

Chatham High School
Parent-Student

SURVIVAL GUIDE



2011-2012

Everything you ever wanted to know about:

- Academics
- Sports and Extracurricular Activities
- Policies, Procedures, and Protocols

Chatham High School
50 Woodbridge Avenue
Chatham, NY 12037
www.chathamcentralschools.com

392-4142

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Guidance Counselor
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The Board of Education, its officers and employees, shall not discriminate against any student, employee or applicant on the basis of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability.

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This “survival guide” has been developed to explain everything you ever wanted to know about high school – but were afraid to ask... didn’t know who to ask... kept forgetting to ask... you get the idea!

Chatham High School offers students a variety of choices in coursework and extra-curricular activities. Read up on them so you know what’s available and how to get involved.

We hope this guide will help you navigate your high school years with greater confidence and a clearer understanding of all the choices that are available to you at Chatham.

Since this is our first year with this format, we may have missed some valuable information. If we left something out that would be useful for students or parents to know, please let us know so we can include it in future handbooks. Please keep in mind that the information contained in this guide will over time will be subject to change.

Chatham High School 2011-2012 Bell Schedules

<i>Period</i>	<i>Regular</i>	<i>1 Hr. Delay</i>	<i>2 Hr. Delay</i>
Homeroom	8:00 - 8:04	9:00 - 9:04	10:00 - 10:04
1	8:06 - 8:46	9:06 - 9:39	10:06 - 10:33
2	8:49 - 9:29	9:42 - 10:16	10:36 - 11:02
3	9:32 - 10:12	10:19 - 10:52	11:05 - 11:32
4	10:15 - 10:55	10:55 - 11:29	11:35 - 12:02
5	10:58 - 11:38	11:32 - 12:05	12:05 - 12:31
6	11:41 - 12:21	12:08 - 12:41	12:34 - 1:01
7	12:24 - 1:04	12:44 - 1:17	1:04 - 1:31
8	1:07 - 1:47	1:20 - 1:53	1:34 - 2:00
9	1:50 - 2:30	1:56 - 2:30	2:03 - 2:30

Important Phone Numbers

Main Office	392-4142
Attendance Office	392-1514
Nurse’s Office	392-1580
Guidance Office	392-1575
Athletic Director	392-1585

Visit Chatham’s website at: www.chathamcentralschools.com for our complete directory.

Calendar



CHATHAM CENTRAL SCHOOL DISTRICT 2011-2012 SCHOOL CALENDAR

SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER (18 Pupil/19 Session)

- 5 Labor Day
- 6 Supt. Conference Day
- 7 First Day of Classes

OCTOBER (19 Pupil/20 Session)

- 10 Columbus Day
- 11 Supt. Conference Day

NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER (18 Pupil/19 Session)

- 8 Supt. Conference Day
- 11 Veterans Day
- 24-25 Thanksgiving Recess

DECEMBER (17 Pupil/17 Session)

- 26-30 Holiday Recess

JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

JANUARY (20 Pupil/20 Session)

- 2 Holiday Recess
- 16 Martin Luther King, Jr. Day
- 23-27 Regents/Testing Days

FEBRUARY (16 Pupil/16 Session)

- 9 Early Dismissal
- 20 Presidents' Day
- 21-24 Winter Recess

MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH (22 Pupil/22 Session)

- 22 Early Dismissal
- 29 Early Dismissal/Supt Conf - Sr. Exhibitions

APRIL (15 Pupil/15 Session)

- 6 Contractual Holiday
- 9-13 Spring Recess

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY (22 Pupil/22 Session)

- 28 Memorial Day

JUNE (16 Pupil/16 Session)

- 13-22 Regents/Testing Days
- 22 Last Day of Classes
- 22 HS Graduation

- Supt. Conf. Day
- Classes Not in Sessi
- Early Dismissal Day
- Regents / Testing

Snow Make-Up Days: Apr. 13, 2011
Apr. 12, 2011
Apr. 11, 2011

Total Pupil Days	183
Total Conference Days	<u>3</u>
Total Session Days	186
(allows 6 snow days)	

NOTE: The CCSTA Monday Staff Dev. Meetings on Feb 6, March 22 & 29 will be held on Feb. 9, March 22 & March 29
Re-adopted by BOE May 10, 2011

Chatham High School Map



CLOSINGS AND DELAYS

The superintendent of schools may close schools or dismiss students and staff early when hazardous weather or an unexpected emergency threatens health or safety. School closing and delayed starting times will be reported to local television stations and the local radio stations. Closing information is also posted on the district's website at www.chathamcentralschools.com. Additionally, in the event of an early closing you will receive notification from Chatham's automated phone system.

ELECTRONIC DEVICES

In an effort to maintain an appropriate atmosphere at Chatham High School, students are not permitted to use or possess Ipods, MP3 players, radios, cell phones, electronic games, pagers, laser pointers, or similar devices **at any time during the school day, from 8:00a.m. – 2:30p.m. An exception is that IPODs and similar music devices are allowed for use during study halls and lunch periods.** At all other times students must appropriately store all electronic devices in lockers. Students who abuse this privilege will be asked to surrender the device and lose this privilege.

Use of electronic devices such as camera phones and PDA's to take, display, or send images is prohibited on school grounds during the course of the school day. Inappropriate use of such devices to take, display, or send images is prohibited at all times on school grounds and at all school-sponsored activities.

Disciplinary Procedures:

Violation of the electronic device policy will result in the device being taken from the student and delivered to an administrator.

First offense: Electronic device will be returned at the end of the day to the student.

Second offense: Electronic device will only be returned to a parent/guardian.

Any time a student refuses to hand over a device to school personnel; there will be immediate disciplinary consequences.

FIELD TRIPS

Field trips are great opportunities for students to learn and interact with their peers and teachers. Keep in mind that participation in field trips is a privilege, not a right, and may be revoked based on behavior, attendance or school performance. Students are representatives of their school while on field trips and should behave accordingly by following all school rules. Students are responsible for making up any missed coursework while on a trip.

Students must have prior written approval from a parent or guardian for all school sponsored field trips. A permission form must be obtained from the teacher coordinating the trip, signed and returned to the school prior to the trip.

The following guidelines are in place for field trips:

1. There will be a mandatory baggage check before and anytime during field trips. Any student not willing to submit to the baggage check will not be allowed to travel on this trip. Any student not willing to submit to a baggage check during a field trip will be sent home. Transportation will be arranged by parent contact.
2. The chaperone is to contact the building principal or assistant principal immediately in case of any serious violation of school policy. These violations may include the use and/or possession of alcohol or drugs, or conduct which is deemed to be in violation of the law.
3. Should the above circumstance exist, parents will be contacted immediately following communication with administration. Provisions will be made for safe transportation home for those students involved. This may impact only those students involved or the entire trip depending on administrative action.

4. Once a student has been accused of violating school policy, additional questioning of the student(s) should not take place until direction is given by administration.
5. Students found in violation of any school or civil regulations are subject to the school disciplinary code upon their return.

Follow the rules and have fun!

#

INTERNET / COMPUTER USE

Chatham High School has excellent technology resources. Students have ready access to computers and other technology in a variety of locations throughout the school, both in classrooms and elsewhere.

Student use of these computers and other learning technologies is contingent upon signing the computer use agreement. Parents are also asked to sign-off on this agreement.

All students are strongly advised to abide by the rules spelled out in the policy, available at the end of this document. It is very simple for network administrators to pinpoint misuse of computers – down to which computer, at what time and who was using it. So do yourself a favor and don't mess around on the school computers.

