

**STISSING MOUNTAIN  
JR./SR. HIGH SCHOOL  
STUDENT HANDBOOK  
2025/2026**



**Pine Plains  
Central School District**



# Stissing Mountain Jr. / Sr. High School

## STUDENT HANDBOOK AGREEMENT 2025-2026

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

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

**Once signed, please return to Mrs. Burton, Dean of Students.**



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### *Mission*

We develop the whole child to be a lifelong learner and a productive member of the global community.

### *Vision*

We are a district of choice offering exceptional opportunities to engage and excite our entire school community.

### *Core Values*

We believe that we can achieve our vision and accomplish our mission if in all of our work we focus on clearly defined and consistently demonstrated core values.

#### ***Academic Excellence***

We will offer a wide variety of course offerings that engage students and allow for exposure to academic opportunities and interests.

#### ***Community Connection***

We will communicate with the community effectively about what is happening in the district so that they may be involved.

#### ***The Student Experience***

We will identify and address the individual needs of students.

## Stissing Mountain Junior/Senior High School

**Mr. Christopher Boyd, Principal**

**Mrs. Sara Von Burg, Assistant Principal**

**Ms. Megan Winters, Main Office Secretary**

2829 Church Street

Pine Plains, NY 12567

Main Office: 518-398-7181 Ext.1300

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

### Phone Directory

| <u>Office</u>             | <u>Extension</u> |
|---------------------------|------------------|
| Athletic Office           | 1366             |
| Attendance/Greeter's Desk | 1111             |
| Dean of Students          | 1201             |
| District Office           | 1401             |
| Guidance Office           | 1330             |
| Health Office             | 1335             |
| Pupil Personnel Services  | 1310             |
| Student Registration      | 1340             |
| Technology Department     | 1417             |

|  |                        |
|--|------------------------|
| Cold Spring Early Learning Center          | 845-868-7451 ext. 2201 |
| Seymour Smith Intermediate Learning Center | 518-398-3000 ext. 3102 |
| Transportation Department                  | 518-398-3000 ext. 3115 |

## Equal Opportunity

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

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

## Academics

### **Academic Integrity**

Students are expected to use school resources appropriately to produce authentic work. Plagiarism, the use someone else's words, ideas, and/or creative work and presenting it as your own work, is considered a form of cheating and is strictly prohibited. In the event that plagiarism is suspected, teachers will meet with the student to discuss the work provided by the student. If it is determined that supportive technology was used improperly or without citation (i.e.: AI, ChatGPT, etc.) and/or was utilized to complete the assignment, the student may be subject to disciplinary action.

### **Adding/Dropping Courses**

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

### **Homework**

Teachers will review their homework policy with students during the first week of school. Make up procedures during absences will also be explained. If a student expects to be absent from school for more than 2 consecutive days, a request for assignments to be picked up can be made by contacting the Attendance Office at ext. 1111 by 9am. Collected assignments must be picked up before 3:30 pm.

## Incomplete Grades and Make-up Work

Students will have a maximum of five weeks to make up incomplete grades. Incomplete grades not completed within five weeks will be replaced by a grade determined by the teacher. It is the student's responsibility to speak to the teacher and arrange to make up work.

## Pledge of Allegiance/Flag Salute

By law, the Commissioner of Education is required to prepare a program of instruction for the flag salute and Pledge of Allegiance. The Pledge of Allegiance is recited during the beginning of the school day. In addition, the Pledge of Allegiance may be recited during assemblies. The students are expected to respect the flag and the Pledge of Allegiance.

