HOLLAND PATENT HIGH SCHOOL



2026-2027
Student-Parent/Guardian Handbook

HOLLAND PATENT CENTRAL SCHOOL
Holland Patent, New York 13354
Phone: (315) 865-8154
Fax: (315) 865-4069

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 complaint procedures, to any student or employee who feels that her or his rights under Title IX may have been violated by the district or its officials.

Mission Statement

The mission of 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.

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SECTION I - INTRODUCTION

Welcome to the 2026-2027 school year.

On September 3, 2026 we will kick off the upcoming school year! The staff has been working hard this summer to make sure that all students can learn in a safe, healthy and positive environment.

As the High School Principal, I will be working towards our goal, which is making sure that all students are **College, Career and Citizenship Ready** by the time they graduate from Holland Patent High School. We have a dedicated staff that will be working towards achieving this goal.

The first step to excellence is to set goals and work hard to achieve them. Take pride in yourself, your school and your community. When you face challenges, seek help. Faculty and staff are willing to help you achieve your goals. Have a healthy school year and don't settle for anything less than greatness.

Sincerely,

Russell E. Stevener Jr.
High 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, 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 Principles
Understanding Scientific Concepts and Principles
Understanding the Concepts and Principles of Technology
Understanding Common Themes Across M/S/T
Interdisciplinary Problem-Solving

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

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

BOARD OF EDUCATION

Mrs. Kathy Smyth, *President*
Mr. Colt Brumm
Mrs. Megan Gillen
Mr. Cecil Morris
Mr. William Paolozzi
Grace Hanna, *Student Member*

ADMINISTRATION

Superintendent of Schools ..... Dr. Cheryl Richard
Assistant Superintendent for Business & Finance ..... Mr. Nicholas Panuccio
Assistant Superintendent for Curriculum & Instruction ..... Mr. James DeAngelo
High School Principal ..... Mr. Russell Stevener Jr.
High School Assistant Principal ..... Mrs. Kelly Healey
Director of Athletics ..... Mr. Michael Absolom
Attendance ..... Mrs. Amanda King
High School Secretary ..... Mrs. Jennifer Synakowski
Athletic Secretary ..... Mrs. Brianna DelConte

SCHOOL COUNSELING SERVICES

Counselor ..... Mrs. Ricki Kuchler
Counselor ..... Mrs. Elizabeth Pirnie
Social Worker ..... Mrs. Amanda Rose
Social Worker ..... Ms. Stephanie Strzepek
School Psychologist ..... Mrs. Lynette Laming
Secretary ..... Mrs. Athena Cyr

CLASS ADVISORS

Senior ..... Mrs. Brittney Kessler
Ms. Kelly Nuccio

Junior ..... Mrs. Erin Murray
Mr. Michael Ferris

Sophomore ..... Mrs. Kerry Sullivan

Freshman ..... Mrs. Ricki Kuchler

HOLLAND PATENT HIGH SCHOOL
FACULTY/STAFF DIRECTORY
2026-2027

Science
Mr. Eric Hansen, *Chair*
Ms. Brittney Kessler
Mr. Phil Lucason
Ms. Kelly Nuccio
Mr. Michael Reilley
Mr. Kirk Smith

Math
Ms. Lisa Szot, *Chair*
Mr. Michael Ferris
Ms. Kourtney Kupiec
Mrs. Kristen Riemenschneider
Ms. Kimberly Warwick

Social Studies
Mrs. Kerry Sullivan, *Chair*
Mr. Thomas Bateson
Mr. Sean Clark
Mr. William Locke
Mr. John Richard

English
Mrs. Heather Roberts, *Chair*
Mrs. Angela Alcaraz
Mrs. Devon Carroll
Mrs. Jennifer Sullivan
Ms. Aileen Viel

Art
Mrs. Rachel Grower, *Chair*
Mrs. Karen Deuel-Spine

Music
Mrs. Bethany Swift, *Chair*
Mr. Shawn DePalma
Mrs. Kristin Hahn

Health/Physical Education
Mr. Michael Arcuri
Mrs. Lynda Bulson
Mr. Aidan Hunzinger

Library - Media
Mrs. Debbie Hiffa
Mrs. Julie Horwat

Special Services
Ms. Madison Austin
Mr. Anthony Donatelli
Mrs. Debbie Finn
Mrs. Gaye West

Foreign Language
Mrs. Tiffany Morgan, *Chair*
Mrs. Lexi Hansen
Mrs. Sarah Joseph
Mrs. Erin Murray

CTE Department
Mr. Tyler Carroll, *Chair*
Ms. Megan Lamb

Support Staff
Mr. Dean Brown
Ms. Danise Dutcher
Mrs. Julie Giardullo
Mrs. Kathy Tierno

Cafeteria Staff
Mr. Cliff Casab, *Director*
Ms. Victoria Bennison
Ms. Linda Hoffman
Mrs. Judy Smith
Ms. Barbara Taylor
Mrs. Virginia Yerman
TBD

Custodial Staff
Ms. Alyssa Barton
Mr. John Brown
Mr. Rocky Mosca
Mr. William Rueger
TBD

School Nurse
Mrs. Kimberly Fazekas

Neighborhood Center
Ms. Madalyn Merkt

Attendance Officer
Mrs. Amanda King

School Patrol Officer
Officer John Fitzgerald
Officer Tom McNaney

Safe School Specialist
Ms. Tammy Butcher

Center for Family Life and Recovery
Ms. Amber Janack

Connected Community Schools
Ms. Michelle Smith
Ms. Cara Greer
Ms. Emily DePasquale

STUDENT COUNCIL AND CLASS OFFICERS

Executive Council

President:	Mara Erway
Vice Pres.:	Grace Hanna
Treasurer:	Matt Zaishnikov
Secretary:	Olivia Perretta

Class of 2027:

President:	Jordyn Sullivan and Ava Roberts
Vice Pres.:	Carter Zike
Treasurer:	Lucas Mathewson
Secretary:	Sean Mathewson
Student Reps:	Rachel Baldwin
	Olivia Lawruk
	Nate Pekola

Class of 2028:

President:	Abby Hayes
Vice Pres.:	Sophia Donovan
Treasurer:	Emmy Baillie
Secretary:	Abby Stevens
Student Reps:	Jacob Dobreski
	Abby Kahler
	Blake Williams

Class of 2029:

President:	Keira Zike
Vice Pres.:	Aubree Lawruk
Treasurer:	Grace Bunker
Secretary:	Lily Swift
Student Reps:	Luke Riemenschneider
	Mary Bathrick
	Ryker Rasmussen

Class of 2030:

President:	Ellie Roberts
Vice Pres.:	Stella Lange
Treasurer:	Lilah Pitcher
Secretary:	Allen Hill
Student Reps:	Tucker Epp
	Ruby Brucker
	Siobhan Firsching

DISTRICT TELEPHONE DIRECTORY

Gen. William Floyd Elementary	Kristin Casab, *Principal*	(315) 865-5721
	Joann Carro, *Secretary*	(315) 865-5721
	Kimberly Sheridan, *Nurse*	(315) 865-7266
	Jennifer Stevens, *LPN*	(315) 865-7266
Holland Patent Elementary	Sarah Vergis, *Principal*	(315) 865-8151
	Tiffany Dibble, *Secretary*	(315) 865-8151
	Maurissa Boek, *Nurse*	(315) 865-7261
Holland Patent Middle School	Lisa Gentile, *Principal*	(315) 865-8152
	Joyce Jackson, *Receptionist*	(315) 865-8152
	Alecia Weir, *Secretary*	(315) 865-8152
	Jody Shepard, *Counseling Secretary*	(315) 865-7204
	Andrea DiNardo, *Nurse*	(315) 865-7224
Holland Patent Sr. High School	Russell Stevener Jr., *Principal*	(315) 865-8154
	Kelly Healey, *Assistant Principal*	(315) 865-7245
	Jennifer Synakowski, *Secretary*	(315) 865-8154
	Michael Absolom, *Athletic Director*	(315) 865-7273
	Amanda King, *Attendance*	(315) 865-7292
	Athena Cyr, *Guidance Secretary*	(315) 865-4102
	Kimberly Fazekas, *Nurse*	(315) 865-7234
	Brianna DelConte, *Athletic Secretary*	(315) 865-7273
Superintendent of Schools	Dr. Cheryl Richard	(315) 865-7221
Assistant Superintendent for Business & Finance	Nicholas Panuccio	(315) 865-7505
Assistant Superintendent for Curriculum & Instruction	James DeAngelo	(315) 865-7200
PPS Director, CSE Chairperson	Melissa Lowell, *Director*	(315) 865-4148
	Jennifer Blier, *Secretary*	(315) 865-4148
Transportation Department	Christopher Roberts, *Supervisor*	(315) 865-4103
	Robin Vienneau, *Secretary*	(315) 865-4103
Buildings & Grounds	Kenneth Smith, *Director*	(315) 865-7213
School Food Service	Cliff Casab, *Director*	(315) 865-7242
Teacher Center	Rebecca Pisani	(315) 865-7226
Educational Technology Leader	Alana Boylan	aboylan@hpschools.org

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.

