock all doors. The school is not responsible for the motor vehicle or any of its contents.
10. A student's vehicle may be subject to search, if there are reasonable grounds that drugs, alcohol, stolen property, or other contraband might be in that vehicle.
11. Senior and Junior parking tags issued are the responsibility of the student and a fee of \$10.00 will be collected at the time a senior and junior parking tag is issued. The fee will be returned when the student hands in the tag at the end of the school year.
12. Students are not allowed to drive to BOCES classes without permission from an Administrator. Any students who abuse this privilege will no longer be allowed to drive to BOCES.
13. Students are NOT permitted to transport other students off school grounds during the school day.
14. Students in grades 9 and 10 are not allowed to register a vehicle or drive to school under any circumstance. Any students driving in grades 9 and 10 will be disciplined for 2.04 "Insubordination".

Failure to comply with the driving and/or parking regulations for students and their passengers will be cause for disciplinary action as insubordination (see section 1.03 and/or 2.04).

APPENDIX C

POLICY FOR ATHLETIC ELIGIBILITY

*“A challenge ignored becomes a lasting limitation.
A challenge confronted is quickly overcome by the desire to achieve.”*

PURPOSE

The Whitesboro Central School district subscribes to the importance of students participating on athletic teams as such participation enhances growth as competitors and as individuals. Additionally, students learn to interact cooperatively with others both within their school environment and across other districts.

The mission of a school district is to provide experiences which promote student learning. While participation in sports activities enhances student growth, the primary reason for students attending school is to attain academic proficiency. It is in this regard that the district has developed a policy for athletic eligibility.

POLICY

1. This Policy shall apply to all High School athletic activities in which students participate and shall extend to any student(s) enrolled in the Middle School and participating in a High School athletic activity.
2. It shall be the responsibility of teachers to provide an evaluation of students commencing with the third full week of the first semester for courses commencing that semester, and the third full week of the second semester for courses commencing that semester. Subsequently, every two weeks, a formal report will be completed by all teachers **for any/all athletes who are failing during the bi-weekly report period**. Reports are due to the athletic director by the close of school, Wednesday (second week of report period). The athletic director or designee, will tabulate the information and be responsible for notifying the respective coach(es).
3. An athlete failing two or more courses, will become ineligible for one week (Monday through Sunday) following the submission of the bi-weekly report. While ineligible, the student must practice and attend games, but may not participate in games.

During the period of ineligibility, the student must meet with his/her teacher(s) to discuss those areas in which he/she needs to improve. Each

teacher shall inform the respective student(s) of the area(s) in need of improvement and direct him/her in a manner to address the deficiencies in those area(s) identified.

4. Prior to reporting to practice, students must attend extra help sessions to be scheduled by the teacher(s).
5. On the Friday of the week of ineligibility, the respective student must obtain a report from his/her teacher in those course(s) reported as failed. If he/she is no longer failing **two or more courses**, he/she shall be reinstated in the respective athletic program. If still failing at least two courses, the ineligibility shall continue for another week.
6. The parent/guardian shall be notified in writing (form letter) by the athletic director or designee, that the student is ineligible and the period of such ineligibility. The coach will be notified by the Athletic Department when the student athlete becomes eligible.
7. Students who have been classified by the Committee on Special Education and who are failing two or more courses, shall be subject to review by the teacher(s) of the failed courses and the special education teacher(s) for the respective student(s).
8. **Appeal Process:** There shall be an appeal process which, if exercised, shall commence with the student discussing/clarifying the failures with his/her teacher(s). If, after such discussion, the failure(s) continues to be in dispute, a student and his/her parent/guardian, may request a meeting with the athletic director/principal or designee and if necessary, the respective teacher. If the dispute continues at the conclusion of this stage, the parent/guardian may appeal the decision to the superintendent or his/her designee.
9. It shall be the responsibility of the Athletic Director and the respective coach(es) to provide a copy of Board Policy 7101.1 along with the "Contestant Policies for Interscholastic Athletics," to all students desiring to participate in athletic activities. It shall be the responsibility of the respective parent/guardian and the student to review this Policy and sign a statement indicating that the Policy has been received and reviewed and that the Student's participation in the athletic activity will be subject to the Policy as stated.

APPENDIX D

STUDENTS WITH DISABILITIES: DISCIPLINE PROCEDURES

When a student with disabilities violates the discipline code of conduct and may be suspended, a meeting of the building administrator and the special education teacher shall be held to determine:

- A. Whether the student is capable of following the school discipline code:
 - 1. Was the behavior the result of an inability to **understand** the rules?
 - 2. Was the behavior the result of an inability to **control** inappropriate behavior?
- B. If the student is capable of following the school discipline code despite his/her disability, then the appropriate school regulations will be followed.
- C. If the student is not capable of following the school discipline code because he/she cannot understand the regulations, appropriate actions to insure understanding will be attempted.
- D. If the student is found to be incapable of following the school discipline code, after reasonable efforts have been made to obtain cooperation, because he/she cannot control his/her inappropriate behavior, then the teacher or administrator will refer the student to the Committee on Special Education (CSE).
- E. The Committee on Special Education can modify the Student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a "time-out" area, in-school suspension, being sent home, loss of privileges, etc.
- F. If a student with a disability demonstrates behavior that is determined to be dangerous to himself or others, then the building administrator must take immediate and appropriate action, followed by immediate notification of the home school and referral to the Committee on Special Education. If such action includes suspension of the student, all legal procedures must be followed, including notification of the reasons for suspending the student, opportunity for the student to respond, opportunity for a parent conference, Superintendent's Hearing if suspension is for more than five (5) days, etc.

The Board of Education will review this policy annually and amend when appropriate.

