

HOLLAND PATENT MIDDLE SCHOOL



Parent / Guardian & Student Handbook

2026-2027

9601 Main Street
Holland Patent, New York 13354
Phone: (315) 865-8152
Fax: (315) 865-8978

Title IX Policy

LEGAL NOTICE

The Holland Patent Central School District, Holland Patent, New York, 13354, does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings, and student activities.

The district official responsible for the coordination of activities relating to compliance is the Assistant Superintendent of Curriculum and Instruction, who is the Title IX Compliance Officer, Holland Patent District Office, Holland Patent, New York, 13354. The telephone number is (315) 865-7200. This official provides information, including compliant procedures, to any student or employee who feels that his or her rights under Title IX may have been violated by the district or its officials.

Mission Statement

The mission of the Holland Patent CSD is to provide a safe learning environment where students become civic minded, resilient critical thinkers and problem solvers who are prepared for the rigorous demands of college and careers in an ever-changing world.

TABLE OF CONTENTS

Section

I. Introduction

Welcome Letter.....	6
Learning Standards.....	7
Board of Education, Administration, Main Office, Guidance	8
District Telephone Directory	9
When in Doubt Check it Out	10

II. Code of Conduct

Student Rights and Responsibilities.....	11-12
Student Dress Code	12-13
Prohibited Student Conduct	13-16
Reporting Violations.....	16
Disciplinary Penalties, Procedures and Referrals	16
Harassment, Bullying and Discrimination is Prohibited at School	17
Responding to Reports of Possible Harassment Bullying or Discrimination	17-18
Visitors to the Schools	18
Public Conduct on School Property	18-20

III. - General Rules and Procedures

Announcements	21
Assemblies	21
Student Attendance	22-26
Philosophy	22
Policy	22
Expectations for Good Attendance	22-23
Responsibility for Good Attendance	23-24
Activities to Support Good Attendance	24
Intervention	25
Incentives	25
Disciplinary Sanctions	25
Coding System for Absences.....	25-26
Notification	26
Implementation and Review	26
Student Use of Internet-Enabled Devices	27-28
Statement of Policy.....	27
Definitions.....	27
Prohibition of Internet-Enabled Devices in School	27
Exceptions	27
Consequences for Violations of this Policy.....	27
Contact During the School Day.....	28
Storing Students' Internet-Enabled Devices.....	28
Implementation	28
Required Notifications	28
Annual Reporting	28
Excuses	29
Sign In and Sign Out.....	29
Body Fluids	29
Bus Guidelines	29-30
Late Bus.....	30
Students Staying After School.....	30
Modified Sports Practice Procedures	30-31
Student Activities	31

Behavior at School Events	31
Rules for Attendance at Home Athletic Events	31-32
Cafeteria.....	32
Cafeteria Management Automation System.....	32
Chromebook Expectations	32-33
Student Discipline	34-53
Types of Disciplinary Action	34-37
Level 1 Offenses.....	37-42
Level 2 Offenses	42-46
Level 3 Offenses	46-49
Level 4 Offenses	50-53
Additional Middle School Guidelines	54-55
Field Trips.....	54
Library Media Center.....	54
Lockdown Drills.....	54
Lockers	55
Lost or Abandoned Items	55
Personal Property	55
Middle School Procedures	55-59
Middle School Expectations.....	55-56
Classroom Guidelines	56
Classroom Procedures	56-57
Dance Procedures	57
Study Hall Procedures.....	57-58
Guided Study Hall Procedures.....	58
Textbooks.....	58
Vandalism.....	58
Use of Security Video Cameras.....	58-59
Visitor's Pass.....	59

IV. - Guidance Services

Course Descriptions	60-65
Changes in Subject.....	65
Procedure to Obtain Homework when Student is Absent.....	66
Report Card Marking System	66
Honor Roll	66-67
Report Cards/Interim Progress Reports	67
Summer School Registration	67
Tutorial Credit	67
Withdrawal from School	68
Ideas for Helping Your Child with Homework.....	68
Study Skills.....	68

V. - Health Services

Emergency Information	69
Health Examination	69
Health Rules and Regulations.....	69-70
Pupil Insurance Plan	70

VI. - Extracurricular Activities and Guidelines

Academic Eligibility Policy for Sports & Extracurricular Activities	71-72
Procedure.....	72
Sports	73
HPCS Code of Conduct and Eligibility for Interscholastic Athletics.....	73-78

SECTION I - INTRODUCTION

On behalf of the faculty and staff, it is our pleasure to welcome you to the 2026–2027 school year. We are excited to embark on another year of learning, growth, and achievement with our students and families.

This handbook provides an overview of the key policies, procedures, and expectations that guide our Middle School program. We encourage you to refer to it regularly, as it serves as a valuable resource in supporting your child's educational experience.

At the Middle School, we are guided by the principle: Expect, Model, and Praise Excellence. We hold high expectations for our students, staff, and ourselves, and we are committed to fostering a positive and productive learning environment for all. As administrators, we are proud to lead a community that values academic excellence, character development, and mutual respect.

The success of our school depends on the strength of the partnership between students, families, and educators. We believe that open communication and collaboration among all members of our school community are essential to student success. Together, we can ensure that every student has the opportunity to thrive academically, socially, and emotionally.

We look forward to an engaging and rewarding school year ahead. Thank you for your continued support and for the opportunity to work alongside you in guiding your child's educational journey.

Ms. Lisa Gentile

Middle School Principal

LEARNING STANDARDS

Students demonstrate the knowledge and skills necessary for

Maintaining Personal Health and Fitness
Maintaining a Safe and Healthy Environment
Managing Personal and Community Resources

Reading, Writing, Listening, and Speaking for Information and Understanding
Reading, Writing, Listening, and Speaking for Literary Response and Expression
Reading, Writing, Listening, and Speaking for Critical Analysis and Evaluation
Reading, Writing, Listening, and Speaking for Social Interaction

Communicating in a Language Other than English
Attaining Cross-Cultural Understanding

Engaging in Mathematical Analysis, Scientific Inquiry, and Technological Design
Managing Information Systems
Understanding Mathematical Concepts and Principals
Understanding Scientific Concepts and Principals
Understanding the Concepts and Principals of Technology
Understanding Common Themes Across M/S/T
Interdisciplinary Problem-Solving

Creating, Performing, and Participating in the Arts
Knowing and Using Arts Materials and Resources
Responding to and Analyzing Works of Art
Understanding Cultural Dimensions and Contributions of the Arts

Understanding the History of the United States and New York State
Understanding World History
Understanding the Geography of the World
Understanding Economic Systems
Understanding Governmental Systems and the United States Constitution
Understanding Civic Values and Responsibilities
Planning a Career
Applying Academic Learning in Real World Situations
Pursuing a Career Option

BOARD OF EDUCATION

Mr. Colt Brumm
Mrs. Megan Gillen
Mr. Cecil Morris
Mr. William Paolozzi
Mrs. Kathy Smyth

ADMINISTRATION

Superintendent of SchoolsDr. Cheryl Richard
Assistant Superintendent for Business and Finance.....Mr. Nicholas Panuccio
Assistant Superintendent for Curriculum and Instruction Mr. James DeAngelo
Director of Pupil Personnel Services Mrs. Melissa Lowell
Middle School PrincipalMs. Lisa Gentile

MAIN OFFICE

Middle School SecretaryMrs. Alecia Weir
Middle School ReceptionistMrs. Joyce Jackson

GUIDANCE

Grades 6, 7 & 8Mr. Justin Scialdone
Guidance SecretaryMrs. Jody Shepard

*For a complete list of the Middle School Staff and Contact Information,
please visit our website at www.hpschools.org*

DISTRICT TELEPHONE DIRECTORY

Gen. Wm. Floyd Elementary	Kristin Casab, <i>Principal</i> Joann Carro, <i>Secretary</i> Kimberly Sheridan, <i>Nurse</i> Jennifer Stevens, <i>LPN</i>	(315) 865-5721 (315) 865-5721 (315) 865-7266 (315) 865-7523
Holland Patent Elementary	Sarah Vergis, <i>Principal</i> Tiffany Dibble, <i>Secretary</i> Maurissa Boek, <i>Nurse</i>	(315) 865-8151 (315) 865-8151 (315) 865-7261
Holland Patent Middle School	Lisa Gentile, <i>Principal</i> Alecia Weir, <i>Secretary</i> Joyce Jackson, <i>Receptionist</i> Jody Shepard, <i>Counseling Secretary</i> Andrea DiNardo, <i>Nurse</i>	(315) 865-8152 (315) 865-8152 (315) 865-8152 (315) 865-7204 (315) 865-7224
Holland Patent Senior High School	Russell Stevener, <i>Principal</i> Jennifer Synakowski, <i>Secretary</i> Amanda King, <i>Attendance</i> Athena Cyr, <i>Counseling Secretary</i> Kimberly Fazekas, <i>Nurse</i> Michael Absolom, <i>Athletic Director</i> Brianna Delconte, <i>Athletic Secretary</i>	(315) 865-8154 (315) 865-8154 (315) 865-7292 (315) 865-4102 (315) 865-7234 (315) 865-7283 (315) 865-7273
Superintendent of Schools	Dr. Cheryl Richard	(315) 865-7200
Assistant Supt. for Business & Finance	Nicholas Panuccio	(315) 865-7200
Asst. Supt. of Curriculum & Instruction	James DeAngelo	(315) 865-7200
PPS Director, CSE Chairperson	Melissa Lowell Jennifer Blier, <i>Secretary</i>	(315) 865-4148 (315) 865-4148
Transportation Department	Christopher Roberts Robin Vienneau, <i>Secretary</i>	(315) 865-4103 (315) 865-4103
Buildings & Grounds	Kenneth Smith	(315) 865-7213
Music Department	Bethany Swift	(315) 865-8154
School Food Service	Clifford Casab	(315) 865-7242
Teacher Center	Rebecca Pisani	(315) 865-7226
Interim Educational Technology Leader	Alana Boylan	(315) 865-3286

WHEN IN DOUBT, CHECK IT OUT

If you have questions pertaining to the school district or about your child's work, please do not hesitate to call. We encourage any and all questions from parents and residents concerning the school program, transportation, budget, etc. In an attempt to respond to your questions and suggestions, it is important to contact the individual person who is responsible for the various areas of the school operation. He or she has the most detailed information about his/her area of responsibility. Phone numbers are on the other side of this page.

Medical Concerns K-12...

STEP 1 - Building Nurse; *if not resolved,*
STEP 2 - Building Principal; *if not resolved,*
STEP 3 - PPS Director; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent

School Difficulty K-12

(grades, academic performance, classroom behavior, etc.)

STEP 1 - Classroom Teacher; *if not resolved,*
STEP 2 - Guidance Counselor; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent

Transportation Routing Concerns *(pickup, route problems)*

STEP 1 - Supervisor of Transportation; *if not resolved,*
STEP 2 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 3 - Superintendent.

Transportation Behavior Concerns

STEP 1 - Bus Driver; *if not resolved,*
STEP 2 - Supervisor of Transportation; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent

Cafeteria Concerns...

STEP 1 - Cafeteria Employee; *if not resolved,*
STEP 2 - Cafeteria Manager; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Superintendent for Business & Finance;
if not resolved,
STEP 5 - Superintendent

Special Education Concerns K-12...

STEP 1 - Special Education Teacher; *if not resolved,*
STEP 2 - Building Principal; *if not resolved*
STEP 3 - PPS Director; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent

Curriculum (Course) Concerns...

STEP 1 - Teacher;
STEP 2 - Guidance Counselor; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Assistant Supt. of Curriculum & Instruction;
if not resolved,
STEP 5 - Superintendent

Budget Concerns...

STEP 1 - Assistant Superintendent for Business &
Finance; *if not resolved,*
STEP 2 - Superintendent

Athletic Concerns...

STEP 1 - Coach; *if not resolved,*
STEP 2 - Athletic Director; *if not resolved,*
STEP 3 - Building Principal; *if not resolved,*
STEP 4 - Superintendent

Building Use Request...

(scheduling events in school facilities)
Contact the District Office

Technology Concerns...

STEP 1 - Building Principal; *if not resolved,*
STEP 2 - Educational Technology Leader; *if not resolved,*
STEP 3 - Superintendent

It is important to follow this step-by-step procedure in order to solve problems. An appeal to the Board of Education may be sought on any of the above issues after all the appropriate steps have been exhausted. It is the primary responsibility of the board to set policy for the school district. The Superintendent and administrative staff are legally empowered to administer the school district and put into operation the policies and decisions of the Board of Education.

SECTION II

HOLLAND PATENT CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

I. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of a person's actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, religion, national origin, weight, ethnic group, gender (including gender identity or expression), gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm;
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. In order to provide and maintain a safe environment for learning, the district has established guidelines authorizing student search and seizure. Specific rules for such searches must be followed by district administration.
5. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places.
6. Trained canines or related technologies may be utilized by the district when necessary to ensure a safe learning environment.
7. Police may only search a student or locker in the presence of an administrator and must have a valid warrant or have 'probable cause.'

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school

- personnel in a respectful, positive manner.
6. Control their anger.
 7. Ask questions when they do not understand.
 8. Participate equally in all school activities regardless of actual or perceived race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex.
 9. Seek help in solving problems that might lead to discipline.
 10. Dress appropriately for school and school functions.
 11. Accept responsibility for their actions.
 12. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
 13. Access to educational and extracurricular activities on an equal basis, without regard to a person's actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, religion, national origin, weight, ethnic group, gender (including gender identity or expression), gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm.
 14. Learn in an environment free of discrimination, harassment and bullying based on actual or perceived race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex or any other reasons or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety.
 15. Have complaints about school-related incidents that occur on school property or at school functions, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to.

II. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The responsibility for student dress and general appearance shall rest with individual students and parents/guardians. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: home & careers, technology, physical education, science). In addition, the Board prohibits attire bearing an expression or insignia that is obscene or libelous,

or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change their attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distractive that it interferes with the learning process. Clothing that is or that bears messages that are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

Each building principal or their designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

III. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly.

Examples of disorderly conduct include:

1. Running in hallways.

2. Making unreasonable noise.
3. Using language or gestures that is profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures.
3. Skipping detention.