## Promotion Policy

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

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

## Report Cards

Report cards will be distributed 4 times a year, approximately every 10 weeks. Report cards are mailed home and available through SchoolTool. In addition, between report card period's (approximately 5 weeks), interim reports will be available through SchoolTool. Please see the table below for specific marking period dates for the 2025/2026 school year.

| <b>Marking Period</b> | <b>Start Date</b> | <b>End Date</b> | <b>Unlock Date</b> | <b>Grades Due/Lock Date</b> | <b>Publish Date</b> |
|-----------------------|-------------------|-----------------|--------------------|-----------------------------|---------------------|
| MP 1                  | 9/3/25            | 11/7/25         | 11/3/25            | 11/12/25                    | 11/13/25            |
| MP 2                  | 11/10/25          | 1/23/26         | 1/20/26            | 1/27/26                     | 1/29/26             |
| MP 3                  | 1/26/26           | 4/10/26         | 4/6/26             | 4/14/26                     | 4/16/26             |
| MP 4                  | 4/13/26           | 6/26/26         | 6/8/26             | 6/26/26                     | 6/30/26             |

## School Assemblies

School assemblies and concerts are designed to be educational and informative. Students are expected to be courteous, respectful and attentive at all times. Failure to exercise appropriate behavior may result in disciplinary action.

## **School Day Cycles**

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

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

There is a four-minute interval between classes to allow students to pass from one room to another. Students should exercise good time management to ensure they arrive to each class on time.

## **School Delays, Early Dismissals and Emergency Closings**

In the event of inclement weather, it may be necessary for the District Superintendent to close school for the safety of our school community. All weather related closings or delays, we will be posted district web site at [www.ppcsd.org](http://www.ppcsd.org) and automatic phone calls/e-text messages will be used for notifying families.

## **Study Hall**

Study Hall is for the preparation/competition of assignments. Students should come prepared with books and materials to complete assignments/tasks. Study Halls are intended to be a quiet learning environment.

Access to other areas of the building (i.e.: Library, Café, Restrooms, etc.) are limited and at the discretion of the Study Hall teacher/staff member. Students who exit Study Hall must be in possession of a Hall Pass.

## **Textbooks/Classroom Materials/Laptops**

Textbooks, laptops, and chargers are provided free of charge to the student. Students are expected to use the issued materials responsibly and they should be returned in the same condition as it was issued. In the event that school issued materials are lost and/or damaged, students will be responsible for reimbursing the district at the replacement value of the item and/or an appropriate cost determined by the District. Students enrolled in college level courses may be required to purchase corresponding textbook(s).

## **Use of Library**

Students must arrive with a pass and sign in upon arrival. Students will be expected to remain there for the entire period. There may be times during the school year when the number of students coming to the library will be limited. Students should use the library as a place for purposeful quiet study, searching for and using materials, and browsing independently for supplementary reading and research.

Below is a list of guidelines when utilizing the library.

1. The library is normally not used as a place for doing homework unless the homework involves the use of library materials.
2. Students should sign out all library materials and return them by the due date.
3. Students should exercise care when using library materials, equipment and furniture.
4. Students should be considerate of others who are in the library.
5. It is the policy of the library personnel to notify students of overdue books.
6. Students who fail to pay for lost or damaged books may be denied use of the library and/or borrowing privileges.
7. Students may not bring backpacks/book bags and or coats/jackets to the library at any time.

## Weighting of Grades

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

1.00 All MP Courses  
All self-contained Courses

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1.02 Agriculture Courses  
Art Courses  
Technology Education Courses  
Music Courses  
Health  
BOCES (BOCES grades will be multiplied by the number of credits represented).  
Physical Education  
Physical Education Electives  
Theatre Courses  
Topics in Math  
Math for Daily Living

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1.04 English 9R, 10R, 11R, 12R  
English Electives, Social Studies 9R, 10R, 11R, Part. In  
Gov't/Economics,  
History Electives

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

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

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

Students entering from other districts should be evaluated carefully and all final grades in Grades 9 through 12 should be weighted comparable to our system for purposes of rank only. If previous grades are letter grades, they must be converted to numerical grades based on the New York State Education Department conversion table as follows:

|            |            |            |            |
|------------|------------|------------|------------|
| A+ = 98.50 | B+ = 88.00 | C+ = 79.00 | D+ = 70.00 |
| A = 94.50  | B = 85.00  | C = 76.00  | D = 67.00  |
| A- = 91.00 | B- = 82.00 | C- = 73.00 | D- = 65.00 |

