

**JOHN C. BIRDLEBOUGH HIGH SCHOOL**  
**STUDENT PLANNER 2022-2023**  
**PHOENIX CENTRAL SCHOOL DISTRICT**

Dear Students:

Welcome to a new year at J.C.B.

There are six CORE VALUES, which will help you IGNITE your future. If you practice every day, you are bound for success! These areas are as follows:

- I Integrity:** Demonstrate honesty throughout your day – at home, in the classroom, in the hallway, with your classmates, family, and teachers.
- G Gratitude:** Show your appreciation for those who help you by giving back to your school and community through service opportunities.
- N Network:** Work together to achieve your goals. The power of many is greater than the sum of the power of individuals (Synergy).
- I Intelligence:** Push yourself to maximize intellectual growth. Challenge yourself to the highest levels of curriculum.
- T Trust:** You, your parents, and your teachers all want you to succeed. Trust the intentions of others and act after considering their perspectives.
- E Explosive:** Be intense as you show your fire, school spirit, and pride in the classroom, during school events, and through your participation in clubs and activities.

This planner was designed to offer you useful information and to help you organize your busy life. You can use it to record assignments, discover school activities and events, and to locate people who can offer you assistance here at J.C.B. Your planner is also your pass to anywhere in the building, so be sure you have it with you every day with the proper signatures.

Our school community offers you many opportunities to make this a great year. The choices you make and the attitudes you have will determine your successes. Choose wisely and have a wonderful year.

J.C.B. Faculty/Staff

***This Planner Belongs to:***

Name: \_\_\_\_\_

**PHOENIX CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**

President: Earl Rudy

Vice President: Robert Southworth

James Brooker

James Graham

Wayne Halstead

Kate Kehn

Cliff Pelton

Keith Renfrew

Jeffrey Slater

**District Level Administration**

Mr. Christopher Byrne, Superintendent of Schools

Mr. Karl Seckner, Assistant Superintendent of Finance and Educational Services

Mrs. Nicole Covell, Executive Director of Instruction, Personnel, and RTI

Mr. John Jeffries, Director of Health, Physical Education, and Athletics

Mr. Timothy Ristau, Director of Special Education and Pupil Personnel Services

Mr. Michael Foley, Director of Data and Instructional Technology

*Show Your Fire!*

I.G.N.I.T.E.

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## ALMA MATER

Sweet be thy memory, dear school of ours.  
Fair be thy destiny, fadeless thy flowers.  
Hearts that have loved thee have won in life's strife,  
Names that we honor, thy standards hold bright.

Our Alma Mater dear, to thee we sing,  
May all thy future years new honors bring.  
May friends thy banner raise, thy foes grow less,  
All love and hope to our old P.C.S.

## John C. Birdlebough High School

Phone Number: (315) 695 – 1631

Office Hours: 7:30 A.M. – 4:00 P.M.

Web Site: [www.phoenixcsd.org](http://www.phoenixcsd.org)

### Principals

Principal: Mr. Bailer  
Assistant Principal: Mr. Fitch  
Academic Dean: Ms. Abbott

Secretary: Mrs. Rudy  
Secretary: Mrs. Arnold  
Secretary: Mr. Schmidtman

### Student Services Office

School Psychologist: Mrs. McKinney  
Counselor: Mrs. Griswold (Student Last Name A - I)  
Counselor: Mrs. Ransiear (Student Last Name J – Z)

Social Worker: Mrs. Muller  
Secretary: Mrs. Raymond

### Athletic Office

Director: Mr. Jeffries  
Secretary: Mrs. Lees

### Health Office

Mrs. Whipple

## Daily Schedule

Daily Attendance / Block 1: 7:50 A.M. – 9:05 A.M.		
Block 2: 9:09 A.M. – 10:24 A.M.		
Announcements / WIN Block: 10:28 A.M. - 11:06 A.M. *Announcements 10:28 – 10:34		
Lunch: 11:10 - 11:40 Block 3: 11:46 - 1:01	Block 3: 11:10 -11:44 Lunch: 11:47 - 12:17 Block 3: 12:20 - 1:01	Block 3: 11:10 - 12:25 Lunch: 12:31 - 1:01
Block 4: 1:05 P.M. – 2:20 P.M.		

After School Academic Assistance 2:25 P.M. – 3:10 P.M.  
Homework Hall/Detention 2:25 P.M. – 3:10 P.M.

\*The school day officially ends at 3:10 P.M.  
Extra and Co-Curricular practices, rehearsals, games begin after 3:10 P.M.

## One Hour Delay Schedule

Daily Attendance/Block 1: 8:50 A.M.– 9:59 A.M.		
Announcements/Block 2: 10:03 -11:19 A.M.		
Lunch: 11:23 – 11:53 Block 3: 11:58 – 1:07	Block 3: 11:23 – 11:58 Lunch: 12:00 – 12:30 Block 3: 12:32 – 1:07	Block 3: 11:23 – 12:32 Lunch: 12:37 – 1:07
Block 4: 1:11 P.M. – 2:20 P.M.		

## Two Hour Delay Schedule

Daily Attendance/Block 1: 9:50 A.M.– 10:40 A.M.		
Announcements/Block 2: 10:44 A.M. – 11:41 A.M.		
Lunch: 11:45 – 12:15 Block 3: 12:19 – 1:27	Block 3: 11:45 – 12:19 Lunch: 12:21 – 12:51 Block 3: 12:53 – 1:27	Block 3: 11:45 – 12:53 Lunch: 12:57 – 1:27
Block 4: 1:31 P.M. - 2:20 P.M.		

If there is a snow day and/or school is canceled, the next day becomes the letter day that was missed.

## J.C.B. BUILDING CALENDAR

*All dates on this calendar are subject to change*	
<b>September:</b> September 1: Teacher Orientation September 6: First Day for Students	<b>February:</b> February 20-24: Winter Recess—School Closed
<b>October:</b> October 7: Mid Marking Period Ends October 10: Columbus Day—School Closed	<b>March:</b> March 3: Mid Marking Period Ends March 13: Staff Development Day —School Closed
<b>November:</b> November 4: Staff Development Day —School Closed November 10: Marking Period Ends November 11: Veteran’s Day—School Closed November 23-25: Thanksgiving Recess—School Closed	<b>April:</b> April 3-7: Spring Recess—School Closed April 14: Marking Period Ends
<b>December:</b> December 16: Mid Marking Period Ends December 26-30: Winter Holiday Recess—School Closed	<b>May:</b> May 12: Staff Development Day —School Closed May 19: Mid Marking Period Ends May 29: Memorial Day —School Closed
<b>January:</b> January 2: New Year’s Day Observed - School Closed January 16: Martin Luther King Day—School Closed January 24-27: Regents Testing January 27: Marking Period Ends	<b>June:</b> June 14-22: Regents Testing June 19: Juneteeth Observed - School Closed June 22: Graduation June 23: Marking Period Ends

## **GENERAL INFORMATION**

Please note...many policies are abbreviated in this handbook. For complete details, please refer to the PCSD Board Policy.

### **BACKPACKS**

Backpacks (including messenger bags) and purses may be used to carry personal belongings and school supplies during the school day; however, the use of backpacks is a privilege, not a right. The administration has the right to take away this privilege if current events compromise the security and safety of students and staff. Any student using backpacks improperly will be subjected to a disciplinary consequence.

If backpacks or purses block pathways or aisles in classrooms, classroom teachers have the right to advise those students where to place backpacks or purses inside the classroom.

Rolling backpacks/luggage, duffel bags, and athletic bags may not be carried during the school day without administrative approval.

To prevent backpack related injuries, students are advised to empty out any unnecessary items, carry less than twenty percent of their body weight if possible, wear padded straps on both shoulders, and distribute the weight of backpacks evenly across the bottom of the bag (with the heaviest items closest to the back).