C. Engage in conduct that is disruptive.

Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent.

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include:

1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of a person's actual or perceived race, (including but not limited to hair texture and protective hair styles), color, creed, national origin, weight, ethnic group, religion, religious practice, gender (including gender identity or expression), sexual orientation or disability as a basis for treating another in a negative manner.
 5. Harassment and bullying which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Using, possessing or distributing tobacco or nicotine products including cigarettes, e-cigarettes, cigars, pipes or chewing or smokeless tobacco.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing of prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.**
- G. Engage in any form of academic misconduct. Examples of academic misconduct include:**
1. Plagiarism
 2. Cheating
 3. Copying

4. Altering records
5. Assisting another student in any of the above actions

IV. REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the principal, the principal's designee or the Superintendent of Schools.

Reports can be submitted by the student meeting with the Dignity Act Coordinators and principals, submitting a written complaint to them or an email. Reporting forms are available on the website under the "Help for Student" link.

Students, Parents and others shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

Teachers and Pupil Service Personnel shall report orally to a DASA Coordinator any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one school day later; and file a written report not later than two (2) school days after the initial oral report.

Principals acting as DASA Coordinators, complete a report of any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later.

The **Superintendent** shall review in a timely manner all reports prepared by the Compliance Coordinator or a DASA Coordinator concerning an incident of alleged harassment, bullying and/or discrimination, and ensure that appropriate reports are made to law enforcement and appropriate corrective actions have been taken in school.

V. DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to their disability.

VI. HARASSMENT, BULLYING AND DISCRIMINATION IS PROHIBITED AT SCHOOL

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, (including but not limited to hair texture and protective hair styles), color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex, or for any other reason.

A student may not act toward another student in a way that might make that other student feel threatened or unsafe, or that might make that other student unable to concentrate on their schoolwork because of the other student's race, (including but not limited to hair texture and protective hair styles), color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

VII. RESPONDING TO REPORTS OF POSSIBLE HARASSMENT BULLYING OR DISCRIMINATION

In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination, bullying or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

Responses to acts of harassment, bullying and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student whom it was directed.

The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

Russell Stevener, Principal, Holland Patent High School, (315) 865-8154

Lisa Gentile, Principal, Holland Patent Middle School, (315) 865-8152

Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, (315) 865-5721

Sarah Vergis, Principal, Holland Patent Elementary, (315) 865- 8151

Melissa Lowell, Pupil Personnel & CSE Chairperson, (315) 865-4148

Nick Panuccio, Assistant Superintendent for Business & Finance, (315) 865-7200

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, (including but not limited to hair texture and protective hair styles), color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination, bullying or harassment.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. **Oral warning** – Any member of the district staff
2. **Written warning** – Bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, Superintendent
3. **Written notification to parent/guardian** – Bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, Superintendent
4. **Detention** – Teachers, principal, Superintendent
5. **Restitution for damage to property** – Principal, Superintendent
6. **Work detail** – Principal, Superintendent
7. **Suspension from transportation** – Director of Transportation, principal, Superintendent
8. **Suspension from athletic participation** – Coaches, athletic director, principal, Superintendent
9. **Suspension from social or extracurricular activities** – Activity director, principal, Superintendent
10. **Suspension of other privileges** – Principal, Superintendent
11. **In-school suspension** – Principal, Superintendent
12. **Removal from classroom by teacher** – Teachers, principal
13. **Short-term (five days or less) suspension from school** – Principal, Superintendent, Board
14. **Long-term (more than five days) suspension from school** – Principal, Superintendent, Board
15. **Permanent suspension from school** – Superintendent, Board

VIII. VISITORS TO THE SCHOOLS

The Board encourages parents/guardians and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or designee is responsible for all persons in the building and on the grounds.

IX. PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is

conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, bully, harass or discriminate against any person on the basis of race, (including but not limited to hair texture and protective hair styles), color, creed, national origin, religion, age, gender (including gender identity or expression), sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulation, or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Use tobacco, nicotine, or e-cigarette products on school property or at a school function.
11. Possess or use weapons in, on school property, or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors:

Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

2. Students:

They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

Holland Patent Central School District

Approved by the Superintendent: 08/20/14, 07/12/16, 02/13/19, 12/14/22, 07/01/24

SECTION III

GENERAL RULES AND PROCEDURES

ANNOUNCEMENTS

The purpose of the Public Announcement system is to inform students and teachers of daily activities and special events. The announcements will be read during the homeroom period. Special announcements must be approved by the faculty sponsor in charge of the activity.

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and polite. Please keep in mind that in live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly in the area assigned.
3. When the chairman of the assembly asks for your attention, give it to him/her immediately. Be considerate of the performers and other members of the audience. Applaud in keeping with the occasion.
4. Do not leave the assembly until dismissed.

Students found to be in violation of the above rules may lose the privilege to attend future assembly programs.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and polite. Please keep in mind that in live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

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ATTENDANCE POLICY

6020

THERE IS A STRONG CORRELATION BETWEEN STUDENT ATTENDANCE AND STUDENT LEARNING.

STUDENT ATTENDANCE

I. **Philosophy**

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

II. **Policy**

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

III. **Expectations for Good Attendance**

- A. 1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - Learn subject matter and earn good grades
 - Develop responsible work and study habits, and
 - Prepare for the world of work
2. Under New York State Education Law Section 3205, parents/guardians are responsible for the regular attendance of their children for instruction.

B. **Absence/Tardy**

1. **Excused**

Section 175.6 of the Commissioner's regulations define the following as "excused absence/tardy:" personal illness, serious illness or death in the family, impassable roads or weather, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of an excused absence/tardy require a written parent/guardian excuse. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or

tardiness will be subject to a warning. Subsequent offenses will result in progressive discipline.

2. Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence/tardy are:

1. **Unlawful Detention:** Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence/tardy.
2. **Truancy:** A student who is absent from school without the consent of a parent/guardian is considered to be truant.

IV. **Responsibility for Good Attendance**

Successful implementation of this policy requires cooperation among all members of the educational community, including parents/guardians, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent or tardy from school, parents/guardians must contact the school to report the absence and/or provide appropriate written documentation.
3. Parents/Guardians must provide an explanation of absence/tardy for their child upon the student's return/arrival to school. Building procedures for submitting this information can be found in the parent/teacher handbook.
4. Parents/Guardians are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in the event of an emergency.

B. Student Responsibilities

1. Students must attend school daily and be on time.
2. Students must attend all classes and are expected to participate fully.
3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absences/tardies for review by the Building Principal or designee.
2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, and attendance officer) shall be responsible for preliminary contact with parents/guardians and students to discuss the situation of absenteeism/tardiness and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of their students. Phone calls to parents or guardians supporting attendance expectations are encouraged.

D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student's name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of enrollment, record of pupil's attendance on days of instruction, and the date of withdrawal or date dropped from enrollment.
2. The Principal or designee is responsible for implementing the attendance policy.
3. The Principal or designee is responsible for identifying students who require alternative services and/or intervention programs for decreasing instances of absence or tardiness.

V. Activities to Support Good Attendance Are:

- A. The implementation of an effective and efficient student attendance system, that is, one that is accurately recorded, consistently maintained and fairly administered.
- B. The provision of prompt service to pupils in need of help as soon as a need is suspected;
- C. The establishment of cooperative relationships between parents/guardians and other members of the staff in the interest of the child;
- D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems; and
- E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

VI. Intervention

- A. The objectives of intervention strategies are to identify the cause(s) of absenteeism or tardiness, to reduce absenteeism or tardiness and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, and guidance counselor or attendance officer) shall be responsible for preliminary contact with parents/guardians and students to discuss absenteeism/tardiness and devise a plan of improvement.
- C. The Building Principal or his/her designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 - communication with the parent/guardian;
 - counseling and other support services;
 - mentoring;
 - progressive disciplinary action and;
 - related community services.

VII. Incentives

The Holland Patent Central School District will develop and implement grade appropriate strategies and develop building-level programs that encourage student attendance.

VIII. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation in extracurricular activities) may be imposed.
- B. Unexcused absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence/tardy from school is authorized by the district Code of Conduct.
- C. Students exhibiting excessive absence, after initial school interventions, will be referred to appropriate government agencies and both students and parents/guardians may be subjected to legal sanctions.

IX. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior and to develop specific intervention efforts as early as possible.
- B. The District's coding system records absence as legal or illegal.

The following reasons for absence are legal:

1. Personal illness
2. Serious illness
3. Death in the family
4. Impassable roads or weather
5. Religious observance

6. Quarantine
7. Court appearances
8. Attendance at health clinics
9. Approved cooperative work programs
10. Approved college visits
11. Military obligations
12. Disciplinary detention of an incarcerated youth
13. Any other reason approved by the Commissioner

The following are not excusable absences in accordance with State law:

1. Vacation trips
2. Shopping trips
3. Baby-sitting
4. Hunting, fishing
5. Missed bus
6. Working, job interview
7. Oversleeping

Approved educational field trips will not be considered absence.

X. Notification

Written notification to parents/guardians regarding unexcused student absences, tardiness or early departures, will take place and include information concerning potential interventions and possible sanctions.

XI. Implementation and Review

- A. The Superintendent shall review building level attendance records and make recommendations to the Board for any revisions the Board shall make deemed necessary to improve pupil attendance.
- B. The Superintendent shall provide a plain language summary of this policy to parents/guardians in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.
- C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this policy shall be made available upon request to any member of the community.

Holland Patent Central School District

Legal Ref: 8 NYCRR 104.1, 109.2, 175.6; Education Law §3205

Adopted: 06/08/92

Revised: 01/08/97, 07/01/02, 08/25/04, 01/08/14, 05/16/17, 12/20/18

STUDENT USE OF INTERNET-ENABLED DEVICES

7208

I. **Statement of Policy**

The Holland Patent Central School District (the District) believes in the importance of having spaces that encourage sustained attention and focus on learning and instruction. The use and possession of Internet-Enabled Devices during the school day interferes with the ability of students to learn and engage with their teachers, staff, and fellow students. The District will not be liable for loss, theft, or damage to Internet-Enabled Devices.

II. **Definitions**

- A. Internet-Enabled Device - 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.
- B. School day - the entire instructional day, during all instructional and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing times.
- C. School grounds - 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 board of cooperative educational services facility.

III. **Prohibition of Internet-Enabled Devices in School**

The use of Internet-Enabled Devices by students during the school day anywhere on school grounds is prohibited.

IV. **Exceptions**

- A. This Policy is not violated when students are authorized to use an Internet-Enabled Device in the following situation(s):
 - 1. The student has been authorized by a Building Principal, or the District to use an Internet-Enabled Device for educational purposes during instructional time;
 - 2. Where the use is necessary to manage the student's medical condition;
 - 3. Where the use of an Internet-Enabled Device is part of the student's Individual Education Plan (IEP) or 504 Plan;
 - 4. Where it is needed for translation purposes;
 - 5. Where otherwise required by law.
- B. Students are authorized to have access to simple cellphones (i.e., phones without internet capability or access). Internet-Enabled Devices that have been provided to students for classroom instruction, such as laptops or tablets used as part of instruction, are also authorized for students to access.

V. **Consequences for Violations of this Policy**

The consequences for violation(s) of this Policy will be consistent with the Code of Conduct. However, the suspension of a student is not permitted if the sole grounds for the suspension is that the student accessed an Internet-Enabled Device in violation of this Policy.

VI. Contact During the School Day

Parents/Persons in parental relation may contact their student(s) during the school day in the following manner:

Contact the Principal's Office at:

- High School Main Office 315-865-7236
- Middle School Main Office 315-865-8152
- Holland Patent Elementary Main Office 315-865-7259
- General William Floyd Main Office 315-865-7504

Contact the Nurse's Office for calls related to a student's medical needs at

- High School Nurses Office 315-865-7234
- Middle School Nurses Office 315-865-7224
- Holland Patent Elementary Nurses Office 315-865-7261
- General William Floyd Nurses Office 315-865-7266

VII. Storing Students' Internet-Enabled Devices

The District shall require students to store their personal Internet-Enabled Devices in their student lockers during the school day.

VIII. Implementation

The Superintendent or their designee shall develop any Regulations or internal procedures that may be necessary to implement this Policy.

IX. Required Notifications

- A. A copy of this Policy shall be posted in a clearly visible and accessible location on the District website.
- B. The District shall provide a translation of this Policy upon request of a student or parent/person in parental relation in accordance with the law.
- C. Parents/Persons in parental relation will be notified in writing of the methods they can use to contact their student(s) during the school day, as outlined in Section VI of this Policy. This notification will occur at the beginning of each school year and upon enrollment.

X. Annual Reporting

On September 1, 2026, and every September 1 thereafter, the District shall publish, on its website, an annual report that details the enforcement of this Policy during the prior school year. This report must include:

- A. Non-identifiable demographic data of students who have faced disciplinary action for non-compliance with this Policy.
- B. An analysis of any demographic disparities in enforcement.
- C. If a statistically significant disparate enforcement impact is identified, such report shall include a mitigation action plan.

Holland Patent Central School District

Legal Ref: NYS Education Law §2803

Cross Ref: 1010, Code of Conduct; 6081, Athletic Code of Conduct; 5071, Purpose Use and Administration of District Digital Information Systems

Adopted: 07/23/25

EXCUSES

1. Students returning to school following an absence are to provide a note to the school nurse from their parent or guardian explaining the absence.
2. Failure to produce an excuse will result in the absence being recorded as an illegal absence.
3. No student may write his or her excuse.
4. Any student who is to be excused early from school should present a written permission from their parent or guardian stating the reason for leaving and the time to be excused to the main office.
5. Emergency requests and questions pertaining to attendance or other health issues can be directed to the nurse over the telephone at (315) 865-7224.

SIGN IN AND SIGN OUT

All students who arrive late to school or need to leave prior to dismissal time are required to sign in or out in the log, which is located in the front foyer. A photo ID is required by any individual signing out a student. A written note is required if students arrive late or are leaving early. **Students who leave without signing out or without prior written or verbal permission from their parent or guardian will be considered truant.** Students who arrive late to school and do not sign in properly will be subject to disciplinary action.