**Honor Roll Distinction will be as follows:**

- Principal’s Honor Roll – 94.5 or above
- High Honor Roll – 89.5 to 94.49
- Honor Roll - 84.5 to 89.49

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

**SUMMARY OF DIPLOMA REQUIREMENTS FOR PUPILS**

Part 100.5, Regulations of the Commissioner of Education

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

**A. Constants**

|                      |            |
|----------------------|------------|
| English .....        | 4 credits  |
| Social Studies ..... | 4 credits  |
| Mathematics .....    | 3 credits  |
| Science .....        | 3 credits  |
| Health .....         | 1/2 credit |

Art and/or Music .....1 credit  
Physical Education .....2 credits  
Foreign Language .....1 3-credit sequence in 1 language  
and pass the LOTE Comprehensive Exam\*

**B. Electives**

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

**C. Examinations**

Students must pass Regents examinations as follows:  
Comprehensive English, Global Studies, American History and Government, Algebra 1, Geometry, Algebra 2, Life Science Biology, and either Earth & Space Science, Chemistry or Physics.

2. Requirements for **REGENTS** diplomas:

**A. Constants**

Foreign Language .....1 credit  
English .....4 credits  
Social Studies .....4 credits  
Mathematics .....3 credits  
Science .....3 credits  
Health .....1/2 credits  
Art and/or Music .....1 credits  
Physical Education .....2 credits

**B. Electives**

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

**C. Regents Exams**

All students must pass, Regents examinations as follows:

1. Comprehensive English
2. American History and Government
3. Global History & Geography II
4. Algebra 1
5. Life Science Biology or Earth & Space Science

**D. Meet Eligible Criteria by NYS**

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

## *Athletics*

It is an honor to be selected as a team member and to represent the Pine Plains Central School District. Only those students in good standing at Stissing Mountain Jr./ Sr. High School may become a member of an athletic team. Students must recognize that participation in the athletic program is a privilege, not a right; and this privilege can be denied. Thus, being an athlete presumes responsibility to yourself, your family, your teammates, your coaches, your school and your community.

An athlete is expected to exhibit exemplary behavior in school, at school activities, at home, at all contests and in their personal life. The Athletic Director/Administration has the power to remove any member from the team if their conduct or actions do not represent the best interests of, or set a positive model for Pine Plains Athletics. Every athlete is expected to adhere to the Athlete's Code of Conduct.

## *Attendance*

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

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

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

Please refer to the BOE Policy 5100: Student Attendance

<https://go.boarddocs.com/ny/ppcsd/Board.nsf/vpublic?open#> for a more in-depth review of our attendance policy.

## **Absences from School**

Regular attendance is key in obtaining academic success. School personnel will attempt to verify absences on a daily basis. After returning from an absence or late, the student must submit a note, signed by the parent, which explains the reason for his/her absence and/or late to the Attendance Office. All written excuses must be received within two (2) days of the absence. The note must contain the following information: the student's full name, date of the absence, reason for the absence, and the signature of the parent/guardian. It is the student's

responsibility to speak to his/her classroom teachers and make up all missed work. Work missed do to an unexcused absence may not be made up/redone.

#### Attendance and Late Policy:

1. Students with three (3) unexcused lates or unexcused absences are subject to meet with the Dean of Students and a parent conference/call to discuss the students' potential ineligibility for extra-curricular activities (i.e.: clubs, paly, dances, etc.) for the remainder of the marking period.
2. Students with five (5) unexcused lates or unexcused absences are subject to ineligibility for extra-curricular activities (i.e.: clubs, plays, dances, etc.) for the remainder of the marking period. There will be a 48 hours window, after the parent is contacted, to collect any necessary notes or documentation before the ineligibility period goes into effect.