COVID 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 - School 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
SCHEDULE OF IMPORTANT DATES
2026-2027 SCHOOL YEAR

SEPTEMBER

2	Freshmen Orientation
2	HS Open House
3	First Day of Classes

OCTOBER

6	PSAT/SAT
8	Tri-M Music Honor Society Induction
9	Superintendent's Conference Day
14	National Honor Society Induction
23	School Photo Day

NOVEMBER

9	Veterans Day Concert @ HS
16	Winter Sports Begin
18	ASVAB
25-27	Thanksgiving Recess

DECEMBER

2,10,16	Winter Concerts
23-1	Winter Recess

JANUARY

26-29	Regents Exams and Midterms
29	End of 1st Semester
30	Snowball

FEBRUARY

15-19	Mid-Winter Recess
26-27	Knightly Players Production

MARCH

8	Spring Sports Begin
19	Superintendent's Conference Day

APRIL

7	SAT, Juniors
9-10	Cabaret
19-23	Spring Recess

MAY

13,18,20	Spring Concerts
15	Junior Prom
18	Taste of the Arts

JUNE

2	Senior Athletic Awards Dinner
8	FFA Banquet
10	NHS Dinner and Senior Awards
11-13	Senior Trip
14	Student Awards
15-24	Regents Exams
16	Graduation Rehearsal and Senior Ball
17	HS Graduation

MARKING PERIODS

Mid-Point

5 Weeks. October 2

15 Weeks. December 11

25 Weeks. March 5

35 Weeks. May 21

Marking Period Ends

MP 1 – November 6

MP 2 – January 29

MP 3 – April 19

MP 4 – June 25

DAILY TIME SCHEDULE

Warning Bell	7:34
Period 1	7:37-8:17
Period 2	8:20-9:00
Period 3	9:03-9:43
Period 4	9:46-10:26
Period 5	10:27-11:27
Period 6	11:30-12:10
Period 7	12:13-12:53
Period 8	12:56-1:36
Period 9	1:39-2:19

SECTION III
PLAIN LANGUAGE SUMMARY - 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 the 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), disability, 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 foreseeable 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 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. 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 of 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 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 of 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 administration 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, School 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, (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, school counselors, teachers, principal, Superintendent.
3. **Written notification to parent -** Bus driver, hall and lunch monitors, coaches, school 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 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 IV - GENRAL RULES AND PROCEDURES

ATTENDANCE POLICY

STUDENTS 6020

STUDENT ATTENDANCE

I. Philosophy

The Board of Education, in accordance with Section 104.1 © 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 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, babysitting, 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, 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, School Counselor, and attendance officer) shall be Responsible for preliminary contact with parents 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 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 students'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 of 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 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 causes(s) 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 School Counselor or attendance officer) shall be responsible for preliminary contact with parents 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

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 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/persons 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.

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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

BOCES ATTENDANCE

Attendance and academic achievement at the Career and Technical Education Center (BOCES) are important parts of the training process. In support of this, a student who has been illegally absent or tardy on two occasions or who is failing the course may be placed on probationary status. At that time a conference is held with the parents or guardian. Such a conference includes the School Counselor involved and the building administrator. Following this conference, the probationary status is continued until improvement is shown in the problem area. If attendance or academic achievement continues to be a problem, the student is terminated in the course and removed from The BOCES program. If the student voluntarily withdraws from vocational classes during the year or is terminated by school officials, he/she may not be considered for future placement in BOCES programs.

BOCES STUDENTS LATE TO HOME SCHOOL MISSING THE BUS

BOCES students signing into school late and/or missing the BOCES bus are referred to the Assistant Principal for study hall assignment (4 periods). Each subsequent incident results in assignment to in-school suspension.

Excuses

1. Students returning to school following an absence or tardiness are to provide a note to the attendance officer from their parent or guardian explaining the absence or tardiness.
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 own excuse.**
4. Any student asking to be excused early from school should present to the attendance officer prior to homeroom a written permission slip from their parent or guardian stating the reason for leaving and the time to be excused with a phone number.
5. Students without prior permission to leave must remain in school until the end of 9th period. Emergency situations must be approved by the nurse or administrator.
6. Emergency requests and questions pertaining to attendance or other health issues can be directed to the attendance officer over the telephone at (315) 865-7292 or the nurse at (315) 865-7234

SIGN IN AND SIGN OUT

All students who arrive late to school and need to leave prior to dismissal time are required to sign in or out with the attendance officer in the log located outside the auditorium entrance. **A written excuse or telephone contact from the parent/guardian is required. Any student that leaves school early without prior written or verbal permission from their parent or guardian are considered truant and will be issued an alternative to suspension or other punishment deemed appropriate.** Students who arrive late to school and do not sign in properly are subject to disciplinary action.

***A text message from a parent is not acceptable. The parent/guardian must call the attendance office.**

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.

- No cell phones or electronic devices should be used during an assembly.
- Do not take books or coats to the assembly unless instructed otherwise.
- Proceed to the assembly area quietly and promptly. Find your seat quickly in the area assigned to your grade level.
- When the chairman of the assembly asks for your attention, give it to him/her Immediately.
- Be considerate of the performers and other remembers of the audience.
- Applaud in keeping with the occasion.
- 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.

BODILY FLUIDS

Serious health consequences can occur through exposure to bodily fluids (i.e) blood, urine, etc. The consumption, acquisition, sharing, exchange, selling, use or possession of bodily fluids is prohibited on school grounds, buses and at school functions. Violations of this policy result in immediate suspension and require a parent conference for readimission. 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 at a location other than their usual stops must bring a note signed by their parent or guardian to the attendance office before school. The note must be signed by the attendance office authorizing permission. Emergency requests phoned in by parents or guardians are to be cleared by an administrator.

High school students are not to get off the bus at the middle school either before or after school unless they have a note from a school administrator or are involved in an extracurricular or athletic event at the middle school. All high school students must board their bus for the afternoon trip at the high school.

The same general rules of good conduct apply on the bus as in the school building. Observe the following rules:

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, headphones are permitted.
8. Students are required to sit in assigned seats if directed to do so 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 report individual discipline problems to an administrator and director of transportation by completing the District BUs Discipline Report. Generally, on the first offense, a letter of warning is sent to the parents from an administrator stating that subsequent referrals may result in a conference between the driver, student, parent and an administrator. Persistent problems will result in the principal denying the student transportation privileges.

BOCES BUS TRANSPORTATION

Attending BOCES is a privilege. Students exhibiting inappropriate behavior or behavior that endangers the welfare of others are subject to disciplinary action. Students exhibiting this behavior receive warnings, in-school or out-of-school suspension. Parent conferences are also held. Repeat offenders may lose the privilege of attending BOCES.

Please be aware that Holland Patent buses have working cameras to monitor student behavior, reduce bus problems and promote safety.

The driver's job is a difficult one and his first concern is the safe transportation of the students on his bus. This means that he needs to be alert to the ever-changing road conditions and other motorists at all times. Inappropriate behavior on the bus can distract the driver from his primary responsibility. Therefore, we ask for your cooperation in helping us monitor the situation on your student's bus.

Only seniors with the appropriate paperwork are allowed to drive to BOCES. Students who violate this rule may be subject to disciplinary consequences.

CAFETERIA MANAGEMENT AUTOMATION SYSTEM

NutriKids Point of Sale (POS) 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. Students have their own account with a personal PIN Number. They select a meal or snack item, enter their PIN number on the PIN PAD and the amount due appears on the monitor screen. This amount is then either paid or is subtracted from the account balance.

Use the same PIN as last year. All transfer students are assigned a PIN number when they enroll.

Students who qualified for reduced or free meals last year will continue to qualify through the first 30 operating days of the school year. A new application must be submitted and approved before October 20 to continue in the program after November 1. Address questions regarding this program to the school lunch office at (315) 865-7242

LUNCH HOUR PROCEDURES

The cafeteria supervisors expect cooperation with the following rules:

1. All students waiting to be served should stay in straight, orderly lines.
2. Unacceptable behavior is prohibited (e.g. food throwing or throwing of any objects in the room, pushing, shoving, shouting, etc.)
3. Begging or harassing others for food money is prohibited.
4. Students are expected to return their own trays to the kitchen dishwasher room and deposit lunch litter in trash containers.
5. Students are to eat in the cafeteria - no students will be allowed in the halls except to go to the gym or the bathroom.
6. Students who are chronic violators of these rules will be subject to disciplinary consequences.

CLASSROOM

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

1. Respect, courtesy, and cooperation shall take place at all times between the student and teacher and among students.
2. Student must comply with all general rules and any other specific rules an individual teacher may require.
3. Violations of any of the above result in the teacher scheduling a conference, contacting parents, assigning detention or referring serious incidents to an administrator.
4. Cell phones and other communication devices are **not allowed** in the classrooms. Cell phones must be placed in student lockers and turned off throughout the entire school day.

DANCES

Attending school functions such as dances are a privilege. Students that misbehave in school or at other school functions may not be allowed to attend dances at the discretion of the building administration. Furthermore, all school rules and policies are in effect at these functions. The Sheriff will be in attendance and may check for inappropriate behavior including using an Alcasensor test.

Students must be in attendance at school on the day of the dance or the day preceding the dance (if it is on a Saturday) to be allowed into the dance, unless the building administration has granted such attendance due to extenuating circumstances. Students who are in ISS, OSS or alternative to suspension may not attend any dances, athletic events or any school functions on that day. If you receive an ISS on a Friday, you are ineligible to attend any event until the following Monday.

Students are allowed to bring guests from other school districts if the necessary paperwork is completed and turned in on time and these students are approved by an HP administrator. Students may not bring a guest that is 21 years of age or older and not enrolled in high school. Students may only bring a guest for Junior Prom, Senior Ball, Snow Ball or Homecoming.

Any student that is on the academic ineligibility/probation list will not be able to attend any dances or after school events without being signed off by all of their teachers prior to the event.

HOLLAND PATENT HIGH 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 High 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 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 136 and it runs from 2:15pm to 2:55pm. Students that do not show up for detention will be assigned an additional detention on the first offence 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** - Lunch detention takes place during Period 5 in a designated supervised area. Students assigned to lunch detention must report directly there instead of going to the cafeteria. They will be released one at a time to get their lunch and are expected to eat lunch quietly and use the time to reflect on their behavior or catch up on schoolwork. 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 2:15p.m. - 5:00p.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 Student-Parent 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 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 3 DETENTIONS = 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

2. 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 Susp.
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 one of the Principals. 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
- Driving 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.

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

Offense	Consequence
Offense 1	One lunch detention and the device is turned over to administration. Students can get their device back at the end of the day.
Offense 2	One detention and the device is turned over to administration. Students can get their device back at the end of the day.
Offense 3	One day of Alt to Suspension and the device is turned to administration. Parents/guardians have to pick up the device.
Offense 4	Two days of Alt 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+	Three days of Alt of 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. Students have to turn devices into the main office every day upon arriving at school.

****** 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 a day of OSS.******

Caffeine Pouches

All types of caffeine pouches and dip are prohibited.