LIBRARY

The library is open on school days from 7:50 a.m. – 3:30 p.m. Students are encouraged to make use of our library facility for research, borrowing books, use of computers or reading. Students using the library are expected to work quietly.

Materials in the library circulate for a specific period of time, generally two weeks. All students wishing to borrow materials must check them out at the library desk.

Students are expected to be responsible and courteous of the needs of others and return library materials on time. Lost or damaged materials must be replaced at the expense of the borrower.

To use the library during an assigned study hall or lunch period, students must present a pass from a teacher, or have a pre-signed pass from the library. Students must report to the library directly from study hall/lunch.

Students are welcomed and encouraged to come to the library after school to work on homework and/or school projects.

If you have any questions, you can call the library directly at 392-4142, ext. 1053.

LOCKERS

Student lockers are the property of the Chatham Central School District and, like textbooks, are loaned to students for their use during the school year.

To ensure student health and safety, the school reserves the right to inspect locker contents. This inspection may include, but is not limited to, locker clean out days, the use of trained drug dogs and individual locker inspections. A relationship has been established with the Columbia County Sheriff's Office to do periodic K-9 searches of lockers throughout the year. These are confidential at the discretion of administration and students are not warned in advance of the search. Students found to have illegal substances in their locker or on their person may be subject to arrest.

- Students must use a school lock which can be purchased in the main office for \$5.00
- Don't give your combination to anyone.
- Don't leave your lock set so it can be opened without dialing the combination. There is a good chance that it will turn up missing if you don't keep it locked.
- You will keep the same locker throughout high school. You will be responsible for paying \$5.00 to replace your lock if it is missing as a result of one of the above reasons.
- Students should not store valuables in their lockers.

Daily Essential Information

- The school district is not responsible for items reported missing from student lockers.
- Students are to use only the locker assigned to them and are to keep their locker clean and undamaged.

End-of-year Locker Clean-out

Make sure you've cleaned out your locker at the end of the school year by the deadline stated on the morning announcements. After that time, all lockers will be emptied and your personal items will be relocated to a central "lost and found" box.

LOST AND FOUND

Any student who has lost, or believes his/her property has been stolen, should report this to the main office. School officials will make a reasonable attempt to find lost or stolen property, but the district is not responsible for its replacement. Students who find property belonging to someone else are asked to bring it to the custodian. Students looking for lost items should see the custodian.

MORNING ANNOUNCEMENTS

Each day during homeroom, morning announcements give students valuable information about things such as: athletic team tryouts, club activities, scholarship information, social activities and more. Additionally, announcements are posted daily on the Chatham website, as well as emailed to those who signed up to receive them. If you would like to be added to this distribution list and receive the daily announcements via email, please contact Mrs. Perkins at perkinsn@chatham.k12.ny.us.

PARKING AND SPEED LIMIT

Senior students with a valid driver's license who wish to apply for a parking permit should obtain a form in September from the Assistant Principal in order to apply for a parking spot. This form must be signed by the parents of the student. When it is returned the student must also bring a copy of his/her license, registration, and proof of insurance (to be kept on file in the office). A \$5 fee for parking is due on the day of sign-up.

Unfortunately due to parking constraints, parking spots will be issued to seniors only. If any parking spots remain, juniors will be notified to sign up in the main office. Sophomores and freshmen are not allowed to drive to school.

Vehicles must be parked within the painted lines and must display the school parking decal. **Vehicles parked in the fire zone, handicapped spaces or incorrectly parked will be towed at the owner's expense.** When vehicles are parked, they should be locked to inhibit thefts and vandalism. Students are not to return to their vehicles until they are leaving school grounds for the day unless they receive permission from the Principal or Assistant Principal. **At no time are students to sit in their vehicles during the school day or to congregate in the parking lot. Students who abuse school parking privileges will be prohibited from further parking on school grounds.** Cars parked in the parking lot may be subject to random searches.

Students should be aware that student parking is a privilege, not a right. Chronic attendance problems and/or disciplinary issues will result in suspension/revocation of parking privileges. The legal speed limit for Chatham High School, as established by the BOE, is 20 miles per hour. During entrance or dismissal periods, students should use extra caution. **Students who do not obey this limit may have their parking privileges revoked and may be subject to legal action.**

PASSES

Any student in the hall during classes is required to have a proper pass, issued and signed by a staff member. It is each student's responsibility to obtain a pass when traveling the halls. Students are required to present their pass whenever asked by a staff member. Students stopped in the hallway without a pass will be reported to the main office. Students may never leave a room without first being granted permission by the teacher. Multiple offenses will result in disciplinary action and/or loss of hall privileges.

NHS Passes

Students with an NHS card may use this card as a hallway pass during study halls. However, they may not report late to a class with the use of these cards. If significant complaints are received by the NHS advisor regarding misuse of this NHS privilege, the NHS member who has abused the privilege will lose the membership card for one marking period.

POSTERS

Students or student groups wishing to place posters around the school must have the posters approved by administration. Criteria include: neatness, spelling, relevancy, and good taste. Posters should be for school sponsored activities only. Posters are to be placed on bulletin board areas.

TELEPHONES

There is a student telephone available in the main office for student convenience. The phone is only to be used during a student's free period or during lunch periods unless an emergency family situation develops. This phone should only be utilized for necessary communications to home or work.

VISITORS TO SCHOOLS

The Chatham Board of Education and staff of the District encourage parents and other District citizens to visit the schools. The building principal or his/her designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school will be considered a visitor. The following rules apply to visitors:

1. All visitors must report to the main office upon arrival at the school. There they will be required to sign the visitors' register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
2. All visitors who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s). These visits will be allowed when they are not disruptive to classroom instruction.
3. All visitors are expected to abide by the rules contained in this Code of Conduct for public conduct on school property. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

WORKING PAPERS

Application forms for working papers are available in the nurse's office. Working papers should be applied for from September through June.

WEBSITE

Please explore our complete website at www.chathamcentralschools.com When you click on the high school tab you will find current information about events and news at the high school.

ACADEMIC INTERVENTION SERVICES

The faculty and staff at the high school are committed to helping all students succeed in challenging course work. A wide range of Academic Intervention Services is provided to students who are deemed to be at-risk of not meeting the Regents standards by graduation.

At the high school, AIS includes: grade-level instructional teams; academic intervention labs; Regents-prep review classes; assisted study halls; co-taught classes; and academic monitoring.

Guidance staff, especially our social worker, is available to help at-risk students deal with outside issues that may be getting in the way of school success.

Finally, the high school staff is committed to providing after school extra-help opportunities. Students can stay with staff from 2:30—3:00 from Tuesday to Friday.

ACADEMIC PROGRAM

All students are required to earn a minimum of 22 credits to graduate. Please see the **Program Planning Guide** for more information.

ADVANCED PLACEMENT (AP) COURSES

Chatham High School currently offers the following AP courses, dependent upon enrollment:

- English
- World History
- US History
- European History
- Calculus
- Computer Science
- Fine Arts

AP courses expose students to college-level coursework while still in high school. The subject matter is very challenging, so students must be prepared to work hard in order to succeed in these courses.

While there is no fee for the course, there is a fee for the AP examination. Under certain circumstances this fee can be waived.

Students interested in electing any one of the Advanced Placement college level courses should consult with their teachers and guidance counselors. Colleges will give credit or placement only to those students who take the AP examination and demonstrate the mastery of the material presented in the course. AP scores eligible for college credit will vary by college. Students seeking college credit should check directly with their prospective colleges for their policies.