NOTE: *All students absent from school for illegal reasons will be accorded the same treatment relative to make up work, as a student legally absent from school. Medical and other appointments should be scheduled, whenever possible, after the school day.*

BODY FLUIDS

Serious health consequences can occur through exposure to body fluids (i.e., blood, urine, etc.). The consumption, acquisition, sharing, exchange, selling, use or possession of body fluids is prohibited on school grounds, buses and functions. Violations of this policy will result in immediate suspension and require a parent/guardian conference for readmission.

Pre-approved possession of body fluids in a container is authorized only for medical diagnosis or an assigned science experiment. Strict guidelines will be established for the transportation, storage and utilization of these fluids.

BUS GUIDELINES

Each student who is eligible for bus transportation is assigned to a bus by the Transportation Supervisor. Students are expected to ride their assigned bus both morning and afternoon. Students requesting permission to board or be dropped off at other than usual stops are to bring a note signed by their parent or guardian to the main office before 5th period or at the end of the day. A bus pass will be provided to the student. The student will be able to pick up the bus pass during their lunch period. The bus pass will then be presented to the bus driver. Emergency requests phoned in by parents or guardians are to be cleared by the administration. In emergency situations that require students to board a bus, other than their normal pick up point in the morning, a parent/guardian note must be presented to the driver.

At all times, the same general rules of good conduct apply on the bus, as in the school building. The following rules are to be observed:

1. Students shall not be received or discharged at any other point than their regular stopping place without special permission.
2. Students are to be on time at their stop. During inclement weather, driving conditions warrant extreme safety measures. Therefore, to maintain the time schedule, it is advisable to expect your bus to be early, especially if your stop is at the beginning of the trip.
3. Go immediately to a seat and remain there until the bus comes to a complete halt at your stop or school. Do not attempt to get on or off or move around on the bus while it is in motion.
4. Students living on the opposite side of the road from the bus stopping point are to cross in front of the bus only after looking both ways.
5. No animals or rodents are permitted on the bus.
6. There shall be no profanity, improper language, smoking, eating or discourteous behavior on the bus.
7. No radios or tape recorders are permitted on the bus, however, walkmans are permitted.
8. Students are required to sit in assigned seats if directed by the bus driver.
9. After getting off the bus, students must move 15 feet from the bus before the bus may be moved.
10. No objects are to be passed through open windows.

Drivers will report individual discipline problems in writing on the District Bus Discipline Report to the Assistant Principal and Director of Transportation. Generally, on the first offense, a letter of warning is sent from the administration stating that subsequent referrals may result in a conference between the driver, student, parent/guardian and administration. Persistent problems will result in the Principal denying the student transportation privileges.

LATE BUS

There is a late bus for students staying after school for academics. This transportation is not meant for students staying after for club activities. The late bus leaves at approximately 3:05 p.m. Students must turn in a note **signed by their parent/guardian and teacher to the office** before the start of period 5/ 10:30 a.m. The teacher will write the bus passes. After staying for help, all students will report to the cafeteria to wait for the bus.

STUDENTS STAYING AFTER SCHOOL

Students are expected to remain on school property when staying after school hours for practices or athletic competition. If students leave school property, they do so at their own risk, and the school district assumes NO responsibility to supervise them. Disciplinary consequences may be issued.

MODIFIED SPORTS PRACTICE PROCEDURES

Each coach should review the following procedures at the preseason parents' meeting and with team members periodically throughout the season.

1. Students staying after school for sports should report to the cafeteria at

dismissal. The cafeteria will be supervised by staff until 3:30 p.m. and/or by their coaches until practices begin.

- Students will be assigned tables according to sport.
 - Students need a pass if they are working with a teacher.
 - Students will be expected to sit, respectfully.
2. Student Athletes will be escorted to the locker room by their coach.
 3. If a practice or a game begins after 4:00 p.m., students must go home on the bus at regular dismissal time and may not return until 10 minutes prior to its beginning. If students do not go home on the bus, students must report to the cafeteria and will be released to their coach 15 minutes prior to their practice or game. If middle school athletes are not taking the bus home prior to practice or game, they **MUST** report to the cafeteria and **CAN NOT** leave school grounds.
 4. The front doors are unlocked from 3 p.m.-6 p.m. Coaches are responsible for monitoring the door and access after 6 p.m.
 5. Remember, coaches are responsible for ensuring that all students are picked up and leave the grounds. We suggest you have a designated pick-up area you supervise.
 6. Parents/Guardians will need to provide rides for their children and they should be prompt with pick-ups. Coaches should contact the parents/guardians if the child does not have a ride.
 7. Students are not to have equipment such as bats, sticks, etc., in the locker rooms at any time.
 8. All coaches must supervise students at all practices from the beginning to the end. Volunteer coaches should **NOT** be left alone with athletes at any time.
 9. All team rosters, including the name of the coach, should be given to the athletic director and main office once teams have been established.
 10. The emergency defibrillator is located outside the main gym entrance corridor, between the PE supply room and boys bathroom.

STUDENT ACTIVITIES

There are several clubs and organizations to which students may belong in addition to the boys' and girls' athletic teams. We urge students to participate in as many clubs and organizations as they reasonably can without damaging their academic work. These activities are positive ways for young people to grow and provide a useful way to invest time, thought and energy. Clubs, organizations and athletics are held after school or in the evening.

BEHAVIOR AT SCHOOL EVENTS

Students are expected to behave in an appropriate manner at all athletic and other school events. If student behavior is unacceptable to a faculty supervisor, the student will be told to leave and will be subject to further disciplinary action. This may include forfeiting the privilege of attending any future contests or events.

RULES FOR ATTENDANCE AT HOME ATHLETIC EVENTS

The following rules will be in effect for all games:

1. Proper sportsmanship and courtesy are to be exhibited at all times.
2. Elementary students (grades 5 and below) will not be allowed into the games

unless accompanied by a parent or responsible adult.

3. Remain in seats while the game is in progress. Students will not be allowed to leave the gym except during halftime or between games.
4. Do not stand in doorways or loiter in corridors while the game is being played.
5. No student is to be on the basketball court during halftime.
6. Obtain permission to leave the building, otherwise you will not be readmitted. The need to leave must be a necessity.
7. No beverages are allowed in the gym. Deposit refuse in proper receptacles provided.
8. There are to be no alcoholic beverages on the school grounds.
9. All spectators should be out of the building 15 minutes after the end of the modified game. (Arrangements for pick-up should be made in advance.)
10. Students are to display good behavior and good sportsmanship.
11. The use of artificial noisemakers will not be allowed for indoor sports.
12. Confetti is not to be thrown.
13. Failure to abide by the rules will result in loss of the privileges to attend games.

CAFETERIA

(Lunch Period Regulations)

The cafeteria supervisors expect cooperation with the following:

1. All students waiting to be served should stay in straight, orderly lines.
2. Boisterous behavior is prohibited (e.g., food throwing, or throwing of any object in the room, pushing, shoving, shouting, etc.)
3. Begging or harassing others for food or money is prohibited.
4. Students are expected to bus their own trays and deposit lunch litter in trash containers.
5. Students who are chronic violators of these rules will be subject to disciplinary consequences.

CAFETERIA MANAGEMENT AUTOMATION SYSTEM

NutriKids has been installed in the school lunch program. This is a computerized program designed to provide for a more efficient accounting procedure to track free, reduced and paid meals.

This system works most efficiently when students prepay for their meals. Each student has his or her own account with a personal PIN number. They select a meal or snack item, enter their PIN PAD and the amount due appears on the monitor screen. This amount is either then paid or subtracted from the account balance.

Students will use the same PIN assigned to them from the previous school year. All transfer students will be assigned a PIN number when they enroll.

Students who qualified for reduced or free meals last year will continue to qualify through Sept. 30. A new application must be submitted and approved before Sept. 30 to continue in the program after Oct. 1. Reduced meals will be free of charge as of July 1, 2019. Questions regarding this program should be addressed to the School Lunch Office at (315) 865-7242.

CHROMEBOOK EXPECTATIONS

Chromebooks and Chromebook chargers are the property of Holland Patent Central School District and will provide each student access to educational materials. Chromebooks and any school-issued devices are educational tools not intended for gaming, social networking,

high-end computing, or other non-educational purposes.

Distribution and Retrieval:

- Chromebooks and chargers will be distributed to students at the beginning of the academic school year and returned to the district at the end of the year.
- Any student leaving HPCSD prior to the end of the school year must return the device and charger immediately.

Care of Devices:

Students are responsible for the general care of District-issued devices.

- It is expected that students will charge their devices each evening and will come to school with the device fully charged.
- Devices **must remain free of any decorative writing, drawing, stickers, paint, tape, or labels** that were not applied by the District.
- Students **may not remove, tamper with, add, or alter any stickers, serial numbers, identification tags**, or markings that come with the Chromebook when issued.
- Students must protect their Chromebook from harm by keeping it under their supervision at all times, storing it in a securely locked locker when not in use, and not allowing any other student to use or touch the Chromebook assigned to them.
- Any damage whether due to vandalism, loss, theft, or carelessness is the responsibility of the student and will be handled per disciplinary policies outlined in the Student Handbook.
- Students and families should **never attempt to fix a broken District device**, nor should they have anyone else attempt to fix it.
 - If a Chromebook is in need of repair, students must bring the device to the library, at which point a temporary loaner can be borrowed daily until the repair or a replacement is made. (Daily loaners must be returned before dismissal). Students must use their own Chromebooks and never borrow from another student.
- If a Chromebook has been lost, students must immediately notify the library. They should make every effort to locate the Chromebook while they are using the library loaner.

Acceptable Use Guidelines:

- Students may not download new apps or software to the Chromebook.
- Students may access sites available through Classlink or sites their teacher(s) direct them to.
- For privacy and safety and to comply with Ed-Law 2D, students should never reveal their full names, phone numbers, home addresses, credit card numbers, passwords or passwords of other people.
- If a student inadvertently accesses a website that would violate acceptable use, exit the site immediately. Note that web history accessed via the device is monitored and audited.

Library Loaner Procedures

Students who are awaiting repair or replacement of a damaged device may borrow a library loaner Chromebook. There are limited loaners available. Students must agree to return the Chromebook to the library before dismissal of that same day, and they must agree to abide by all Chromebook use and care expectations.

HOLLAND PATENT MIDDLE SCHOOL DISCIPLINE

The purpose of student discipline is to teach students appropriate and constructive behaviors. Students should always respect learning, others, and themselves. Discipline infractions have been broken down into different levels of severity. It is the responsibility of all staff in the building to read the student handbook and address these behaviors immediately. Students are expected to follow all of the school rules that are in BOE policy 1010 which is the district code of conduct. They are also responsible for following all of the procedures in this discipline section. **Please note that the building administrators have the right to impose disciplinary consequences for other disruptive actions that are not listed in this section based on their severity.**

Types of Disciplinary Action

The goal of the disciplinary program at Holland Patent Central Middle 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** - Warnings will be given by staff other than administration. These are for minor offenses that can be corrected before rising to the administrative level.
2. **Parent/Guardian Conference** - Held with appropriate individuals which may include teacher, counselor, administrator, student, parent or guardian.
3. **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 in room 206 and it runs from 2:20 p.m. to 3:00 p.m. Students that do not show up for detention will be assigned an additional detention on the first offense and will serve a day of ISS on the second offense. Students that do not show up for detention will also not be eligible for extracurricular activities until the detention is served. The detention monitor will review the rules at the beginning of each detention session. There is no talking or cell phone use allowed during detention.
4. **Lunch Detention** - Students assigned to lunch detention must report directly to Room 206 at the beginning of their lunch period. If they brought their own lunch to school, they should bring it with them at the beginning of the period. If they are buying their lunch, they will be escorted to the cafeteria by a staff member. Talking, socializing, or using personal devices is not allowed. Students must follow all directions from the staff member supervising detention. Failure to attend or follow expectations will result in additional consequences.
5. **Restricted Pass** - Students are placed on restricted pass for certain disciplinary

infractions. Students assigned to a restricted pass are to be monitored and strictly accounted for when leaving and returning to classes. Failure to abide by the restricted hall pass procedures will lead to further disciplinary action.

6. **Activity Suspension** - The student is suspended from attendance or participation in school-sponsored activities. The student is not suspended from any classes or from the building.
7. **Alternative to Suspension** - The students will serve this suspension from 2:45-5:00 p.m. in the in-school suspension room. It is an area of absolute quiet, restricted study. Students are not allowed to socialize with other students while on Alternative to Suspension. Electronic devices will be surrendered to the monitor at the start of the assignment and students will also be required to sign the Alternative to Suspension guidelines. Students in Alternative to Suspension cannot participate in any extracurricular activities on the day they serve. They will also be required to fill out an agenda that is broken into 30 minute increments, tracking what was accomplished. During this time, students will also be required to look up the discipline(s) that were violated in the Parent/Guardian & Student Handbook. Students will fill out a form provided by the Alternative to Suspension monitor, giving examples of how to make better choices in the future.
8. **Missing Detention or Alternative to Suspension** - If a student is unable to attend an assigned after school Detention or Alternative to Suspension, they will be required to serve lunch detention every day until the after-school session is completed. The only exception will be for students who provide documentation from a medical office confirming attendance at a medical appointment. A parent/guardian note will NOT suffice.
9. **In-School Suspension (ISS)** - 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 suspended student is not allowed to attend classes. 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 the ISS assignment and will also be required to sign the ISS guidelines. Students in ISS cannot participate in any extracurricular activities on the day of their ISS.
10. **Out-Of-School Suspension (OSS)** - The student is suspended from the building and all classes for a definite period of time-maximum of five days. This period of time may be extended or duplicated by the superintendent. A parent/guardian 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 events during the suspension period. The student will have to make arrangements with the individual teachers for class work assignments etc. Parents/guardians are to assume complete responsibility for the student during the period of the suspension. The school will provide home instruction during this time either in person or remotely.

- 11. Superintendent's Hearing** - Following a Superintendent's hearing, the Superintendent may take whatever action deemed appropriate, including indefinite suspension from school.
- 12. Long-Term Suspension** - The student may be suspended out of school for the balance of the semester, or the school year, subject to the Superintendent's decision.
- 13. 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/guardians of the student for damages to personal property.
- 14. 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.