\*Lates and absences will reset after the beginning of each new marking period.

### **Consequences of Excessive ATEDs**

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

### **Excused and Unexcused Absences**

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

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

All other ATEDs are considered unexcused absences.

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

The written excuse must be presented by the student on the day when returning to school following such absence. Any absence not provided for on the excused list shall be deemed an unexcused absence (i.e. vacations, skipped school, etc.).

**General Procedures:**

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

**Lateness/Tardies**

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

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

**Student Early Dismissal**

With parental permission, student may leave school during the school day. It is preferred that students have a signed note from a parent/guardian. All notes should be given to the Attendance Office upon arriving to school. Students may not leave the school campus without permission and doing so will result in disciplinary action.

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

**Truancy and/or Cutting Class**

A student is expected to be present and on time to all classes (including homeroom, gym and study hall). Any student not present at the regularly scheduled class due to "cutting" will be subject to disciplinary action and will not be entitled to make up the work that he/she missed

(including tests). Under no circumstances does this school recognize, endorse or permit student “skip” days. Skip days are considered and unexcused absence.

## Clubs

There are several clubs (see chart below) offered to our students that encompass a diverse array of interests, level of activity, and involvement. Students interested in joining a club should consult with the respective club advisor.

*Student Clubs are subject to change.*

|                             |                              |
|-----------------------------|------------------------------|
| Bombernation Buddies        | Mock Trial                   |
| EF Travel Club              | National Honor Society       |
| FCCLA                       | SADD                         |
| First Responders            | Sci-Fi Club                  |
| FFA                         | Stissing Theater Guild (STG) |
| Gay-Straight Alliance (GSA) | Student Activism Team        |
| Key Club                    | Student Council              |
| Literary Magazine           | Varsity Club                 |
| Math Honor Society          | Yearbook                     |

### **National Honor Society Membership**

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

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

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

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

1. Scholarship – achieving and maintaining an 89.5 average.
2. Character – a quality shown by, but not limited to, integrity, honesty, doing your best in anything you do, appropriate language and actions at all times, respect for others. This is reflected in school attendance, classroom participation, and the attitude a student presents every day.

3. Leadership – leading by your thoughts, actions, and attitudes (including sportsmanship). Although leadership positions are considered for membership, the NHS considers the following “Leadership is not a position, it is an attitude” to be the foundation of this pillar.
4. Service – Doing something for which others benefit more than you do. This includes formal community service activities and those moments where students are “caught” doing something to benefit others.

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

## **Student Council**

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

## **Discipline**

### **Detention**

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

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

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

### **In-School Suspension (ISS)/Out of School Suspension (OSS)**

Students may be suspended from attending classes and/or school for up to five days. After reviewing the circumstances of the situation, the principal will decide whether the suspension will be ISS or OSS. Description of disciplinary offenses are outlined in Code of Conduct (*L*).

*Infractions with Penalty References*). In accordance with New York State law, a student is entitled to due process.

Once a suspension has been rendered, parents will be notified as soon as possible by phone, email or mail.

## **In School Suspension (ISS) Rules**

1. Students assigned to ISS are to report to the ISS room by 7:30 A.M. with all their school books and materials. Students in I.S.S. will not be permitted to go to their lockers.
2. Students assigned to ISS are required to bring classwork.
3. Students are to complete all of their classroom assignments.
4. Students who complete all their assignments may do other school work with the approval of the ISS teacher.
5. Students in ISS are to remain in their assigned seat at all times; release to other locations/hall passes will be restricted.
6. Talking and/or communicating with other students is not permitted.
7. Students in ISS will eat lunch in the ISS. Room. Students will be escorted to and from the cafeteria for meals if needed.
8. Sleeping and/or resting head is not permitted.
9. All school rules apply in the ISS room (no hoods, cell phones, food, beverages (other than at meal times), etc.).
10. ISS Rules apply to Lunch Detention.
11. Students who fail to follow the above listed rules and/or violate the Code of Conduct while assigned to ISS will be subject to additional consequences.