AWARDS AND SCHOLARSHIPS

There are a wide variety of scholarships that students can apply for to help fund their college education.

Seniors are advised to make periodic checks in the Guidance Office about scholarships. Also, daily announcements are made about scholarships and a monthly newsletter sent out to parents advising them of scholarship availability. Finally, parents and students can check the website for more information about scholarships. Just go to the high school tab, and click on Guidance. There are usually strict criteria and deadlines for scholarship applications, so seniors would be wise to check out this information frequently.

More information about scholarships can be obtained from your high school guidance counselor.

CHARACTER EDUCATION

The Chatham Central School District places great value in our Character Education program. At Chatham High School we believe everyone should respect themselves, respect each other and respect the building. It is expected that all school employees and students model their behavior with that in mind. Our school code of conduct is also based on this concept. We truly believe Chatham High School is a place where character counts.

CLASS AND HOMEROOM PLACEMENT

Students are placed in class appropriate homeroom based upon the number of credits earned the prior year.

9th Grade—All students will be assigned to a 9th grade homeroom upon completion of 8th grade.

10th Grade—All students will be assigned to a 10th grade homeroom upon completion of 5 units of credit.

11th Grade—All students will be assigned to 11th grade homerooms upon completion of 10 units of credit.

12th Grade—All students will be assigned to 12th grade homerooms upon completion of 15 units of credit.

CLASS RANKING

A cumulative weighted Grade Point Average (weighted GPA) will be computed for each student. This average will be used in determining class rank. For the level of specific courses, please refer to the most recent Program Planning Guide found in the Guidance Office.

- a. Level I final course grades will be multiplied by 1.00 to obtain a weighted grade. (AIS / Remedial / Applied Courses).
- b. Level II final course grades will be multiplied by 1.03 to obtain a weighted grade. (Accelerated and Pre-AP Courses).
- c. Level III final course grades will be multiplied by 1.06 to obtain a weighted grade. This includes Advanced Placement or College Accredited courses taken while in attendance at Chatham.
- d. The weighted Grade Point Average will be computed as follows: each weighted grade will be multiplied by its credit value; the grades will then be totaled, and divided by the number of credits attempted.
- e. Independent study shall not be included in class ranking computations unless the course is meeting a graduation requirement. In such a case, approval must be obtained from the Principal and guidance counselor.

COLLEGE CREDIT FOR HIGH SCHOOL COURSES

Chatham High School offers a variety of courses whereby students may choose to earn college credit through Columbia-Greene Community College, SUNY Albany, and SUNY College of Environment Science & Forestry through the University in the High School Program (UHS). These classes are offered at Chatham High School during the regular school day. The credits earned form the basis of a permanent post-secondary academic record that can be transferred, typically with a grade of C or higher, within the SUNY system and to other institutions at their discretion.

Please see the Program Planning Guide for more information.

COMMENCEMENT OBJECTIVES

- All students will be self-directed learners who master the acquisition and use of knowledge and skills necessary to pursue their aspirations and flourish with confidence.
- All students will be fluent in the use of technologies as a tool to help solve problems and shape their futures.
- All students will recognize their ability to contribute productively to the local and global community and experience the benefits of choosing to be of service.
- All students will meet academic expectations as determined by district standards of excellence.
- All students will master the New York State Learning Standards

DRIVER EDUCATION

The Chatham Central School District Driver Education Program provides students with quality driver education that follows the NYS Education Department of Traffic Safety regulations. The goal is to provide the student with the fundamental knowledge, correct operational habits, essential skills and proper attitude for survival on the roadways.

This self-supporting program is offered periodically during the school year and in the summer. The most current fee for the program is \$365/per student, but is subject to change.

For more information about the program, check our website at www.chathamcentralschools.com and click on the high school page, or contact the Superintendent's Office at 392-1501.

DROPPING A COURSE

Students shall be allowed to drop a course only under the following conditions:

- a. A student must be enrolled in classes bearing 6 credits (plus Physical Education) at all times.
- b. In all courses, a student may drop a course without penalty only in the first five weeks.
- c. After the 5-week period a student who drops a course shall receive either a withdraw-fail or withdraw-pass as a grade for that course. The student will receive no credit for this course.

GRADING SYSTEM

A 100 point numerical grading system is in place.

- a. Course grades shall be the straight numerical average of all quarter grades and final/Regents exams.
- b. Minimum passing grade is 65.
- c. In the first quarter of any full-year course, no grade lower than 50 may be given. In subsequent quarters the actual grade earned shall be recorded.
- d. In semester courses the actual grade earned shall be recorded for each grading period.

GUIDANCE

The Guidance Department is staffed by two counselors, a social worker, a part-time psychologist and a secretary. The Guidance Office maintains an up-to-date file of information about occupations and colleges, nursing, technical, military, and other specialized schools. Information is also provided on SAT/ACT preparation and career development. College scholarship information may also be obtained in

the guidance office. The library maintains a collection of college catalogs and videos.

The Guidance Office presents an opportunity for a student to discuss school, careers, or personal problems with his or her counselor. The counselors help students plan a high school course of study and make adjustments when necessary. If a student is in danger of failing a subject, the counselors are available to discuss the problem and its potential impact on the student's academic standing. Success in high school is dependent upon many factors, including regular attendance, completion of homework and projects, being prepared for class and proper preparation for exams. The counselors invite and encourage parents to communicate with them as often as necessary. It is suggested that appointments with parents be arranged by telephone (392-1575).

HOMEWORK

Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Planning homework assignments should be given as much care as the planning of any other aspect of a lesson. An assignment important enough to be done must be considered worthy of teacher evaluation.

Homework shall be assigned according to these guidelines:

1. Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.

2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities, and needs of the student. However, the grade given for the homework is dependent on the student's performance.
5. As a valid educational tool, homework should be clearly assigned and its product carefully and promptly evaluated.

HONOR ROLL

Students who meet the following criteria for each marking period will be included on the Honor Roll:

Honors: Unweighted GPA for the marking period of 85 or above with all passing grades.

High Honors: Unweighted GPA for the marking period of 90 or above with no grade below 80.

Any student who carries an incomplete at the end of the marking period is not eligible for inclusion on the Honor Roll.

INCOMPLETE POLICY

Periodically students may receive a quarter mark of "INC" (Incomplete) for one or more classes. An INC means the teacher has granted an extension on work due, usually because of an extended excused absence resulting from medical circumstances. Students have a maximum of two weeks from the day report

cards are issued to make up the required work. They should promptly communicate with their teacher(s) to develop a plan for completion. If the work is not made up, the INC will be changed to a 50 or whatever grade the teacher calculates it should be. The teacher will submit the grade to guidance at the end of the two-week time period.

INTERIM REPORTS AND REPORT CARDS

There are four marking periods in the regular school year. Report cards are generally issued the week following the close of each marking period. Interim reports are mailed home to the parents of all students approximately halfway through each marking period. Combined, parents can expect eight written reports on their child's progress in a typical school year. Specific dates are noted on Chatham's annual district calendar that is mailed home at the end of August.

Parents are advised to note these dates and to be on the lookout for these reports. If, for any reason, they fail to receive a scheduled report, a duplicate can easily be issued by calling the Guidance Office at 392-1575.

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Chatham Central School District will make every effort to ensure that Limited English Proficient (LEP) students are provided with an appropriate program of transitional bilingual education or free-standing English as a second language program.