*** Please note that three (3) detentions = one (1) Alt to Suspension**

STEPS FOR DISCIPLINE:

1. IRT/Probation Meeting
 - » Attendance and discipline issues
2. Pre-PINS (Person in Need of Supervision)
3. PINS
 - » Petition to court, go in front of judge
4. Alternate Placement (Middle Settlement Academy)
5. FBA (Functional Behavior Assessment) → BIP (Behavior Intervention Plan), done by school psychologist

Protocol leading to Alternate Placements

- a. May be recommended to IRT when:
 - i. Level 1 discipline = 10 write-ups
 - ii. Level 2 discipline = 5 write-ups
 - iii. Level 3 discipline = 3 write-ups
 - iv. Level 4 discipline = 2 write-ups

Pre-PINS

- a. If already in IRT and get:
 - i. Level 1 discipline = 3 more write-ups
 - ii. Level 2 discipline = 2 more write-ups
 - iii. Level 3 discipline = 1 more write-up

"No Show" for Detention/Alt to Suspension

PARENTS MUST LET ADMINISTRATION KNOW BEFORE NOON if they must miss detention or the Alternative to Suspension program. This needs to be done by either a phone call or email to the principal. If a student has to miss due to a doctor's appointment, a doctor's note is required.

If the student does not notify administration before 12:00 p.m., it will be considered a "no show" and another day will be added.

Lying

If you are found guilty of an offense and continue to lie to the administrators, you automatically move to the next level of offense.

LEVEL 1 OFFENSES

Backpack violation
Cell Phone and other communication device violations
Dress code violation
Food and drink in classroom
Improper language
Headphone violation
Locker violation
Lunch/recess violations
Minor technology violation
Pass misuse
Personal space violation
Public display of affection
Tardy
Unprepared for class

LEVEL 1 DISCIPLINE CONSEQUENCES

Backpack violation

Students are required to keep their backpacks in their lockers throughout the school day. Any student seen with their backpack on during school hours will be subject to disciplinary action. Students who need to carry a backpack for medical reasons should submit a note to the nurse from their physician.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

Cell phones and other communication device violations

All cell phones, smartwatches, and other personal internet-enabled devices that are not issued by the school must be turned off and secured in student lockers from the start of the school day until dismissal. This includes passing times between classes and the lunch period. The only electronic devices permitted during the school day are those

provided by the school. Any student with a medical need to carry a cell phone in school must have it documented on a 504 or IEP.

If a parent needs to reach their child during school hours, they may contact the main office. Similarly, if a student needs to communicate with a parent or guardian, they may request to use the phone in the main office.

If a student fails to turn over their cell phone or other communication device to a staff member they will automatically receive two nights of Alternative to Suspension. An administrator will call home to explain the situation to the parent/ guardian. If the student still refuses to turn over the phone, they will receive one day of OSS.

Students who violate this policy will be subject to the following disciplinary consequences.

Offense	Consequence
Offense 1	1 lunch detention and administration reminds student the device has to stay in their locker during the school day.
Offense 2	2 lunch detentions and the device is turned over to administration. Students can get their device back at the end of the day.
Offense 3	1 day of Alternative to Suspension and the device is turned over to administration. Parents/Guardians have to pick up the device.
Offense 4	2 days of Alternative to Suspension and the device is turned over to administration. Parents/Guardians have to pick up the device. Student is placed on restricted hall pass for 1 month.
Offense 5+	3 days of Alternative to Suspension and the device is turned over to administration. Parents/Guardians have to pick up the device. Student is placed on restricted hall pass for 1 marking period. The student must turn in their device to the main office each day upon arriving at school.

Dress code violations

Please refer to Pages 2 and 3 of BOE policy 1010.1 and read the Student Dress Code section of the plain language Code of Conduct.

Offense	Consequence
Offense 1	Student asked to correct the dress code violation. If they refuse, they will be sent home and serve 1 day in Alternative to Suspension.
Offense 2	Student asked to correct the dress code violation plus 1 detention. If they refuse, they will be sent home and serve 1 day in Alternative to Suspension.
Offense 3	Student asked to correct the dress code violation plus 2 detentions. If they refuse, they will be sent home and serve 1 day in Alternative to Suspension.
Offense 4+	Student asked to correct the dress code violation plus 2 days of Alternative to Suspension. If they refuse, they will be sent home and serve 1 additional day in Alternative to Suspension.

Food and drink violation

Food and drinks, except water, will not be allowed in classrooms, the gymnasium, auditorium, or in study halls unless there is a medical diagnosis with clear documentation provided to the school nurse. In addition, we strongly discourage students from bringing in any types of "energy drinks." Students that bring in or purchase drinks from the vending machines will have to leave them in their lockers during instructional time. Students will be allowed to eat or drink before school, after school, during change of classes and during their lunch hour.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

Improper language

Profane, indecent or obscene language on school property or at school events that is not directed at another person.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

Headphone violation

Students are not allowed to use headphones, earbuds, AirPods or any device capable of playing audio in their classes unless the teacher instructs them to do so. Students are allowed to use headphones in the hallways, in study hall, and during lunch periods as long as they only have them in one ear.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions plus headphones are confiscated and require parent/guardian pickup
Offense 3	1 day of Alternative to Suspension, plus headphones are confiscated and require parent/guardian pickup
Offense 4+	2-5 days of Alternative to Suspension plus headphones are confiscated and require parent/guardian pickup

Locker violation

Students are not permitted to share a locker with another student. PE lockers should be secure and students must lock up their belongings during PE class. Any belongings not locked up will be confiscated by school administration.

Offense	Consequence
Offense 1	2 detentions

Offense 2	1 day of Alternative to Suspension
Offense 3	2-3 days of Alternative to Suspension
Offense 4+	3-4 days of Alternative to Suspension

Lunch/Recess violations

Any student who is acting inappropriately during lunch or recess including, but not limited to, leaving the cafeteria area a mess, not following the rules of the gymnasium, and leaving the cafeteria or gym without permission.

Offense	Consequence
Offense 1	2 lunch detentions plus 1 week ban from gym
Offense 2	4 lunch detentions plus 2 week ban from gym
Offense 3	1 day of Alternative to Suspension, plus 1 month ban from gym
Offense 4+	2-5 days of Alternative to Suspension, plus banned from gym for remainder of the year

Minor technology violation

Minor tech violations include, but are not limited to, failure to return a school Chromebook, playing games, searching inappropriate websites, and using the device for something that is not part of the education process.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension, plus suspension of privilege to sign out Chromebook for up to 2 weeks
Offense 4+	2 days of Alternative to Suspension, plus suspension of privilege to sign out Chromebook for up to 4 weeks

Pass misuse

When a student is not in the location that is on their schedule, they should have a hall pass from a staff member. Students that do not have a pass when they need one or take advantage by going to another location will fall into the pass misuse category. This also includes passes not being returned to teachers.

Additionally, students are expected to take the most direct route to their destination. Taking unnecessary detours will also result in a disciplinary referral.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions plus 1 week pass restriction
Offense 3	1 day of Alternative to Suspension, plus 1 month pass restriction
Offense 4+	2-5 days of Alternative to Suspension, plus hall restriction for remainder of school year

Personal space violation

The intentional intrusion by one person into the personal space of another. The intruder inappropriately and uncomfortably crowds the other person.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

Public display of affection

Physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

Tardy to class

Any time a student is late to class without a pass or late to school without a note from a parent or guardian, they will be considered tardy.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-3 days of Alternative to Suspension

Tardy to school

Any time a student is late to class without a pass or late to school without a note from a parent or guardian, they will be considered tardy.

Offense	Consequence
Offense 1 (four times in the month)	1 detention
Offense 1 (five-six times in the month)	2 detentions
Offense 1 (seven+ times in the month)	1 day of Alternative to Suspension
Offense 2 (four times in the month)	2 detentions
Offense 2 (five-six times in the month)	1 day of Alternative to Suspension
Offense 2 (seven+ times in the month)	2 days of Alternative to Suspension
Offense 3 (four times in the month)	1 day of Alternative to Suspension

Offense 3 (five-six times in the month)	2 days of Alternative to Suspension
Offense 3 (seven+ times in the month)	3 days of Alternative to Suspension
Offense 4+ (four times in the month)	2 days of Alternative to Suspension
Offense 4 (five-six times in the month)	3 days of Alternative to Suspension
Offense 4 (seven+ times in the month)	4 days of Alternative to Suspension

Unprepared for class

When a student shows up to class without the materials and supplies that they need.

Offense	Consequence
Offense 1	1 detention
Offense 2	2 detentions
Offense 3	1 day of Alternative to Suspension
Offense 4+	2-5 days of Alternative to Suspension

LEVEL 2 OFFENSES

Abuse of hallway privileges

Cheating

Detention violation

Disruptive in class

Improper language directed to others

Leaving outside doors open

Minor bus safety

Minor theft

Multiple students in same bathroom stall

Refusal to comply

Throwing objects

Truancy - to class

Truancy - to school

Unsanitary behavior

LEVEL 2 DISCIPLINE CONSEQUENCES

Abuse of hallway privileges

Students causing disruption in the hallway or using the bathroom excessively.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension
Offense 3	2 days of Alternative to Suspension
Offense 4+	3-4 days of Alternative to Suspension

Cheating

Unauthorized use of information, materials, devices, sources or practices in completing academic activities. This includes copying another student's homework assignment.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension and zero on assignment
Offense 2	2 days of Alternative to Suspension and zero on assignment
Offense 3	3 days of Alternative to Suspension, plus parent conference
Offense 4+	1-5 days OSS

Detention violation

Students who do not comply with the rules of detention/alt to suspension or do not show up for detention/alt to suspension. The rules will be reviewed with the students before the afterschool period starts.

Offense	Consequence
Offense 1	1 additional detention/1 additional Alternative to Suspension
Offense 2	1 day of Alternative to Suspension, plus activity suspension
Offense 3	2 days of Alternative to Suspension, plus activity suspension
Offense 4+	3-5 days of Alternative to Suspension, plus parent conference

Disruptive in class

Causing a substantial disruption to the learning environment.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension, plus activity suspension
Offense 3	2 days of Alternative to Suspension, plus activity suspension
Offense 4+	3-5 days of Alternative to Suspension, plus parent conference

Improper language directed to others

Profane, indecent or obscene language on school property or at school events that is directed at another person.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension, plus activity suspension
Offense 3	2 days of Alternative to Suspension, plus activity suspension
Offense 4+	3-5 days of Alternative to Suspension, plus parent conference

Leaving outside doors open

All entry into the building should be through the auditorium entrance. Students should never prop doors open and should not let other students or adults in the building at any time.

Offense	Consequence
Offense 1	2 detentions, plus 1 week restricted pass
Offense 2	2 days of Alternative to Suspension, plus 1 month restricted pass
Offense 3	3 days of Alternative to Suspension, plus restricted pass for rest of year
Offense 4+	4-5 days of Alternative to Suspension, plus parent conference

Minor bus safety

Students that exhibit behaviors on the bus that are disruptive and disturbing to those around them.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension
Offense 3	2 days of Alternative to Suspension
Offense 4+	3-4 days of Alternative to Suspension, plus parent conference

Minor theft

This includes taking items of small value that belong to another student without their consent.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension, plus 1 month restricted pass
Offense 2	3 days of Alternative to Suspension, plus 2 months restricted pass
Offense 3	4 days of Alternative to Suspension, plus restricted pass for rest of year
Offense 4+	5-6 days of Alternative to Suspension, plus parent conference

Multiple students in same bathroom stall

There should never be two students in a single bathroom stall at any time.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension, plus 1 month restricted pass
Offense 2	3 day of Alternative to Suspension, plus 2 months restricted pass
Offense 3	4 days of Alternative to Suspension, plus restricted pass for rest of year
Offense 4+	5-6 days of Alternative to Suspension, plus parent conference

Refusal to comply

Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension, plus activity suspension
Offense 3	2 days of Alternative to Suspension, plus activity suspension
Offense 4+	3-5 days of Alternative to Suspension, plus parent conference

Throwing objects

Throwing objects in a classroom or on school grounds that could potentially pose a danger or disruption. This also includes the throwing of snow.

Offense	Consequence
Offense 1	2 detentions
Offense 2	1 day of Alternative to Suspension, plus activity suspension
Offense 3	2 days of Alternative to Suspension, plus activity suspension
Offense 4+	3 days of Alternative to Suspension, plus parent conference

Truancy - to class

Failure to attend class without written parent permission to be absent.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension
Offense 2	2 days of Alternative to Suspension, plus activity suspension
Offense 3	3 days of Alternative to Suspension, plus parent conference
Offense 4+	4-5 days of Alternative to Suspension, plus parent conference

Truancy - to school

Failure to attend school without written parent permission to be absent.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension
Offense 2	3 days of Alternative to Suspension, plus activity suspension
Offense 3	4 days of Alternative to Suspension, plus parent conference
Offense 4+	1-2 days of OSS

Unsanitary behavior

This includes, but is not limited to spitting, exchange of bodily fluids, or any other behavior that compromises the health and/or safety of others. It could also include behavior that potentially damages school property.

Offense	Consequence
Offense 1	2 detentions
Offense 2	2 days of Alternative to Suspension

Offense 3	3 days of Alternative to Suspension
Offense 4+	4-5 days of Alternative to Suspension, plus parent conference

LEVEL 3 OFFENSES

Defamation of character

Destructive behavior

Disorderly conduct

Emergency drill violation

Fighting

Forgery

Hazing

Minor harassment

Major bus safety

Major tech violation

Plagiarism

Possession/use/distribution of tobacco or e-cigarettes

Use of tobacco or e-cigarettes in the classroom

Videoing an act of violence

Videoing another student without consent

LEVEL 3 DISCIPLINE CONSEQUENCES

Defamation of character

Hurting someone's reputation or character by making fraudulent statements regarding that person.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension
Offense 2	3-4 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day OSS, plus activity suspension
Offense 4+	2-3 days OSS, plus parent conference

Destructive behavior

An expression of hostility, anger and aggression by destroying and damaging property or yourself including driving recklessly on school grounds.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension
Offense 2	2 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day OSS, plus activity suspension
Offense 4+	3-5 days OSS, plus parent conference

Disorderly conduct

Behavior that disrupts the normal operations of the school environment or interferes with the rights of others. This can include actions that are unruly, offensive, or unsafe, and that undermine the orderly functioning of the school community.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension
Offense 2	3 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day OSS, plus activity suspension
Offense 4+	3-5 days OSS, plus parent conference

Emergency drill violation

Any disruptive or inappropriate behavior during an emergency drill including, but not limited to talking, cell phone use, or not following the procedures that are in place.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension
Offense 2	2 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day OSS, plus activity suspension
Offense 4+	3-5 days OSS, plus parent conference

Fighting

The act of intentionally punching, kicking, slapping, shoving or engaging in any violent behavior with another person.