### **BIRTHDAYS/CELEBRATIONS**

Balloons, flower arrangements, and other large gifts that are delivered for students during the day will be kept at the Main Office. Students will be contacted to pick them up after 2:20 P.M. Entertainers are not allowed to perform for such occasions on school grounds or during school hours without prior approval from the building principal. Any celebrations involving the delivery of food must be approved by the building principal at least 48 hours prior to the event.

### **BREAKFAST/LUNCH PROGRAM**

Breakfast is served each day from 7:35 A.M. to 7:45 A.M. Please bring your breakfast or lunch prepayments at this time.

Lunch is scheduled for each student by class between 11:10 A.M. and 1:01 P.M. Students may purchase only one student lunch at the student lunch price. Additional items must be purchased ala carte. Students must use their 4-digit PIN number when getting a student breakfast or lunch even when paying cash.

Students who receive free or reduced price lunches also qualify for free or reduced priced breakfasts. Meal applications must be filled out every year. Only one application per family is necessary (listing all the student names in the household).

The Food Service Department encourages the prepayment of meals. You can prepay online at [myschoolbucks.com](http://myschoolbucks.com), or the student can bring cash or check, made out to the "School Lunch Fund," to the café. Preferably at breakfast. You may also mail a check to the J.C.B. Cafeteria at 552 Main Street, Phoenix, New York 13135 stating your name and student ID number. **Students are not allowed to share pin numbers.**

### **BUS PASSES**

Bus passes for confirmed, long-term or emergency child care situations will only be permitted once the proper form has been turned in. This form is available from the transportation department and should be brought to the main office prior to 7:50 A.M. in order to be confirmed by both sets of parents/guardians. **No other reasons will be permitted.**

### **LATE BUS PASSES**

The 3:15 P.M. late bus is for the convenience of students staying after school to participate in school activities. Bus passes to ride the late bus will be granted only when the request is accompanied by a note from a teacher who has kept the student after school, or supervisor of the after school activity in which the student has participated. This pass may be obtained in the main office, and is required by the driver.

### **CLOSED CAMPUS / LUNCH**

The Phoenix CSD is run under the policy of a closed campus. Once students arrive on school property, whether it is by bus, car, or walking, they may not leave the school grounds without permission of school authorities; this includes Park Street.

Students are not permitted to go outside the school building during their scheduled lunch period. Students are not permitted in the parking lot during school hours unless permission is obtained from an administrator.

### **DAILY ANNOUNCEMENT**

P.A. announcements will be made every morning at the start of WIN block. Last minute, emergency/cancellation announcements will be made at the start of block 4. Announcements to be read must be emailed to [jcboffice@phoenixcsd.org](mailto:jcboffice@phoenixcsd.org) prior to 8 A.M. on the first day to be read. All announcements must be submitted by a staff member or club advisor/coach using the [JCB Announcement Form](#)..



## EARLY DISMISSAL PASS/LATE ARRIVAL PASS

In order to qualify for this pass, a student must...

1. have an open period during the time being requested.
2. be a senior.
3. have passed all required Regents Exams for graduation.
4. does not require Response To Intervention Services.
5. have signatures from parent.

Students who wish to apply for this pass must get the application from their School Counselor and meet all the above criteria. Upon being issued the pass, a student must meet the Academic Eligibility requirements every ten weeks or the pass will be revoked.

## EMERGENCY PROCEDURES/REGULATIONS

All persons in the building are required to comply with established emergency procedures when activated. Tampering with emergency equipment (fire alarms, extinguishers, etc.) or use of smoke bombs, firecrackers, and other explosive devices is strictly forbidden. Failure to comply with this policy will result in suspension and/or legal action. Bomb threats will be prosecuted to the fullest extent of the law.

## EMERGENCY SCHOOL CLOSING

In the event of a school closing or a delayed opening, information will be communicated to all students, parents, and staff over local television stations. The district will also use School Messenger and other social media networks for emergency school closing information.

## FIRE AND EMERGENCY DRILLS

Fire and emergency drills will be conducted throughout the school year. Directions for fire and emergency drills are posted in each room and are to be followed without exception.

## LOCKERS

Students can request an assigned individual hall locker at the beginning of the school year. Please see Mrs. Raymond in the Student Services Office. Lockers or combinations **should not be shared with others** and should be kept locked at all times. Students are responsible for all contents in their locker even if it belongs to another student. Lockers may not be written on or permanently decorated. Hall, gym, and instrument lockers are school property and students have no expectation of privacy regarding their use and items stored in their locker. School district administrators have the right to search all lockers at any time. At the end of the school year, the locker should be completely clean. Any locker problems should be reported to the Student Services secretary. Canine searches may be held periodically throughout the year.

## LOST AND FOUND

Students who lose items should check to see if they have been turned in to the Main Office. Articles found should be taken to the Main Office.

## PARKING

Parking at J.C.B. High School is a privilege. If you will be a junior or senior in September and are interested in obtaining, and maintaining, a parking permit for the next school year, you must...

1. register your vehicle through the main office.
2. display your parking tag.
3. park in designated area, properly between two marked lines
4. consistently demonstrate safe driving habits.
5. agree to have your vehicle searched when there is reasonable suspicion that the school will find something that violates the District S.A.V.E. policy.

Your parking permit will be revoked for 10 weeks, or more if you do not maintain the above standards each quarter.

Temporary parking passes are available for unique situations. Students should apply a day in advance in the Assistant Principal's office.

Failure to abide by the rules and regulations governing student parking will cause your parking pass to be revoked. **Any student without parking permission may have their vehicle towed.** For the complete set of student parking rules, please see the Main Office secretary. Also, see page 34 regarding violations.

## PASSES/STUDENT PLANNERS

Be reasonable in your requests for a pass; remember that teachers do not have to grant pass requests. Only you can use your planner; it is not transferable. Should you lose your planner, you may buy a replacement from the main office secretary. The cost of a replacement is \$5.00.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is read during morning announcements. During this time students are invited to stand and participate in the pledge.

## STUDENT ID CARDS

Each student is issued a J.C.B. Student ID card during the first semester. This ID should be carried at all times throughout the school day. If you should lose your student ID, you may purchase a new one for \$5.00 in the main office.

## **TELEPHONE USE**

Students may obtain permission to use a classroom/office phone to call a parent or in case of an emergency. **Cell phones are not permitted during instructional time and must be turned off and put away.**

## **TEXTBOOKS**

All textbooks are provided by the school district free of charge. (Some college courses that we offer require students to purchase textbooks and/or materials.) You are responsible for these books when they are issued to you. If lost or damaged, you are charged for the replacement cost of the book. Workbooks, if required, will be provided by the school district. Book covers are recommended on all textbooks. Some courses will recommend the purchase of review books.

## **THEFTS**

Students should report all suspected thefts to the assistant principal. If appropriate, the classroom teacher will conduct the initial investigation. The school is NOT responsible for investigating and recovering the loss of personal items (ex. cell phones, I-Pods, Smart Watches, Earbuds/pods, games).

## **VISITORS**

All visitors are to sign in and obtain a visitor's pass at the Main Office upon entering the building and display a visitor's badge. Visitors wishing to visit with staff are not allowed in the building prior to 2:20 P.M.

## **WORK PERMITS**

Students who are required to have work permits may obtain them from the Main Office. Forms can be picked up between 7:45 A.M. and 3:10 P.M. Requirements are as follows: Picture ID/birth certificate, complete physical within the last 12 months, and a parent signature on the form.

## **ACADEMIC INFORMATION**

### **ADMISSION/ WITHDRAWAL**

Students eligible to attend J.C.B. High School are those whose parents or legal guardians are residents of the Phoenix Central School District. Students who transfer to the PCSD from another district must be residing with a legal guardian. Exceptions to this must be approved by the Superintendent of Schools.