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

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 is 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 is 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 is 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 Alt Alternative to suspension. If they refuse they will be sent home and serve 1 additional day in Alternative to Suspension.

Driving Violation

Driving Violations include, but are not limited to, parking in a no parking zone, failure to obtain a parking pass, being late to school, loitering in the parking lot during school hours and leaving school without permission. Students will sign a form with all the driving rules prior to obtaining a pass.

Offense	Consequence
Offense 1	Loss of driving privilege for 1 week.
Offense 2	Loss of driving privilege for 2 weeks and vehicle towed if student drives during suspended period.
Offense 3	Loss of driving privilege for 1 month and vehicle towed if student drives during suspended period.
Offense 4+	Loss of driving privilege for remainder of school year and vehicle towed if student drives during suspended period.

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, 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, air pods 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 requires parent pickup
Offense 3	1 day of Alternative to Suspension, plus headphones are confiscated and requires parent pickup
Offense 4+	2-5 days of Alternative to Suspension, plus headphones are confiscated and requires parent 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, 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 days of Alternative to Suspension
Offense 5+	3 days Alternative to Suspension

Tardy to School
Any time a student is 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 Alternative to Suspension
Offense 2 (four times in the month)	2 detentions
Offense 2 (five-six times in the month)	1 day Alternative to Suspension
Offense 2 (seven+ times in the month)	2 days 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 Alternative to Suspension
Offense 3 (seven+ times in the month)	3 days Alternative to Suspension
Offense 4+ (four times in the month)	2 days Alternative to Suspension
Offense 4+ (five-six times in the month)	3 days Alternative to Suspension
Offense + (seven+ times in the month)	4 days 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 days detention
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 after school 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 days of detention
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 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

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. This includes leaving school early without permission.

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

Please refer to the plain language summary code of conduct for the definition of behavior that is considered disorderly.

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 Alternative to Suspension
Offense 2	3 days 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. All offenses will require students to pay for damages.

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

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 days 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

Videoing 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

Videoing 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 shirken;
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 the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

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 HIGH 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 a student's 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 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 (10% or more classes missed whether they're excused or unexcused).
- Any student that has skipped an after school detention or alt. to suspension and has yet to make it up will not be allowed to attend field trips

****Senior Trip, college visits or organized tours of potential instructional programs are exempt from the above mentioned items and can only be denied by a school administrator.****

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 may utilize the LMC for curricular and independent research, leisure reading and a quiet study and homework completion area. The library computer lab provides students with access to a quiet working area to conduct research and complete assignments. The following guidelines are in effect:

- The atmosphere must be conducive to quiet study or collaborative work.
- No food or drinks are allowed.
- Students may use the LMC before or after school and during lunch periods without restrictions unless they are specifically prohibited by disciplinary action.

- Students are responsible for all borrowed material, including replacement costs of any item lost or damaged.

- All LMC internet users must respect all general and specific internet use rules outlined on the computer splash screen.

- Classroom teachers may give students a pre-signed pass to the library if the student has work to complete for that teacher.

- The LMC is the location to swap out broken Chromebooks and borrow them.

- Students may borrow books, DVDs, audiobooks (up to 6 items) for 3 weeks. Ample e-books and audiobooks are available 24/7. See the Librarian for access credentials.

HALL LOCKERS/PHYSICAL EDUCATION LOCKERS

A locker is assigned to each student and may not be changed without permission from the office. Keep your locker locked at **all times.** ONLY SCHOOL LOCKS ARE PERMITTED. Keep your personal items and books in your locker. Don't share your locker or give your combination to another student. **The use of tape, glue or other adhesive material on the inside or outside of the lockers is strictly prohibited. Also, writing on the inside or outside of the lockers is prohibited as well.**

Lockers are the property of the school and should the school authorities have a reasonable cause, a search of a locker may be conducted without permission or consent of the student. (Board of Education Policy #1010.) Students that deface their lockers will be subject to disciplinary action.

LOST OR ABANDONED ITEMS

1. Personal items that are found are to be turned in at the main office.
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.

ELECTRONIC HALL PASS POLICY

The electronic hall passes allow student movement in the building during school hours. Teachers should use discretion in issuing passes only to those students who make proper use of the privileges. Passes should be filled out digitally under the supervision of the issuing teacher using the Securly Pass System.

Emergency paper passes will be issued at the discretion of the teachers. Students that violate pass procedures may be assigned to Restricted Pass Status. Students may be placed on Restricted Pass Status as a form of disciplinary action following repeated improper pass violations and other serious disciplinary incidents as determined by the administration.

- ➔ Students failing two or more subjects will not be given passes to the library unless they have a pre-signed pass from a teacher for a specific academic purpose.
- ➔ Additional library sign outs are at the discretion of the study hall teacher and the ability of the library to accommodate requests. The library electronic hall pass system indicates the number of requests that can be honored when it is returned to the study hall.
- ➔ Students arriving late to class are **NOT** to be sent to the office for a late pass. They should be admitted into class and assigned a detention per the teacher class policy.
- ➔ Students who violate pass procedures may be assigned to **RESTRICTED PASS STATUS**.

PERSONAL PROPERTY

Students should not bring personal property items to school. The school district is not responsible for lost, damaged or stolen personal property, even if it is locked in a locker.

PROBATION/INELIGIBILITY

Students who are ineligible are not permitted to attend extracurricular activities including, but not limited to sports contests, concerts, performances, dances, etc.

PROHIBITED ITEMS/BEHAVIORS

1. Students should not use or possess a laser pointer in the high school building.
2. Students should not use or possess a personal laptops in the high school.
3. Students should not use playing cards at any time during the school day.
4. Students should not be chewing on and spitting sunflower seeds in the high school building.

REDUCED SCHEDULE FOR SENIORS

The following guidelines are provided for seniors who desire to participate in and remain eligible for a reduced schedule. They may participate provided the following conditions are met:

1. The student is passing all courses.
2. The student has an acceptable citizenship record.
3. Parental or guardian permission to participate in reduced schedule is produced.
4. Request for information regarding this program should be obtained from the counseling office. The counseling office verifies that all requirements have been met.
5. Approval for the release program must be obtained from an administrator.
6. Daily sign in/out procedure must be followed at the attendance office.
7. If a student has reduced schedule, he/she must sign out immediately at the indicated time. If the student plans to see a teacher he/she must have a presigned pass. They must sign out, then sign back in.
8. If a student has reduced schedule and they are assigned a day(s) of ISS, they must serve the full day.
9. Proof of employment must be provided to administration prior to approval.

ADVISORY PERIODS

All students in grades 9-12 with the exception of CTE students will have a dedicated 30-minute period every day to work with teachers. This will take place during the first 30 minutes of 5th period before students go to lunch. Students will be assigned by a teacher, administrator or counselor. If a student is not assigned they will have the option to sign up to see a teacher or go to the gym for 30 minutes if they feel they do not need any extra help.

STUDY HALL GUIDELINES

Students without an assigned class are assigned to study hall. All students should report directly to their assigned room.

Students reporting to study hall should follow the instructions of the teachers in charge. In general, study hall should be an area where students can work comfortably on schoolwork. Students should be assigned seats, and attendance is taken on a daily basis. Upon completion of the attendance procedures, passes from the general faculty are honored.

Arrangements for pre-signed passes from the general faculty should be done prior to reporting to study hall. Students making an arrangement with a teacher for a conference held during a study hall must obtain from the teacher a signed pass complete with the student's name and the time and date.

The atmosphere in the study hall should allow students to complete assigned schoolwork. Students are able to study together at the discretion of and with permission from the study hall proctor. Students should come to study hall with schoolwork, a book or magazine. Talking is not acceptable in study hall. Students wishing to work on group assignments should seek teacher approval.

Students are not permitted to eat during study hall. Students exhibiting inappropriate behavior may be issued a detention. Continued disruption is referred to the main office by the study hall supervisor.

TEXTBOOKS

High School students are provided with textbooks on a loan basis by the school. Students sign a textbook card for a book received indicating acceptance of the responsibility for that particular book by number. 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 are assessed in accordance with the age of the text:

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

SUBSTITUTE TEACHERS

1. Students should be polite and respectful to our substitute teachers. The sub is responsible for carrying out the classroom teacher's lesson plans.
2. If a student is disrespectful or not following the class expectations, they would receive a verbal warning from the sub.
3. If the student continues to be disrespectful the sub should call the main office and an administrator will escort the student to the office.
4. The sub should provide the classroom teacher with a written description of the incident.

VANDALISM

A student damaging or defacing school property is held financially responsible for full repair of that damage. In addition, the student is 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, students are subjected 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)

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 student conducting normal activities such as riding school buses, walking in the hallways, at school activities and functions, etc., are considered to be student "Educational Records," but will be treated as "Directory Information" under the Family Educational Rights & 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. All visitors to the building must report to the attendance office, sign in and receive a visitor's badge.

SECTION V
BOARD OF EDUCATION POLICIES

PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS

I. SCOPE OF POLICY

A. Digital information systems are important to achieving the District's educational goals and conducting business operations in an efficient manner. The Board's goal is to provide students and staff with digital technology tools that are appropriate to support the District's instructional goals and operational needs, consistent with a wise use of the District's financial resources.

B. When used in this Policy, the term "digital information systems" includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive white boards, video conferencing equipment, switches, and software that is owned, leased, or licensed by the District or that the District has the use of through a cooperative educational services agreement (CoSer), and that is used to create, modify, store or transmit information in a digitized form.

C. This Policy applies to the use of all District-managed devices, including mobile devices such as laptop computers and digital tablets, whether the equipment is used by staff, students, or members of the public. References to District-managed devices shall include devices owned by the District and devices that may continue to be owned by the BOCES but are assigned to the District for use within the District under District supervision.

D. This Policy also applies to the use of digital devices that are not District-managed devices but are used to access and connect to the District's network, whether the device is owned or used by a staff member, student or member of the public.

E. Anyone who uses any part of the District's digital information systems is expected to comply with the standards of use set forth in this Policy, whether that person is a staff member (employees and volunteers), student, contractor or member of the public (including parents/guardians and community members).