**NOTE: Students who are assigned to ISS for one or more periods, including detention, are ineligible to participate in extracurricular activities on that day.**

## **Extra-Curricular Activities**

### **Eligibility**

Students that wish to participate in afterschool clubs, activities, and sports must remain in good standing both academically and with their attendance.

### **Academic Eligibility**

Students that wish to participate in afterschool clubs, activities, and sports must remain in good standing. Students will have their eligibility monitored every 5 weeks either through a 5-week progress report or the end of a marking period. Students that are failing 2 or more classes are considered ineligible for the next 5 weeks. Students may regain their eligibility if they are not failing 2 or more classes in the next 5-week period (end of Marking Period or 5-week progress report). Students that are ineligible may participate in tryouts, but may not participate in practices, games, events, or shows, etc.

## **Attendance Eligibility**

Attendance is also a key factor in eligibility. Students with five or more unexcused absences or tardies within a marking period may also be deemed ineligible for extracurricular activities. A 48-hour window will be provided after notification for students to submit documentation for absences before ineligibility takes effect.

Repeated tardiness or absences may result in further consequences, including social probation or suspension of school privileges. Students must be present in school for at least four class periods on the day of an event in order to participate in any afterschool activity, unless a valid, pre-approved excuse is provided.

## **Social Probation**

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

## **Guidance Services**

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

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

## **Astor Social Worker**

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

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

## General Rules

### **Cafeteria Procedures**

Students are expected to use proper behavior in the cafeteria. To maintain a clean, sanitary, and effective eating environment, students should exercise good manners, clean up their eating areas after use, and utilize garbage receptacles for all trash.

### **Electronic Devices**

This policy has been established to ensure compliance with Section 2803 of the New York State Education Law and to promote a safe and distraction-free learning environment for all students during the school day.

The District consulted with local stakeholders including employee organizations representing each bargaining unit, parents, and students to develop this policy to prohibit the use of Internet-enabled devices by students during the school day on school grounds. This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply, as required by Education Law § 2803:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications; "Internet-enabled devices" does not include:
  - 1. Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
  - 2. Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using internet-enabled devices during the school day, anywhere on school grounds. However, students may be authorized to use an internet-enabled device during the school day on school grounds:

- a) If authorized by a teacher, principal, or the District for a specific educational purpose;
- b) Where necessary for the management of a student's health care;
- c) In the event of an emergency;
- d) For translation services;
- e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- a) Individualized Education Program (IEP); or
- b) Section 504 Plan.

### **On-Site Storage of Internet-Enabled Devices Including Cell Phones**

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. At the elementary schools, on-site storage areas will include mini lockers with locks. For students at the Stissing Mountain Junior/Senior High School, the designated on-site storage must occur in students' lockers, for which all students who do not have locks will be provided with one. Students are required to secure their own locks to the extent they are storing Internet-enabled devices during the school day. While these designated on-site storage areas are designed to provide adequate security to ensure the safekeeping of the student's devices, generally, the District is not responsible for lost, stolen, or damaged devices brought to school. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

### **Methods for Parents to Contact Students During the School Day**

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a) School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.
- b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students.

- c) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.
- d) School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages to their student. The messages can be monitored and delivered by school staff.
- e) Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

### **Student Discipline for Accessing Internet-Enabled Devices During the School Day**

The District is prohibited from suspending a student solely for accessing Internet-enabled devices in violation of this policy. While suspending a student solely for accessing an Internet-enabled device in violation of this policy is not permitted by law, the District has determined for students who are not compliant with this policy the device will be held in the school office until the end of the school day. The first time this happens, the student may retrieve the device, and the parent will be notified. For subsequent instances, the parents must retrieve the device. Further instances will result in the device being held in the school office daily for longer periods of time.