Students new to the school must be enrolled through the District Office. Students who are withdrawing from school for any reason must complete the withdrawal procedure. This

should be initiated through the Counseling Office. Returning students will be notified during the summer of procedures to be followed at the beginning of the school year.

### **AFTER SCHOOL ACADEMIC ASSISTANCE**

Each teacher is available after school from 2:20 – 3:10 P.M. to offer additional help for students in need. Please make arrangements with your teachers and take advantage of this great opportunity.

### **AP & COLLEGE COURSES**

J.C.B. offers several AP and college courses (see list in Program of Studies.) AP course exam fees are due to the Counseling Office by October 7<sup>th</sup>. Reminder: Students must take the AP exam for any AP course in which they are enrolled.

### **CLASS RANK**

Students may be ranked in order of their averages at the end of the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> years. Such rankings shall be used for internal purposes, and shall not be entered upon permanent transcripts or report cards.

Students shall be ranked twice during their 12<sup>th</sup> grade year. At the close of the first semester, rankings shall be established for determining the valedictorian and salutatorian of the class. Detailed information regarding the calculations used to determine valedictorian and salutatorian can be found in the Phoenix Central School District's Board Policies. At the end of the 12<sup>th</sup> year, the final class ranking will be determined using the students' weighted grade point averages of all courses offered directly by the Phoenix Central School District (including college and AP courses), District approved BOCES programs, and Distance Learning courses coordinated through BOCES.

Students who are registered in the Phoenix Central School District and take courses at or through educational institutions not affiliated with the Phoenix Central School District or BOCES will be recorded on students' transcripts but will not be factored into G.P.A., class ranking, or in the determination of valedictorian and salutatorian. This will not apply to transfer students.

### **COMPUTER-BASED COURSE RECOVERY**

Some J.C.B. students may be eligible to re-take some of their coursework through a state-approved computer-based curriculum. To be eligible to take a course in this format, the student must have taken the course, and failed, in a traditional setting.

### **COMMUNITY SERVICE**

Students are encouraged to develop a civic identity. Giving back to the community which has invested in you provides indescribable intrinsic rewards. In an effort to promote and support students in giving back, recognition is made in the spring for juniors and seniors who have completed 300 hours or more of community service while in high school. 300

hours earns a student a silver Presidential Award and 500 hours earns a student a gold Presidential Award.

## COURSE OFFERINGS

In accordance with Title IX Public Law 92-318 and Section 504 Public Law 93-112, all courses are open to all students who meet course prerequisites, regardless of sex or handicap.

## FINAL AND MID-TERM EXAMS

Final and mid-term examinations may be required depending on course requirements. Students exemptions may be accepted for reasons beyond the student's control such as illness or emergency. A parent must verify an illness the day of the absence. Parents are to speak to the school secretary that day. If the parent does not verify the absence the day of examination, a doctor's note will be required to verify illness as an excused absence. Appointments are not excused absences because teachers give advance notice of dates of finals and/or mid-terms. Only a medical emergency will be considered an excused absence from an exam; otherwise, failure to take the final examination will result in a zero for the examination grade. **There are make-ups for excused absences. Unexcused absences will result in a grade of zero.**

Cell phones must be off and turned into the secure room put away during all final exams. Failure to do so could result in a zero on the exam.

## GRADUATION REQUIREMENTS

A total of 22 units are required for graduation from JCB High School. This includes two full units over four years of physical education. All students must carry a minimum of six and a half credits (including physical education).

Minimum Graduation Requirements:

<u>Required Subjects</u>	Regents <u>Diploma</u>	Advanced Regents <u>Diploma</u>
English	4 Units	4 Units
Social Studies	4 Units	4 Units
Mathematics	3 Units	3 Units
Science (One must be Living Env.)	3 Units	3 Units
World Language	1 Unit	3 Units
Health	½ Unit	½ Unit
Art and/or Music	1 Unit	1 Unit
Physical Education	2 Units	2 Units

To qualify for a *Regents Diploma* all students must obtain 65% or above on all 5 Regents exams. To qualify for a *Regents with Advanced Designation* all students must obtain 65%

or above in the 5 required Regents exams plus, a comprehensive World Language exam, 3 math Regents exams, and a second science Regents.

Note: Students seeking a Regents Diploma with Advanced Designation who pursue a 5-unit sequence in Art, Music or Career Education may be exempt from the world language requirement.

5 Required Regents	Additional for Regents with Advanced Designation
RE in English	Algebra 1 Regents, Geometry Regents Algebra 2 Regents
1 RE in Math	RE in Additional Science (must include Liv. Env.)
1 RE in Social Studies	RE in additional Social Studies
1 RE in Science	
1 Pathway in Math, Science, SS	

### HONORS DIPLOMA

The words “With Honors” may be added to the endorsement of a diploma if a student has earned an overall average of at least 90 in the regents examinations required for graduation. This applies to both Regents Diploma and Regents Diploma with Advanced Designation.

If a student qualifies for both an Advanced Designation Diploma and a Regents Diploma with Honors, the Advanced Designation Diploma will take priority. Only the Regents Exams indicated above are to be included when determining if a student has met the requirements for the “With Honors” Regents endorsement. Any additional Regents Exams that a student may have taken are not to be included when computing the student’s Regents Exam average. CTE (Career Technical Endorsement) may also be added to the diploma as long as students meet the CTE requirements. Students should see their counselor for details.

### HOMEWORK EXPECTATIONS

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Phoenix Central School District to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework assignments should do one/all of the following:

- Extend learning and/or provide practice in applying concepts initially presented in the classroom
- Strengthen concept and skill development to be applied in the classroom
- Encourage creativity/skill integration in the completion responses and/or products

Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. Excluding non-assigned, independent, leisure

reading or math fact practice, high school students should spend 100-120 minutes per night/400-480 minutes per week on homework. Major projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

When enough time has been provided to complete class work, yet an individual has not completed the work, it may be assigned for homework; thereby exceeding the recommended time allotment.

Students who miss regular instruction for an extended period of time may receive assignments beyond the allotted time.

If your child is spending an inordinate amount of time doing homework, we encourage you to contact your child's teacher(s).

#### How Much Does Homework Count Towards A Student's Grade?

Assigned homework, excluding major projects, will not count for more than 10% of a student's grade in any one course / subject.

#### Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or evaluate homework promptly (ideally within 1-3 days)
- Involve parents and contact them (phone calls, letters home, emails, etc.) if a pattern of late or incomplete homework develops
- Communicate with other teachers

#### Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Encourage students to complete homework on their own as much as possible and assist only as needed
- Monitor student's organization and daily list of assignments in their agenda
- Be supportive when the student gets frustrated with difficult assignments
- Communicate regularly with the teacher about student's needs, learning proves, etc.

#### Responsibilities of Students:

- Write down assignments
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Bring home all books, papers, and materials necessary to complete homework assignments
- Find a quiet, well-lit study area
- Set aside a regular time for working on assignments
- Work on homework independently whenever possible, so that it reflects your ability
- Make sure assignments are completed on time and according to the given instructions

## HONORS/SPECIAL DESIGNATIONS

The following honors and designations are specially recognized with graduation cords, trophies, or special mention on graduation day:

Honor Cord (85 UGPA or Higher)	National Music Honor Society (Tri-M)
National Honor Society	Advanced Regents Diploma with Honors
National Technical Honor Society	Mastery of Science and/or Math
Community Service (250+hours)	Career & Tech. Ed. Program Endorsement
Class/Student Council Officer	PTECH Program Endorsement

## INCOMPLETES

A student may only receive a grade of incomplete if...

- a course fee has not been paid and the grade is passing. (If the grade is failing the earned score will be given.
- an extenuating situation exists.
- approved by the building Principal in advance.