NEW VISIONS

This one-year, honors-level program turns area businesses into classrooms for highly motivated and successful high school seniors. By applying academics to their field of study, students earn four credits, including senior-level English and Social Studies. Students spend up to four hours per day on-site at an area business and learn about the field first-hand from trained

professionals. New Visions currently offers programs in the following areas:

- Math, Engineering, Technology and Science
- Medicine & Allied Health
- Scientific Research & World Health
- Visual & Performing Arts

PARENT CONFERENCES

Parents may make appointments for conferences with teachers and/or their child's guidance counselor by calling the Guidance Office at 392-1575 at any time they have questions or concerns. School officials may also call parents to request a conference as needed.

A conference is also a good opportunity to set up an improvement plan. In almost all instances high school students will be expected to participate and often feel relieved at the conclusion of a conference because the problem has been addressed.

It is important that we work together to resolve conflicts and issues. Keep in mind things don't have to be desperate before parents step in. Any drop in grades is a good reason to call the school.

PHYSICAL EDUCATION

Every student in grades 9-12 must successfully complete a half-unit of physical education each year to qualify for graduation. Thus students will have P.E. class every other day.

Students receive a numerical grade each quarter for physical education. Grades are based on attitude, preparation, participation and performance. Students who miss P.E. classes or are unprepared can make up classes at the P.E. teacher's discretion.

Appropriate dress for P.E. classes includes sneakers, t-shirts and shorts or sweatpants.

Students who have medical concerns limiting physical activity for more than one class period must have a written note from a physician. The medical excuse must be specific in nature,

describing exactly what activities are prohibited and what activities are allowed.

If a student is completely restricted from physical activity, it is the responsibility of the physical education teacher to assign an alternative non-physical assignment(s). There will be no medical exceptions from physical education.

PROJECT LEAD THE WAY

These are pre-engineering courses that incorporate hands-on real-world based problems. They are offered as electives and complement required classes in science and math. Students have the opportunity to earn college credit by meeting the following standards; minimum class average of 85% and a minimum grade of 70% on the end of course college credit exam. Students may then decide whether or not to pursue the credits through RIT (Rochester Institute of Technology). As always, students should check with potential colleges to make sure that the credits will transfer.

QUESTAR III VOCATIONAL AND TECHNICAL EDUCATION

Questar III offers courses and career pathways that complement and expand on those offered at Chatham. Students can enroll in VOTEC in their junior or senior year. They attend half of each school day at the Career and Technical School and half at Chatham. Bus transportation is provided by the district.

The courses currently offered by Questar III are:

- Automotive Technologies
- Aviation
- Certified Nurse Assistant
- Clean & Green: Tech Valley Careers
- Construction Technologies
- Cosmetology
- Criminal Justice
- Culinary Arts
- HVAC
- Health Careers
- Machine Shop/Machine Tool
- Welding/ Metal Fabrication

In order to be eligible for these programs, students must meet a variety of criteria. Please consult the Program Planning Guide or see your guidance counselor for more information.

STANDARDIZED TESTS

Students are advised (and in many cases, required) to take certain standardized tests in order to apply to college. The following is a summary of the major tests:

SAT (Scholastic Aptitude Test)—this test measures critical reading and math reasoning abilities as well as writing ability—not just the amount of information accumulated in school. It is required by most colleges to be considered for admission and most students take it in their junior year. There are also a series of **SAT Subject Tests** exams that measure knowledge in content-specific subject areas such as languages, science, social studies, math, etc. The SAT Subject Tests are recommended for highly motivated and/or accelerated students.

PSAT—this test is designed to prepare students for the SAT. It is typically taken early in the fall of the junior year. It measures aptitude in math, critical reading and writing abilities and is used by colleges to predict success at their institution. The PSAT is the only way to qualify for the National Merit Scholarship Qualifying Test.

ACT (American College Test)—this test is required for admission at many colleges and is typically taken in the junior and/or senior year. It measures English, math, and science reasoning. It also contains an optional writing section that we strongly encourage students to take.

All of the preceding tests require preregistration and many are offered at multiple times throughout the year. All require a fee, generally ranging from \$10 to \$60. Please check the website or see your guidance counselor for more information about these tests.

STUDY HALLS

Study halls provide a place for students to read, prepare for classes, complete their homework, and study for upcoming tests and quizzes. If students wish to use the library during study hall, they must report to their study hall and sign their name on the library list. Only a limited number of students may sign out on this list per period. IPOD's and similar music devices are allowed during study halls only.

SUMMER SCHOOL

Chatham High School does not currently offer a summer school program for those students who fail to pass a course. A student has failed a course when his/her final average for that course is lower than 65.

However, there are other options. Please consult the Program Planning Guide for more information or more importantly, work with your guidance counselor to plan an appropriate path to credit recovery that keeps you on track for graduation.

*The following clubs, sports, and activities are offered at the high school: **Shakespeare and Company, Chess Club, Envirothon Club, Football, Soccer, Volleyball, Tennis, Cross Country, Golf, Cheerleading, Basketball, Bowling, Baseball, Softball, Track, Student Council, Literary Magazine, National Honor Society, SADD, School Newspaper, Ski Club, Drama Club, Outdoor Club, Film Club, Modern Language Club and Yearbook. Clubs and activities are subject to change based on student interest.***

APPLICATION TO BECOME A SCHOOL CLUB

1. Name of Proposed Club:
2. Purpose (detailed explanation) :
3. Name of proposed advisor:
4. Proposed constitution and guidelines (please attach)
5. List of 50 student signatures and 10 faculty members giving support to this activity.
6. Review Board polices:
 - 5200 Co-Curricular and Extra-Curricular Programs
 - 5210 Student Organizations
 - 5220 Student Publications
 - 5251 Student Fund Raising
7. Use of Facilities Form
8. Submit to building principal for consideration.

BUILDING USE

Any student group wishing to use the school for after school activities or fund raising should submit a Building Use form to the main office. This application should include the date and time of the activity and a brief description including any special arrangements that are necessary. The advisor of the student group should sign the application.

Students interested in initiating application for a school sponsored club should see building administration for the appropriate forms.

DANCES

Dances are sponsored periodically by administration, individual classes, or student organizations. All students in good standing in grades 9-12 may be admitted to the dance.

All students in grades 9-12 may be admitted to a dance with the following exceptions:

1. Absentee List:

A student whose name appears on the absentee list for that day will not be admitted to the dance.

2. In-School Suspension and Suspension List:

A student who has received in-school suspension or has been suspended will not be admitted to the dance on the day(s) he or she serves the suspension.

1. Late Entry:

Students will not be allowed entry into a dance one-half hour after the start of the dance. If a student leaves the dance, he or she must leave school property and may not be readmitted to the dance. Book bags and backpacks may not be brought into school dances.

Guests:

Students from other schools may be admitted to the dance, provided their name appears on a guest list with an eligible Chatham High School student acting as a sponsor. To place a guest on the guest list, CHS students must give the name, age, and school that the guest attends to the Assistant Principal's Secretary. These names are subject to approval by the Assistant Principal. Guests must be in grades 9-12. These guests must obtain and fill out a student visitor form and submit it to the Assistant Principal for final approval of attendance.

NATIONAL HONOR SOCIETY

Membership in the Chatham High School chapter of the National Honor Society is an important and prestigious honor in a student's high school career. Invitation to apply is determined by the student's earned weighted GPA of 89.5 or higher through first semester Junior year. Eligible candidates are then required to submit an application. Subsequently, a faculty committee reviews applications and approved membership for those students who are outstanding in the areas of scholarship, leadership, service and character. An induction ceremony is typically held in May.