Offense	Consequence
Offense 1	1-5 days OSS
Offense 2	5 days OSS, plus Superintendent Hearing
Offense 3	5 days OSS, plus Superintendent Hearing
Offense 4+	5 days OSS, plus Superintendent Hearing

Forgery

The action of forging or producing a copy of a document, signature, or work of art.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension and zero on assignment
Offense 2	2 days of Alternative to Suspension and zero on assignment
Offense 3	3 days of Alternative to Suspension, plus parent conference
Offense 4+	1-5 days OSS

Hazing

Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity organization, club, or team is prohibited.

Offense	Consequence
Offense 1	1-3 days OSS

Offense 2	5 days OSS, plus removal from activity
Offense 3	5 days OSS, plus removal from activity
Offense 4+	3-5 days OSS, plus removal from activity

Minor harassment

Harassment refers to words or behavior that threatens, intimidates, or demeans a person. Harassment is unwanted, uninvited, and unwelcome and causes nuisance, alarm, or substantial emotional distress without any legitimate purpose.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension
Offense 2	3 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day OSS, plus activity suspension
Offense 4+	2 days OSS, plus activity suspension

Major bus safety

Students that exhibit behaviors on the bus that are disruptive and disturbing to those around them, as well as to the driver.

Offense	Consequence
Offense 1	2 days of Alternative to Suspension
Offense 2	2 days of Alternative to Suspension, plus suspension from bus
Offense 3	3-4 days of Alternative to Suspension, plus suspension from bus
Offense 4+	1-2 days of OSS

Major technology violations

This includes, but is not limited to, intentionally damaging school devices, using devices to harass other students, or illegally trying to access and alter teacher or student files.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension
Offense 2	2 days of Alternative to Suspension, plus activity suspension
Offense 3	1 day of OSS, plus activity suspension
Offense 4+	3-5 days of OSS, plus parent conference

Plagiarism

The practice of taking someone else's work or ideas and passing them off as one's own. This includes using an online translator in world language classes. Plagiarism can cause automatic failure of a college level class.

Offense	Consequence
Offense 1	1 day of Alternative to Suspension and zero on assignment
Offense 2	2 days of Alternative to Suspension and zero on assignment

Offense 3	3 days of Alternative to Suspension, zero on assignment, plus parent conference
Offense 4+	1-5 day OSS

Possession/use/distribution of tobacco or e-cigarettes

Using, possessing or distributing tobacco or nicotine products including cigarettes, e-cigarettes, cigars, pipes or chewing or smokeless tobacco.

Offense	Consequence
Offense 1	2 days OSS
Offense 2	3 days OSS
Offense 3	5 days OSS
Offense 4+	5 days OSS, plus Superintendent Hearing

Use of tobacco or e-cigarettes in the classroom

Using tobacco or nicotine products including cigarettes, e-cigarettes, cigars, pipes or chewing or smokeless tobacco in the classroom.

Offense	Consequence
Offense 1	3 days OSS
Offense 2	4 days OSS
Offense 3	5 days OSS
Offense 4+	5 days OSS, plus Superintendent Hearing

Videotaping an act of violence

The act of videotaping a fight or other altercation.

Offense	Consequence
Offense 1	1 day OSS
Offense 2	2 days OSS
Offense 3	3 days OSS, plus activity suspension
Offense 4+	4-5 days OSS, plus parent conference

Videotaping another without consent

When a student videotapes someone without their knowledge or approval. If the video is posted on social media, then 2 additional days will be added to the suspension.

Offense	Consequence
Offense 1	1 day OSS
Offense 2	2 days OSS
Offense 3	3 days OSS, plus activity suspension
Offense 4+	4-5 days OSS, plus parent conference

LEVEL 4 OFFENSES

All Level 4 offenses will be referred to law enforcement if deemed necessary by administration.

Forcible sex offense
Other sex offense
Assault with physical injury
Assault with serious physical injury
Weapons possession-routine security checks
Weapons other
Discrimination/harassment/bullying
Cyber bullying
Bomb threat
False alarm
Use/possession/sale of drugs
Use/possession/sale of alcohol

Forcible sex offenses

Sex offenses involving forcible compulsion and completed or attempted sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with or without a weapon including, but not limited to, penetration with a foreign object, rape and sodomy; or resulting from forcibly touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia.

Other sex offenses

Other non-consensual sex offenses involving inappropriate sexual contact, including, but not limited to, touching another student on a part of the body that is generally regarded as private, which includes, but is not limited to, the buttocks, breasts, and genitalia, removing another student's clothing to reveal underwear or private body parts, or brushing or rubbing against another person in a sexual manner. Other sex offenses shall also include, but are not limited to conduct that may be consensual or involve a child who is incapable of consent by reason of disability or because he or she is under 17 years of age, provided that such term shall not include consensual sexual conduct involving only students, and/or non-students 18 years of age or under, unless at least one the individuals participating in the conduct is at least four years older than the youngest individual participating in this conduct.

Offense	Consequence
Offense 1	5 days OSS, plus Superintendent Hearing
Offense 2 +	5 days OSS, plus Superintendent Hearing

Assault

Engaging in behavior intentionally or recklessly that causes physical injury to another person with or without a weapon, in violation of school district code of conduct and falls under one of these categories:

Physical injury - means impairment of physical condition or substantial pain and includes, but is not limited to, black eyes, welts, abrasions, bruises, cuts not requiring stitches, swelling and headaches not related to a concussion.

Serious physical injury - means physical injury which creates a substantial risk of death or which causes death or serious and protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ and requires hospitalization or treatment in an emergency medical care facility outside of school, including but not limited to, a bullet wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.

Offense	Consequence
Offense 1	5 days OSS, plus Superintendent Hearing
Offense 2 +	5 days OSS, plus Superintendent Hearing

Weapons possession

Possession of one or more weapons, except possession in a classroom or laboratory as part of an instructional program or in a school-related activity under the supervision of some teacher or other school personnel as authorized by school officials and falls under one of these categories:

Routine security checks

Possession of one or more weapons (see list below) secured through routine security checks.

Weapons- means one or more of the following dangerous instruments:

- i. firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, spring gun, BB gun, or paintball gun;
- ii. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
- iii. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
- iv. a sandbag or sandclub;
- v. a slingshot or slungshot;
- vi. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nun-chuck, or shiriken;
- vii. an explosive, including but not limited to, a firecracker or other fireworks;
- viii. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
- ix. an imitation gun that cannot be easily distinguished from a real gun;
- x. loaded or blank cartridges or other ammunition; or
- xi. any other deadly or potentially dangerous object that is used with the intent to inflict injury or death

Weapons possessed under other circumstances

Possession of one or more weapons at a school function or on school property which are not discovered through a routine security check, including but not limited to, weapons found in possession of a student or within a locker.

Offense	Consequence
Offense 1	5 days OSS, plus Superintendent Hearing
Offense 2 +	5 days OSS, plus Superintendent Hearing

Material incident of discrimination, harassment, and bullying (excluding cyberbullying)

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 occur off school property, as defined in Commissioner’s regulation §100.2(kk)(1)(viii). 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, or sex. Commissioner’s regulation 100.2(kk)(1)(viii) provides that harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse that either: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. Such definition shall include acts of harassment or bullying that occur on school property, at a school function, or off school property where such act 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. For the purposes of this definition:

Bullying

Defined as a form of unwanted, aggressive behavior that involves a real or perceived power imbalance and that is repeated, or has the potential to be repeated, over time.

Please note the following “elements of bullying” do not solely determine whether an incident is material.

- **Imbalance of power:** An imbalance of power involves the use of physical strength, popularity, or access to embarrassing information to hurt or control another person.
- **Repetition:** Bullying typically repeated, occurring more than once or having the potential to occur more than once.
- **Intent to harm:** The person bullying has the goal to cause harm. Bullying is not accidental.

Discrimination

Not specifically defined in the Dignity Act. However, it would include any form of discrimination against students prohibited by state or federal law such as, for example, the denial of equal treatment, admission, and/or access to programs, facilities, and services based on the person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity), or sex. It should be noted that Educational Law §3201 and 3201-a prohibit discrimination in the form of denial of admission into or exclusion from any public school on the basis of race, creed, color, national origin, and sex.

Offense	Consequence
Offense 1	1-5 days ISS, plus activity suspension
Offense 2	1-5 days OSS, plus activity suspension
Offense 3 +	5 days OSS, plus Superintendent Hearing

Cyberbullying

Defined as harassment or bullying that occurs through any form of electronic communication, (Ed. Law §11[8]) including, but not limited to, cell phones, computers, and tablets, or other communication tools, including social media sites, text messages, chat rooms, and websites. (See definition of harassment or bullying as defined in 5a. and Commissioner's regulation 100.2(kk)(1)(viii))

Offense	Consequence
Offense 1	1-5 days ISS, plus activity suspension
Offense 2	1-5 days OSS, plus activity suspension
Offense 3 +	5 days OSS, plus Superintendent Hearing

Bomb Threat:

A telephoned, written or electronic message that a bomb, explosive, or chemical or biological weapon has been or will be placed on school property.

Offense	Consequence
Offense 1	5 days OSS, plus Superintendent Hearing
Offense 2+	5 days OSS, plus Superintendent Hearing

False Alarm:

Causing a fire alarm or other disaster alarm to be activated knowing there is no danger, or through false reporting of a fire or disaster.

Offense	Consequence
Offense 1	5 days OSS, plus Superintendent Hearing
Offense 2+	5 days OSS, plus Superintendent Hearing

Use, possession, or sale of drugs:

Illegally using, possessing, or being under the influence of a controlled substance or marijuana, on school property or at a school function, including having such substance on a person in a locker, vehicle, or other personal space; selling or distributing a controlled substance or marijuana, on school property; finding a controlled substance or marijuana, on school property that is not in the possession of any person; provided that nothing herein shall be construed to apply to the lawful administration of a prescription drug on school property.

Offense	Consequence
Offense 1	5 days OSS
Offense 2+	5 days OSS, plus Superintendent Hearing

Use, possession, or sale of alcohol:

Illegally using, possessing, or being under the influence of alcohol on school property or at a school function. This includes possessing alcohol on a person, in a locker, a vehicle or other personal space; selling or distributing alcohol on school property or at a school function; and finding alcohol on school property that is not in the possession of any person.

Offense	Consequence
Offense 1	5 days OSS
Offense 2+	5 days OSS, plus Superintendent Hearing

ADDITIONAL MIDDLE SCHOOL GUIDELINES

FIELD TRIPS

It should be remembered that although an extension of the classroom, field trips are a privileged activity. Subsequently, attendance on any field trip may be contingent upon academic status, school attendance, and student discipline record. Any of these reasons may determine actual participation on any field trip. Please see the guidelines below regarding field trips that take place during the school day.

- Students who are academically ineligible cannot attend.
- Students who are on academic probation must be signed off by every teacher the day before the trip in order to attend even if that class will not be missed as a result of the trip.
- All students must be signed off by the teachers of the classes they will be missing for a field trip.
- Students should let the teachers know when they find out about field trip opportunities and ask them what they need to do in order to be signed off for that trip.
- Teachers are allowed to refuse signatures for students that owe multiple assignments for a class or are chronically absent from their class.
- Any student that has skipped an after school detention or Alternative to Suspension and has yet to make it up will not be allowed to attend field trips.

LIBRARY MEDIA CENTER

The school Library Media Center (LMC) is open to all students and staff on a daily basis according to the school calendar. Students are able to utilize the LMC for curricular and independent research, leisure reading, and a quiet study and homework completion area. The following guidelines are in effect:

- The atmosphere must be conducive to quiet study.
- No food, gum or drinks are allowed.
- Students are responsible for all borrowed materials, including replacement cost if lost or damaged.
- All LMC Internet use will respect all general and specific Internet use rules.
- Students may borrow up to 2 items at a time from the library for a lending period of 1 month.

LOCKDOWN DRILLS

During the course of the school year, we will perform many lockdown drills. These drills will simulate various situations that may arise including:

- Shelter-in-place drills
- Hold-in-place drills
- Evacuation drills
- Lockout drills
- Lockdown drills

These drills will help us practice and be prepared for any unforeseen issues that may arise. During a lockdown all school doors will be secured and admittance to or exiting of the building will not be allowed until the drill is completed.

LOCKERS

The following regulations should be followed:

1. Students are not to preset their locks.
2. Keep lockers locked at all times.
3. Do not share your combination or locker with anyone.
4. Do not change lockers without permission.
5. If you have a locker problem, please inform your homeroom teacher.
6. Lockers are to be used as storage, but are not a safe place for valuables. If you have valuables that you want to keep in a safe place for the day, please register them in the main office.
7. There is no writing allowed in or on lockers. Lockers may be inspected periodically during the year by the administration. If writing is found in or on the locker, it will be the responsibility of the student to remove it.
8. Lockers are school property and may be searched at any time for safety reasons.

LOST OR ABANDONED ITEMS

1. Personal items that are found are to be turned in at the main office and items are placed in the cafeteria.
2. Physical education items found are to be turned in directly to the physical education teachers.
3. Any lost article should be reported to the office and a lost item report placed on file.
4. The school is not responsible for lost or stolen items.
5. Any items left out of lockers are considered abandoned and subject to search by school administration.

PERSONAL PROPERTY

Students should not bring personal property items to school. The school district is not responsible for lost, damaged or stolen personal property items.