All incompletes must be made up within 2 weeks after the end of the marking period. At that date, the teacher will change the incomplete to an actual grade, whether the work has been made-up or not. If there are extenuating circumstances, additional time must be approved by the building Principal.

## LIBRARY MEDIA CENTER

The Library Media Center is open all blocks and after school, based upon availability. Students are welcome to visit the library each block of the day during their study hall and WIN block (visiting during lunch periods is not permitted).

To visit the library, students must visit the library website and do the following:

- Check to see that the library is open at the time they wish to visit.
- Locate the column for the day of the week that they want to come to the library.
- Click the block that they want to come to the library, and fill out and submit the form that appears.
- Check in with their study hall/WIN teacher.
- Report directly to the library after signing out of their study hall. Upon arrival at the library, check in at the circulation desk so that a library staff member can note the time of arrival.

A student using the library independently who displays inappropriate or disruptive behavior will be asked to leave the library immediately and return to the study hall or classroom from which the student was sent. In addition, the student's independent library privileges may have further consequences.



Teachers sending students to the library for testing or research are asked to call the library to ensure (1) that a library staff member is available to supervise the student and (2) that any needed technology is available.

### **MAKE-UP WORK**

When a student is absent he or she must take the initiative to contact the teacher about make-up work or tests, and make the necessary arrangements immediately upon returning to school. Students must understand that they may be required to stay after school to make up this work. Students who are truant or have unexcused absences will not be permitted to make up work and will receive zeroes for all work missed. Individual circumstances may be taken into consideration and reviewed by the student's teachers, in order to determine if an exception may be granted.

### **NATIONAL HONOR SOCIETY (NHS)**

J.C.B. High School is a member of the National Honor Society of Secondary Schools. The objective of this chapter is to create enthusiasm for scholarship, service, leadership, and to encourage development of character among students at J.C.B.

To be eligible for membership, candidates must be members of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester. In all cases, only those students who have a cumulative scholastic average of 90 percent meet the scholarship requirement for membership in the National Honor Society. They must then complete the Student Activity Information Form. Those students are then considered for eligibility on the basis of leadership, service, and character. Students who commit character infractions will not be eligible to join or may be removed from NHS.

### **PROGRESS REPORTS / REPORT CARDS / GRADES**

Students are encouraged to reach a high scholastic average, and to perform to the best of their abilities. Reports cards are available via School Tool every 10 weeks and progress reports are available via School Tool every 5 weeks. Families are encouraged to access grade reports on-line via School Tool. The quarterly average is a composite of grades received in class work, homework, quarterly exams, unit test scores and class participation. Progress reports and Report cards are mailed home through the Student Services Office.

**Progress reports, and report cards are available on-line via School Tool.** Parents should contact their child's school counselor to discuss any noted problems.

## **STUDY HALL PROCEDURES**

Study hall is a formal, quiet setting where scheduled students must...

- arrive on time and study in their assigned area, based on the teacher's seating chart.
- leave only with a signed pass.
- refrain from talking, except with permission.
- refrain from playing card games, electronic games, etc. without permission from a teacher.
- refrain from sleeping.
- students who are late to study hall are not allowed to have pass privileges for that day.
- students who cut study hall will have no pass privileges (including pre-signed) for 3 weeks.

Study Hall Pass Procedure:

- All students allowed out of study hall must sign out on the study hall pass list.
- Pre-signed passes will have priority.
- Students must have a pre-signed pass to visit another teacher's classroom.
- No passes will be issued during the last 10 minutes of the period.
- Passes are a privilege, not a right.

## **SUMMER SCHOOL**

There is no guarantee that summer school will be offered every year. Not all courses are available in summer school; course offerings are dependent on enrollment and budgetary constraints.

Summer school is for the purpose of helping students meet graduation requirements. Students must meet all summer school expectations and comply with all rules of conduct.

## **ATTENDANCE**

### **ATTENDANCE PROCEDURES**

All students are required to be in their first period class by 7:50 A.M. Any student who fails to provide an excuse for an absence or lateness to school (providing telephone contact has not been made with a parent or guardian) may be referred to the assistant principal for disciplinary action.

All student absences and tardiness must be accounted for. It will be the parent's responsibility to notify the school within 48 hours of the student absence or tardiness by providing a written excuse upon the student's return to school.

Unique family situations may cause a parent to require more than 48 hours for submitting a written excuse. In such circumstances, parents may phone the school and provide a follow-up written excuse upon the student's return to school.

### **AUTHORIZATION TO LEAVE SCHOOL EARLY: PASSPORTS**

The passport is used when permission is granted to leave the school building during the school day. All passport requests must contain: full name of student, date, grade, reason for passport, time of departure and return, signature of parent or guardian, and phone number of where a parent or guardian can be contacted in order to verify any passport request. *Phone requests from parents to excuse a student early will not be honored.* If a written request is not verified in the morning, a parent must come in to sign out their student.

### **Excused Absences/Tardies\***

An excused absence is one in which the student is not in school, but has an excuse that is within the district's acceptable excused absence regulations. Excused absences include the following:

Sick	Dental/Orthodontic/Doctor Appointment
Injury	Counseling/Social Service Visit
Family Emergency	Death in Family
Religious Observance	Attendance in Court
College Visit	Incarceration
Military Obligations	School Suspension
Quarantine	Hospital
Attending a Funeral	Surgery
Take Your Child to Work Day	Attending Career Center
School Approved Work Program	School Event/Field Trip
Roads Impassable/Weather	Power Outage
	Attendance at Health Center

### **Unexcused Absence/Tardies**

Unexcused absences are defined as occurrences where a student is not in school with parent's knowledge or consent and not within the district guidelines for acceptable absences. Unexcused absences include the following:

Car Trouble	Employment
Family Vacation	Babysitting
Missed Bus	Overslept
Truant/Skip School	Half-Day Session of School
Non School Sporting Event	Parents Thought There Was No School
Out of Town	No Excuse Submitted
Arriving Late to School	Failure to Sign into School Late Personel

\*Certain student absences or tardies may require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences may be considered unexcused. The main office will contact the parent/guardian if verification is necessary.

Disciplinary consequences may be the result of unexcused absences and tardiness consistent with the J.C.B. discipline policy. Students will be assigned a detention through the main office for every fifth unexcused tardy.

Please note that the Phoenix Central School District DOES NOT authorize senior skip days. A day in which more than 20% of the senior class is absent will be classified as a skip day and will result in illegally-absent students losing their privileges for end of the year activities.

## **ATTENDANCE AND PARTICIPATION IN INTERSCHOLASTIC AND CO-CURRICULAR ACTIVITIES**

A student who has been suspended from school will be ineligible for participation in all school activities, including practice sessions during the term of his/her suspension. All participants of interscholastic and co-curricular activities who expect to participate in a scheduled game, practice or activity must be signed into school by 10:00 A.M. and attend a full schedule of classes on the day of or in the case of a weekend game, the day before the event. Students may not perform, participate in or attend school events on the day of the absence nor on a non-school day following an absence. Exceptions to these guidelines are to be cleared in advance through the building Principal and/or Athletic Director. Students who are truant or have an unexcused absence may not perform, participate, or attend any school related activities that day nor on a non-school day following the absence.

On shortened-day schedules (i.e. half-days), students must be in attendance for their full schedule of classes.

## **STUDENT SERVICES**

### **COUNSELING DEPARTMENT**

School counselors work with students concerning scheduling, graduation requirements, college and career decisions and personal matters. Students who need to see their counselor during the school year should schedule an appointment. The following are procedures for appointments: 1) a pre-signed pass is required, 2) keep the appointment and be prompt, and 3) emergencies are handled immediately.

## **SCHEDULE CHANGES**

All schedule changes are handled through the counselors. Students may add a course within the first ten days of the start of the course. Students may drop a course or may change levels of the same course prior to the 5<sup>th</sup> week of the beginning of the course. All students must maintain a scheduled caseload of 6.5 classes. The student may be required to complete a "Schedule Change Request Form" obtained from the counselor in order for a schedule change to be considered. Approval must be obtained from the following people in this order: teacher, counselor, parent, and Principal.