F. In addition to the standards set forth in this Policy for use of the District's digital information systems, users of those systems must comply with all other board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy and the Equal Opportunity and Nondiscrimination Policy.

II. DISTRICT ACCOUNTABILITY FOR USE OF DIGITAL INFORMATION SYSTEMS

A. The Board recognizes the District's responsibility to monitor the use of its digital information assets to insure that those assets are used for their intended purposes and that the use of those assets does not expose the District to unnecessary risk. The Superintendent shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the District's assets.

B. The District reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored or transmitted using the District's digital information assets.

1. The only information that should be created, modified, stored or transmitted using the District's digital information systems is information that is necessary to or supportive of the District's education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored or transmitted by the individual using the District's digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the District's digital information systems.

2. The Superintendent shall ensure that staff, students, and the public are periodically advised that any information created, modified, stored or transmitted using the District's digital information systems may be examined by the District for such reasons as to insure that the systems are being properly used or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA) and litigation discovery procedures.

C. The District is not responsible for the quality, availability, accuracy, nature or reliability of internet service beyond the point at which the District's digital information systems connect to the internet. Not all information found on the internet is accurate or reliable and each user is responsible for verifying the integrity and authenticity of information that the user finds on the internet.

D. The District maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

III. RESPONSIBLE USE OF DIGITAL INFORMATION SYSTEMS

A. Instructional and non-instructional staff are provided with access to the District's digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the District.

B. Students are provided with access to the District's digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy or guidance issued by the Superintendent or other administrator or teacher, may result in disciplinary action consistent with the District's Code of Conduct.

C. Members of the public may access the District's digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access while in the school building). The Superintendent, in consultation with the Director of Technology, shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other Board Policies and are reasonably advised that information created, modified, stored, or transmitted through the District's digital information systems is not considered private, except to the extent explicitly provided by law.

D. Users must not engage in conduct that may compromise the security of the District's digital information systems.

1. A user may not access the systems with any password other than the password given to the user by the authorized District staff member.

2. A user may not disclose the user's assigned password to anyone except a District staff member authorized to have access to that user's password.

3. A user may not download or install any program, app, content or other software that has not been approved for installation by the District.

4. A user may not circumvent or attempt to circumvent, any computer security measure implemented by the District or required by any service provider or program as a condition for using a service or program.

5. A user may not download, create, or distribute a virus, Trojan horse, adware or other malware, or add files to or delete files that change the function or operation of the digital information systems.

E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless pre-approved school-related purposes) or playing online games that have not been incorporated into course material.

F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs and programs.

G. Users may not access, upload, download or distribute pornographic material, obscene material, or sexually explicit material.

H. Users may not create or distribute information that is disrespectful of other persons or groups or that is illegal, defamatory, abusive, intimidating, harassing, or bullying, or the creation or distribution of which is illegal.

I. Users may not participate in chat rooms, instant messaging or e-mail that is not specifically permitted by a staff member as a legitimate school-related purpose.

J. Users may not send or display unsolicited non-educational related messages or pictures.

K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the District's instructional technology staff or other technical consultants.

L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.

M. Users may not use the District's digital information systems to conduct business transactions not related to their school responsibilities or to perform work on behalf of any non-school organization.

N. Users may not engage in any activity using the District's digital information systems that violates any local, state or federal law.

O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked, or be subject to discipline consistent with the District's Code of Conduct and applicable laws and collective bargaining agreements.

P. Students are required to complete user logs at all Internet enabled workstations in all open access areas and open labs.

Q. Student will not give personal information such as their address or phone number to those with whom they correspond via electronic mail.

R. Subscriptions to News groups and LISTS must be reported to the District Technology Coordinator. Prior approve is required for students.

S. Mail from News groups and LISTS must be monitored daily and deleted from personal mail directory to avoid excessive use of file server hard disk space.

IV. PHYSICAL ENVIRONMENT AND SECURITY

A. The physical assets that are incorporated into the District's digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical

supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.

B. The Superintendent, in consultation with the Director of Technology, shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.

C. If a District-managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment and the date of the expected return of the device. All devices shall be returned to the Instructional Technology Department no later than June 30 of each school year, unless prior arrangements have been made with the IT Department.

D. A staff member or student may take possession of an assigned device only after providing the Instructional Technology Department with a written agreement acknowledging the following conditions with respect to the device and any related equipment provided with the device:

1. Use of the device must conform to the standards of responsible use set forth in this Policy and all other applicable District policies and rules, whether the device is connected to the District's digital information systems or not;

2. The device remains the property of the District, and must be returned to the District at the designated time or when the user ceases to be affiliated with the District, if earlier;

3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances and other physical dangers;

4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized District employee or designee and will not allow any other person to use the device;

5. The software installed on the device is owned by or licensed to the District, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized District employee or designee;

6. The user acknowledges that the device may be equipped with software installed by the District to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize or circumvent this security measure;

7. The District retains the right to examine the device and its contents, and may do so remotely and the user has no expectation of privacy in any information created, modified, stored or transmitted with the device; and

8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the District for the damage.

Where the user is a student, the acknowledgment shall be signed by both the student and a parent or person in parental relation.

V. USER ACCESS RIGHTS

A. The District shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files or elements that are appropriate to the user's status and, where applicable, job responsibilities.

B. The District shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.

C. Users shall be required to use passwords that meet standards established by the Superintendent, in consultation with the Director of Technology and to change passwords periodically.

D. The Superintendent, in consultation with the Director of Technology, is authorized to develop and adopt procedures and protocols for assigning, reviewing and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the District.

VI. MITIGATION OF BUSINESS INTERRUPTION RISK

A. The District shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible District personnel of the steps to follow in responding to, and recovering from, a disaster- related interruption of the operation of the District's digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure and cyber intrusion.

B. As part of the disaster recovery plan, the District shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the District's digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the District shall be prioritized and backup schedules set accordingly.

C. The Superintendent, in consultation with the Director of Technology, is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The Board shall be briefed on the status of these plans at least annually.

VII. EMAIL COMPONENT OF DIGITAL INFORMATION SYSTEMS

A. All references in this Policy to the use of District digital information systems include the use of those systems for the composing, sending, receipt, and storage of email. The District's reserved right to access and inspect information stored on or passing through its systems applies to email messages and related metadata. The standards of responsible use set forth above apply to email.

B. Use of Email By Staff Members

1. Staff members are provided with credentials to access and use the District's email domain (@hpschools.org) to send and receive work-related emails. As noted above, those emails are not confidential or private. The District may review those emails for any reasonable business purpose, including to ensure compliance with this and other Policies, and with other applicable laws and regulations. The District may be required to disclose emails to third parties pursuant to FOIL, FERPA or other legal requirements. Employees shall not conduct personal business using the District's email address.

2. Staff members must use the District's email domain to send and receive all work-related messages. If a staff member uses a personal email account to send or receive a work-related message, the staff member may be required to provide access to the personal email account in order to comply with FOIL, FERPA or another legal requirement.

3. If a staff member stores personal email, or passwords to personal email accounts, on the District's digital information systems, that information will be available to the District.

4. Each email is a business document. Consistent with the standards for responsible use set forth above, all email should be businesslike, appropriate to the business purpose and respectful of the recipients. Staff members must keep in mind that every email is subject to public disclosure under FOIL.

5. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.

C. Use of Email by Students

1. Use of the District's email domain by students is permitted when assigned by a teacher as part of a class requirement, project or unit.

2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) through a District-owned machine.

3. The District's email domain is filtered and can be monitored by school staff. Students do not have an expectation of privacy when using the District's email domain.

VIII. PERSONALLY-OWNED DEVICES CONNECTED TO THE DISTRICT'S DIGITAL INFORMATION SYSTEMS

A. When devices not owned or managed by the District access the District's digital information systems, the District is exposed to several additional risks, such as the risk that malware will infiltrate the District's system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to District business will be stored on the device, and the District will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-District managed devices to the District's digital information systems shall be required to accept certain requirements.

B. The Superintendent, in consultation with the Director of Technology, shall develop and implement procedures and protocols for authorizing devices not managed by the District to be connected to the District's digital information systems. Devices shall not be connected to the District's systems unless the user of the device agrees to the terms determined by the Superintendent to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:

1. The user acknowledges familiarity with this Policy and other relevant Policies and agrees that the use of the District's digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;

2. The user agrees to give the District access to the memory of the device when the District has a business reason to retrieve data or documents, including the need to respond to a FOIL request, a request for education records under FERPA or a litigation disclosure requirement or a review to confirm compliance with the standards of responsible use;

3. The user agrees that no District-related data or documents will be copied or otherwise stored in personal "cloud" accounts such as Dropbox, Box, OneDrive, etc.;

4. The user agrees that District-related communications will be sent and received as email when practicable, and that text messaging will only be used to relay non-essential information;

5. In the event that the device is lost, stolen, or missing for more than 48 hours, the user will immediately notify the Director of Technology, and will cooperate with all District efforts to recover or reconstruct District related information that was stored on the device;

6. The user acknowledges that if the device is used to access the internet through the District's digital information systems then that access will be filtered in accordance with the District's Internet Safety Policy;

7. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated and updated where applicable;

8. The user agrees that, if the device has the capability to connect to the internet using cell phone (3G/4G) connections, the user will not connect the device to the internet using that capability while on school premises. Instead, the user will always connect to the District network in order to connect to the internet;

9. The user agrees that the District will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the District's digital information systems; and

10. The user agrees that failure to abide by the terms of use will be sufficient reason for the District to block the device from further access to the District's digital information systems.

C. The use of non-District managed devices by students on school property shall be subject to rules and protocols approved by the Superintendent after consultation with building principals and teachers.

IX. ACCEPTABLE USE OF MOBILE DEVICES BY STUDENTS

A. Each teacher has the right to allow or disallow the use of mobile devices to support student learning or achievement during instructional time as he/she deems appropriate. If the teacher allows the use of mobile devices for instructional purposes, his/her students shall not use such devices in any manner or place that is disruptive to the normal routine of the class/school, nor in any way inconsistent with this policy, the Code of Conduct or other policies or rules.

B. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

C. Using mobile phones or devices to bully or threaten other students is unacceptable and will not be tolerated.

D. The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed. Any student engaging in such conduct will face disciplinary action as sanctioned by the Holland Patent Central School District Code of Conduct.

E. Any student caught using a mobile device during an examination or assessment in an unauthorized manner will face academic and/or disciplinary sanctions.

F. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not in use for instructional purposes.

G. Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.

X. STUDENT DATA SECURITY AND PARENTAL CONSENT

A. The creation, modification, storage, and transmission of personally identifiable student information using the District's digital information systems must comply with the requirements of federal and State law.

1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.

2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The Superintendent shall develop and implement a procedure for administrators, teachers and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.

B. The standard procedure in the District shall be to provide each student with access to the District's digital information systems unless student violates the District rules for the use of those systems or the District is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the District that their student is not to be given access to the District's digital information systems.

XI. DATA SECURITY AWARENESS TRAINING

District staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the District's digital information systems.

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Holland Patent Central School District

Cross Ref:	0016, Equal Opportunity and Nondiscrimination
	1010, Code of Conduct
	5070, Internet Safety
Adopted:	02/06/02, 03/14/12
Board Reviewed:	01/09/13
Revised:	04/27/04, 08/23/06, 06/20/07, 03/19/14, 12/20/18

HOLLAND PATENT CENTRAL SCHOOL POLICY RELATIVE TO USING REASONABLE FORCE TO MAINTAIN ORDER (FORMER CORPORAL PUNISHMENT POLICY)

The New York State Board of Regents took action on February 22, 1985 to prohibit the use of corporal punishment in the state's public schools. The rule adopted states, "No teacher, administrator, officer, employee or agent of a school district in this state, or of a BOCES, shall use corporal punishment against a pupil." Corporal punishment is defined as, "any act of physical force upon a pupil for the purpose of punishing that pupil."

It is the policy of the Board of Education of the Holland Patent Central School District that if alternative procedures or methods excluding the use of physical force cannot by reasonably used, physical force used for any of the four following reasons as stated below will not be considered corporal punishment when used by a teacher, administrator, officer, employee or agent of the school district:

1. To protect oneself from physical injury.
2. To protect another pupil, teacher or any other person from physical injuries.
3. To protect the property of the school or other.
4. To restrain or remove a pupil whose behavior is interfering with the orderly performance of school district functions, if that pupil has refused to comply with a request to refrain from further disruptive acts.

This statement of policy shall be immediately communicated to the teaching staff, the students, and the parents of the school district in such a form and manner as the superintendent of schools shall determine and at yearly intervals at the first faculty or staff meeting of the year.

SECTION VI
SCHOOL COUNSELING SERVICES

School Counselors can assist students:

1. Making plans for their future in and out of school.
2. Learning how to secure appropriate occupational and educational training.
3. Learning how to address challenges both in and out of school.
4. The school counselors provide a comprehensive school counseling program that addresses the students' social, emotional, academic and career needs.

HOLLAND PATENT DISTRICT COUNSELING POLICY

The school counseling department at HPCSD empowers students to utilize their individual strengths to achieve personal excellence academically and socially, in a safe and nurturing environment with the ultimate goal of preparing students to be responsible, lifelong learners.

HIGH SCHOOL COUNSELING STAFF

Elizabeth Pirnie, School Counselor	**Ricki Kuchler, School Counselor**
Last Names: A - K	Last Names: L - Z
Grades 9-12	Grades 9-12
(315) 865-4102	(315) 865-4102
epirnie@hpschools.org	rkuchler@hpschools.org

ATTENDING BOCES

Juniors have the opportunity to attend a CTE Program during their junior and senior year. Students must have 10 credits at the start of their junior year to attend.

CHANGES IN SUBJECTS

School counselors have worked with each pupil and set up a program suitable for the individual student. Parents and students are consulted regarding individual student schedule changes. Schedules are provided to students on opening day. Students having schedule conflicts are contacted by the counseling staff prior to the opening of school to make necessary schedule decisions. Any changes that the student wants to make must be made by the **end of the second week of school.**

Each student must see their school counselor for schedule changes.

Week 1: No form is required for change.
Week 2: Sign off form is required and all parties must sign.
Week 3: ONLY teachers can make recommendations for schedule changes.

CLASS RANK

Final class rank for graduating seniors is computed at the end of the first semester in grade 12. It is calculated on all high school subjects taken for seat time during grades 9-12, as well as any high school subjects taken in the 8th grade. Averages are computed at the end of each school year using the final school grade with the course weight added in. The course weight has been pre-determined by the Board of Education.

Entering 9th graders:

The policy consists of the following: Five (5) points will be added for Advanced Placement (AP) and SUPA classes and three (3) points will be added for dual credit college coursework to the final average for the purpose of graduation ranking only. All students qualifying to receive a diploma are considered part of the graduating class and will be included in the ranking process.

Students transferring into the district must complete their final two (2) years of secondary education at Holland Patent High School in order to be eligible for the positions of salutatorian and valedictorian. Such transfers will be ranked and are eligible for all other awards.

The students attaining the top two positions in final class rank will be designated as the valedictorian and salutatorian respectively. In the case of a numerical tie for either position, co-winners will be honored.

Updated June 2022

Assessment Requirements

	Regents Diploma for **All Students**		Regents Diploma via Appeal for **All Students**		Local Diploma via Appeal for **All Students**		Local Diploma for **Students with a Disability**		Local Diploma via Appeal for **English Language Learners**	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65[I]	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65[I] or above	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65[I] or above	1	55[*^]	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65[I] or above, OR 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65[I] or above [†]
Math	1	65[I]	1		1		1	55[*^]	1	
Science	1	65[I]	1		1		1	55[*^]	1	
Social Studies	1	65[I]	1		1		1	55[*^]	1	
Pathway *(See note 1 on reverse side)*	1 or CDOS	65[I] If Regents Exam	1 or CDOS		1 or CDOS		1 or CDOS	55[*^] If Regents Exam	1 or CDOS	
Compensatory Safety Net	*Non-Applicable*		*Non-Applicable*		*Non-Applicable*		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65[I] or above on another required Regents exam including ELA and Mathematics.		*Non-Applicable*	

Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:

- Meet the credit and assessment requirements for a Regents diploma; and
- Pass **two additional** Regents **exams** or Department approved alternatives **in mathematics**; and
- Pass **one additional** Regents **exam** or Department approved alternative in **science**
  - students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences **(one life** and **one physical)**; and
- Complete a **sequence:**
  - earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or
  - complete a 5 unit sequence in the Arts, or
  - complete a 5 unit sequence in CTE.

Assessment Combinations for Advanced Designation

Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments
Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.
STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math[†], 2 science (1 life science, 1 physical science) = 8 assessments.
STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference New York State Diploma/Credential Requirements: Local diploma for Students with Disabilities.

^ In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference Appeals, Safety Nets, and Superintendent Determination.

† English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference New York State Diploma/Credential Requirements: Local diploma for English Language Learners.

† The 4th mathematics examination can be selected from the list of Department Approved Alternative Examinations.

[I] For the purposes of determining a student's diploma type, exemptions and Special Appeals should be considered passing scores. Both exemptions and Special Appeals may be applied to all diploma types.

COLLEGE VISITS

Students are allowed to have an excused absence for college visits on those specific days with college signoff, or counselor form showing that they participated. Students can receive 1 additional excused absence on each end of visit, if it's an out of state college. All other days missed will be unexcused.

DRIVER EDUCATION

Students need a permit or license in order to participate in our drivers education program. Prior to July 1st, registration form and a copy of license/permit is needed.

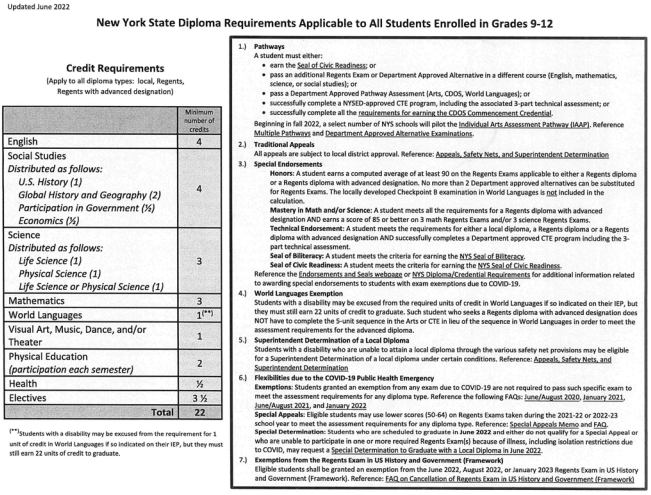
Students must be 16+ years of age to participate during the summer of their sophomore or junior year. Priority will be given to juniors who wouldn't have the opportunity to participate the following year due to graduation.

1. The HS Counseling Office will reach out to inquire about student interest in this program for the summer.
2. Students/families will let the school counselors know they want to be added to the list to participate in Drivers Education.
3. Counselors will organize the list by first come first serve, with preference still given to the juniors.
4. Final registration will happen during the month of June. There are only a certain number of students that can participate each school year. This number is set by OHM BOCES.

GRADUATING WITH DISTINCTION & HIGHEST DISTINCTION

Students who accumulate a final weighted GPA of 90.00-94.99 will graduate "with distinction. "Those who graduate with a GPA of 95.00+ will graduate with "highest distinction. "The final weighted GPA cannot be rounded up.