MIDDLE SCHOOL PROCEDURES

MIDDLE SCHOOL EXPECTATIONS

1. Students will be courteous and respectful toward others. This includes how we speak to one another. Profanity and obscene language will not be tolerated.
2. Students will report to classes and study halls on time and be properly prepared.
3. Students in the hall at any time **MUST** have a pass (unless during change of classes).
4. Students are to walk in the halls, not run.
5. Card playing is not permitted during school hours.
6. Students will not demonstrate public displays of affection (kissing and hugging) on school grounds during the school day or at school functions.
7. Students are not to harass, sexually harass, belittle or threaten other students or staff members.
8. Students are not to throw snow or ice at other students or adults.
9. Cell phones and other communication devices are prohibited from being used in school.

10. Students under suspension or absent on the day of an extracurricular activity will not be permitted to attend that scheduled function without approval of the Principal or Assistant Principal.
11. All unlicensed vehicles, including skateboards, snowboards, mini-bikes, dirt bikes and ATV's are prohibited on school grounds.
12. Cameras, video equipment, and laser lights are not to be in school at any time. Students found in possession of them will have them confiscated. Parents/guardians may be required to pick them up. Grassy areas between the sidewalk and building are off limits at all times.
13. Skateboarding on Holland Patent Central School grounds is prohibited.
14. Students are reminded that they are not to be in the parking lot during the school day. They should not loiter in this area prior to school, but report directly to the building area.
15. In cases of emergency, the student should ask for permission to use the phone in the Counseling Office.
16. Students leaving the building during a school activity without permission are not permitted to return.
17. All school rules apply to all school activities.
18. Food and drink consumption should take place at lunch only, unless a special medical concern exists. Student consumption of energy or caffeinated drinks (ex. Monster) is prohibited.
19. Possession or use of permanent markers is prohibited. Students may not inhale or sniff any marker or other possible inhalant.

CLASSROOM GUIDELINES

A classroom must have a positive learning atmosphere. When students misbehave it destroys this learning atmosphere, and this type of behavior cannot be permitted to continue. All students will adhere to the following:

1. Respect, courtesy and cooperation shall take place at all times between the student and teacher and among students.
2. The student will comply with all General Rules and with any other specific rules an individual teacher may require.
3. Violations of any of the above will result in the teacher assigning detention(s), scheduling a conference, contacting parents and/or guidance, or referring serious incidents to the administration for their action.
4. Cell phones are not allowed in the classrooms.

CLASSROOM PROCEDURES

Entering the Classroom

1. Enter the classroom on time with necessary materials.
2. Sit in the assigned seat.
3. Begin designated bell work.

Quieting the Classroom

1. Teachers will use effective strategies to get the attention of the class.

Getting Teachers Attention

1. Raise your hand until called upon.
2. Remain quiet and continue working.

Dismissal from Classroom

1. Students will be dismissed upon teacher request.

Student Absence

1. When absent the student will meet with the teacher to obtain missed work. Work may also be obtained on the school website.

Ending Classroom Activity

1. Students will be required to summarize what was learned in that period (they should be able to answer the guiding or essential question for the day).

DANCE PROCEDURES

Only Holland Patent Middle School students will be allowed to attend Middle School dances. Dances are a privilege and may be revoked at the discretion of the administration for academic and/or disciplinary reasons. Students must be in attendance by 10 a.m. on the day of or day preceding the dance (if it is on a Saturday) to be allowed into the dance, unless granted an exception due to extenuating circumstances. To assist with traffic flow the following are drop off/pick up sites for students:

(DOORS DO NOT OPEN EARLY)

1. 8th - gym door
2. 7th - courtyard
3. 6th - courtyard

STUDY HALL PROCEDURES

The following Study Hall Procedures have been approved by the Middle School Faculty and Administration:

1. Teams will provide work and/or list of students with assignments that require completion.
2. Only those students with pre-signed passes will be excused from study hall. Exception: prearranged plans with another teacher or the library.
3. Students should not leave the study hall for the first ten minutes unless making use of a pre-signed pass, being sent to the library, or emergency.
4. A student should only leave the study hall once for whatever he or she needs. If this is abused or students do not use the time out of class for stated purpose, they will lose their privileges for being excused from the room.
5. The study hall is a work period and is, therefore, silent/quiet. If students require working in pairs, the permission of the teacher in the room is required and that pair's work will be done in whispers. If the teacher deems the pairs to be too loud or disruptive, that privilege will be revoked.
6. No more than one boy and one girl should be out of a study hall at the same time. Cleaning lockers or going to see the guidance/nurse/office will be at the discretion of the teacher, but students should not be given the opportunity to abuse time out of the classroom (time out exceeds the appropriate length, seen in halls by others not making use of out-of-class time or simply lying about destination, etc.).

7. Students will be given 3 verbal warnings when violating any study hall procedure. Three warnings will result in an administrative referral. Study hall teachers should communicate with the parents/guardians prior to referral regarding chronic misbehaviors.
8. Cell phone usage will follow school policy. Music and games will not be allowed in study hall.

*NYS recommends students read 25 books per year across all content areas and subjects.

GUIDED STUDY HALL PROCEDURES

1. Guided Study Hall is a teacher driven program to help students get caught up on missing work.
2. Teachers can either keep students in Guided Study Hall for the entire week or until the missing work is made up.
3. Students assigned to Guided Study Hall should report there for all study halls. If a student doesn't have a study hall then they report during their lunch period.
4. Any student on the ineligible/probation list is assigned to Guided Study Hall for a 5-week period.
5. Students that do not show up or do not complete work during Guided Study Hall are assigned to Alternative to Suspension.

TEXTBOOKS

Middle School students are provided with textbooks on a loan basis by the school. Students are required to pay for lost, stolen, or damaged books and will not be issued new books. A student issued a second text prior to paying for a lost, stolen or damaged book is financially responsible for both books.

The following charges will be assessed in accordance with the age of the text:

- 1 year - 100 percent
- 2-3 years - 75 percent
- 4+ years - 50 percent (minimum \$5.00)

VANDALISM

A student damaging or defacing school property will be held financially responsible for the full repair of that damage. In addition, the student will be subject to disciplinary action, including out-of-school suspension, in-school suspension, alternative to suspension, detention or work detail and parental notification.

In serious cases of vandalism, the student will be subject to prosecution under law, suspended out of school for five days, and required to appear before a Superintendent's Hearing under 3214 (3).

Students are reminded that according to State Law, parents are responsible up to a \$1500 limit for damages caused by their children.

CODE 412 (B)

USE OF SECURITY VIDEO CAMERAS

1. Surveillance video cameras have been installed on District property (including school buses and leased property, etc.).

2. Surveillance Video Cameras and The Family Educational Rights and Privacy Act:
 - A. Video images of students conducting normal activities such as riding school buses, walking in the hallways, at school activities and functions, etc., are considered to be student "Education Records," but will be treated as "Directory Information" under the *Family Educational Rights and Privacy Act* (FERPA). The District has amended its FERPA Policy & Annual FERPA Notice to include video images in its definition of "Directory Information."
 - B. Video images of students engaged in misconduct (e.g., vandalism, fighting) are not treated as "Directory Information" and cannot be disclosed to the public as "Directory Information."

VISITOR'S PASS

Student visitors are not allowed. Only bona fide Holland Patent students should be in attendance during the regular school day. Any visitor to the building must report to the main office, sign in, and receive a visitor's pass. Visitors must bring a photo ID with them.

Our school has a single point of entry. All visitors must use the front door (bus circle) during school hours.

SECTION IV - GUIDANCE SERVICES

The purpose of the guidance program is to help all students develop and acquire the skills, abilities, knowledge and attitudes necessary to plan for their futures. Conferences with students are the number one priority of the counselors' time. The counselors or students may schedule conferences at any time it is felt necessary. Every attempt will be made to schedule conferences during study hall or before or after school.

The counselors can assist students:

In making plans for their future in and out of school.

In learning how to secure appropriate occupational and educational training.

In learning how to cope with their problems.

COURSE DESCRIPTIONS

English Language Arts

ELA 6

6th grade ELA students will increase their skills across the four standard areas of reading, writing, listening, and speaking. They will read and write a variety of genres, while learning to be critical thinkers.

ELA 7

English 7 addresses the New York state standards for reading, writing, listening, speaking, and thinking skills. Students will read a wide variety of genres: fiction, non-fiction, short stories, poems, expository text, and plays. Students will read for a variety of purposes, including literary response, critical analysis, and explanation. Students are required to keep a reading log outside the classroom. Improvement of listening and speaking skills will be addressed formally and informally through class discussion, small group activities, and oral presentations. There is the incorporation of vocabulary, prefixes, and suffixes into the classroom learning and reading. Opportunities to develop thinking skills will be incorporated within the entire curriculum.

ELA 8

Through reading, writing, speaking, and listening, students will expand their vocabulary and understanding of the English language in such a way that will render them more effective readers and communicators. Students will develop critical thinking skills and improve reading comprehension by reading texts from a variety of genres. Students will write for a variety of purposes, and will experience authentic uses of technology to communicate. There is a thorough preparation for the grade 8 English Language Arts assessment.

Social Studies

Social Studies 6

6th grade social studies will be learning about the civilizations and cultures of the Ancient Eastern Hemisphere. These cultures include those that existed in China, Japan, India, Egypt, Greece, and Rome. Students will study the history, geography, economies, religions, and governments of each of these culture areas. They also will be building the skills and knowledge necessary to be successful in social studies in grades 7–12.

Social Studies 7

This course covers the history of the development of the first civilizations in the Americas, the arrival of Europeans to this hemisphere, as well as the development and history of the United States up to the Civil War period (1860s).

Social Studies 8

This course covers the major economic, social, and political events in American History from the Civil War Era to the present day. Major themes include: the rise of the U.S. as an industrial and military power, reform movements, the Great Depression, World War I and II, and the Cold War.

Science

Biology

Credit: 1 Final Exam: NYS Regents Examination

This course is designed to provide students with a comprehensive background in biological sciences and to prepare students for the Biology Regents Examination. Topics include organization of cells, tissues, organs and organ systems, reproduction and development, genetics, evolution, ecology, and anatomy and physiology. Written laboratory reports are a state-mandated requirement of this course.

Science 6

6th grade science emphasizes the earth and physical sciences with topics to include: the solar system, meteorology, plate tectonics, and rocks/minerals/fossils. Students will also be expected to increase lab skills and techniques.

Science 7

Biology is the key topic for seventh graders. Major units are the cell, human body, genetics, and the environment. Hands-on lab activities are an integral part of the course and major projects on the human body, ecology of a maple woodlot, and genetics will be done. The scientific method is used for all experimentation.

Science 8

Eighth grade physical science is a basic introduction to chemistry and physics with an emphasis on critical thinking and problem solving activities. Major units within this course are matter, motion, and forces, and energy. Laboratory activities and report writing following the scientific method are an integral requirement of this course. Some time is spent reviewing intermediate level science in preparation for the New York state 8th grade science assessment.

Math

Math 6

Every Day Mathematics offers students a broad background in mathematics. Following are some program highlights: A problem solving approach that uses mathematics in everyday situations, activities to develop confidence, self-reliance, and cooperation, repeated review of concepts throughout the school year to promote mastery, development of concepts and skills through hands-on activities, opportunities to communicate mathematically, frequent practice using games as alternatives to tedious drills, and opportunities for home and school communication. Sixth grade Every Day Mathematics emphasizes a variety of content such as: number relations, operations, computation, mental arithmetic, data and chance, measurement, numbers in reference frames, geometry, patterns, functions, and Algebra.

Math 7

This course covers topics including Word Problem Solving, the Real Number System, Scientific Notation, Algebra, Surface Area and Volume of Geometric Shapes, Measurement including conversations in the Metric and Customary System, Ratios and Proportions, Probability and Statistics, and Relations. The text that is used is the Mathematics Course 2 text by Prentice Hall.

Math 8

This course covers topics including Number Sense and Operations, Algebra including Equations, Inequalities, Patterns, Relations, Functions, and Polynomials, Geometric Relationships, Transformations, Coordinate Geometry, Measurement, and Geometric Constructions. The text used is Mathematics Course 3 by Prentice Hall.

Math 7/8 Acceleration

This course covers topics of Math 7 and Math 8 in one year of school. Students will have a double block of mathematics throughout their academic day to address curriculum outcomes and goals. The purpose of Math 7/8 Acceleration is to prepare students for a progression of taking MVCC Calculus as seniors.

Integrated Algebra Common Core

Credit: 1 Final Exam: NYS Regent's Examination

This is the first of a three year Regents sequence in mathematics. It also fulfills the graduation requirement of one math credit. All students need to pass this course in order to graduate and receive a high school diploma. It covers the following areas: equations and inequalities, coordinate geometry, trigonometric functions, operations with whole numbers, data analysis and probability. There is a Regents exam at the end of the year. Since this is an honors course, it extends the concepts to a higher level and the course moves at an accelerated pace. Students are expected to maintain an average of 85% to remain in the honor program.

Technology

Agriculture Technology 8

This class provides students with introductory knowledge of the agriculture industry. Students will learn the basics of many areas of agriculture, including animal science, plant science, mechanics, woodworking, food science, environmental science and the FFA. Students will learn this content through hands-on projects and activities. At the conclusion of the course, students will have a strong understanding on how food is produced, how climate impacts where our food can be grown, and careers related to the agriculture industry.

Languages Other Than English (LOTE)

French 1A - Spanish 1A

French 1A - Spanish 1A, the first course in the foreign language sequence, is taught in an accelerated seventh grade course or in eighth grade. The emphasis is on comprehension of the spoken language, simple conversations, and basic reading, writing, speaking and listening skills. Students participate in various cultural experiences, do team and individual projects, and enhance their cultural awareness through short stories and novels and listen, speak, read, and write in the target language. To increase their cultural awareness, they complete projects, perform skills, sample foods and read short stories and novels about various countries. At the end of the course, students are required to pass the New York state proficiency exam and are awarded one unit of high school credit toward graduation.