The administration may determine a need to change a schedule for one of the following conditions:

- Conflicting or incomplete schedule
- Schedule adjustment is needed to meet graduation requirements
- Scheduled to repeat a course previously passed
- Special programs
- Adjustment of class enrollment
- The Principal may approve schedule changes if extenuating circumstances warrant such.

## **DISCIPLINARY PROCEDURES/STUDENT CODE OF CONDUCT**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

All disciplinary actions taken by the administration will be documented. Parents are notified by mail or phone if a disciplinary consequence results in the student's removal from the instructional setting. Disciplinary actions are cumulative for the year. Any suspension, whether in school or out of school, will include a loss of participation in extracurricular activities for the duration of the discipline period.

The disciplinary procedures apply to all students on school property and at school sponsored activities. This includes school buildings, school grounds, school buses, etc. The consequences that follow are a guide for administration. They may be modified due to individual circumstances.

The Principal has the right to request a formal Superintendent's hearing for any disciplinary infraction. The purpose of the hearing is to determine whether the student should be suspended in excess of five days. The Superintendent renders

a decision following such a hearing and determines whether an additional period of suspension shall be imposed and the conditions under which the student returns to school.

For further information, please see the entire Board of Education Policy on student conduct (policies 5000 through 5800).

## **PROHIBITED CONDUCT**

The following discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, and/or participating in school-sponsored activities. Serious or flagrant violations of the district's code of conduct can result in an immediate hearing with the Superintendent of Schools or Board of Education. A student may be suspended from school or be subjected to other forms of disciplinary action (i.e.: Detention, In-School Suspension, Out of School Suspension, Superintendent's Hearing) when such student:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:
  - 1. Running/wandering in hallways.
  - 2. Pass abuse.
  - 3. Making unreasonable noise.
  - 4. In unauthorized area.
  - 5. Using language or gestures that are inappropriate, profane, lewd, vulgar or abusive.
  - 6. Disruptive behavior.
  - 7. Obstructing vehicular or pedestrian traffic.
  - 8. Engaging in any willful act which disrupts the normal operation of the school community.
  - 9. Trespassing. Students are not permitted in any school building, other than one they regularly attend, without permission from the administrator in charge of the building.
  
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:
  - 1. Failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - 2. Lateness for, missing or leaving school without permission.
  - 3. Skipping detention/homework hall.
  
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include but are not limited to:
  - 1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel in charge of students.
  - 2. Being late for school or class.
  - 3. Being unprepared for class.

D. Engage in conduct that is violent. Examples of violent conduct include but limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.
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. "Weapon" means a gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause physical injury or death.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon, including bomb threat.
6. Verbal or written threat of violence.
7. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
8. Intentionally damaging or destroying school district property.
9. Peer abuse, bullying in school.
10. Threatening to harm staff/students.
11. Provoking a fight, code of conduct violation.

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. Forgery.
3. Failure to sign in.
4. Parking/riding/driving infraction.
5. Electronic device/computer account misuse.
6. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
7. Acts of sexual harassment as defined in the district's sexual harassment policy.
8. Racial/ethnic slurs.
9. Selling, using or possessing obscene material.
10. Possession/use of aerosol cans.
11. Engages in behaviors that result in unwelcome physical contact with students, staff or members of the public.

12. Engages in any act or conduct that endangers the health safety or morals of others (including bomb threat).
  13. Engages in harassment and/or bullying/cyberbullying in any form including behaviors prohibited by the District's DASA and Harassment Policies.
  14. Tampering with fire/safety equipment.
- 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, bullying and fighting will not be tolerated. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the district's code of conduct.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include:
1. Plagiarism
  2. Cheating

Chronic cases of truancy shall necessitate a Person in Need of Supervision (PINS) petition.

Cross-ref: 1520, Public Conduct on School Property 5300, Student Conduct 5311.4, Care of School Property by Students 5313, Penalties

## DEFINITION OF DISCIPLINARY CONSEQUENCES

As a general rule discipline will be progressive. Students may be subject to disciplinary action up to, and including suspension from school, and taken to a Superintendent's hearing.

**Detention (DT)** - Students may be assigned after school detention as a disciplinary action. Detentions will be held Monday through Friday. More severe or repeat infractions will result in multiple detentions. Transportation will be provided following detention, which dismisses at 3:15 P.M. While in detention the student is expected to work and follow directions of the staff member in charge. Consequence for not attending detention: 2 DT – Out of School Suspension (OSS)

**In-School Suspension (ISS)** – An in-school restriction room is located at J.C.B. High School. Students may be placed in this room for disciplinary reasons. Students are responsible for gathering their work prior to serving ISS and will be expected to use this time for study. Students are not allowed to attend and/or participate in any school activities or sports the day of ISS. Consequences for being disruptive while in ISS are 1-2 days OSS.



**Out of School Suspension (OSS)** – Parents will be contacted by a school administrator before a student will be suspended during the school day. Suspensions by building administrators cannot exceed five days. A suspended student may not be in or on school property during the period of suspension. Students are prohibited from participation in any school activities, including spectator attendance, during suspensions. The guidance office may be contacted for homework assignments. A parent or guardian must accompany a suspended student upon his return to school for a meeting with an administrator. Suspensions of longer than five days from school are determined by the Superintendent of Schools.

**Administrative Review Meeting** – If a student's misconduct becomes excessive, the student may be suspended for 5 days. Upon reinstatement, the student will be expected to abide by all school rules. Failure to do so may result in the student being recommended for a five-day suspension and an administrative conference will be held. A student must be accompanied by a parent or guardian at an Administrative Review Meeting.

**Superintendent Hearing** – A review of the student's disciplinary infractions at which the student, parent, or guardian, building administrator and superintendent or Superintendent's designee are present; a determination may be made for additional sanctions to be brought against the student.

## **BUS DISCIPLINE POLICY FOR GRADES 6-12**

A detailed bus discipline policy is located in the school calendar.

## **ELECTRONIC EQUIPMENT / DEVICES / CELL PHONES**

Because of the potential disturbance to the educational process and other students and teachers, bringing personal electronic devices to school is discouraged. No sound, video, or photo equipment will be used between 7:50 A.M. and 2:20 P.M. without teacher permission. Such equipment includes: cell phones, headphones, earpieces, music players, I-Pods, MP3, electronic games, cameras, video recording devices, wireless speakers, etc. These item(s) or any other item(s) that are disruptive to the instructional environment are not permitted.

Students who choose to bring these items to school for use accept all responsibilities for the items with them. Investigations of lost or stolen electronic devices will not be conducted by school staff. Students bring them at their own risk. Students are to use one earpiece when not in an educational setting to listen to their electronic device. Using two earpieces is not allowed due to safety concerns. Students are responsible for their own safety, and safety of others, while on school property.

If cell phones are out during school hours, they may be confiscated by a staff member and given to the assistant principal. Disciplinary actions may be assigned as a result. The phone may be returned at the end of the day, or a building administrator will contact the parent to pick up the phone at the main office. All cell phones will be left at the main office for parent pick-up. Failure to surrender a cell phone to a staff member is insubordination.

### **CLANDESTINE ACTIVITY / UNLAWFUL SURVEILLANCE**

Students and teachers are assured of reasonable expectations of privacy; therefore, unapproved, non-school related photos, video transmission and recording are strictly forbidden.

**Consequences:** ISS – 5 days OSS

### **COMPUTER/NETWORK USE POLICY**

Computers and peripherals are to be used for educational/instructional purposes only. Each student who uses the PCSD network has agreed to this policy by signing the Phoenix Central School District Internet User Form. This form is also signed by each student's parent or guardian to indicate agreement with this policy.