APPENDIX E

DIGNITY FOR ALL STUDENTS ACT

*“To understand each others’ differences,
we must learn to listen with an open mind.”*

The Whitesboro Central School District is committed to providing an educational and working environment that promotes respect, dignity and equality. The District recognizes that bullying, discrimination and harassment are detrimental to student learning and achievement. These behaviors interfere with the mission of the District to educate its students and disrupts the operation of the school. Material incident of Harassment, Bullying and/or Discrimination means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occurs off school property, and is the subject of a written or oral complaint to the superintendent, principal, or their designee, or other school employee. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

The District condemns and strictly prohibits all acts of bullying, discrimination and harassment (including cyberbullying) of students as well as retaliation by other students, school officials/employees, volunteers, vendors or visitors on school property or at school functions. Bullying means engaging in actions or statements that cause or put an individual in fear of bodily harm and/or emotional harm; for example, “play” fighting, extortion of money, overt teasing, etc. Cyberbullying means bullying through any form of electronic communication.

The Dignity for All Students Act (§§ 10-18 of Education Law) defines harassment/bullying as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial

disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- gender (including gender identity and expression)
- sex
- sexual orientation, or
- any other legally protected status

Any employee or student who feels he or she is a victim of any such discrimination or harassment may file a complaint under this policy with the Compliance Officer, Christopher O'Neil, Whitesboro High School, 6000 State Route 291, Marcy, New York 13403, telephone number (315) 266-3240. Forms to report alleged incidences of harassment are available in each assistant principal's office. If upon investigation it is found that an employee or student has engaged in conduct consistent with harassment or discrimination, disciplinary action will occur.

Students who organize or direct other students to engage in rituals, activities or conduct, whether at school or at District sponsored events, as a part of initiation or inclusion into any group, as well as those students who participate in any such activities, may be violating the District's Code of Conduct that prohibits conduct or activities that are disruptive to the educational process. This conduct may also violate the District's prohibitions against hazing, harassment, discrimination and/or bullying. Any student found to be organizing, directing or participating in such activities may be subject to discipline under the Code of Conduct. See the following District policies for additional information and potential consequences for engaging in such activities:

- *1102, Code of Conduct*
- *7403, Non-Discrimination in Educational Services*
- *7404, Prohibition of Harassment, Discrimination and Bullying (DASA)*

SEXUAL HARASSMENT

The Whitesboro Central School District prohibits employees, students and other individuals from making unwelcome sexual advances, requests for sexual favors, threats and other verbal or physical conduct of a sexual nature to other employees or students when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or (3) such has the purpose or effect of unreasonably interfering with an individual's work or school performance, or creating an intimidating, hostile, or offensive working or learning environment. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually-explicit pictures, clothing, greeting cards, articles, books, magazines, photographs, or cartoons.

INVESTIGATION PROCEDURE

Complaints of prohibited harassment or any other types of discrimination on the basis of sex, age, race, creed, color, national origin, religion or disability, including alleged violations of Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1973, or the regulations thereunder, will be promptly and thoroughly investigated if reported to the appropriate DASA Coordinators, or the Equal Opportunity Coordinator, Mr. David Russo, Assistant Superintendent.

The DASA Coordinator for the High School building is listed below:

High School:

Dave Cognetti, Principal, (315) 266-3200

The Principal, Superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct. The Principal or the Principal's designee shall provide a regular report, at least once during each school year, on data and trends relating to harassment, bullying and/or discrimination to the Superintendent of Schools.

APPENDIX F

SECTION 504 - DISCRIMINATION AGAINST PERSONS WITH A DISABILITY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing speaking, breathing, learning and working;
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

The Whitesboro Central School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate and, if the student is determined to be eligible under Section 504, to offer access to appropriate educational services. If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer or designated school official.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment

Any alleged grievances should be reported to the Section 504 Coordinator, Mr. Christopher O'Neil, Director of Pupil Personnel Services, Whitesboro High School, 6000 Route 291, Marcy, New York, 13403; telephone number (315) 266-3240.

APPENDIX G

COMPUTER POLICIES

COMPUTER AND NETWORK USE POLICIES

We are pleased to offer students of the Whitesboro Central Schools access to the district computer network for classroom use and the Internet. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The district uses high quality, up-to-date Internet filtering software on its computers. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

PUBLIC RELATIONS/WEBSITE PERMISSION

From time to time, the school district may wish to publish examples of student projects, photographs of students and other work either in local print media or on the District Website. Understand that the use of a photograph and/or video image may include print and/or broadcast applications.

In the case of the District Website, District Regulations state: “Web pages include only the first name and the initial of the student’s last name. Pages or filenames may not include a student’s telephone number, address, e-mail address or names of other family members or friends.”

If you object to the use of your student’s work or picture being published by either of these means, notify the building administrator in writing.

INSTRUCTIONAL USE OF INTERNET - SECURITY POLICIES

Specific activities shall be prohibited by student users of the District's Computer System including, but not limited to, the following:

1. Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2. Use of obscene or vulgar language.
3. Harassing, insulting or attacking others.
4. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software on the District Computer System.
6. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
7. Violating copyright law, including the illegal file sharing of music, videos and software.
8. Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

WHITESBORO CSD USE OF EXTERNAL DEVICE GUIDELINES

1. Equipment/devices - used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
2. Network - refers to the school's computer network - both the physical wiring, electronic equipment and the software used to create the connections, Internet access facilities, computers, and other school equipment/devices as outlined in (1) above.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school equipment/devices including school issued USB drives. The USB devices must be returned to the teacher who provided them at the conclusion of the class assignment.

The school's computer network, Internet access facilities, computers and other school equipment/devices are for educational purposes appropriate to the school environment. This applies whether the equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

Internet Users are expected to use the network and all equipment/devices as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the network at all Whitesboro Central School District locations.