### **Hall Passes**

Students should have a pass when in the hallways during class periods. All passes will originate from a teacher or staff member and should be filled out completely in ink or be a pre-designated laminated pass (nurse, locker, bathroom, etc.). Teachers should have students “sign out” when leaving the room with an indication of date, time of departure and destination. If students desire to go from one place to another within the building during the school day, they must carry a pass signed by the teacher authorizing the excuse or a premade laminated pass. Similarly, if a teacher wishes a student to report during a study period, that student should be given a pass in ADVANCE to be presented to the teacher in charge of the study hall. Teachers working with students during a lunch period should report to the cafeteria to pick up these students.

Early dismissal (pink) passes are issued by the Attendance Office. Late arrival passes are issued at the main lobby desk if the Attendance Office is closed. The health office will issue passes for only those students who they dismiss ill.

### **Lockers**

Lockers are provided for the student’s personal use. Lockers are the property of the school, thus subject to inspection. Only the student assigned to a locker should use it.

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

## **Use of Restrooms**

Students may use the restrooms before and after homeroom, between periods, and during a class period with permission from the classroom teacher. In an effort to maintain clean and sanitary restrooms, students should take responsibility for their restroom behavior. Loitering & vandalism, smoking and/or vaping in our restrooms is strictly prohibited. If you are feeling ill, report to the nurse's office; do not remain in the restroom.

## **Visitors**

All visitors must check in at the Greeter's Desk during school hours. Visitor passes must be worn at all times and visitors may only report to the location specified upon signing in.

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

## **Health Services**

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

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or "BMI". The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes in the N.Y.S. Education Law require that BMI and weight status group be included as part of the student's school health examination. A sample of school districts will be selected to take part in a survey by the N.Y.S. Department of Health. If our school is selected to be part of the survey, we will be reporting to N.Y.S. Department of Health, information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report. Please submit a written request for exclusion of your child's information attention: Health Office, Stissing Mountain Jr. / Sr. High School, 2829 Church St., Pine Plains, NY 12567 by September 30<sup>th</sup>. The information sent to the NYS Department of Health will help health officials develop programs that make it easier for children to be healthier.

## **Safety and Accidents**

Always observe all safety precautions. In the event an accident occurs, report it to the school nurse immediately. If you observe any conditions of equipment or building or actions of another person which may be dangerous to a person's health and welfare, please report it to the Main Office immediately.

## **Injuries and Illnesses**

In case of injury, students should be escorted to the school nurse's office immediately. Accident reports are to be made out for all serious injuries. All students who wish to visit the school nurse about an illness or injury during the school day should first report to their scheduled teacher for approval, except in case of extreme medical emergency. This will help with communication between teachers and students and avoid absence reports. Students should arrive at the health office with a pass and obtain a pass from the nurse before returning to class.

## **Medications**

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

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

## **Participation in Physical Education**

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

## **School Safety**

### **Access to School Property**

There are circumstances that may require a student to access school property outside of normal school hours. Doing so, requires prior authorization from a school administrator or staff member.

There are areas of school buildings that students are strictly prohibited from entering unless they are under direct supervision of a staff member. These areas include, but are not limited to: the auditorium, stage, locker rooms, gyms, school offices, teachers' classrooms, staff restrooms, science storage areas and preparation rooms, basement, kitchen, and technical education shops. Additionally, a student who enters or remains in a school building while being marked absent, enters or remains in a school building while being placed on out-of-school suspension, or is

on school property without permission at an unauthorized time, may be considered trespassing and students may be subject to disciplinary action.

### **Bookbags/Backpacks**

Students are not permitted to carry bookbags/backpacks during the school day without administrative approval. Students should place their bookbags/backpacks in their locker at the beginning of each school day.