Please note: Students who abuse their network privileges may lose these privileges for the remainder of the school year, resulting in loss of credit in a course.

The following actions constitute policy violations:

- Going into off-limits areas (e.g. hard drive (c:), common profile, network neighborhood, etc.).
- Hacking into the PCSD network or using PCSD equipment to hack into another computer network. Hacking is a federal offense.
- Using any email for non-school-related purposes.
- Ordering merchandise or bidding on or posting items to online auctions.
- Using someone else's account or allowing someone else to use your account.
- Using the computer or peripherals for activities not related to instructional/educational purposes (e.g. games, chat, instant messaging simulations, adding messages to or reading messages on message boards).
- Downloading or loading software applications on the hard drive (C: drive) or network drive (H: drive).
- Downloading or copying items in violation of copyright from the Internet or the network.
- Inserting a virus.
- Theft of computer parts, destruction of computer or intentional misuse of equipment.

- Stealing software.
- Accessing or distributing pornography via the computer.
- Damaging the district's network system (inc. computer, keyboard, monitor, mouse, mousepad, etc.).

**Consequences:** Suspension of network privileges up to one year/Parent Contact

Detention - 5 days OSS

## **DRESS CODE**

Since school is actually the place of business for our students, they are expected to dress with an awareness of their responsibility and their own self-respect. In addition, dress has a social effect and inappropriate attire may be harmful to the reputation of our school and student body.

Students/parents/guardians have the responsibility to choose clothing that is neat and appropriate for the teaching and learning environment. The following rules must be followed for the health, safety, and well-being of our students, faculty, staff, and administration. Clothing accessories that pose a potential threat to safety are prohibited.

A student's dress, grooming and appearance, jewelry, make-up, and nails, shall:

- A. Be safe, appropriate and not disrupt or interfere with the educational process.
- B. Recognize that garments such as tube tops, net tops, halter tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
- C. Ensure that shorts are no shorter than where the end of the fingers meets the thigh when arms are at the student's side. (minimum of mid-thigh in length)
- D. Ensure that underwear is completely covered with outer clothing.
- E. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- F. Not include the wearing of hats in the classroom except for medical or religious purposes or by permission of the principal.
- G. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
- H. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by 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, in-school 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. When speaking to a student concerning dress, every effort will be made for a staff member of the same sex to be present.

**Consequences:** Student changes into appropriate attire, Parent contact, or ISS if the inappropriate clothing cannot be corrected.

## **DRINK CONTAINERS**

Plastic bottles containing water are permitted to be with students for hydration throughout the school day. Glass bottles are not permitted in school at any time. Food and drink items should be closed and put away while traveling the halls. Sharing of drink and food items is not permitted.

## **DRUG AND ALCOHOL POLICY (Including Over-The-Counter Medications and Prescriptions)**

The Board of Education views the possession, consumption, selling and or distributing of alcohol or illegal substances a prohibited student conduct warranting special disciplinary measures and penalties.

No student may use, possess, sell, or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician within the guidelines set forth in existing district policy for students regarding prescription medication. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and/or over-the-counter drugs shall also be prohibited.

Any person exhibiting behavior, conduct, or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances will be prohibited from entering onto school grounds or at school-sponsored events.

Any person in violation of the provisions of this policy shall be subject to removal from school property and prosecution in accordance with the provisions of the law. Students in violation of this policy shall additionally be subject to disciplinary actions in accordance with school regulations.

Any staff member observing alcohol and/or other substances possession or usage by students shall report the incident immediately to the building Principal. Any alcohol and/or other substances found shall be confiscated immediately,

followed by notification of the parent(s)/guardian(s) of the student(s) involved and the appropriate disciplinary action taken in accordance with district regulations. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

Disciplinary Measures-A student found to be in violation of district policy by their possession, distribution, use, or being under the influence of alcohol and/or drugs, or their possession of drug paraphernalia, shall be appropriately disciplined using the specified procedures and consequences listed below.

### **Penalties**

A first offense for a student who engages in the possession, distribution, or being under the influence of alcohol and/or other substance(s), or who is found in possession of drug paraphernalia, on school grounds at a school-sponsored activity or in a school district vehicle shall require the following penalty:

- a. If the first offense occurs during the instructional day or at a school-sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
- b. The student will be suspended from school for five (5) school days.
- c. Prior to a student returning to school from the five (5) school day suspension, a parent/guardian-student conference will be held with the Principal or his/her designee.

A second offense for a student who engages in the possession, distribution or being under the influence of alcohol and/or other substance(s), or who is found in possession of drug paraphernalia on school grounds, at a school-sponsored activity or in a school district vehicle shall require the following penalty:

- a. If the second offense occurs during the instructional day or at a school-sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity
- b. The student will be suspended from school for five (5) school days. The Principal may request a Superintendent's Hearing if he/she feels that more than five days of suspension appear necessary due to his/her concern for the health and safety of that student or other students in the school. The Superintendent may recommend restricted instruction and/or placement in alternative instruction at any time.
- c. Prior to a student returning to school after their suspension, a parent/guardian-student conference will be held with the Principal, or his/her designee.

A third and/or subsequent offenses for a student who engages in the possession, distribution or being under the influence of alcohol and/or other substance(s), or who is found in possession of drug paraphernalia on school grounds, at a school-sponsored activity or in a school district vehicle shall require the following penalty:

- a. If the third offense occurs during the instructional day or at a school-sponsored activity, the student's parent(s)/guardian(s) will be contacted and directed to remove their son/daughter from school or the activity for the balance of the day or that activity.
- b. The student will be suspended from school for five (5) school days. The student will be declared permanently ineligible to participate in any and all extracurricular activities associated with the Phoenix Central School District. This extracurricular suspension includes participation in all extracurricular activities and groups such as bands, choirs, drama groups, language groups and trips sponsored by such groups, all athletic participation and cheerleading, as well as school social activities including, but not limited to, dances, and proms, etc. The Principal may request a Superintendent's Hearing if he/she feels that more than five days of suspension appear necessary due to his/her concern for the health and safety of that student or other students in the school. The Superintendent may recommend restricted instruction and/or placement in alternative instruction at any time.
- c. Prior to a student returning to school after their suspension, a parent/guardian-student conference will be held with the Principal, or his/her designee.

Note: In addition to the penalties noted in sections I and II above, district officials will be obligated to contact the police and advise them that a student had used, possessed, sold or distributed alcohol or other substances on school grounds, at a school-sponsored activity or in a school district vehicle.

A student who self-refers to a school faculty member or a parent for assistance in dealing with their alcohol and/or other substance use/abuse prior to an identified violation of this regulation shall be entitled to the following:

If a student self-refers for assistance in dealing with his/her chemical use, he/she will be referred to support services. Amnesty from discipline will continue as long as a student follows his/her recommended intervention program. If that student does not follow the intervention program, he/she will be subject to the provisions of this regulation regarding suspension from extracurricular activities.

The offenses set forth in this regulation will be documented cumulatively throughout the time a child attends the district.

## **HARASSMENT/BULLYING/THREATS TO STUDENTS**

**Definition of Bullying:** A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying can take three forms:

- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings).
- Verbal (including but not limited to, taunting, malicious teasing, name calling, making threats).
- Psychological (including but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

### **Consequences:**

Counseling – 5 Days ISS/OSS, Principal Hearing or Superintendent Hearing  
Formal documented incident report and possible law enforcement

**Definition of Harassment** – Physically posturing, taunting, intentionally annoying, and/or irritating another person or group (racial, religious, ethnic, gender, etc.) with unwanted comments, looks, etc.