GRADUATION REQUIREMENTS



Updated June 2022

New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

Credit Requirements
(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies *Distributed as follows:* *U.S. History (1)* *Global History and Geography (2)* *Participation in Government (½)* *Economics (½)*	4
Science *Distributed as follows:* *Life Science (1)* *Physical Science (1)* *Life Science or Physical Science (1)*	3
Mathematics	3
World Languages	1(**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education *(participation each semester)*	2
Health	½
Electives	3 ½
Total	22

(**)Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

1.) **Pathways**
A student must either:
- earn the Seal of Civic Readiness; or
- pass an additional Regents Exam or Department Approved Alternative in a different course (English, mathematics, science, or social studies); or
- pass a Department Approved Pathway Assessment [Arts, CDOS, World Languages]; or
- successfully complete a NYSED-approved CTE program, including the associated 3-part technical assessment; or
- successfully complete all the requirements for earning the CDOS Commencement Credential.

Beginning in fall 2022, a select number of NYS schools will pilot the Individual Arts Assessment Pathway (IAAP). Reference Multiple Pathways and Department Approved Alternative Examinations.

2.) **Traditional Appeals**
All appeals are subject to local district approval. Reference: Appeals, Safety Nets, and Superintendent Determination

3.) **Special Endorsements**
Honors: A student earns a computed average of at least 90 on the Regents Exams applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents Exams. The locally developed Checkpoint B examination in World Languages is not included in the calculation.
Mastery in Math and/or Science: A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents Exams and/or 3 science Regents Exams.
Technical Endorsement: A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.
Seal of Biliteracy: A student meets the criteria for earning the NYS Seal of Biliteracy.
Seal of Civic Readiness: A student meets the criteria for earning the NYS Seal of Civic Readiness.
Reference the Endorsements and Seals webpage or NYS Diploma/Credential Requirements for additional information related to awarding special endorsements to students with exam exemptions due to COVID-19.

4.) **World Languages Exemption**
Students with a disability may be excused from the required units of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate. Such student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of the sequence in World Languages in order to meet the assessment requirements for the advanced diploma.

5.) **Superintendent Determination of a Local Diploma**
Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference: Appeals, Safety Nets, and Superintendent Determination

6.) **Flexibilities due to the COVID-19 Public Health Emergency**
Exemptions: Students granted an exemption from any exam due to COVID-19 are not required to pass such specific exam to meet the assessment requirements for any diploma type. Reference the following FAQs: June/August 2020, January 2021, June/August 2021, and January 2022
Special Appeals: Eligible students may use lower scores (50-64) on Regents Exams taken during the 2021-22 or 2022-23 school year to meet the assessment requirements for any diploma type. Reference: Special Appeals Memo and FAQ.
Special Determination: Students who are scheduled to graduate in **June 2022** and either do not qualify for a Special Appeal or who are unable to participate in one or more required Regents Exam(s) because of illness, including isolation restrictions due to COVID, may request a Special Determination to Graduate with a Local Diploma in June 2022.

7.) **Exemptions from the Regents Exam in US History and Government (Framework)**
Eligible students shall be granted an exemption from the June 2022, August 2022, or January 2023 Regents Exam in US History and Government (Framework). Reference: FAQ on Cancellation of Regents Exam in US History and Government (Framework)

Students can take courses through any college that offers high school students college credits to receive additional high school credits. These courses will be weighted 3 points and will be added for dual credit. These students and their parents must email the college transcript to their counselor requesting they receive high school credit. All classes on the transcript will be calculated. The chart below shows the grading scale letter policy.

A	97
B +	89
B	84
C +	79
C	74
D +	69
D	64
F	59

PORTFOLIO

All students entering the 2024-25 school year and thereafter will complete a portfolio as a graduation requirement. Portfolio details will be given out in Freshman Seminar.

PROCEDURE TO OBTAIN HOMEWORK WHEN STUDENT IS ABSENT

Homework should be requested for extended absences of three or more days.
Students are responsible for getting materials missed due to short instances or planned prolonged absences.

1. Requests are to be made through the school counseling office (315-865-4102).
2. Homework should be requested by a parent or the student.
3. Counselors contact teachers to get assignments and get books from locker if necessary.
4. Parents should pick up or make arrangements for the materials to get home. Materials are available 24 hours after the request is made.
5. Teachers are informed of the expected duration of absence.

REPORT CARD MARKING SYSTEM

Each 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 period of time. This grade includes homework, class participation, quiz grades and test scores.

The final grade in a course is determined by using all four 10-week marking periods, the midterm and the final. The final exam and midterm are worth 10 percent each. The following formula is used:

2x(mp1+mp2+mp3+mp4) + midterm + final ÷ 10

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

2x(mp1+mp2) +final ÷ 5

Pass/Fail courses will be calculated as Pass (100), Fail (64).

All report card marks become part of the permanent record of each student. College admissions officers and employers are interested in these records as they consider students for admission or employment. Students should make every effort to maintain a record that reflects their potential.

REPORT CARDS/INTERIM PROGRESS REPORTS

Report cards are mailed to the home of each student at the conclusion of each marking period.

In addition, interim progress reports are mailed to parents at the half point of each 10-week marking period. Reports may be mailed out on a weekly basis as deemed appropriate by the classroom teacher. A special effort is made to contact parents at the mid-point of each marking period for students experiencing difficulty. Dates of all marking periods are included in the front of this handbook. Grades are also available anytime on SchoolTool Parent/Student portal.

SCHOOLINKS

SchooLinks is a comprehensive college/career readiness platform. Counselors use this to work with students on Digital Portfolio, Career/College Exploration, College Applications. We encourage parents/guardians to sign up for the guardian portal to also use this tool.

SEAL OF BILITERACY AND SEAL OF CIVIC READINESS

SEAL OF BILITERACY:

The students eligible of the seal of Biliteracy are as follows:
Spanish: Level 5
French: Level 4 Seniors and Level 5
American Sign Language: Level 4
Mandarin Chinese: Level 4

Criteria to Earn the New York State Seal of Biliteracy (NYSSB)

A. Students wishing to receive the NYSSB must complete all requirements for graduating with a NYS Regents diploma*;
B. In addition to the above minimum requirement, students wishing to receive the NYSSB must earn three (3) points from the English criteria and three (3) points from the World Language criteria.

CRITERIA FOR DEMONSTRATING PROFICIENCY IN ENGLISH	POINT VALUE	CRITERIA FOR DEMONSTRATING PROFICIENCY IN A WORLD LANGUAGE	POINT VALUE
1A. Score 80 or higher on the NYS Regents Examination in English Language Arts** or English Language Learners (ELLs) score 75 or above on two Regents exams other than English**, without translation.	1	**2A.** Complete a Checkpoint C level World Language course, with a grade of 85 or higher, or a comparable score using another scoring system set by the district and approved by the Commissioner, consistent with Checkpoint C standards.	1
1B. ELLs earn an overall score of 290 or better on the New York State English as a Second Language Achievement Test (NYSESLAT) during 9-12th grades.	1	**2B.** Provide transcripts from a school in a country outside of the U.S. showing at least three years of instruction in the student's home/native language in Grade 8 or beyond, with an equivalent grade average of B or higher.	1
1C. Complete all 11th and 12th grade ELA courses with an average of 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner.	1	**2C.** For students enrolled in a Bilingual Education program, complete all required Home Language Arts (HLA) coursework with an 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner.	1
1D. Score at a proficient level on an approved English assessment (See "Approved English Assessments" on page 50.)	1	**2D.** Score at a proficient level on an accredited Checkpoint C World Language assessment (See "Checkpoint C World Language Assessments and Minimum Scores" on pages 51-53.)	1
1E. Present a Culminating Project that meets the criteria for speaking, listening, reading, and writing established by the district's NYS Seal of Biliteracy Committee to a panel of reviewers with proficiency in English.	2	2e. Present a Culminating Project that meets the criteria for speaking, listening, reading, and writing established by the district's NYS Seal of Biliteracy Committee and that is aligned to the NYS Checkpoint C Learning Standards to a panel of reviewers with proficiency in the target language.	2

SEAL OF CIVIC READINESS:

In order to obtain the Seal of Civic Readiness, a student must complete all requirements for a New York State local or Regents diploma and earn a total of six points with at least two points in Civic Knowledge and at least two points in Civic Participation. Students may also earn points by completing a middle school Capstone project or a high school Capstone project.

Civic Knowledge	Pts.	Civic Participation	Pts.
4 credits of social studies	1	High School Civics Project (limit two times during grades 9-12)	1.5
Mastery level on Social Studies Regents Exam	1.5*	Service-Learning Project (minimum 25 hours) and reflective civic learning essay/presentation/product	1*
Proficiency level on Social Studies Regents Exam	1*	Earned credit in an elective course that promotes civic engagement	.5*
Advanced social studies course(s)	.5*	Middle School Capstone Project (Grades 7 and 8 are only eligible for this point)	1
Research Project	1	Extra-curricular participation or work-based learning experience (minimum 40 hours) and an essay/presentation/product	.5*
		Civics Capstone Project	4

SUMMER SCHOOL REGISTRATION

Holland Patent participates in the BOCES Summer School Program. Students interested in attending summer school must contact the school counseling department the week following exams in June. All registration forms must be completed at the home school. Summer school enrollment is restricted to course failure make up or remediation. Students can accelerate in Economics, Government or English 12 for a maximum of 2 classes per summer.

Any student that fails a course required for graduation will be required to attend regional summer school or retake the course the following school year. After 5 consecutive days absent from summer school, the student will be dropped and the class will be added to their schedule for next year.

Summer school classes begin the first or second week in July. Registration dates are established by BOCES and must be complied with in order to guarantee inclusion in the program.

SUMMER REGENTS EXAMINATIONS

Students failing June Regents exams or those whose performances were unsatisfactory may retake the exam in August. Exams will be given at the BOCES summer school site on the dates designated by the State Education Department.

To be eligible to take summer exams, students must contact the high school counseling office prior to the last day of school so exams can be ordered. All students are encouraged to receive tutoring or review independently prior to the exams. Students must fill out the registration form with the Counseling Office.

REQUESTING TRANSCRIPTS

If you completed dual enrollment courses while in high school, you will need to request two separate transcripts when applying to colleges or for other official purposes:

1. **High School Transcript -** This includes your overall high school academic record, GPA and Rank. You can request this transcript through the Counseling Office.
2. **College Transcript -** Dual enrollment courses are recorded as official college credits by the partnering college or university. You must request a transcript directly from that college's registrar or transcript request system. These transcripts are sent separately and are required by colleges to verify your completed college-level coursework. The counseling office will help assist students in requesting them, but the student is the one that is responsible for requesting them.