Music

General Music

General Music is mostly devoted to an exploration of the varied world of Classical Music. Through listening, discussion, and analysis, students cover everything from early Gregorian Chant, vocal music and small instrumental chamber music to more modern orchestral and experimental forms of music. The students compose and perform plenty of music, as well, even writing their own opera.

Chorus 6

For some students, Grade 6 Chorus is a continuation of the vocal performance skills first introduced in Elementary Chorus. However, for many students, this group serves as their introduction into the world of serious singing. Not only do they learn songs, but they also learn about voice production, music reading, stage presence and working together as a group. Songs are divided into two parts, Soprano and Alto, with each section meeting separately once a cycle. Additionally, the full group comes together for one combined rehearsal per cycle. The group meets all year and puts on two evening concerts and one daytime assembly.

Chorus 7/8

This group, since it encompasses two grade levels, is larger than the Grade 6 Chorus and is able to tackle more advanced vocal music. The group begins singing three part music, with Sopranos, Altos and a separate Boys' section providing the lowest part. The full group meets together every other day throughout the entire year. Vocal techniques taught are at a higher level than in the younger Chorus, but the group work ethic needed to successfully perform the music is the same. The Grade 7/8 Chorus puts on two evening concerts plus two or three daytime assemblies.

Concert Band

This course meets three times in the six day cycle, plus one rotating lesson per cycle. This course is designed for all 6th grade band students to play a variety of literature in the easy to easy-medium range of difficulty. Students are required to participate in several concerts and assemblies during the school year. Students should be able to play a variety of major scales and rudiment throughout the year.

Wind Ensemble

This course meets three times in the six day cycle, plus one rotating lesson per cycle. This course is designed for all 7th & 8th grade band students to play a variety of literature in the easy-medium to medium range of difficulty. Students are required to participate in several concerts and assemblies during the school year, as well as compete in the NYSSMA Major Festival. Students should be able to play a variety of major scales and rudiment throughout the year.

Home and Careers

Home and Careers

The Family and Consumer Science course, students study The 7 Habits of Highly Effective Teens, which focuses on life skills such as organization, time management, teamwork, and good communication skills. Students learn basic skills for taking care of their own clothing such as doing laundry, ironing and sewing buttons. Students gain experience with operating a sewing machine and creating one machine stitched project. Our food and nutrition unit focuses on kitchen safety and sanitation.

Physical Education

Health 7

This course is based on the New York State Education Department's syllabus for Health Education, stressing a Health and Wellness curriculum. The Health Education program is designed to help adolescents understand themselves, family and peers. It builds self-esteem and self-confidence through communication, decision-making, goal setting, and critical thinking skills. In addition, the students will study facts on nutrition, physical fitness, drug education, teen sexuality, HIV/AIDS, stress-management, first aid and other health-related topics.

Physical Education 6

Physical Education classes focus on increasing the psychomotor, cognitive and affective domains of physical fitness as guided by the New York State Standards. We provide an introduction to team sport participation.

Physical Education 7

Physical Education classes focus on increasing the psychomotor, cognitive, and affective domains of physical fitness as guided by the New York State Standards. Sport instruction leads to appreciation through participating.

Physical Education 8

Physical Education classes focus on increasing the psychomotor, cognitive, and affective domains of physical fitness as guided by the New York State Standards. The year culminates with an Outdoor Education unit featuring a camping trip.

Art

Art

Art is a required 20-week studio art course that follows the New York State Standards 1, 2, 3, and 4. Students continue their exploration of the elements and principles of design, art styles, and art history with greater understanding and knowledge. Exploration of media, techniques and methods are used to create works of art in painting, drawing, ceramics, weaving, collage and digital art. Students are required to write a district-wide descriptive essay and to maintain a binder with daily problem solving drawings and artists notes.

Art 8

Available for High School credit.

CHANGES IN SUBJECT

Guidance counselors have worked with each student and set up a program suitable for the individual student. Parents and students will be consulted regarding individual student schedule changes. Schedules will be provided by students on opening day. Students having schedule conflicts will be contacted by the Guidance staff prior to the opening of school to make necessary schedule decisions. These changes must be made during the two-week period prior to the beginning of school.

1. Each student must see the counselor for schedule changes.
2. Forms must be completed and signed by all persons concerned prior to the initiation of the new schedule. If there are questions or concerns, teachers should indicate these on the pre-schedule input sheet.
3. Students may request not to have their averages posted or publicized in any manner.

PROCEDURE TO OBTAIN HOMEWORK WHEN STUDENT IS ABSENT

Homework should be requested from the Counseling Office for unexpected absences only. Students are responsible for getting materials missed due to short instances **(Up to 2 days)** or planned prolonged absence. Assignments may be available on www.hpschools.org.

1. Requests are to be made through the Counseling Office (315-865-7204).
2. Homework should be requested by parent or student after 3 consecutive absences.
3. The Counseling Office will contact teachers to get assignments and get books from their locker, if necessary.
4. Parents should pick up or make arrangements for the materials to get home. Please call at the start of the school day to request work to be picked up
5. Teachers will be informed of the expected duration of absence.

***** (You can email teachers for homework requests for absences less than 3 days:
Teacher email accounts are:
first initial last name @hpschools.org)*****

REPORT CARD MARKING SYSTEM

Each school year is divided into four 10-week marking periods. The grade for that period represents the caliber of work produced by the student during that time. This grade includes homework, class participation, quiz grades and test scores.

90-100	A-, A, A+
80-89	B-, B, B+
70-79	C-, C, C+
65-69	D
Below 65	F

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D = 65-69

F = below 65

HONOR ROLL

A 12-point scale will be used to calculate averages. All averages will be calculated to the nearest hundredth.

A+ = 12.00

A = 11.00

A- = 10.00

B+ = 9.00

B = 8.00

B- = 7.00

C+ = 6.00

C = 5.00

C- = 4.00

D = 2.00

F = 0.00

Principal's Honor Roll = 11.00 -12.00

High Honor Roll = 9.00-10.99

Honor Roll = 8.00-8.99

The final grade in a course is determined by the following formula:

Final Grade = (1st + 2nd + 3rd + 4th) divided by 4.

For a semester course, the final grade will be determined using the following formula:

Final Grade = (1st + 2nd Marking Period) divided by 2.

Letter grades are used in all courses.

All report card marks become part of the permanent records of each student. Each student should make every effort to maintain a record, which reflects their potential.

REPORT CARDS/INTERIM PROGRESS REPORTS

Report cards will be mailed to the home of each student at the conclusion of each marking period. In addition, Interim Progress Reports will be sent out at a minimum the mid-point of each marking period.

SUMMER SCHOOL REGISTRATION

Holland Patent participates in the BOCES Summer School program. Students interested in attending summer school must contact the Counseling Office at Holland Patent Central School the week following exams in June. All registration forms must be completed at the home school. Summer school enrollment is restricted to course failure makeup or remediation.

Summer school classes begin around July 5. Registration dates are established by BOCES and must be complied with in order to guarantee inclusion in the program. All students must have written approval of the middle school principal in order to attend.

TUTORIAL CREDIT

A student who has not achieved a passing final grade of a D may, upon Principal approval, receive one credit by completing one of the following:

1. Attending an approved summer school program and successfully completing the course.
2. Receive 10 hours of approved tutoring.

All of the plans noted above must have the Principal's approval.

NOTE:

1. A tutor must be a certified teacher or have principal approval.
2. All costs for tutoring are the responsibility of the student/parent.
3. Approval forms can be obtained in the Guidance Office.
4. Tutoring is limited to a maximum of two subjects.
5. All summer tutoring must be completed by mid-August.

WITHDRAWAL FROM SCHOOL

Any student who plans to withdraw from school, for whatever reason, should follow this procedure: Obtain a withdrawal slip from his/her guidance counselor and then have the slip signed by:

- a. School Counselor
- b. All teachers to whom you are assigned
- c. Librarian
- d. Middle School Principal
- e. Middle School Nurse

After these signatures have been obtained, return the slip to the Counseling Office. All books and fees must be accounted for before leaving. This is taken care of by the Main Office secretary.

IDEAS FOR HELPING YOUR CHILD WITH HOMEWORK

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned.

STUDY SKILLS

A Student Who Studies Well:

1. Brings notebook, paper, pen, or pencil, and other materials necessary to class.
2. Is an active participant in the classroom - listens well and takes part in discussions.
3. **Asks questions if he/she does not understand** the discussions or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves class. If not, meet with the teacher after class or after school.
5. Uses what he/she learns, sees how each subject applies to the others.
6. Strives to do his/her best, not just enough to get by.

SECTION V - HEALTH SERVICES

The functions of the school health services are to make sure each child is physically and emotionally ready to receive the benefits of education, to protect against the spread of contagious disease, to care for medical emergencies that might arise, and to consult with school administrators and teachers on health matters.

Students who are injured or become ill during the school day will obtain a pass to the Health Office from their classroom teachers. Only during lunch or in an emergency may students report directly to the nurse. Students are responsible to make sure they are signed into the Health Office by the nurse. If the nurse is not present, then students are to report to the main office.

All students who receive injuries during the school day or from school-related activities are to report the injury to the school nurse. In addition, they should report the injury to the teacher or activity supervisor at the time the injury is received. This is important for insurance purposes.

EMERGENCY INFORMATION

At the beginning of each school year, students are requested to complete an Emergency Information Form. This information is necessary so the school nurse knows who to contact in an emergency. The responsibility for transporting a student in the event of illness, or injury, lies with the parent or guardian.

HEALTH EXAMINATION

The Education Law requires that every child entering school for the first time and children in grades 2, 4, 7 and 10, have an annual health examination. You are encouraged to have your family physician give this health appraisal, in his office, with you present to discuss needed corrections. If your child visits your physician, you will be given a form to take along and request that your physician complete it. It may be returned to the school by mail or you may prefer to send it to school with your child.

HEALTH RULES AND REGULATIONS

No medications, including cough drops and aspirin, may be dispensed from the Health Office. This is prohibited by New York state law. Students may receive medications during school hours provided parents make arrangements with the nurse.

If it is necessary that a child take medications during school hours, the parents are asked to see that the following regulations of the State Education Department are observed:

1. All medications must be properly labeled in physician's container or pharmacy container.
2. All medication must be accompanied by a written request from the physician who prescribed the medications. This request must include the following:
 - a. Date of request.
 - b. Full name and address of physician and student.
 - c. Diagnosis.
 - d. Name of drug and dosage.
 - e. Effects of drug (good and otherwise).

3. Written request from parent asking that the medication be given.
Parents are advised that:
 - a. No deviation from physician's request can be made unless the physician makes a change in writing, eg., dosage, etc.
 - b. Adequate supply of medication must be on hand. The school cannot have any prescriptions refilled.
 - c. In grades 6-12, the school nurse or health aide will supervise the administration of medication.
 - d. The medication must be kept in a locked cupboard in the Health Office. Prescribed inhalers are the only medication that students may carry with them, provided the above documentation is on file in the health office.
4. End-of-year medication needs to be picked up by a parent or responsible adult. If not picked up, medication will be disposed of, unless the student has an order to self-carry (high school).

Please keep your child home and/or contact your child's doctor for:

- Fever greater than 100.4° (taken by mouth)
- Vomiting and/or diarrhea (more than one episode) within the last 24 hours
- Severe sore throat along with fever and feeling ill for more than 48 hours, or after exposure to strep throat infection
- Honey-crusted sores around the nose or mouth or rash on other body parts
- Large amounts of mucous (liquid) from their nose, with face pain or headache
- Severe ear pain or fluid coming from the ear
- Severe headache, especially with fever

PUPIL INSURANCE PLAN

A Pupil Insurance Plan furnishes medical, hospital, and dental service indemnity when accidental bodily injury is sustained by a student in a scheduled school-sponsored activity.

School insurance is a supplemental policy that pays after family insurance is exhausted (including major medical). IT WILL NOT NECESSARILY TAKE CARE OF ALL REMAINING BILLS, as there is a set schedule of maximum payment for each type of injury.

FAMILIES WITHOUT HEALTH INSURANCE MAY INCUR SUBSTANTIAL DEBT FOR MEDICAL CARE DUE TO INJURIES SUSTAINED WHILE PARTICIPATING IN SCHOOL ACTIVITIES. The school insurance program provides minimal reimbursement of medical expenses in these situations. **THE BALANCE BETWEEN SCHOOL INSURANCE REIMBURSEMENT AND THE ACTUAL BILL BECOME THE RESPONSIBILITY OF THE FAMILY.**

Students must report any injury to the supervisor (teacher in charge) immediately, and also to the school nurse so that an accident report can be completed.

All claims are to be filed first with the family and/or employer policy(s). After final settlement, a completed claim Affidavit of Attending Physician and Parent Information Sheet shall be returned to the school. Final date for submission of a claim to the insurance plan office shall be one year from date of injury. Additional information can be obtained from the Business Office by calling (315) 865-7209.

SECTION VI - EXTRACURRICULAR ACTIVITIES AND GUIDELINES

ACADEMIC ELIGIBILITY POLICY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES

PURPOSE:

1. Stress the priority of academics.
2. Provide a probationary time period for students deficient in grades to make up their deficiencies.
3. Set a minimum academic standard.
4. Provide assistance, guidance and time to improve student's academic standing.

Academic Eligibility Advisory Committee

Building Administration

Athletic Director

Guidance Counselor

Coach

1 Teacher

Eligibility Evaluation Dates will be at the end of each five-week rating period and 10-week marking period.

DEFINITIONS:

Probation - failing two or more subjects in a five-week rating period.

Ineligible - failing two or more subjects in two consecutive five-week rating periods.

POLICY:

1. Students are expected to maintain a passing grade in all subjects that they are enrolled in, in order to participate in sports or extracurricular activities. Students will be evaluated twice each marking period. The first evaluation will occur five weeks into a marking period when the teacher will rate as pass or fail and again at the completion of each marking period when a grade will be given.
2. To remain academically eligible and not in a probationary or suspended status, students must not be failing two or more courses in which they are enrolled.
3. If two or more courses are evaluated as failing (below 65), a student will be on probation after the first occurrence and ineligible after a second successive deficient evaluation.
4. Incomplete will be considered as a failure until they are removed.
5. Students ineligible from the previous year may be restored to full eligibility by successfully passing failed courses through tutorial or summer school program.
6. Students ending the year on probation must circulate a card at the end of the first full week of school and continue on a weekly basis until eligibility is restored by a rating period.