1. I cannot use the school network or equipment/devices until I have read and signed my use agreement form and returned it to school.
2. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
3. While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing,

- printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school
4. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimize the window and
 - c. Report the incident to a teacher immediately
 5. I understand that I must not download any files such as music, videos, games, programs or executable files on the USB drive. This makes sure the school complies with the 1976 Copyright Act. I also understand that anyone who infringes copyright may be personally liable under this law.
 6. I understand that these rules apply to any privately owned equipment/device (such as but not limited to: a laptop, mobile phone, iPad, iTouch, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
 7. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school without a teacher's permission. This includes all wireless technologies.
 8. I will respect all network systems in use at school and treat all equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school systems
 - b. Not attempting to hack or gain unauthorized access to any system
 - c. Possession of hacking software and tools will be treated the same as an attempt to hack or gain unauthorized access to any system
 - d. Following all school rules, and not joining in if other students choose to be irresponsible with equipment/devices
 - e. Reporting any breakages/damage to a staff member
 9. I understand that the school may monitor traffic and material sent and received using the school's network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.

I understand that the school may audit its computer network, Internet access facilities, computers and other school equipment/devices or commission an independent forensic audit. Auditing of the above items

may include any stored content, and all aspects of their use, including e-mail and USB drives.

10. I understand that if I break these rules, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

C-1 DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USER POLICY

The violations on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for acceptable use policy violations prior to referral for administrative action. Any or all of the following intervention strategies and disciplinary actions may be used by administrators.

Minimum actions:

- Administrator/student conference or reprimand
- Additional actions as deemed appropriate
- Required to seek assistance in learning the proper procedure before he/she is allowed to use computer equipment at WCS
- Administrator/parent contact
- Behavioral contracts
- Suspension from using all computer equipment at WCS
- Confiscation of inappropriate item(s)
- Restitution/Restoration
- Denial of participation in class and/or school activities
- Banned from access to the Internet
- Banned from using all computer equipment, networks, or Internet
- In-school suspension from one (1) to three (3) days
- Out of school suspension
- Other intervention strategies as needed
- Repeated violations may warrant permanent loss of network privileges

PARENT/GUARDIAN REQUEST TO DENY COMPUTER USAGE

In order to achieve the career development and technical education (occupational) learning standards articulated by the New York State Department of Education, students will be provided access to instructional materials and processes available only through the use of computers. I understand that if I do not request, in writing, that my child not use computers, an account will be created to facilitate such access.

Parental requests to deny student use of District computers will be considered in accordance with law and/or regulations.

IN-SCHOOL SUSPENSION - RULES AND REGULATIONS

Students will report directly to the In-School Suspension room by 7:30 a.m. with all their books and supplies needed to complete their assignments. Attendance will be taken by the ISS supervisor.

The In-School Suspension (ISS) room is an extension of the classroom and all school rules to make this room conducive to learning must be followed.

1. Students will turn over all personal electronic devices and earbuds/headphones before entering the ISS room.
2. Students are ONLY allowed to use their Chromebook to complete their assigned school work.
3. Students will work independently and quietly on all assignments provided by their teachers.
4. Students will not have their head on their desk or be asleep at any time.
5. Students will have breakfast during 1st period and lunch during 5th period. No other food or drink is allowed in the ISS room, except water.
6. Bathroom breaks will occur during 3rd and 8th periods.

Failure to comply with these rules and expectations will result in additional time in ISS or OSS for insubordination.

OFFICE AND ASSIGNED DETENTION RULES

Students will report to the detention room by 2:20 p.m. Students arriving late will be assigned additional detention time. Detentions are assigned in advance; students should make necessary arrangements to adhere to the detention schedule.

1. Students **are to be quiet**.
2. Students **are not allowed** to eat food or drink beverages.
3. Students **are to be awake**.
4. Students **must do** school work or read.
5. All other school rules and regulations stated in the student handbook **will be enforced**.
6. A referral will be completed for any violations of the established rules.

GENERAL POLICIES

ACCIDENTS, INJURIES AND INSURANCE

Student accidents must be reported immediately to the school nurse where an accident report will be filled out. The Whitesboro Central School District student accident policy furnishes medical, hospital, and dental service indemnity when accidental bodily injury is sustained while a student is engaged in a school-sponsored activity. **No benefits will be paid by this plan to the extent that benefits are payable under any other policy or prepayment plan.** This policy is only in excess of those benefits payable under family and employer policies. The plan provides for **full excess coverage** over your primary insurance **up to a reasonable and customary fee.**

ANNOUNCEMENTS

Announcements are read daily over the public address system during the attendance period from 8:12 - 8:17 a.m. In order to be well informed on school activities, students should listen carefully. Teachers and students wishing to have a general announcement made should obtain an announcement form from the Main Office. A completed form should be submitted to the Main Office a day prior to when the announcement is to be made. It must also be approved by an administrator. Only essential administrative announcements or cancellations will be made at the end of the day.

APPROPRIATE DRESS

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and

their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including jewelry, makeup and nails accessories, shall:

- a. Be safe, appropriate and not disrupt or interfere with the educational process.
- b. Cover the midriff, lower abdominal area, gluteal area or chest, and students may not wear clothing through which these areas of the body are visible.
- c. Ensure that underwear is completely covered with outer clothing.
- d. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- e. Not include items that are vulgar, obscene, libelous or denigrate others on the account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- f. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- g. Not include the wearing of hats or other headgear in the building during regular school hours except for medical or religious purposes.

If the manner of dress is such that it violates these standards, the student will be asked to make a change of clothing, and sent home, if necessary to do so. Students will be responsible for any work missed as a result of leaving and returning to school.

As a general rule, if there is any doubt about clothing being appropriate, it should not be worn.

Nothing in this Dress Code will be construed to limit the ability of students to dress and/or groom themselves in a way that allows them to express their gender identity, or to discipline students for doing so. Additionally, nothing in this Dress Code will be construed to limit the ability of students to wear certain protective hairstyles (including but not limited to braids, locs or twists) or to wear their hair in a particular texture, or to discipline students for doing so.

ASSEMBLIES

Assemblies are held either in the auditorium or in the gymnasium. The programs are conducted for the enjoyment and education of the student body. It is felt that assembly programs are a valuable supplement to a

student's education from the standpoint of one's role as a participant or as a spectator.