### **Consequences:**

Counseling – 5 Days ISS/OSS, Principal Hearing or Superintendent Hearing  
Parent Contact

## **INAPPROPRIATE BEHAVIOR**

Teachers will take the first steps to handle disruptive behavior. Teachers will contact parents or keep the student for teacher detention before referring to the assistant principal. If the methods available to them fail, teachers may refer students to the assistant principal. (EX: tampering with safety equipment, lying, stealing, being unprepared for class, threat of violence, possession of obscene material, verbal abusive to students or staff, etc.)

## **PARKING VIOLATIONS**

Seniors can obtain permission to park in rows 4 through 7 (properly between two, designated marked lines) in the J.C.B. parking lot. Parking in the main lot will be limited to the first 150 requests, with seniors getting preference and juniors may apply if space is available. All drivers are required to park in the lot during the fall

and winter months. The juniors may be directed to park on Park Street after April 1<sup>st</sup> to provide more space for senior vehicles in the spring. All student drivers are required to display a registration tag in the windshield of their vehicle. Even though the parking lot and Park Street are under video surveillance, the district is not responsible for loss or damage to cars. Students are forbidden to use the access road behind the building. Excessive speed, reckless driving, or illegal parking may result in loss of parking privileges. Students are not permitted to park in the visitors' parking area in front of the building. Students are not allowed to drive to the Technical Career Center, on a given day, without proper written authorization.

### **Consequences:**

Warning – loss of parking permit for up to the rest of the school year  
Parent Contact

## **PLAGIARISM/CHEATING/ACADEMIC MISCONDUCT**

### **You have plagiarized when you:**

- Copy sentences or paragraphs out of books, magazines, encyclopedias, etc. and present them as your own (published or unpublished).
- Present someone else's argument or ideas as your own.
- Copy someone else's (or allow someone else to copy your) lab report, class assignments, outline, essay, report or term paper.
- Allow someone else to write your papers, reports, etc.
- Borrow or buy someone else's reports or papers and submit them as your own.

### **How to avoid plagiarism:**

- Use quotation marks and footnotes when directly quoting someone else's words.
- Give the author/source when paraphrasing-rearranging words, mixing them with your own or summarizing another's ideas.
- Do not use another's ideas as though they are your own without documenting the source (parent, author, other authority).
- Do not obtain research papers, outlines, reports, homework, etc. from another student or source and use it or part of it as your own.

### **When you submit your assignment, you must be able to:**

- Explain the vocabulary you've used.
- Explain the ideas and arguments you've used.
- Demonstrate your understanding of the work in the paper.
- Submit your sources and rough drafts on request.

### **Penalties for submitting a plagiarized class assignment:**

- No credit for the assignment that was plagiarized.
- Plagiarized assignment cannot be redone or made up.
- Parents will be notified.



- DT – OSS

**Penalties for submitting a plagiarized article to a publication:**

- The student who plagiarized will write a letter of apology and a letter of retraction to the editor and staff of the publication.
- At the discretion of the author and/or editor, the retraction may be printed in a next scheduled publication. The student’s parents will also meet with the Principal. There may be further disciplinary actions taken.

**Consequences:** Parent notification by the teacher, no credit for the assignment or the opportunity to make-up the assignment will be at the teacher’s discretion.

**POSSESSION/DISSEMINATION OF UNAUTHORIZED MATERIALS**

Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted.

**Consequences:** ISS – 5 days OSS, Principal Hearing or Superintendent Hearing

For further information, please refer to Board of Education Policy (5220).

**RESTRICTED AREAS**

Students are not allowed to be in restricted areas, either inside or outside the building. During school hours, these areas include any location outside the building. Students are to exit the building only at the Main Office Doors or P.E. hallway during the school day after signing out. Staff rooms, staff bathrooms and use of the elevator without permission are examples of areas inside the building that are restricted at all times.

For student safety, skateboards and bikes may only be used on campus as long as all wheels remain on the ground and safe riding habits are practiced. Students observed damaging school property or its landscape will be responsible for the repair and will lose riding privileges on campus.

Students are not allowed to loiter in the parking lot or sit in cars.

**SEXUAL HARASSMENT POLICY**

It is the policy of the Phoenix Central School District that all students be free from sexual discrimination, including sexual harassment, in the classroom, extra-curricular, and other school environments. A confidential grievance procedure exists to deal with any allegations of sexual harassment. Any student who believes he or she has been subjected to sexual harassment shall report the alleged harassment to the building Principal, or if the building Principal is the alleged harasser, to the school nurse. Allegations of sexual harassment will be

investigated thoroughly and in a timely manner. The results of the investigation will determine the response to each allegation. Acts of sexual harassment will be met with appropriate remedial action. Please refer to the complete Board of Education policy (5021.R) and reporting procedures.

## **STUDENT SEARCHES AND INVESTIGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of the law or the district code of conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parents before questioning the student; however, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the building Principal to conduct searches of students and their belongings if the building administrator has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. A building administrator may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the building administrator has a legitimate reason for the very limited search.

A building administrator may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the building administrator should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, the search will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

### **Student Lockers, Desks, Vehicles, and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means

that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

If more intrusive searches are deemed necessary the investigation will be turned over to law enforcement to conduct these searches, and parents will be notified. (Refer to Project S.A.V.E. page A-34; XIII SD)

### **Documentation of Searches**

The authorized school official shall be responsible for promptly recording the following information about each search:

- Name, age and grade of student searched.
- Reasons for the search.
- Name of any informant(s).
- Purpose of search (that is, what item(s) were being sought).
- Type and scope of search.
- Person conducting search and his or her title/position.
- Witnesses, if any, to the search.
- Time and location of search.
- Results of search (that is, what item(s) were found).
- Disposition of items found.
- Time, manner, and results.

The authorized school official shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student. The authorized school official shall retain control of the items, unless the items are turned over to the police. The authorized school official shall be responsible for personally delivering dangerous or illegal items to police authorities.

### **Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have...

#### **A search or an arrest warrant**

- Probable cause to believe a crime has been committed on school property or at a school function.
- Been invited by school officials.

Before police officials are permitted to question or search any student under the age of 16, the authorized school official shall first try to notify the student's parents to give the parent the opportunity to be present during the police questioning or search. If the student's parents cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, by the authorized school official as soon thereafter as possible.

The authorized school official will also be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- They must be informed of their legal rights.
- They may remain silent if they so desire.
- They may request the presence of an attorney.

### **Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective service workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the authorized school official. The authorized school official shall set the time and place of the interview. The authorized school official shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

For further information, please refer to the Parent/Student Handbook for the entire Board of Education Policy #5330.

### **TOBACCO/TOBACCO RELATED PRODUCTS**

Possession, sale, or use of tobacco or tobacco related products (including but not limited to e-cigarettes and accessories, matches, lighter, etc.) on school property or at school activities is prohibited and considered to be a severe violation of school regulations. Any act which is unlawful as indicated by local ordinances or state and federal law will not be permitted. Students who violate

these regulations will be referred immediately to the administration for disciplinary action. Cigarettes and/or related products will be confiscated.

**First Possession Offense:** 1 day ISS or OSS, parent contact

**Subsequent Offenses:** 2-5 days OSS, parent contact, Principal/Superintendent Hearing.

**First Usage Offense:** 3-5 days ISS or OSS, parent contact, Principal/Superintendent Hearing.

**Subsequent Usage Offense:** 5 days OSS, parent contact, Principal/Superintendent Hearing.

## TRUANCY

A student absent from school without knowledge of the parent or guardian is considered truant. This is an unexcused absence. A zero will be given for any graded assignment due or test given that day. Additionally, the class participation grade for that day will be a zero.

## VIOLATION OF CIVIL STATUTES

Civil statutes are privileges secured by the Constitution or the laws of the United States. All students should be aware that attempting to deprive another person or student of such liberties means they are in violation of civil statutes. If students are found to be in violation of civil statutes while on school property or in school buildings, they are subject to suspension from school and subject to suspension from all co-curricular activities for a period of time to be determined following such violations. In addition, law enforcement agencies will be involved.