STUDENT COUNCIL

The Student Senate is the student governing body at Chatham High School. It serves as a liaison between the administration, faculty, and students. The Student Senate consists of a president, vice president, secretary, treasurer, and a representative from each homeroom.

YEARBOOK

Assistants, photographers, and promotions staff all work diligently together to create a yearbook to capture the memories of Chatham High School. Every page of the yearbook is designed and produced by students guided by a faculty advisor. Students are not allowed to include material in the yearbook that condones the use of drugs / alcohol or suggests sexual innuendoes in any way. Prior to publication of the yearbook, it is reviewed by the high school administration.

Chatham High School offers a wide range of interscholastic sports teams each season.

Students are eligible to play four consecutive years of athletics in high school starting with the date of entry into ninth grade. Exceptional athletes in grades seven and eight may try out for a high school team but they will need to pass a fairly rigorous state mandated athletic test of ability in order to qualify to play at the high school level.

The modified teams for football, soccer, basketball, baseball are currently limited to grades 7-8.

When a student is participating in a sport, they are automatically held under the Extracurricular Code of Conduct. Parent and student-athletes will sign a form signifying their review of the Extracurricular Code of Conduct. This indicates they will respect and abide by the district's standards of behavior for school athletes, which are spelled out in the Extracurricular Guide.

FALL SEASON SPORTS

- **Cheerleading**—Varsity and modified
- **Cross Country**—(Boys and Girls)—Varsity and Modified
- **Football**—Varsity, JV and Modified
- **Golf**—(Boys and Girls)—Varsity
- **Soccer**—(Boys and Girls)—Varsity, JV and Modified
- **Tennis**—(Girls)—Varsity
- **Volleyball**—(Girls)—Varsity and JV

WINTER SEASON SPORTS

- **Cheerleading**—Varsity and JV
- **Basketball**—(Boys) Varsity, JV, and **Modified**—(Girls)—Varsity, JV and Modified
- **Bowling**—Varsity
- **Indoor Track**—(Boys and Girls)—Varsity
- **Volleyball**—(Boys)—Varsity & JV

SPRING SEASON SPORTS

- **Baseball**—(Boys)—Varsity, JV, and Modified
- **Softball**—(Girls)—Varsity, JV and Modified
- **Track & Field**—(Boys and Girls)—Varsity and Modified
- **Tennis**—(Boys)—Varsity

MEET THE COACHES NIGHT

Meet the Coaches Night is held at the start of each season to provide parents with an opportunity to gain insight into the expectations and philosophies of our athletic program. Parents will have the chance to ask questions regarding their child's athletic teams. One of the objectives of this night is to enhance the line of communication among all members of the Chatham athletic community.

FREQUENTLY ASKED QUESTIONS

Can anyone try out for a team?

All students are welcome to try out for a sport at the appropriate level and some teams have no “cuts.” In skills-intensive sports it is very difficult for a player with little or no experience to make a team. However, all students are still welcome to try out.

How can I find out when tryouts are being held or when a team starts practice?

Tryouts and/or practices start around the same time each year for most teams. In general, fall teams begin practice mid-August, winter teams begin early November and spring sports begin early March. Within each sport, varsity teams often begin practicing a week or two earlier than their JV and modified counterparts.

Announcements about tryouts are made in school and coaches hold pre-season meetings to go over important information with prospective players.

Parents can find out about tryouts by visiting the Chatham website at www.chathamcentralschools.com and going to the high school page. There is an athletic tab on the main high school page. Parents can also call the office of the Athletic Director, Scott Steltz, at 392-1585 or email him at steltzs@chatham.k12.ny.us.

What are the rules about sports physicals...when do I need one...and where can I get one?

To play on a team, or even practice, students must—by law—have a sports physical that must be dated within the past calendar year of the current sport season. **In addition, at the beginning of each new sport season, an updated health history form must be submitted to the nurse.** The physical can be performed by a student’s family doctor. Students also have the option of having a free sports physical performed by the school physician. Students will be given

advanced notice throughout the year of the physical dates.

If you’re on a team, does that mean you get equal playing time...or for that matter, any playing time?

Rules about playing time vary from coach to coach, team to team and sport to sport. In sports like track, for example, all students participate in at least one event at every meet. However, not every athlete travels to every special meet or invitational and students don’t get to choose the events they want to participate in. At the modified level—where the emphasis is on developing ability—most coaches will try to play every student for at least some portion of each game. As students progress up the competitive ladder to varsity level teams, the emphasis is more and more on winning. No team member is guaranteed playing time.

Where can I get a copy of game schedules?

Chatham’s Athletic Office provides copies of season schedules to coaches who in turn give them to students to take home. Athletic schedules are also posted on the district website. Keep in mind, schedules do change so when in doubt, ask the coach or call the Athletic Office at 392-1585. Also for your convenience, all athletic schedules are available online at www.viewmyschedule.com.

Where can I get directions to away games?

Directions to high schools that Chatham competes against are available on the Chatham website at www.chathamcentralschools.com. Coaches also have directions to away games. It’s important to confirm directions with the coach because games aren’t always played on the high school campus in every district.

As a PARENT of a high school athlete, what’s my recommended role?

Attend games, both home and away whenever possible. Be your son or daughter’s biggest fan. Remember that all the research on why kids play

sports indicates that most play for the sheer enjoyment of the game. Don't put unnecessary pressure on your child to start, to star or to win a scholarship. Support them no matter what their role on the team may be. Model good sportsmanship at all games, both home and away, and keep the focus positive. Please cheer, but don't jeer. Support the decisions of the coach. If you have questions or concerns, please speak directly to the coach—not about the coach with your child.

When are students eligible for an athletic letter?

Students are eligible to receive a varsity letter when they successfully complete a season on a varsity team. After that, students may receive a varsity pin as well as other awards.

How are intramural programs advertised? Who can take part?

High school intramurals are offered on a regular basis throughout the school year. Offerings vary from month to month. Activities are publicized in physical education classes, on the morning announcements and via school bulletin boards. All students are encouraged to attend as their interest and schedules allow.

Who should I contact if I have other questions?

If you have any other questions about Chatham's athletic program, contact Mr. Scott Steltz, Athletic Director, by phone at 392-1585 or via email at steltzs@chatham.k12.ny.us

Expectations for students are high on local, state, and national levels. As a result, students cannot afford to miss school. Even the best students will quickly fall behind when attendance drops or there is chronic tardiness.

Our attendance policy was renewed June 2010 and outlines the regulations that focus on getting all students to school punctually and attending their classes with consistency. The policy also includes a number of actions to be taken by the school in response to students who are chronically tardy or illegally absent. Please see the attendance policy at the back of this handbook for more information.

Chatham High School needs your support in ensuring that students arrive to school on time and attend all of their classes. If you have any questions about the attendance status of your student, please do not hesitate to call the office.

AUTOMATED PHONE SYSTEM

When students are absent the automated phone system will call the primary number listed on the student information system to advise of the absence. ***This will occur even if you have placed a phone call to the school advising the attendance office of the absence.***

The automated system places phone calls based upon attendance in homeroom. If your student is late for school and misses homeroom the system may call the primary number to advise that the student is absent. This is unavoidable.