The following guidelines apply for proper conduct in assemblies:

1. Enter the auditorium/gymnasium in an orderly fashion and be seated as quickly as possible.
2. In the auditorium, use all the aisles and fill in the seats from front to back, moving into the center section of each row to fill up the seats.
3. Be courteous to all speakers or performers. There should be no talking during a presentation.
4. Applause is welcome at the appropriate time, but discourteous responses such as whistling, shouting, or other forms of noises are in poor taste and will not be tolerated.
5. Remain seated until the end of the presentation and sit properly in your seat, i.e. one's legs should not be hung over the seat in front of you, nor should one step over rows to enter or leave etc.
6. Any student who does become disruptive and or uncooperative will be removed from the auditorium or gymnasium and will be disciplined accordingly.

BULLETIN BOARDS

All notices, displays, advertisements, etc. must have the approval of the advisor and Student Activities Office before posting. Items should be posted on the bulletin boards or cork strips provided. Posters should be removed by the person or group who put them up once the date of the event has passed.

CAFETERIA/LUNCH

The cafeteria is open periods 5 - 7 for hot meals and sandwich-bag lunch services. Students are expected to keep the lunch area clean and assist clearing the tables. All food should be eaten in the cafeteria only, and disposed of in the appropriate cans provided. All food and drink should be consumed in the cafeteria with the exception of school sponsored food sales which are restricted to the hallway leading to the Pit and the courtyard. No glass containers are allowed in the school building. Any food throwing or instigation of food throwing will not be tolerated. Students are expected to eat lunch just as if they are in a public restaurant. Any cafeteria disruption or food fight is subject to immediate disciplinary action. After eating lunch, students have the option to remain in the lunch room, to go into the hallway leading to the Pit, or to go outside to a designated area (weather permitting).

ELECTRONIC EQUIPMENT

New York State law prohibits students from using internet-enabled devices (i.e. cell phones) during the school day, from 7:30 a.m. to 2:11 p.m. This law applies to all areas of school property, including hallways, classrooms, the cafeteria, bathrooms, locker rooms, outdoor spaces, and on school buses. Internet-enabled devices include smartphones, smartwatches, tablets, and any other device that can access the internet. These devices must be turned off and stored away. Students will have access to a school-issued Chromebook for educational use during the school day.

FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damages done to library books, textbooks, or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

HALL PASSES

All students are required to have a pass anytime they leave a class or study hall. Teachers have the authority to refuse to issue passes to any student. No student should be in the corridor during class periods, for any reason, without a pass.

The Whitesboro High School is handicapped accessible. Two elevators are available; one is located at the south side of the high school adjacent to the gymnasium and the other at the north side of the building across from the auditorium. Handicapped parking areas are located in the circle in front of the high school, in the north drive across from the Attendance Office, and in the parking area east of the Attendance Office.

Also, there are seven handicapped accessible restrooms in the high school; two adjacent to the gymnasium foyer, two adjacent to the auditorium foyer, two across from room 2311, and one in the nurse's office.

Any further questions concerning handicapped accessibility needs should be directed to the school administration.

HANDICAPPED ACCESSIBILITY

The Whitesboro High School is handicapped accessible. Two elevators

are available; one is located at the south side of the high school adjacent to the gymnasium and the other at the north side of the building across from the auditorium. Handicapped parking areas are located in the circle in front of the high school, in the north drive across from the Attendance Office, and in the parking area east of the Attendance Office.

Also, there are seven handicapped accessible restrooms in the high school; two adjacent to the gymnasium foyer, two adjacent to the auditorium foyer, two across from room 2311, and one in the nurse's office.

Any further questions concerning handicapped accessibility needs should be directed to the school administration.

HEALTH SERVICES

The Education Law of New York State requires that each new entrant to the district and students entering grades 9 and 11 receive a physical examination by the Student's own physician or by the school physician. A form for your doctor's use may be obtained in the health office. If a student had a physical by his/her own physician this current school year, submit the physician's report to the building Nurse at the beginning of the semester. The law also requires each student be fully immunized, and that certification from his/her own physician be presented upon entry to school.

If a student becomes ill in school, he/she should report to the Nurse, who will decide what should be done. Students must not leave the building or miss class because of illness without authorization. If the Nurse is not in, students are to report to the office.

JUNIOR PARKING CRITERIA

Driving a motor vehicle and parking on school property is a privilege granted to *seniors first*. If parking spaces become limited during the school year, parking permit requests from seniors will be prioritized. Each student requesting permission to drive and park a vehicle at the school will be required to have his/her parent/guardian sign a statement authorizing the student to drive and use a specific vehicle.

Juniors must meet the following criteria:

1. Earned a minimum of 11 credits for Junior status.
2. Have a good discipline/attendance record for the previous and current school years:
 - No In-School/Out of School Suspensions.
 - No incidents of leaving school without permission/truancies/detentions for tardiness to school or any previous parking violations.

- Must have had 95 percent attendance the previous school year and maintain it during the Junior year.
3. Hold a valid driver's license.
 4. The privilege of driving is not extended to sophomores.

NO EXCEPTIONS!

The following criteria is used for the granting of **one-day parking permits to non-senior students** as established by the Whitesboro High School:

1. Educational Program - student is enrolled in a special education program for high school credit only. Example: BOCES program out of district for which transportation is not provided.
2. Health of student - granted only with **verification of medical need**. Acceptable documentation would require **written documentation from a physician that requires the student to drive to school everyday because the student is medically unable to ride the school bus**.
3. **Health of family member** - student is needed to transport member of immediate family to health care on a daily basis. Documentation verifying this is needed from a parent.