7. Students ending the year as ineligible will lose one week of eligibility beginning the first full week of school. A card must be circulated at the end of that week and continued on a weekly basis until eligibility is restored by a rating period.
8. TRYOUTS - Students will not be denied the opportunity to tryout for a team or activity due to eligibility status. During the school year a grace period will be allowed up to the posting of the final cut for a team or activity. Fall sports candidates will be allowed to practice prior to opening of school and then will be controlled by 7 & 8 above.
9. VACATIONS - Students ineligible over a vacation period of five (5) days or more may circulate an eligibility card on their first day of return to school.
10. Students failing to meet eligibility guidelines are eligible to attend but not participate in home contests/activities but not eligible to attend away contests/activities.
11. The Principal, after consulting with the Academic Eligibility Committee, shall make all eligibility determinations in the event of possible extenuating circumstances.

PROCEDURE

PROBATION:

1. Following posting of Probation List, each identified student, in order to maintain eligibility, will circulate an eligibility sheet to all teachers on the last day of the week.
 - a. all yes - continue to practice and play
 - b. any no's - eligible to practice but cannot play for one week. Students may attend home contests, but not away contests with their team.

INELIGIBLE:

1. Following posting of Ineligible List, each identified student will be totally ineligible to practice or play the first week.
2. Starting with the second week, the same procedure will be followed on a weekly basis as for probation.
3. Any unsatisfactory rating on the circulated eligibility card will result in loss of eligibility to practice or play for one week. This includes attending a practice or contest with their team.
4. A student receiving a satisfactory rating in all subjects will be eligible to practice or play for one week.
5. Each period of eligibility runs from Monday to following Sunday.

NOTE: Eligibility determined by signatures of teachers present in school on the last day of the week. Any absent teacher will declare denial or approval of eligibility upon their return to work.

SPORTS

Athletics are an extremely important part of our extracurricular program. The athletic program at Holland Patent is designed to provide an opportunity for all girls and boys to participate in and enjoy the advantages of interscholastic competition. It is a privilege, not a right, extended to all students. Therefore, students who participate, do so under the established rules established by school officials, Board of Education, Board of Regents, and the New York State Public High School Athletic Association.

Boys' Sports Baseball (Varsity, JV, Mod) Basketball (Varsity, JV, 8th, 7th) Bowling (Varsity) Cross Country (Varsity, Mod) Football (Varsity, JV, Mod) Golf (Varsity) Lacrosse (Varsity, JV, Mod) Skiing-Alpine (Varsity) & Nordic (Varsity, Mod) Soccer (Varsity, JV, Mod) Swimming (Varsity, Mod) Tennis (Varsity) Track & Field (Varsity, Mod) Wrestling (Varsity, JV, Mod)	Girls' Sports Basketball (Varsity, JV, Mod) Bowling (Varsity) Cheerleading- Fall and Winter (Varsity) Cross Country (Varsity, JV, Mod) Field Hockey (Varsity, JV, Mod) Golf (Varsity) Skiing-Alpine (Varsity) & Nordic (Varsity, Mod) Soccer (Varsity, JV, Mod) Softball (Varsity, JV, Jr. High) Swimming (Varsity, Mod) Tennis (Varsity) Track & Field (Varsity, Mod) Volleyball (Varsity, JV, 2 Mods) Wrestling (Varsity, JV, Mod)
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HOLLAND PATENT CENTRAL SCHOOL
CODE OF CONDUCT AND ELIGIBILITY FOR
INTERSCHOLASTIC ATHLETICS

- I.
 - A. Participation in the Holland Patent Central School District’s athletic program is a privilege. Student athletes who choose to participate have a responsibility to abide by a code of ethics, which will earn them the honor and support that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated.
 - B. A firm and fair policy and enforcement is necessary to uphold the regulations and standards of the Athletic Department.
- II. The following is a list of rules and regulations governing the interscholastic sports program:
 - A. Eligibility
Any student enrolled in grades 7-12 in the Holland Patent School District who meets the guidelines of the New York State Public High School Athletic Association, has the permission of their parents or guardians, and has passed the health examination administered by the school/family physicians, may try out for participation on an interscholastic team.
 - B. School Policies
All school policies regarding attendance, academic eligibility, and code of

conduct will be followed. Any suspensions, either in school, out-of-school or alternative to suspension, will result in the athlete being ineligible for practice or contests for at least the same period of time. In order to be eligible to practice or play in a scheduled contest on any particular day, the student/athlete must be in school before 10:00 a.m. with a legal excuse turned in to the school nurse. Legal excuses, for example, doctor and dentist appointments, are acceptable. However, the student must have a note from their doctor. A parent note will not be acceptable.

C. Sportsmanship

Any athlete disqualified from an athletic contest for unsportsmanlike conduct shall not be permitted to participate in the next contest. In the event of a blatant act of unsportsmanlike behavior, the incident will be reviewed by the Athletic Board who may determine that the penalty could be increased up to 20 percent of regularly scheduled contests. All repeat offenders will automatically be referred to the Athletic Board.

D. Care of Equipment

The student athlete assumes responsibility for all equipment that is issued to the athlete. He/she will be responsible to return all such equipment in working order barring normal wear and tear or be responsible for payment for any equipment that has been lost, damaged or destroyed. Until such equipment is returned or paid for, further athletic participation will not be allowed.

E. Individual Coaches Rules

Coaches may establish additional rules and regulations with the approval of the Athletic Director for their respective sports. These rules pertaining to a particular sport must be given by the coach in writing to all team members and explained fully at the start of the season. Penalties for violations of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches are on file in the athletic office. Repeat violations of these rules may be referred to the Athletic Board.

F. Student/Parent Review of Policies

Letters to parents concerning these policies shall be sent home at the beginning of the season. Participants shall have given a signed parental permission slip to the coach before the first practice session.

G. Outside Activities

Any student participating on a Junior Varsity or Varsity athletic team must commit to attending all team practices, meetings and games as a condition of continuing eligibility to participate on the team. Teamwork requires the collective dedication of each member of the team; both the team as a whole and teammates are shortchanged when students attempt to divide their time between two teams with conflicting schedules.

H. Quitting Teams

There will be a "cut period" for each athletic activity that is to be established by the individual coach (this "cut period" can go up to and include the first game) during which a player may voluntarily withdraw from a team by conferring with the coach, stating his or her reason and turning in all issued equipment. No student athlete may quit a team without a meeting between the student,

athlete, parent and coach in consultation with building administration and athletic director.

III. A. Prohibited Behavior:

The following prohibitions and penalties deal with students involved in athletics and pertain to the entire sports season; provided, however, that a student athlete may be disciplined for out-of-season, out-of-District conduct that (1) is a criminal offense, or (2) causes such adverse notoriety and is of such a nature that it has, in the judgment of the District, the potential to negatively impact the educational program and unless addressed, to create the impression among other students that it is condoned by the District. In either of these events, the administration in consultation with the superintendent may impose such penalty as it deems appropriate under the circumstances.

1. Training Rules

- a. Consuming an alcoholic beverage at any time on or off campus except in a religious context. Alcoholic beverages shall mean and include, but not be limited to, alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- b. The use, possession, sale, or gift of any controlled substance including marijuana, or any instruments for the use of such substances such as a pipe, syringe or other paraphernalia at any time. Exempt is any drug taken in accordance with the school's policy on medication.
- c. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco at any time (use or possession).
- d. Supplying alcohol or drugs to an individual, hosting a party at which drugs are present or alcohol is used by individuals under the age of 21, and/or attending a party where illegal drugs are present and being used by individuals under the age of 21 in which no reasonable efforts were made to leave said party. The onus is on the student to prove reasonable attempts were made to leave or not attend believing that alcohol or drugs were being served.

2. Citizenship Rules

- a. Any act of fighting or violence.
- b. Any act of vandalism.
- c. Any act of criminal or illegal behavior.
- d. Any act of hazing.

3. Sportsmanship Rules

Failure to adhere to the Universal Sportsmanship Standards, which include, but are not limited to:

- a. Showing respect for the opponent at all times. Accept the responsibility and privilege of representing your school and community as a student athlete.
- b. Showing respect for the officials at all times. Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- c. Showing respect for the coaches at all times. Sportsmanship implies the willingness to comply with the reasonable directions of the coach.
- d. Knowing, understanding and appreciating the rules of the contest. Sportsmanship suggests the importance of confirming to the spirit

as well as the letter of the rules.

- e. Maintaining self-control at all times. Play fair; accept defeat without complaint and victory without boasting.
4. Removal From Team: No student athlete may be removed from a team without a meeting between a student athlete, parent and coach and in consultation with building administration and athletic director.

B. Penalties of Violation of the Training Rules

1. The Athletic Director has the authority to discipline the athlete, or in the case of a serious situation, refer the matter to the Athletic Board. Prior to the imposition of any disciplinary action, every effort will be made the Athletic Director to give the athlete, and/or the person in parental relation to the athlete, notice of the alleged violation, and must provide the student and person in parental relation with an opportunity to admit or deny the allegations, and to explain any circumstances surrounding the alleged violation. The athletic board shall make a decision regarding whether a violation has been committed by the student athlete. When a violation occurs, the following penalty shall be imposed:
 - a. First Offense - (Suspension from participation for a minimum of 20 percent of the regularly scheduled contests.) Suspension will include post-season contests, if the terms of the suspension are not met during the regularly scheduled season. In addition, the athlete must attend all team practices, team meetings, and contests while on suspension. The athlete must sit on the bench in street clothes for all interscholastic contests during athletic suspension. Athletes under suspension are still considered team members. Failure to meet the requirements will result in dismissal for the remainder of the sports season.
 - b. Second Offense - Suspension from participation for a minimum of 50 percent of the regularly scheduled contests, if the terms of the suspension are not met during the regularly scheduled season. The athlete will have a hearing before the Athletic Board. The student athlete may be dismissed from the team to which he/she is presently a member. The student athlete will forfeit all awards, honors and post-season recognition. If an athlete violates the regulations at the end of the season, the remaining percentage of the suspension will carry over to the next sport season in which he/she may participate. Any athlete that has a second violation and carry over penalty into the next season can try out and be required to practice with the team. However, the athlete will not be able to play until the penalty is served.
 - c. Additional Offenses - Three or more time offenders will be referred to the Athletic Board for a hearing, and will be subject to dismissal from all athletic programs for the next three sports seasons if found guilty.

(The Code of Conduct will cover all other offenses not outlined by this policy.) Any report of incidents of possible violations of the athletic code will result in an investigation by the athletic director in consultation with the administration.

C. Violation Procedure

Violations of training regulations must be reported to the Athletic Director by professional staff, including coaches, and other representatives of the Holland Patent Central School District for investigation. Parents of an athlete, any athlete, a member of a law enforcement agency or community members may also report violations for investigation.

D. The Athletic Board

The Athletic Board will be composed of the Principal and/or Assistant Principal, Athletic Director, a coach and a non-coaching teacher appointed by the Principal.

The Athletic Board will be responsible for conducting hearings regarding any alleged violation of training regulations, which is at least a second offense. First offense situations may be brought to the Athletic Board for a hearing if judged to be of a serious nature by the Athletic Director and in consultation with the administration. The coach of the sport will be afforded an opportunity to meet with the hearing board.

E. Hearing Procedures

1. Prior to the hearing, the athlete and person in parental relation to that athlete will be notified in writing of the allegation and potential disciplinary action.
2. The athlete and parent will have the opportunity to be present at the hearing, and be given the opportunity to discuss the facts and evidence underlying the proposed action with the Athletic Board. The athlete will be given the opportunity to admit or deny the accusation, and explain any circumstances surrounding the alleged conduct pertinent to his/her defense.

F. Athletic Board Decision

1. The Athletic Board will base its decision on more than suspicion that the alleged act was committed. The decision will be based on evidence presented at the hearing.
2. The decision of the Athletic Board will be made in writing, specifying the evidence upon which the decision was made, and specifying the extent of the disciplinary measures to be imposed.

G. Appeals

1. Decisions of the Athletic Director may be appealed by the athlete or parent to the Athletic Board within ten (10) days. The appeal must be made in writing, and must request an Athletic Board hearing. The Athletic Board will then provide a hearing. The Athletic Board has the authority to uphold, rescind, or modify the penalty imposed by the Athletic Director.

The appeal decision will be based on a majority rule of the Athletic Board, and will be made in writing, specifying the reasons and circumstances upon which the decision was based.

2. Decisions of the Athletic Board may be appealed by the athlete or parent to the Superintendent of Holland Patent Central School. The appeal must be in writing and submitted within five (5) days of the decision. The Superintendent of Schools shall have the authority to uphold, rescind, or modify the penalty imposed by the Athletic Board. The Superintendent of Schools' decision will be made in writing specifying the basis for the decision. Decisions may be appealed to the Board of Education.
3. Appeals shall not delay imposition of penalties.

H. Insurance

1. The student must report any injury to the coach immediately. The student must also report to the nurse as soon as possible to fill out a report if medical treatment is necessary. If this report is not made out, no claims may be filed with the insurance company. The insurance company must receive this report within thirty (30) days of injury.
2. The school insurance policy pays after the family's insurance is exhausted (including major medical). It will not necessarily take care of all remaining bills as there is a set schedule of maximum payments for each type of injury.
3. **FAMILIES WITHOUT HEALTH INSURANCE MAY INCUR SUBSTANTIAL DEBT FOR MEDICAL CARE DUE TO INJURIES SUSTAINED WHILE PARTICIPATING IN ATHLETICS.** The school insurance program provides minimal reimbursement for medical expenses in these situations. The balance between school insurance reimbursement and the actual bill become the responsibility of the family.

I. Warning

1. Participation by a student in athletic activities involves some degree of risk or injury. Such injury could occur in non-contact as well as contact sports. By volunteering to participate in an athletic activity, students and their parents assume the risk that injury could occur.
2. Athletes must adhere to the rules and regulations of their sport, follow their coaches instructions, and wear appropriately fitted equipment for activities engaged in at all times.