## WEAPONS

Pursuant to the Federal Gun-Free Schools Act of 1994, any student found guilty, after a Superintendent Hearing, of bringing a weapon (BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device instrument, material or substance that can cause physical injury or death) onto school property, or having a weapon in his or her possession on school property will be subject to disciplinary action. Students with disabilities will be disciplined in accordance with the requirements of the IDEA.

**Consequences:** 5-days OSS, Principal/Superintendent Hearing, Parent Contact

## **HEALTH SERVICES**

### **ACCIDENTS**

All injuries to students and staff while at school must be reported to the Health Office as soon as possible after the occurrence. The school nurse will inspect the injury and take the necessary steps, including the filing of an accident report.

### **CHILD ABUSE**

Our Board of Education has established Board policy relating to child abuse and maltreatment (Board Policy #5460)

### **ILLNESS**

If a student becomes ill at school, the student should report to the Health Office immediately after obtaining permission from the teacher in charge. Students are to be sure that they are signed into the Nurses Office by the nurse in her log. This is the only proof that you were in the Health Office. Arrangements for a student to go home due to illness will be made by the school nurse. **ILL STUDENTS MAY NOT LEAVE THE SCHOOL WITHOUT HEALTH OFFICE AUTHORIZATION.** Being ill in a lavatory or in any other place except in the Health Office is not an acceptable excuse for missing a class or study hall. Parents should report to the main office to sign their children out due to illness.

In case of an extended illness, assignments may be collected, by making a request through the Guidance Counseling Office. Any additional arrangements that need to be made for long illnesses should be directed to the school nurse and counselor.

### **MEDICATION**

All medications, over the counter and prescription, must be kept in the Health Office. This includes ointments (such as Neosporin), eye drops, nasal sprays, inhalers, skin patches, pills, liquids, injections, etc. Please see the nurse regarding inhalers and epi pens for any exceptions and what is required from the doctor.

The school nurse, in conjunction with a medical regimen prescribed by a licensed prescriber, will administer medication only when the following circumstances have been satisfied:

- A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
- A written statement from a licensed prescriber has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration and the duration.

- The medication has been delivered to the school nurse by the parent/guardian in its original container.

Under special circumstances, students with life threatening health issues may be permitted to carry individual doses of emergency medication. This must be arranged by the parent or guardian with the school nurse and the student must also carry written permission from the nurse with the medication at all times. Inhalers may be carried by students, but permission must be verified by the school nurse.

A student carrying medication without following the above stated procedure is in violation of this policy and subject to disciplinary action/suspension per the districts alcohol/drug policy.

For further information, please see the entire Board of Education Policy on Student Health Services Regulation (5420-R).

## **STUDENT ACTIVITIES**

### **STUDENT ACTIVITIES & CODE OF CONDUCT**

Students can choose from a variety of special interest clubs. There is a Club Presentation Day, during all lunch periods, in mid-September for students to sign-up for various clubs and activities. Students should feel free to seek out information from activity members or advisors. Many clubs hold open membership and welcome students who develop interest in the activity at any time in the school year. Student clubs start at 2:25 P.M.

Any fundraising activities, posters, advertising, and announcements by clubs and organizations must be approved by building administration.

All disciplinary procedures are the same for J.C.B. students during the school day as well as during after school events and activities. Students who have violated the District Drug & Alcohol Policy, smoking policy, and/or are disruptive will be required to leave the event and will be suspended. Parents will be contacted.

Students who violate school rules at a student activity program will also be suspended from after school activities for a maximum of the remainder of the school year. When a "school activity suspension" is imposed, students are not permitted on school grounds beyond the school day.

Students, not involved in an activity/club, who stay in school from 2:25 – 3:10 P.M. should report to:

- A teacher for extra help
- The library

## ACADEMIC ELIGIBILITY

### PHILOSOPHY

It is recognized that one of the fundamental reasons for a student's attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

All students involved in interscholastic, co-curricular activities, and clubs will be encouraged to succeed in every subject. High scholastic achievement is and should be the number one goal for all students.

### POLICY

The mission of the Phoenix Central School District is high academic standards for students. Interscholastic athletics/co-curricular activities are an integral part of the educational program at Phoenix. Our students must realize that the academic and athletic/co-curricular programs both strive to achieve this mission. The following Academic Eligibility Policy is established to insure that the District's mission is being met.

1. Academic eligibility rules apply during the respective activity/sport season.
2. Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for all students. Eligibility lists will be prepared as soon as reports are issued.

Eligibility for the first five weeks of the school year will be based on the marks received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade. A list will be provided when summer school is completed.

3. Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.
4. **Level 1 (Warning)**- A student failing one class must attend a minimum of two extra help classes each week in that subject until the grade is passing in order to stay eligible to practice and play. Effort and progress must be demonstrated. The advisor/coach and subject area teacher have a collective responsibility to monitor progress.

**Level 2 (Probation)** - A student failing two courses will be placed on academic probation. The probation period starts at the date of notification. Students on probation will have an academic intervention plan developed by the academic dean. Students are required to have a progress report filled out on a weekly basis. Effort and progress must be demonstrated. While on probation, students are eligible for practice and contests/performances based on their progress report. The



advisor/coach, subject area teacher, and academic dean have a collective responsibility to monitor progress.

**Level 3 (Ineligible)** - A student failing more than two classes will be ineligible to participate in contests/performances but may practice. Students placed on ineligibility status will have an academic intervention plan developed by the academic dean. Students will have 3 calendar weeks to demonstrate academic progress. Students will be placed at the appropriate eligibility level at the conclusion of the 3-week period. It is the student's responsibility to re-establish their eligibility. Athletic/activity contest participation can be re-established by having no more than one failing grade.

A complete copy of the eligibility policy, with guidelines for reinstatement, can be obtained in the main office, guidance office or athletic director's office.

### **SPECIAL EVENTS / DANCES**

Rules at school events are the same as during school hours. The use of abusive language or gestures is forbidden. The school dress code is also to be followed. Students are expected to adhere to reasonable requests of teachers, administrators, and chaperones. Students who leave a dance, athletic event, or a special school event may not re-enter.

Events will end at the scheduled time. Students should pre-arrange transportation from school events since the building will be closed at the end of the activity. All guests must complete our guest permission form before they are allowed to attend the dance. J.C.B. students are responsible for their guests. Guests over the age of 21 are not allowed without prior approval of the building Principal.

## STUDENT CLUBS & ACTIVITIES

Club	Advisor	Club	Advisor
Art Club	Ms. Weigert	National Honor Society	Ms. Neiss
Athletics	Mr. Jefferies & Various coaches	PRIDE Club	Ms. LaBrake
Class of 2023	Mrs. Spereno	S.A.D.D.	Mrs. Tierney
Class of 2024	Mr. Fredenburg	School Newspaper (DBA Literary Club)	Ms. LaBrake
Class of 2025	Mr. Zysk	Science Club	Mrs. Kelsey Mr. Fitzgerald
Class of 2026	Ms. Haney	Ski Club	Mr. Bryant
DECA	TBD	Spanish Club	TBD
Drama Club	Ms. Fitt Mrs. Spereno	Spirit Club	Mrs. Spereno
E-Sports	Mrs. Ryan Mr. Szykowski Mrs. Halstead Mrs. Pelton	Student Council	Mrs. Spereno
French Club	Mr. Wells	Technology Club	Mr. Doll Mr. Szykowski
Jazz Band	Ms. Grethel	Tri – M	Ms. Grethel
JCB TV News Club	Ms. Regitano	Winter DrumLine	Mr. Bird
Library / Book Club	Ms. Regitano	Winterguard	Ms. Dennis
Marching Band	Mr. Bird	Yearbook Club	Ms. Haney Mrs. Cool