The following are **unacceptable** reasons for granting day parking permits:

1. Participation in school sports or activities.
 2. Work.
 3. Tutoring.
 4. Any other reason not specified in acceptable criteria listed above.
- Students who feel that they have **exceptional circumstances may submit an appeal in writing to the Student Activities Office.**

LIBRARY MEDIA CENTER (LMC)

Students are welcome and encouraged to use the Library Media Center/ Computer Lab from 7:15 a.m. - 3:15 p.m. Monday - Thursday, and 7:15 a.m. - 2:20 p.m. on Friday. Students must have work requiring library and/or computer assistance. Homework is to be done in study hall. Students are expected to work quietly, respecting the needs of others using the LMC and use the computer network and computer resources responsibly. Due to the number of classes using the LMC, seating for additional students is limited. Students should get passes ahead of time when they have "library" work to do. Teachers may send students from class to work in the LMC, but should call first to be sure there is space/computers to accommodate students. Students who cannot/will not work quietly and respectfully will have their library privileges suspended and returned to study hall for that class period. If behavior is an ongoing problem, the student will be required to have a pre-signed pass from the

teacher who has assigned the library computer work. Irresponsible use of the computer network/computer resources will result in the student being asked to “log off” the computer. More serious misuse will result in disciplinary action through the appropriate administrator. Inappropriate computer use is described in Appendix G.

LOCKERS

Lockers are assigned by the Assistant Principal’s office. All students are urged not to share lockers or locker combinations with anyone. Students are responsible for the contents in their lockers. Lockers are school property and subject to search should there be reasonable cause.

LOST AND FOUND

There is a lost and found box in the Attendance Office. The school district is not responsible for items lost. Although your locker should be locked, it is not totally secure so please do not bring valuables to school. If it is necessary to bring large amounts of money or valuables to school, they may be left in the main office for safekeeping during the day. If items are lost a report must be filed in the Student Activities Office.

MEDICATION DURING THE SCHOOL DAY

School policies regarding administration of medication are consistent with procedures established by State Education Law.

For students to receive medication (prescription or non-prescription, including cough drops and other “over-the-counter” drugs) during the school day, the following procedures **MUST** be followed and renewed each year:

- The parent or legal guardian must submit a written request to the school authorities together with a written request from the prescribing physician indicating the frequency and dosage.
- The medication must be brought to the school by a responsible adult in the original container labeled with the name of the drug and the dosage.

Unless these procedures are followed, medications will **NOT** be administered in school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including kissing, embracing, etc., are not appropriate in school. Those students involved will first be warned. Further incidents will result in appropriate disciplinary measures and parents will be notified.

SAFETY PROCEDURES

We have a responsibility to maintain a safe and non-threatening environment conducive for learning. No student has the right to disrupt this environment, interfering with other students' learning or teachers' instruction. Those students who disrupt this process through their actions or words will be disciplined according to our written code of conduct. We will not tolerate any acts of harassment or threatening behavior. Those incidents should be reported to the administration. We will take the appropriate measures to maintain a safe and non-threatening learning environment every day for all students. Periodic drills will be held throughout the school year including fire drills, lock down drills and bus drills.

All students have a moral responsibility to report to staff any information which they may have regarding possible threats to the health and safety of others in the building. This information will be kept confidential.

MAIN ENTRANCE

For the safety and security of all members of our educational community, we utilize one main entrance to the high school, located on the north side of the building by the Attendance Office. Buses will drop off students in their usual locations in the morning on the circle in front of the building and on the north side circle drive. Students and staff may use the front doors by the auditorium, gymnasium, courtyard doors to the hallway leading to the Pit and the cafeteria on the north side to enter the building until 7:30 a.m. After that time, all entrance doors will be locked for the remainder of the day, except for the entrance door leading to the cafeteria on the north side. Afternoon buses will pick up from the same locations as they dropped off students in the morning. The location of the Attendance Office will be just inside the doors leading to the cafeteria.

There are procedures in place to meet bomb threats, intruder threats, and other potential threats to the safety and welfare of students. Emergency bus and fire drills are also part of the high school safety plan.

EMERGENCY DRILLS (BUS, FIRE)

Bus - We are required by law to have three emergency bus drills during the school year. The purpose of these drills is to practice evacuating buses in the event that there is a fire or an accident and to learn the location and use of various emergency equipment, such as the ax, first-aid kit, fire extinguishers, road flares, emergency doors and emergency windows.

Lock Down Drill - As part of the High School Safety Plan and per Schools Against Violence Everywhere (SAVE) legislation, lock down drills are scheduled regularly. These drills are facilitated and coordinated with the appropriate legal authorities. Drug searches are periodically conducted throughout the school year.

Fire - If a fire is detected anywhere in the building, **Pull the Nearest Alarm**; report to the nearest teacher, custodian, or office, the location of the fire and leave the building. By law, fire drills must be held 8 times per year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the building be quickly, quietly, and safely vacated. The following rules are to be followed when the fire alarm sounds:

1. Everyone will leave the building quickly and quietly following your teacher's directions.
2. Once outside, move well away from the building keeping the driveways clear for the use of fire apparatus.
3. Remain quiet and attentive; being alert to further instructions.
4. Do not return to the building until the proper instructions have been given.

A school false alarm represents an intolerable hazard to safety. Anyone ringing a false alarm is subject to both a fine and imprisonment under state law. Suspension out of school, as well as prosecution, may result for anyone found guilty of this offense. Tampering with the fire-fighting equipment will also be dealt with severely.

The District has established a separate District-level school safety plan and a building-level emergency response plan for each District school, which have been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

SCHOOL SPIRIT/SPORTSMANSHIP

School spirit is loyalty to all functions of the school. A loyal student supports his/her school and does their utmost to keep their scholastic and activity standards at the highest level.

Good sportsmanship is important. Our behavior at school athletic events, whether we play or watch, reflects upon the character and reputations of our school and through that, on us individually.

It is the belief of Whitesboro High School that good sportsmanship on the

part of the spectators at high school athletic contests is as important as good sportsmanship on the part of the athletes; and that the relationship between supporters of the home team and the supporters of the visiting team should be viewed as a host/guest relationship. In keeping with these beliefs, it is requested that all spectators conduct themselves in a manner reflecting a spirit of friendly competition and a respect for the positive relations existing among all schools.

Remember you represent Whitesboro High School. Be a credit to yourself and your school. All school rules are in effect at extracurricular activities.