EARLY DISMISSAL

Doctor appointments, family trips, motor vehicle tests, etc., should be scheduled after school hours to the greatest extent possible. If students must leave during the school day one of the following procedures must be followed:

- The student's parent or guardian must go to the main office to sign out the student.
- A dismissal note must be brought to the attendance office in the morning. This note

must include the date and purpose of dismissal, parental signature and a phone number where the parent may be contacted.

- The student's parent or guardian must phone the main office to request dismissal. The attendance office will take down the phone number and return the call to confirm parent contact.

Students with early dismissal should leave the high school immediately upon dismissal.

RE-ENTRY PROCEDURE

If a family is aware that a student will be out for an extended medical reason, it is important to communicate this information with teachers and guidance. With advanced notification, teachers can provide work for students during their absence and in certain cases, a tutor may be warranted.

The district has an established procedure to assist students who are returning to school after an extended absence for medical or social/emotional reasons. Please contact the guidance counselor or school social worker prior to the student's return for information regarding this procedure so we may assist with the transition back to school.

REPORTING AN ABSENCE

When a student will be absent from school for the day, a parent/guardian should place a phone call to the attendance office at 392-1514 to report the absence. This phone call does **NOT** take the place of a written excuse for the absence which the student should bring to school upon his return.

WRITTEN EXCUSES

Students in grades K-12 who are absent from school must submit a written excuse, signed by a

parent/legal guardian, within three days of the student's return or their attendance record will permanently reflect an unexcused absence after this time. The excuse should indicate the reason for and the date(s) of the absence.

The Difference Between Excused and Unexcused Absences

- Excused: Absences due to personal illness, family illness or death, medical/dental appointments, impassable roads due to inclement weather, religious observances, quarantine, required court appearances, approved college visits, approved cooperative-work programs, military obligations or other special circumstances approved by the district.
- Unexcused: Any absence that does not fit the above categories, for example, family vacation, hunting, babysitting, hair cut, obtaining a learner's permit, taking a road test, oversleeping, etc.

DISCIPLINARY OVERVIEW

The following disciplinary overview has been provided to inform you of possible outcomes for disciplinary infractions. The outlined misbehaviors and related consequences are not meant to be a complete list but rather examples of common infractions and possible interventions.

The consequences listed are disciplinary options and not necessarily sequential, depending on the seriousness of the offense. They will be applied at the discretion of the administrator. This guide is not intended to tie the hands of the administrator in dealing with Code of Conduct infractions.

Discipline may result in any one, or combination of consequences, depending upon the seriousness of the act.

School premises is defined as any building, structure and surrounding grounds within the district's property boundaries and vehicles used to transport children to school personnel.

NOTE:

Even where suspension is not listed, a single flagrant violation or continued violation can result in immediate suspension, referral to police, Family Court, or Board of Education. A Superintendent's hearing may result in a long-term suspension or expulsion.

Student Misbehavior	Possible Consequences
Academic Fraud and Cheating	Reduction in grade or possible "0" parental contact, extended detention, internal or external suspension
Threat of/or Assault of school personnel or other students	Suspension, internal restriction, parental contact, warning, Superintendent Hearing Police involvement, suggested referral to social worker or other agency
Attendance / Truancy	Internal restriction, detention, attendance intervention strategy, direct effect to class participation grade, extended detention, loss of participation in school activities, parental contact, loss of parking privileges, suggested referral to social worker or other agency, Family Court
Bus Discipline	Internal restrictions, loss of bus privileges, detention, parental contact, warning, parental meeting, extended detention, suspension
Class Cutting	Internal restriction, detention, parental contact, attendance intervention strategy, external suspension, extended detention
Tardy	Detention, internal restriction, parental contact, warning,, attendance intervention strategy, extended detention, loss of parking privileges, suggested referral to social worker or other agency
Disruptive Action	Internal restrictions, detention, parental contact, warning, extended detention, suspension
Dress – Inappropriate	Removal from class, parental contact, warning, students directed to changes inappropriate clothing, detention, extended detention, suspension
Ethnic or Racial Slurs	Internal restrictions, detention, parental contact, extended detention, suggested referral to social worker or other agency, suspension
Field Trips – Misconduct	Detention, loss of trip privileges, parental contact, warning, detention, extended detention, suspension
Fighting	Automatic suspension, suggested referral to social worker or other agency, Superintendent Hearing
Harassment/Bullying/Cyberbullying	Suspension, internal restriction, detention, parental contact, warning, extended detention, suggested referral to social worker or other agency, Superintendent Hearing
Inappropriate Language	Internal restriction, detention, parental contact, warning, extended detention, suspension
Insubordination	Suspension, internal restriction, detention, parental contact, warning, extended detention, loss of parking privileges, Superintendent Hearing
Misuse of Technology	Police involvement, suspension, loss of use of technology, detention, warning, community service, extended detention, loss of parking privileges, Superintendent Hearing
Privileged Activities – Violations	Internal restriction, detention, parental contact, warning, verbal explanation, extended detention, loss of parking privilege, suspension
Public Display of Affection	Internal restriction, detention, parental contact, warning, extended detention, suggested referral to social worker or other agency
Sexual Harassment	Suspension, detention, internal restriction, parental contact, warning, follow sexual harassment policy, extended detention, suggested referral to social worker or other agency, Superintendent Hearing
Substance Abuse: Under the Influence of, Use, Sale, Possession	Suggested referral to social worker or other agency, loss of driving privileges, Superintendent Hearing, Police, suspension
Theft	Internal restriction, detention, parental contact, extended detention, suggested referral to social worker or other agency, loss of parking privileges, Police involvement, restitution, suspension, Superintendent Hearing
Vandalism	Internal restriction, detention, parental contact, extended detention, suggested referral to social worker or other agency, loss of parking privileges, restitution, police, suspension, Superintendent Hearing
Weapons	Police, Superintendent Hearing, suspension, suggested referral to social worker or other agency, loss of parking privileges

BULLYING: PEER ABUSE IN THE SCHOOLS

Bullying of a student by another student is strictly prohibited on school property, school buildings, on school buses, and at a school sponsored events and/or activities whether occurring on or off campus. The term “bullying” is defined, in general, as 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 less powerful. Bullying can take three forms:

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

Bullying may also occur as various forms of harassment and or hazing of students by other students (including pledging and/or a student’s initiation into or affiliation with a school or student related organization or team).

The district also prohibits “internet bullying” (also referred as “cyberbullying”) including the use of instant messaging, emails, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general safety and welfare of others.

However, it is important to note that a single negative as enumerated above may also constitute “bullying” (if not more misconduct) based upon the particular circumstances such as seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report

the bullying to any staff member or the building principal. The staff member/building principal to whom the report is made (or the staff member/building principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the district. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Retaliatory behavior directed against complaints, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying is prohibited. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

DETENTIONS

Detentions are either 30 minutes or 1 hour in length at the discretion of administration. Detention is supervised by teachers. When students are required to stay for 30 minutes, they can sign up to take the late bus home that day. The late bus picks up students by 3:15. Parents/ students are responsible for transportation when the extended detention is assigned. Detentions begin at 2:30.