It's important to request both transcripts to ensure your credits are accurately reviewed and considered for transfer or placement.

TUTORIAL CREDIT

A student who has not achieved a passing final grade of 65 percent may, upon an administrator's approval, receive one unit of tutorial credit by completing the following:

1. Attending an approved summer school or credit recovery program and successfully completing the course.
2. Receive 10 hours of approved tutoring, complete a pre-approved project and receive a passing grade on the course final examination.
3. Receive 10 hours of approved tutoring and retake and pass the course final examination. Credit is granted if the final grade is 65% or above when using the new final exam score.
4. Retake the Regents exam and re-average grades. Credit will be granted if 65% or above is achieved.

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

WITHDRAWAL FROM SCHOOL

Any student who plans to withdraw from school for any reason, should follow this procedure: Have a conversation with your school counselor and obtain a withdrawal slip from his/her school counselor and then have all teachers sign.

1. School Counselor.
2. All teachers to whom he/she is assigned every period.

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.

SECTION VII - 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 obtain a pass to the health office from their classroom teacher. 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, students are to report to the main office. Students need to see the school nurse if they are sick. They cannot call their parent on their cell phone and bypass seeing the nurse.

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 asked to complete an Emergency Information Form. All forms must have telephone numbers that can be utilized in event of an emergency. This information is necessary so the school nurse knows whom to contact in an emergency. The responsibility for transporting a student in the event of illness or injury lies with the parent/guardian. Parents are asked to notify the school of any changes during the school year.

HEALTH EXAMINATION

The Education Law requires that every child entering school for the first time and children in grades Pre-K, K, 1, 3, 5, 7, 9 and 11 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 for your physician to complete. You may also find the form on the HPCSD website. It may be returned to the school with your child or by mail.

1. If a student is taken out of Physical Education for medical reasons, they are NOT allowed to participate in sports and may not be able to obtain working papers.

The school will provide a physical for your son/daughter if you do not have a family doctor.

HEALTH RULES AND REGULATIONS

New York State law states that no medication can be administered at school except under doctors' orders. Even then, the medication must be given by the school nurse. This includes not only prescription medicines, but over-the-counter remedies such as Tylenol, cough syrup, cough drops and Motrin.

School nurses are permitted to dispense medications during school hours only when:

1. Written permission is received from parents.
2. Written permission is received from a physician with instructions for administering.
3. A parent/guardian delivers the medicine to the nurse's office in a pharmacy container with the label intact. (Ask your pharmacist for a second, smaller container for school doses.) Over-the-counter medications must be in their original unopened packaging with the student's name written on it.
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).

Contact your school nurse regarding self-carry asthma medication.

DO NOT ALLOW CHILDREN TO CARRY MEDICINE TO SCHOOL.

Any student keeping medication in their locker or backpack, such as an Epi pen or inhaler must have a parent permission sheet signed by a doctor on file in the nurse's office.

FROM THE HP HIGH SCHOOL MEDICAL OFFICE

2026-2027 SCHOOL YEAR IMMUNIZATION REQUIREMENT FOR MENINGOCOCCAL VACCINE

Dear Parent/Guardian,

All 9th, 10th, and 11th grade students <u>MUST HAVE</u> proof of having been given a Meningococcal vaccine (shot) in order to attend school.

- **Students entering 9th ,10th and 11th in the fall of 2026 must have 1 dose** of the meningococcal vaccine. They will be required to get a booster at age 16.

- Students entering **Grade 12 in the fall of 2026 must have either:**
  - 2 doses of meningococcal vaccine **with the booster dose given on or after age 16**
  - 1 dose if your child's first dose was given on or after age 16

New York State law requires parents/guardians to give the school an immunization (shot) record that shows their child has received, or has an appointment within the first 14 days of school to receive the required vaccine(s) (shots) in order to attend school. This record may be from a health care provider, health department or an official immunization record from the child's former school. The record must include:

1. Name of the vaccine
2. Date vaccine given
3. Who gave it, along with their title; or where it was given if at a clinic

Please contact your health care provider to make sure your child has what they need to attend school this fall. If you have questions or concerns about immunizations, please contact the school Medical Office at 315-865-7234.

Students need:

1. Authorization by both parent and Physician for the nurse to administer any medication at school. All medication must be brought in by a parent/guardian, not the student.
2. Students are required to have a signed authorization form by the parent and Physician to independently carry and use medication in the high school, kept on file in the High School Medical Office.
3. Students are required to have a food allergy and anaphylaxis emergency care plan signed by their parent/guardian and their Physician on file in the school medical office for each allergy. (Example: latex, bee stings, dairy)
4. Parents are responsible for providing sports physicals to the school nurse, the school needs a paper copy.

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

- Fever greater than 100.4 degrees - also, must be fever free for 24 hours without use of fever reducing medication.
- 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 BECOMES 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(ies). 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 The insurance plan office shall be one year from the date of injury. Additional information can be obtained from the Business Office by calling (315) 865-7209.

SECTION VIII - EXTRACURRICULAR ACTIVITIES & 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 a student's academic standing.

Academic Eligibility Advisory Committee:

Building Administration
Athletic Director
Guidance Counselor
Coach
One Teacher

Eligibility evaluation dates are at the end of each five-week rating period and 10-week marking period.

DEFINITIONS:

1. Probation-failing two or more subjects in a five-week rating period.
2. Ineligible-failing two or more subjects in two consecutive five-week rating periods.

POLICY:

1. To participate in sports or extracurricular activities, students are expected to maintain a passing grade in all subjects in which they are enrolled. Students are evaluated twice each marking period. The first evaluation occurs 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 is on probation after the first occurrence and ineligible after a second successive deficient evaluation.
4. Incomplete courses are considered as failures until they are removed.
5. Courses dropped (WF) are considered as a failure for one week, unless the principal approves movement from Regents level to non-Regents without penalty.
6. Students ending the school year on probation or ineligible will start the year on probation unless they have successfully passed the failed course through tutorial or summer school program.
7. Students starting the year on probation must circulate a petition that must be signed off my all teachers at the end of the first full week of school and continue on a weekly basis until eligibility is restored by a rating period.

8. TRYOUTS - Students are not denied the opportunity to try out for a team or activity due to eligibility status. During the school year, a grace period is allowed up to the posting of the final cut for a team or activity. Fall sports candidates are allowed to practice prior to the opening of school and then will be handled according to items seven and eight above.
9. If a student is on probation/ineligible and drops a course at any time during the semester, he/she will still be on probation/ineligible for the remainder of the five-week rating period.
10. VACATIONS - Students ineligible over a vacation period of five days or more may circulate an eligibility petition on their first day of return to school.
11. Students failing to meet eligibility guidelines are eligible to attend but not participate in home contests/activities but are not eligible to attend away contests/activities.
12. An administrator, after consulting with the academic eligibility committee, shall make all eligibility determinations in the event of possible extenuating circumstances.

PROBATION:

1. Following posting of the probation list, each identified student must circulate an eligibility petition to all teachers on the last day of the week (Friday). The petition is then taken home over the weekend and signed off by a parent. Petitions must be submitted to the AD/AP the following Monday for approval.
    a. All yes - Continue to practice and play.
    b. Any no - Eligible to practice but cannot play for one week. Students may attend home contests but not away contests with their team.
    c. Any student on the probation list must attend extra help in subjects he/she is struggling in. The extra help schedule is on the back of the petition and must be signed off by the teacher who he/she attends extra help with.

2. If a student chooses not to turn in the eligibility petition, he/she will be ineligible for the next week.

INELIGIBLE:

1. Following posting of the ineligible list, each identified student is totally ineligible to practice or play the first week.
2. Starting with the second week, the same procedure as for probation is followed on a weekly basis.
3. Any unsatisfactory rating on the circulated eligibility form will result in the 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 is eligible to practice or play for one week.
5. Each period of eligibility runs from Monday to the following Sunday.
6. If a student chooses not to turn in the eligibility petition, he/she will be ineligible for the next week.

NOTE: Eligibility is determined by the signature of teachers present in school on the last day of the week. Any absent teacher declares denial or approval of eligibility upon returning to work.

ELIGIBILITY LIST AND COURSE DEFICIENCIES

Course Deficiency (Failing 1 class)	***Probation (Failing 2 classes)***	***Ineligible (2nd consecutive time failing 2 classes)***
No mandatory restrictions	Must have pre-signed pass for LMC out of study hall for 5 weeks	Must have pre-signed pass for LMC out of study hall for 5 weeks
Teacher should recommend student for RSH if they feel necessary	1st week they are eligible for all extra-curricular activities	1st week they are ***NOT ELIGIBLE*** for any extra-curricular activities. Can become eligible after the first week if signed off by all teachers
	Must get signed off by all teachers for 5 weeks to remain eligible	Must get signed off by all teachers for 5 weeks to remain eligible
	Automatically go to RSH for one week	Automatically go to RSH for one week
	Must get signed by every teacher for 5 weeks to get out of RSH the following week	Must get signed by every teacher for 5 weeks to get out of RSH the following week

***** This list is generated every 5 weeks based on progress report and report card grades**

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 rules established by school officials, the Board of Education, the Board of Regents and the New York State Public High School Athletic Association.

HOLLAND PATENT CENTRAL SCHOOL CODE OF CONDUCT AND ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

(Revised by Board of Education 6/6/07)

PHILOSOPHY

Participation in Holland Patent's athletic program is a privilege. Students 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 completion in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated.

A firm and fair policy and enforcement are necessary to uphold the regulations and standards of the Athletic Department. The following are a list of rules and regulations governing the interscholastic sports program.

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 his or her parent or guardian and has passed the health examination administered by the school physicians may try out for participation on an interscholastic team.

In order to be eligible, the contestant must be a bona fide student of the high school represented and must be taking at least four subjects including physical education.