SURVEILLANCE CAMERAS

The Whitesboro Central School District promotes student, staff and visitor safety in all District facilities, grounds and buses. In an attempt to ensure a safe and effective learning environment, the Board promotes the use of surveillance cameras when necessary in all District facilities, grounds or buses. Surveillance cameras will be used in public areas and other non-public areas, except areas such as restrooms and locker rooms where there is reasonable expectation of privacy. Audio recordings will not be made in conjunction with the use of cameras. Such prohibition does not preclude the use of audio recordings by law enforcement or District personnel when used in accordance with their official duties and as authorized by law. The content of all surveillance cameras are the sole property of the Whitesboro Central School District.

TELEPHONES

Students have access to office telephones during the school day. New York State law prohibits students from using internet-enabled devices (i.e. cell phones) during the school day, from 7:30 a.m. to 2:11 p.m.

TEXTBOOKS

Students are assigned textbooks for their subjects during the school year. Textbooks should be kept in good condition, and this is the responsibility of the student. A fee will be charged if textbooks are lost or damaged.

TOBACCO, NICOTINE, E-CIGARETTES OR ANY VAPING OIL PRODUCTS

The school has an obligation to protect the health and welfare of the students in its care. Given the potential long-term harmful effects of tobacco use, documented in research and statistics presented by the Surgeon General and other medical experts, school permission for student use of tobacco is inconsistent with that obligation and serves to negate the instructional

objectives of the state-mandated health curriculum. Use or possession of tobacco, nicotine, e-cigarettes, or oil vaping products, is prohibited on school grounds, according to school policies and public law. This includes all school property and all school events (e.g., concerts, sports events, etc.) and is not only limited to students, but all persons in attendance. Violations will be referred to the administration for action as called for in the discipline code. Any person who repeatedly uses or possesses tobacco products on school grounds may be reported to the Oneida County Department of Health and subject to significant fines.

VISITORS

All visitors should enter the building through the main entrance located on the north side of the building by the cafeteria. Visitors and handicapped parking areas will be designated in a lot off the north circle drive. They will be expected to sign in at the Attendance Office where they will receive a guest badge to be worn in full view. Upon exiting the building, guests are to again report to the Attendance Office, sign out, and hand in their guest badge. Student visitors are allowed only under the following conditions:

1. They are at least a 9th grader in their home school.
2. **Their school is closed for the day.**
3. Permission for them to visit has been requested at least five school days in advance.
4. Permission has been granted via a form by the school administration and by the respective classroom teacher. (Form may be obtained in the Student Activities Office.)
5. Visitors will be discouraged during review and testing periods.

Former students are welcome to visit the school, visiting after school is preferred, however. It is requested however that they make their visitations with prior permission from the attendance office and the teacher they wish to visit.

WORKING PAPERS

Students ages 14 - 18 are required to have working papers in order to be legally employed in New York State. Whitesboro High School provides this service for all District residents. Students should report to the Nurse's Office to obtain the application and the health certification. Applications for working papers require proof of age and physical fitness. There is no charge for working papers. Applicants must allow one (1) week for the processing of each application. The working certificate may be picked up in the Student Activities Office.

During summer hours, working papers will be processed in the Student Activities Office on Tuesday-Thursday. Please call the office at (315) 266-3228 to schedule an appointment.

WHERE TO GO WHEN YOU ARE LOOKING FOR...

Counseling Office

ACT application forms
SAT application forms
SUNY college application forms
Summer school applications
Student information sheets
Transcripts
Working papers (*July & August*)

Main Office

Building Use Request form

Nurse's Office

Application for working papers
Illness sign out
Physical examination form

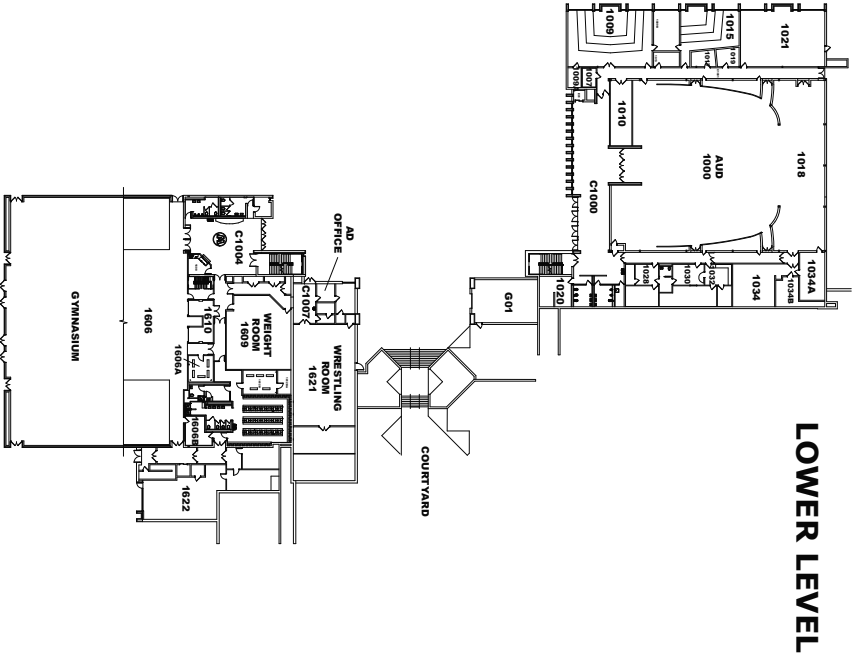
Student Activities Office

Bus passes to ride a different bus
Co-curricular fund-raising forms
Dance guest forms
Election forms for class and student council
Parking appeal form
Parking day passes
Parking registration forms
Parking tags - students
Student visitation forms
Working papers