DRESS CODE

1. Students may not wear clothing, including hats and jackets, or bring to wear in school other items such as back packs or jewelry that bear wording or pictures that depict, promote, advertise or encourage the use of drugs, alcohol, tobacco products, weapons, violence, obscene language, sexual conduct, ethnic/gender bias or prejudicial statements or that is in any way demonstrably disruptive of the educational program.
2. Students may not wear revealing clothing such as halter tops, blouses with spaghetti straps, short skirts or short shorts, clothing made of mesh material, oversized tank tops, tops which expose the midriff, or pants with side seams cut open.
3. Pants worn so that undergarments are exposed will not be permitted.
4. The wearing of hanging chains from pockets and the wearing of spiked collars, spiked rings, and spiked bracelets are potential hazards and are not allowed.
5. Hats, coats, jackets, visors and other types of outerwear are to be kept in lockers and not worn during the course of the school day.
6. Students must also comply with the dress code for physical education class.

Response:

Faculty, staff or administration will ask the student to comply with a request to remove, cover or turn inside out the offending item of apparel. The faculty member will notify the office of the incident and the action taken by the student. If the student refuses to comply with their request, they will be reported immediately to an administrator for action.

Disciplinary Procedures:

Students will be directed to take one of the following actions:

- Remove the item of clothing or hat and place it in their locker;
- Cover the item of clothing with another item of clothing;
- If appropriate, turn the item of clothing inside out so that the offensive words or pictures are not visible;
- With parental approval return home to change to other clothing.

DRUGS AND ALCOHOL

Chatham Central Schools are Drug Free Zones. Possession, use, under the influence of, or sale of alcoholic beverages, marijuana or its derivative, imitation marijuana, controlled substances or imitation controlled substances is prohibited.

Any student who is found under the influence of drugs or alcohol or in possession of same will be suspended immediately and may be subject to a Superintendent's hearing.

Any student who distributes or sells drugs, controlled substances, imitation controlled substances, alcoholic beverages, marijuana or its derivative or imitation marijuana on school premises will be suspended immediately, pending a Superintendent's hearing.

Any student who has on his person any form of drug paraphernalia will be subject to disciplinary action.

The police will be contacted in all drug related cases.

FIGHTING

We teach students that there are other ways, such as discussion and mediation, to resolve disagreements. Students and faculty members are available as mediators if students cannot resolve their own disputes. If someone is harassing a student, the student should find an adult who will see that the aggressor is disciplined. If students at Chatham High School participate in a fight, all participants are suspended.

SEXUAL HARASSMENT

The dignity and uniqueness of each individual is valued at Chatham High School. In order to maintain a work and learning environment that is safe and promotes excellence in education, respect for all persons is expected, and harassment or intimidation, including sexual harassment, will not be tolerated. Please see the Board of Education Sexual Harassment Policy at the end of this booklet.

SUSPENSIONS

In-School Suspension

Students assigned in-school suspension will serve their suspension off-site at a designated room in the M.E.D. Students will be under the supervision of a teacher. They will work independently on previously gathered work. Any student with an IEP will receive those services identified.

External Suspension

External suspension is a serious disciplinary action and will be invoked in all serious disciplinary matters. Every effort shall be made to notify the parent or guardian prior to the end of the day on which the student is suspended. Suspended students will not be sent home before the normal dismissal time without permission from the parent or guardian. In all cases of suspension, a formal notification will be sent to the person in parental relationship explaining the reasons for and dates of suspension.

The Board of Education and the Superintendent of Schools have delegated to the Principal the authority to suspend a student for a period of up to and including five days. Prior to the suspended student's return to school, a formal reinstatement conference will be held by the Principal or Assistant Principal with the suspended student and person in parental relationship to the student. Suspensions in excess of five school days may be imposed by the Superintendent. A student may not be suspended for more than five school days unless the student and the person in parental relationship to the student have had an opportunity for a hearing before the Superintendent. The Superintendent will hold a hearing in relation to suspensions of more than five school days in cases where the law limits to ten days the total number of days a student may be suspended.

Discipline Procedures for Students with Disabilities:

When there is a report that a student with a disability has violated the discipline code of the school which he/she attends, the Principal or designee will conduct an investigation which may include a conference with a student, other students, parents, teachers, other student service personnel, or others, as deemed appropriate for early identification and resolution of the suspected problem. The investigation shall be conducted according to the following guidelines:

- The student is given notice of the charges against him/her in enough detail to allow the student to understand the nature of the accusation.
- The student is given an opportunity to admit to or deny the stated charges.
- In determining the appropriate disciplinary action, the administrator must consider whether the misconduct is related to the handicapping condition.

If it is determined that the misconduct is *unrelated* to the student's handicapping condition, the administrator can determine the appropriate disciplinary action according to the building discipline code. If it is determined that the misconduct is *related* to the student's handicapping condition, the student's case must be referred to the Committee on Special Education which will re-examine the student's educational and behavioral needs as outlined in the student's Individual Education Plan (IEP). The committee may determine that additional structure, support, or a change of placement is required.

The suspension of a student with a handicapping condition cannot be imposed if:

- The suspension is for a ten day period or longer as a result of a superintendent's hearing;
- is part of a series of suspensions that total more than ten days;
- or is part of a series of suspensions that total less than ten days but creates a pattern of exclusion which constitutes a change in his / her placement.

TOBACCO USE

The use and possession of tobacco products by students is strictly prohibited on all school properties and at all school-sponsored events, regardless of location. The use of tobacco products by staff, parents or visitors shall be prohibited at those same venues.

The following disciplinary procedures have been established in the event of a violation of the Tobacco Use Policy. See the entire policy at the end of this handbook.

Disciplinary Procedures

- 1. First incident will result in 1 day of in-school and referral to school social worker**

- 2. Second incident will result in a 3 day suspension and referral**
- 3. Third incident will result in a 5 day suspension and possible Superintendent's hearing.**

TRESPASSING

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the Principal or Assistant Principal. Should a student be found in a building without permission, the necessary authorities will be called and trespassing charges may be filed against the student.

WEAPONS

No student shall bring any weapons, including small pocket knives, to school. The first offense for possession of any weapon other than a firearm shall subject the student to a five day suspension. The student may also be referred to the Superintendent for a formal hearing. The student will come back to school only after a reinstatement conference is held with the student and parent(s).

The first offense for possession of a firearm shall be immediate suspension from school, and a disciplinary hearing before the Superintendent, which could result in a long-term suspension.

Any repeated weapon possession offense will subject the student to immediate suspension from school, and a disciplinary hearing before the Superintendent, which could result in a long-term suspension.

If a student uses or threatens to use any weapon, the student shall be suspended immediately, pending a disciplinary hearing before the Superintendent which could result in a long term suspension.

The police will be notified any time a student brings a weapon to school so that criminal proceedings, if appropriate, may be instituted.

It's true. Students who eat a nutritious meal concentrate better, attend school more regularly, are less aggressive, less anxious, cope better with stress, and have better school performance.

Chatham High School offers a food service program that is designed to fuel learning and offers a variety of choices that appeal to teens.

HOW MUCH DOES LUNCH COST?

For high school students, breakfast costs \$1.25. School lunches at the high school cost \$2.25. Reduced lunch is \$.25.

Students can pay for meals as they go. Parents can also pay ahead with a check made out to the Chatham Central School District. Students can turn the check into anyone at the register in the cafeteria. The District also offers a discount if lunches are prepaid. Pay for 2 weeks in advance and save \$.05/meal, and pay for 3 weeks in advance and save \$.10/meal.

HOW HEALTHY ARE SCHOOL MEALS?

Today's school meals are lower in fat and provide well-balanced servings from each food group. School lunches provide one half of the recommended dietary allowances for calories, protein and vitamins A and C, iron and calcium.

At Chatham High School, we are working to increase the use of whole grains, fresh fruits and vegetables. And nothing is fried; everything is baked including the French fries!