SCHOOL POLICIES

All school policies regarding attendance, academic eligibility and code of conduct will be followed. Any suspension, either in-school, out-of-school or alternative suspension, results in the athlete being ineligible for practice or contest 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 attendance officer. 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. In addition, any students leaving school early for an appointment must have a note from the doctor in order to participate in any extra curricular events that day. Parent notes will not be accepted.

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.

CARE OF EQUIPMENT

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

PHYSICAL EDUCATION

Students that choose to not participate in Phys. Ed. on any given day will not be eligible to participate in athletic practices or contests.

INDIVIDUAL COACHES' RULES

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

STUDENT/PARENT/GUARDIAN 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/guardian permission slip to the coach before the first practice session.

BOYS' SPORTS	GIRLS' SPORTS
Alpine Ski (Varsity)	Alpine Ski (Varsity)
Baseball (Varsity, JV, Mod.)	Basketball (Varsity, JV, Mod.)
Basketball (Varsity, JV, 7th & 8th Gr.)	Bowling (Varsity)
Bowling (Varsity)	Cheerleading - Fall (Varsity)
Cross Country (Varsity, Mod.)	Cross Country (Varsity, Mod.)
Football (Varsity, JV, Mod.)	Field Hockey (Varsity, JV, Mod.)
Golf (Varsity)	Golf (Varsity)
Lacrosse (Varsity, JV, Mod.)	Nordic Ski (Varsity, Mod.)
Nordic Ski (Varsity, Mod.)	Soccer (Varsity, JV, Mod.)
Soccer (Varsity, JV, Mod.)	Softball (Varsity, JV, Mod.)
Swimming (Varsity, Mod.)	Swimming/Diving (Varsity, Mod.)
Tennis (Varsity)	Tennis (Varsity)
Track & Field (Varsity, Mod.)	Track & Field (Varsity, Mod.)
Wrestling (Varsity, JV, Mod.)	Volleyball (Varsity, JV, Mod.)

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.

QUITTING TEAMS

There is a "cut period" for each athletic activity that is 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.

TRAINING STANDARDS

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.

CODE OF CONDUCT AND ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

PROHIBITED BEHAVIORS

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, e-cigarette, syringe or other paraphernalia at any time. Exempted is any drug taken in accordance with the school's policy on medication.
    c. Smoking a cigarette, e-cigarette, paraphernalia, nicotine, cigar, 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 or alcohol is 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 Standards

    a. Any act of fighting or violence, including those not covered by NYSPHSAA Section III rules.
    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 conforming 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.

REMOVAL FROM TEAM

No student athlete may be removed from a team without a meeting between the student athlete, parent, and coach and in consultation with building administration and Athletic Director.

PENALTIES OF VIOLATION OF THE TRAINING RULES

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 by 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:

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.

Second Offense: Suspension from participation for a minimum of 50 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. 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 carryover 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.

Additional Offenses: Three or more time offenders shall be referred to the athletic board for a hearing, and will be subject to the discretion of the Board regarding suspension or 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.

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/guardians of an athlete, athletes, members of law enforcement agencies or community members may also report violations for investigation.

THE ATHLETIC BOARD

The athletic board is comprised of the Principal and/or Assistant Principal, Athletic Director, a coach, and a non-coaching teacher appointed by the principal. The athletic Board is responsible for conducting hearings regarding any alleged violation of training

regulations, that is at least a second offense. First offense situations may be brought to the Athletic Board for a hearing if it is judged to be of a serious nature by the Athletic Director in consultation with the administrator. The coach of the sport will be afforded the opportunity to meet with the hearing board.

HEARING PROCEDURES

1. Prior to the hearing, the athlete and parent or guardian to that athlete is notified in writing of the allegation and potential disciplinary action.
2. The athlete and parent or guardian has the opportunity to be present at the hearing, and is 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.

ATHLETIC BOARD DECISION

1. The Athletic Board bases its decision on more than suspicion that the alleged act was committed. The decision is based on certified evidence.
2. The decision of the Athletic Board is made in writing, specifying the evidence upon which the decision was made and the extent of the disciplinary measure to be imposed.

APPEALS

1. Decisions of the Athletic Director may be appealed by the athlete, parent or coach to the athletic board within 10 days. The appeal must be made in writing, and must request an Athletic Board hearing. The Athletic Board then provides a hearing. The Athletic Board has the authority to uphold, rescind or modify the penalty imposed by the Athletic Director. The appeal decision is 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, parent, or coach to the Superintendent of Holland Patent Central Schools. The appeal must be in writing and submitted within five days of the decision. The Superintendent shall have the authority to uphold, rescind or modify the penalty imposed by the Athletic Board. The Superintendent Of Schools' decision is 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 Appeals shall not delay imposition of penalties.

INSURANCE

Students must report any injury to the coach immediately. The coach should begin an accident report and submit it for the nurse to sign. If this report is not made out, no claims may be filed with the insurance company. The insurance company must receive this report within 30 days of the injury.

The school insurance policy pays after the family's insurance is exhausted (including major medical). IT WILL NOT BE NECESSARY TO TAKE CARE OF ALL REMAINING BILLS as there is a set schedule of maximum payments for each type of injury.

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 BECOMES THE RESPONSIBILITY OF THE FAMILY.

WARNING

Participation by a student in athletic activities involves some degree of risk for injury. Such injury could occur in non-contact as well as contact sports. By volunteering to participate in athletic activities, students and their parents assume the risk that injury could occur.

Athletes must adhere to the rules and regulations of their sport, follow their coaches instructions, and wear properly fitted equipment for the activities engaged in at all times.

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.

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 are in effect for all games:

1. Proper sportsmanship and courtesy are to be exhibited at all times.
2. Elementary students (grades five and below) are not allowed into the games unless accompanied by a parent or responsible adult.
3. Remain in seats while the game is in progress. Students are not 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, between games or after the varsity game.
6. Students must obtain permission to leave the building or they will not be readmitted. The need to leave must be a necessity.
7. Any students on the probation/ineligibility list will not be allowed to attend home events.
8. No beverages are allowed in the gym. Deposit refuse in the proper receptacles provided.
9. There are to be no alcoholic beverages on the school grounds.
10. All spectators should be out of the building 15 minutes after the end of the varsity game. (Arrangements for pick-up should be made in advance.)
11. Students are to display good behavior and good sportsmanship.
12. The use of artificial noisemakers is not allowed for indoor sports.
13. Confetti is not to be thrown.
14. Failure to abide by the rules results in the loss of the privilege to attend events.

PHYSICAL EDUCATION POLICIES

PE ATTENDANCE POLICY

- Students are expected to be in class on a daily basis.
- If the student is absent from school they will be allowed two (2) absences in each ten (10) week marking period.
- Any absentees beyond the two (2) must be made up within the ten (10) week marking period or the student will not receive credit for the class.
- If a student is absent during the last week of the marking period and it is their third absence or more, they will be given one (1) week to make up the class (es).

ON TIME/LATE TO CLASS

- Students must have entered into the gymnasium or locker room doors at or before the four (4) minute bell.
- Students must have a signed pass if later than the passing bell.
- Students are expected to change and participate in the class activity if time allows.
- The student will be given six (6) minutes to change and to be actively participating in the bell ringer activity.
- If a student is late, they are unable to receive full credit for the class.

DRESS CODE

- Supportive athletic sneakers and fitness clothing are required
- Recommended attire:
    1. Athletic shorts or sweats
    2. Short/long sleeve T-shirt or sweat top that covers the entire torso from the point of the shoulders to below the waist band of the shorts
    3. Athletic sweatbands, wristbands are allowed
    4. During the aquatic (swim) unit appropriate swim wear is required*
    5. No bandanna or hats allowed (hats may be worn when class is held outside)
    6. NO direct or implied references towards drugs, alcohol, tobacco or sexual activities may be made on any article of clothing
    7. NO school issued uniforms/equipment may be worn in physical education class
    8. Sleeveless T-shirts that are not ripped down the side or a tank top

JEWELRY RULE

For the safety of all students, it is recommended that all jewelry be removed for class participation. Watches, rings, and dangling or loose fitting jewelry must be removed. Each student is responsible for the safety and security of their own jewelry. If the student refuses to comply with the above options, they will be marked as unprepared.

UNPREPARED CLASSES

- Students are unprepared when they do not comply with the dress code or jewelry rule.
- Students have the opportunity to make up unprepared classes before the completion of the 10-week marking period. If a student is unprepared during the last week of the marking period they have one (1) week to make up the class.
- If any unprepared class is not made up, the student will not receive credit for that class.
- Students must participate in PE class to be eligible for school sports participation.

MAKE-UP CLASSES

- Students may make up classes by joining another PE class during their study hall with prior PE teacher approval. If a student cannot make up the class during the school day they may attend a scheduled after school or advisoryl make up.
- Students may not make up classes that the student chooses to not participate in. If the student chooses not to participate, the student will not receive any credit for that class. Those students with extenuating circumstances will be dealt with on and individual basis.

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.

ACTIVITY
AV Club
E-Sports Club
Future Business Leaders of America
Future Farmers of America
Gardening Club
International Club
Kindness Club
Knightly Bakers
Knightly Players
National Honor Society
STEM Club
Students Against Destructive Decisions
Student Government
Varsity Club
Yearbook

NATIONAL HONOR SOCIETY

Sponsored by the National Association of Secondary School Principals, the National Honor Society exists at Holland Patent to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership and encourage the development of character.

Each active member is required to be involved in two service projects per year with the chapter. In the past, such projects have included hosting Bloodmobile visits, distributing food to the needy, peer tutoring and other school and community related activities.

Candidates for membership shall have spent at least one year in the Holland Patent Central School, with the exception of a foreign exchange student and must be at least a junior or a senior. Candidates eligible for selection must have a cumulative standard average of not less than 88.00. Cumulative averages are multi-year and are determined at the conclusion of each school year.

Students who meet the stated academic requirement may submit data concerning their service, leadership and character to the Faculty Council for evaluation. This data is reviewed and qualified candidates will be notified in writing of their election to the society. Students are reviewed once per year.

Failure to maintain the academic standards of the Society will result in disciplinary action as outlined in chapter by-laws.