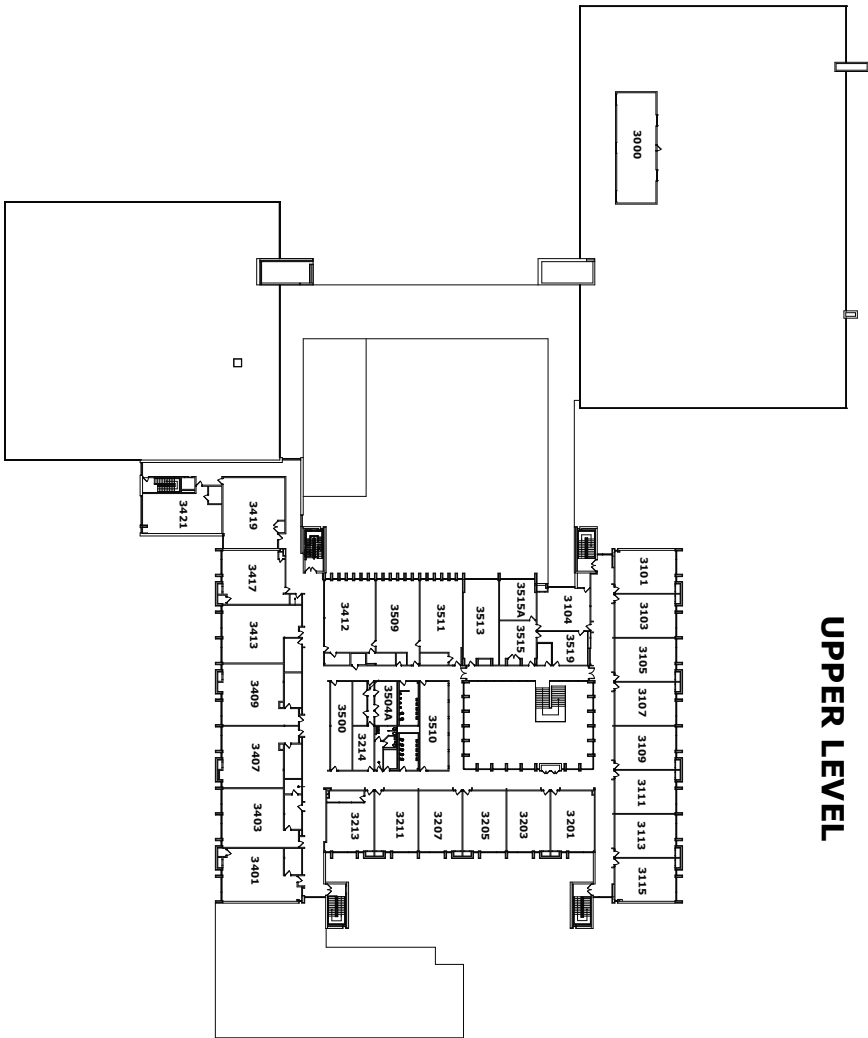
Attendance Office

Lost and found
School sign in/sign out forms
Visitor badges
Visitor sign-in/sign-out

WHITESBORO HIGH SCHOOL BUILDING MAP



WHITESBORO HIGH SCHOOL BUILDING MAP



UPPER LEVEL

IMPORTANT DATES AT THE HIGH SCHOOL 2025-2026

AUGUST

- 25 JV and Varsity Fall Sports Start
- 27 Freshman Orientation, 2:00 – 4:00 p.m., High School
- 29 Superintendent’s Conference Day

SEPTEMBER

- 1 Labor Day
- 2-3 Superintendent’s Conference Day
- 4 First Day of School
- 8 Class Meetings
- 24 High School Curriculum Night, 6:30 p.m.

OCTOBER

- 10 Superintendent’s Conference Day
- 13 Columbus Day
- 14-17 Blue and White Week
- 17 Senior Courtyard Picture, 7:45 a.m.
- 17 Blue and White Parade, Parade of Athletics
- 17 5-Week Progress Reports Issued
- 18 Powder Puff Football Game Between Junior and Senior Girls
- 22 Freshman Yearbook Pictures
- 23 Sophomore Yearbook Pictures
- 23 High School Optimist Club “Collage Concert,” 7:00 p.m.
- 24 Junior Yearbook Pictures
- 31 Senior Yearbook Photos Are Due

NOVEMBER

- 2 Daylight Saving Ends – Fall Back
- 7 First Marking Period Ends
- 10 NHS Induction Ceremony, 6:30 p.m., Hart’s Hill Inn
- 11 Veterans Day
- 14 Report Cards Issued
- 17 JV and Varsity Winter Sports Start
- 26–28 Thanksgiving Recess

DECEMBER

- 15 HS Orchestra, Symphonic Band and A’Cappella Concert, 7:00 p.m.
- 19 Progress Reports Issued
- 22–31 Winter Recess

IMPORTANT DATES AT THE HIGH SCHOOL 2025-2026

JANUARY

- 1-2 Winter Recess
- 19 Martin Luther King Jr. Day
- 20–23 Regents Exams
- 23 Marking Period Ends
- 30 Report cards Issued

FEBRUARY

- 2 Class Meetings
- 13 Renaissance Rally
- 16–20 Mid-Winter Recess

MARCH

- 5-7 High School Musical, 7:00 p.m.
- 8 High School Musical Snow Date, 7:00 p.m.
- 13 Foreign Student Day
- 13 Progress Reports Issued
- 16 JV and Varsity Spring Sports Start
- 18 HS Orchestra, Concert Band and A'Capella Concert, 7:00 p.m.
- 20 Superintendent's Conference Day

APRIL

- 1 High School and Middle School Jazz Concert, 7:00 p.m.
- 3 Good Friday
- 6–10 Spring Recess
- 17 Third Marking Period Ends
- 24 International Foods Fair, 5:00 p.m., HS
- 24 Report Cards Issued