### **Dangerous Weapons in School**

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

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

### **Gun-Free Schools Act of 1994**

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

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

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

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

## **Fire/Emergency Drills**

We are required by State Law to have a minimum of 12 drills during the year (8 Evacuation Drills and 4 Lock Down Drills), 8 of which must be held before December 31<sup>st</sup>.

It is imperative that students take the emergency drills seriously and adhere to any instructions given.

During any emergency drill, students must:

1. Remain quiet and calm.
2. Follow staff instructions.
3. Evacuate the building as instructed.
4. Remain in your designated area/evacuation location until told otherwise.
5. Reenter the building when instructed it is appropriate and/or safe to do so.

## **Student Behavior**

Stissing Mountain Jr. / Sr. High School students, whether in school, on school grounds or at a school sponsored activity, are expected to conduct themselves in a manner which is appropriate and reflects respect for themselves and others. The main purpose of our school is to provide a quality education in a safe environment.

### **Off-Campus Misconduct**

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

### **Smoking/Tobacco Use/Vaping/Electronic Smoking Devices**

Smoking/use of or being in possession of any tobacco product is strictly prohibited in all school buildings, buses, on school property, and at all school sponsored functions, whether on or off campus. Students who are caught smoking and/or in possession of any tobacco product, including vapor and e-cigarettes is subject to disciplinary action.

Anyone who, in the opinion of a staff member, tries to alert others and hence obstruct the enforcement of the policy prohibiting smoking and/or possession of any tobacco product may also be subject to disciplinary action.

### **Student Pranks**

Students who engage in any activities which violate the law and/or the District's Code of Student Conduct and Discipline will be held accountable for their actions and be subject to

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

## *Student Privileges*

### **Student Drivers**

All student drivers must display a parking permit on their vehicle's rear-view mirror at all times. Parking permits are issued to students who complete the required **CAPE** (Council on Addiction Prevention & Education) of Dutchess County's, *Teen Driving; A Family Affair* class and the Application for Student Parking form. The form may be obtained from the high school office and must be signed by a parent/guardian. The Application for Student Parking form outlines the regulations governing student vehicles on school grounds. Student and parents/guardians should also be familiar with *BOE Policy 5454: Student Automobile Use* which can be found using the following link: <https://go.boarddocs.com/ny/ppcsd/Board.nsf/vpublic?open#>

Students are responsible for safe driving practices at all times and failure to do so can result in disciplinary action and/or revoking of student driving privileges.

### **Use of Student Vehicles to/from BOCES**

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

1. A student who participates in an athletic program may wish to return for practice or an athletic contest in a timelier manner than the bus allows.
2. A student who is employed after school may be scheduled to arrive at work before the bus would allow him or her to do so.

In these cases, the student must submit a form (available in the Main Office) requesting permission to drive to and from the BOCES site. The permission form must be signed by the student, his or her parent/guardian, the High School Principal and the BOCES Principal before a student may drive to BOCES. No passengers are allowed to travel with students who drive to BOCES. Only students in the afternoon BOCES program are eligible to request driving privileges, as morning BOCES students return to school for afternoon classes. Special circumstances may exist whereby a morning BOCES student may request a per diem permission from the High School Principal to drive to BOCES. Such requests must be signed by the student's parent/guardian and submitted to the High School Principal prior to the requested date.

## Transportation

### **Bus Regulations**

The following rules apply for all students utilizing PPCSD Transportation. Students may be assigned seats and must take same upon entering the bus. Do not change seat as the bus moves forward.