MAY

- 4-15 AP Exams
- 8 Districtwide Art Show, 6:30 p.m., HS
- 13 HS Orchestra, Symphonic Band and A'Capella Concert, 7:00 p.m.
- 15 Renaissance Rally
- 16 Junior Prom at Twin Ponds, 6:30-9:30 p.m.
- 21 Progress Reports Issued
- 22 Annual Rob Ellis 5th Grade Track Meet, 12:00 p.m., HS Wadas Field
- 25 Memorial Day
- 25 Symphonic Band at Whitesboro Memorial Day Parade
- 29 Rain date for Annual Rob Ellis 5th Grade Track Meet

IMPORTANT DATES AT THE HIGH SCHOOL 2025-2026

JUNE

- 6 Senior Ball, 6:00-9:00 p.m., Delta Marriot
- 9-10 Regents Exams
- 17-25 Regents Exams
- 18 Elementary “Graduate” Walk, meet at 9:00 a.m., HS
- 18 Graduation Rehearsal, noon- 3:00 p.m., HS Auditorium
- 19 Juneteenth
- 20 High School Graduation, Adirondack Bank Center, 9:30 a.m.
- 25 Fourth Marking Period Ends

JULY

Report Cards Mailed

AP Examination Schedule: May 2026

May 4 MONDAY	May 5 TUESDAY	May 6 WEDNESDAY	May 7 THURSDAY	May 8 FRIDAY
8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
Biology	Chemistry	English Lit. & Composition	World History	United States History
12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.
			Statistics	
May 11 MONDAY	May 12 TUESDAY	May 13 WEDNESDAY	May 14 THURSDAY	May 15 FRIDAY
8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
Calculus AB	Precalculus			Environmental Science
12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.
	Psychology			

THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

EXAMINATION SCHEDULE: JUNE 2026

Students must verify with their schools the exact times that they are to report for their State examinations.

June 9 TUESDAY	June 10 WEDNESDAY	June 17 WEDNESDAY	June 18 THURSDAY	June 19 FRIDAY	June 22 MONDAY	June 23 TUESDAY	June 24 WEDNESDAY	June 25 THURSDAY	June 26 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	Juneteenth Holiday Observed	RATING DAY	9:15 a.m.	9:15 a.m.	9:15 a.m.	RATING DAY
English Language Arts*	Algebra II*	Algebra I	Life Science: Biology Living Environment			U.S. History & Government	Physical Setting/ Chemistry	Physical Setting/ Physics	
1:15 p.m.	1:15 p.m.	1:15 p.m.	1:15 p.m.			1:15 p.m.	Uniform Admission Deadlines Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.		
Physical Science: Chemistry* (WSP122LS)	Physical Science: Physics* (WSP122LS)	Global History & Geography II	Earth and Space Sciences Physical Setting/ Earth Science		Geometry				

* The Conversion Chart for this exam will be available no later than June 26, 2026. Questions about the early administration? See [Why New Exams are Administered Early](#)

** As the Checkpoint A and B exams in world languages are locally-developed, districts may choose the date on which they are administered. When scheduling the Checkpoint exams be mindful of conflicts students may have with other scheduled assessments, including both local assessments and the Regents examinations.

DISSEMINATION AND REVIEW

DISSEMINATION OF CODE OF CONDUCT

The Board will work to ensure that the community is aware of this Code of Conduct by:

- 1) Providing a public hearing prior to Board approval.
- 2) Providing copies of a summary of the Code of Conduct to all students.
- 3) Making copies of the Code of Conduct available to all parents at the beginning of the school year.
- 4) Mailing a summary of the Code of Conduct written in plain language to all parents of District students before the beginning of the school year and making this summary available later upon request.
- 5) Providing all current teachers and other staff members with a copy of the Code of Conduct and a copy of any amendments to the code as soon as practicable after adoption.
- 6) Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- 7) Making copies of the Code of Conduct available for review by students, parents and other community members and provide opportunities to review and discuss this Code of Conduct with the appropriate personnel.

Student's Name: _____

Homeroom # _____ Teacher: _____

**STUDENTS ARE TO READ THE STATEMENT BELOW
AND THEN SIGN THEIR NAME**

I have had the opportunity to read the STUDENT/PARENT HANDBOOK and to ask questions with reference to its contents. I have a general knowledge and understanding of the rules and regulations set down in this handbook, and I will accept the responsibility for abiding by them.

Student's Signature

Dear Parent:

If you haven't had the opportunity to read the handbook, the following general statements reflect our philosophical position with reference to the general educational atmosphere we expect to prevail at Whitesboro Central School.

Regardless of a student's personal/emotional background, no behavior will be tolerated that will interfere with the teacher's responsibility to instruct his/her class, or will such behavior interfere with the other students' rights and desires to learn.

In addition, ALL students are expected to be punctual, in regular attendance, respectful of fellow students, civil in their dealings with all staff members, and to meet their academic responsibilities in a positive and forthright fashion.

We will continue to take an assertive role in seeing that all students adhere to reasonable standards of conduct and we ask for your support and cooperation in this regard.

Your signature is indicative that you have received and reviewed this handbook, including page 22 pertaining all dance procedures, and are aware of its potential procedures. We would appreciate it if you would work with us in a collaborative effort to reinforce these with your child. Thank you for your cooperation.

Parent/Guardian Signature

Date

The Alma Mater

Hail to thee! O Sons of Whitesboro
We have a trust to keep;
The love of Whitesboro High School
And her high ideals to seek;
Loyalty is for the blue,
And the white means honor bright,
So we'll all stand true forever
To the Royal Blue and White.

Through the four long years of high school
‘Midst the scenes we love so well;
We have struggled on and upward
‘Till we've reached the goal ideal;
Whitesboro High, we'll ne'er forget you;
You have always loomed so bright,
And we'll all stand true forever
To the Royal Blue and White.

When we're launched on life's great journey
And we come to toil and care;
We will think of dear old Whitesboro
And the morals we've learned there;
We'll uphold her fine ideals,
And we'll represent the right –
Be right, be square, be true, be fair
To the Royal Blue and White.

WHITESBORO HIGH SCHOOL FUNDAMENTALS

- DO YOUR JOB
- BE ON TIME
- BE NICE TO PEOPLE