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

### **Late Bus**

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

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

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

## **Suspension from Bus Services**

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

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

| <b>Agency</b>  | <b>Hours of Operation</b>        | <b>Contact Info</b>   |
|--|----------------------------------|---|
| CPCA – Young Parenting Program                             | M–F, 9-5 pm                      | 845-454-0595<br><a href="https://www.thecpca.org/programs-services/young-parenting-program/">https://www.thecpca.org/programs-services/young-parenting-program/</a>   |
| Dutchess County AL-ANON Family Groups                      | Weekdays/Monitored by Volunteers | 845-432-4710<br><a href="https://www.dutchessalanon.org">https://www.dutchessalanon.org</a>   |
| Dutchess County Community and Family Services              | M–F, 9-5 pm                      | 845-486-3000<br><a href="https://www.dutchessny.gov/Departments/Community-Family-Services/Community-and-Family-Services.htm">https://www.dutchessny.gov/Departments/Community-Family-Services/Community-and-Family-Services.htm</a> |
| Dutchess County Crisis Services (Suicide & Crisis Hotline) | 24 hours/7 days                  | 988 or 845-485-9700 (call or text)<br><a href="https://www.dutchessny.gov/Departments/DBCH/24-7-Services.htm">https://www.dutchessny.gov/Departments/DBCH/24-7-Services.htm</a>   |
| Dutchess County Mental Health Services                     | 24 hours/7 days                  | 845-486-2700<br><a href="https://www.dutchessny.gov/Departments/DBCH/Mental-Health-Services.htm">https://www.dutchessny.gov/Departments/DBCH/Mental-Health-Services.htm</a>   |
| Dutchess County Stabilization Center                       | 24 hours/7 days                  | 845-486-2849<br><a href="https://www.dutchessny.gov/Departments/DBCH/24-7-Services.htm#con2">https://www.dutchessny.gov/Departments/DBCH/24-7-Services.htm#con2</a>   |
| Hudson River Housing, Inc. River Haven Youth Shelter       | 24 hours/7 days                  | 845-454-3600<br><a href="http://www.hudsonriverhousing.org">www.hudsonriverhousing.org</a>  |
| National Runaway Safeline (NRS)                            | 24 hours/7 days                  | 800-786-2929<br><a href="https://www.1800runaway.org/">https://www.1800runaway.org/</a>   |
| NYS Child Abuse Hotline                                    | 24 hours/7 days                  | 800-342-3720<br><a href="https://www.nyschildrensalliance.org/about-child-abuse/report-child-abuse/">https://www.nyschildrensalliance.org/about-child-abuse/report-child-abuse/</a>   |
| <b>Hospital</b>  | <b>Location</b>                  | <b>Contact Info</b>   |
| Northern Dutchess Hospital                                 | Rhinebeck                        | 845-876-3001  |
| Mid-Hudson Regional Hospital                               | Poughkeepsie                     | 845-483-5565  |
| Vassar Brothers Medical Center                             | Poughkeepsie                     | 845-454-8500  |

## WHEN HELP IS NEEDED

| Area of Concern                         | Who to Contact                   | Ext. |
|---|----------------------------------|------|
| Absences/Late to School/Early Dismissal | Attendance Office                | 1111 |
| Athletics                               | Athletic Office                  | 1366 |
| Awards & Scholarships                   | Guidance Office                  | 1330 |
| College & Career Info                   | Guidance Office                  | 1330 |
| Graduation Requirements                 | Guidance Office                  | 1330 |
| Health Related Services                 | Health Office                    | 1335 |
| Locker Information                      | Main Office                      | 1300 |
| Lost & Found                            | Main Office                      | 1300 |
| Sexual Harassment                       | Dir. Of Curriculum & Instruction | 1340 |
| Working Papers                          | Guidance Office                  | 1330 |

## STUDENT ACTIVITIES

### Interscholastic Sports *(subject to change)*

| FALL          | WINTER            | SPRING             |
|---------------|-------------------|--------------------|
| Boy's Golf    | Boys' Basketball  | Baseball           |
| Cross Country | Girls' Basketball | Girls' Golf        |
| Field Hockey  | Winter Track      | Softball           |
| Football      |                   | Tennis             |
| Soccer        |                   | Track              |
| Volleyball    |                   | Unified Basketball |