The Food Service Program also strives to keep a close eye on meal counts and student feedback to determine what kids want to eat.

CHARGE POLICY AT THE HIGH SCHOOL

Students are allowed to charge up to \$10, then they will receive a cheese sandwich for lunch until charges are paid in full. Payments should be put in a sealed envelope with the student's name on it and given to the person at the register.

Checks can be made payable to the Chatham Central School District.

FREE AND REDUCED-PRICE MEALS

Students may be eligible for free or reduced-price meals if their families meet federal guidelines. The application takes only minutes to fill out and can be done at any time during the school year.

A copy of the application is mailed out each summer. The application can also be obtained in the cafeteria, main office and online. Please fill it out and return it to the cafeteria for approval. If you qualify you will be notified in writing by the Food Service Manager.

Applications from the previous year expire on September 30. New applications must be filled out each school year.

FRESHMEN

Freshman year is an important transition year for the youngest members of our high school community. In an effort to support them through this year, they have a caring class advisor in Ms. Sesame Campbell who can be reached via email at campbells@chatham.k12.ny.us.

The Class of 2015 will participate in fund-raising activities as well as other events throughout the course of the year.

SOPHOMORE

The class of 2014 has two special class advisors, Mr. Mark Pearson, and Mr. Justin Forrest. You can call the main office and leave a message for them, or better yet, contact either of them via email at pearsonm@chatham.k12.ny.us and forrestj@chatham.k12.ny.us

Sophomore Community Service Requirement

The Sophomore Community Service requirement was designed by faculty members of the 10th Grade Team in conjunction with 9th -12th grade faculty and building administrators. This requirement was developed in an effort to assist students in becoming active and contributing members of their community and to help prepare students for the year-long Senior Program.

Students will complete a minimum of six community service hours during their 10th grade year. Each sophomore will be assigned to work with an advisor to develop their plan for completing this requirement. Students will be provided with a general list of community service ideas.

JUNIOR

Please contact your hard-working junior class advisors, Mrs. Tracy Kelly or Ms. Ashley Gerace, via email with any questions. They can be reached at kellyt@chatham.k12.ny.us and geracea@chatham.k12.ny.us. Of course, a message left for them at the main office will reach them as well.

The junior year is a very important academic year as students begin to prepare for post-high school life. At the same time, juniors at Chatham High School have a busy extracurricular life.

Juniors at CHS are responsible for coordinating the Queen of Hearts Dance for the Middle School. (This is a great way for future freshmen to meet future seniors!) Additionally, the juniors will plan and organize the Arbor Day Banquet. Finally, the junior class hosts the prom!

There are lots of fundraisers during this year and many opportunities for both students and parents to get involved.

SENIOR

The Class of 2012 has much to do in their senior year and the senior class advisors, Mrs. Wendy Diskin, and Mrs. Chelsea Wells, are prepared for the challenge. Call the main office or contact by email at diskinw@chatham.k12.ny.us and wellsc@chatham.k12.ny.us. Feel free to leave a message in the main office for either senior advisor and they will be sure to get back to you promptly.

Senior Program

Overview

The Senior Program was designed by faculty, parents, and students during the summer of 1993 to give seniors a sense of progression into adulthood and to encourage them to become more independent and responsible. They were to “own their own education.” We recognized the need for emphasis on transitional skills, identified desirable commencement expectations for CHS graduates and set in place strategies to help students attain them. A portfolio of written, presented, and displayed skills became a requirement for a CHS diploma.

Program

The graduation portfolio is composed of three parts: the Curriculum Vitae (C.V.), the Senior Exhibition, and Expo. The C.V. grade is recorded on the January report card and the Senior Exhibition grade is averaged into their English grade. Expo takes place during the first week of June. An outstanding performance on all three components earns a designation of “Distinguished Portfolio” on the graduation program and on the diploma.

The Curriculum Vitae

The Curriculum Vitae is a formal compilation of a resume, personal narrative, letter of recommendation, references, verification of computer skills and certificates of achievement. The compilation has proven useful to our

graduates in securing jobs and scholarships as well as entry into college. The C.V. is due in January.

The Senior Exhibition

The student demonstrates his/her mastery of the basic goals of the commencement expectations by choosing a topic/problem, creating a thesis statement, researching relevant material, documenting the work and presenting the thesis and conclusion before a panel of teacher evaluators. Exhibitions will take place in the spring.

Expo

Expo is a community celebration of education; it is a “thank you” to the taxpayers, parents, grandparents, relatives, friends, teachers, administrators, and Board of Education members. Other staff and undergraduates attend. Each senior sets up a personal display that shares experiences and accomplishments from his/her academic and non-academic lives and demonstrates the successful achievement of commencement expectations. Musical performances by our soon-to-be graduates enhance the evening. New members of the National Honor Society serve refreshments. It is an evening of memories, music, art, flowers, congratulations and pride. One student described it as a “hug from the whole community.” The Senior Expo night will be held in June in conjunction with Senior Awards Night.

Senior Exhibition Tasks

Tasks	Suggested Required Product
Meet with advisor to define thesis	Preliminary thesis statement
Initial research – check library resources, internet, etc. (some class time provided)	
Meet with advisor to discuss and refine thesis	Secondary thesis statement form
Outline of argument, gather relevant supporting evidence	Outline/précis paper
Secondary research – use primary sources, contact experts, prepare bibliography	Minimum of 5 sources with synopsis for each
Synthesis of information, construction of argument, writer version of presentation	Written text of exhibition (notecards, etc.)
Final preparation of rehearsal, develop multimedia, meet with advisor if needed	Posters, videos, overheads, etc.
Rehearsal of Exhibition with advisor and peer review.	
Debrief with advisor, revise exhibition, information rehearsal, if necessary, prepare final bibliography.	
Final exhibition before a panel of evaluators.	

A full-time registered nurse is on staff at the high school to serve student health needs.

HEALTH DATA FORM

During the summer, the health data form is sent home for parents/guardians to fill out and return the first week school is in session.

The information on this form is kept on file in the nurse's office throughout the year. It includes emergency contact numbers for parents and medical information concerning each student. Parents are urged to call the school nurse right away if any of this information changes during the school year. That number is 392-1580 or 392-4142, Ext. 1006.

ILLNESS

Students who get sick during the school day need to report to the school nurse before calling or texting a parent to come get them or leaving school on their own. Any student leaving school due to illness must be released by the school nurse.

INSURANCE

The Chatham Central School District carries accident insurance on all students. Whenever a pupil is injured, this information should be reported immediately to the teacher, supervisor, or bus driver in charge. An accident report must be filed within 24 hours in order to be considered by the insurance carrier. Any medical liability must first be submitted to the family's health insurance. Benefits provided are payable only after payment by the family's private insurance is paid first.

There is no liability insurance for thefts in school.

MEDICATIONS IN SCHOOL

Students may not have any medication (prescription or over-the-counter) on their possession during the school day (i.e., not in pockets, lunch boxes, backpacks, lockers, etc.) There can be medication exceptions with a physician order allowing students to self-carry, along with parent consent, and approval of the school nurse.

The following guidelines must be met before administering any medication during school hours:

- All medication, over the counter and prescription, must be brought to school by a parent or responsible adult in the original labeled container (prescription medication must be in a pharmacy labeled container). Acetaminophen and Ibuprofen, along with other over-the-counter medications, can be given by the school nurse with a physician order. All over-the-counter medication must be provided by the parent.
- A written physician order including name, dose, duration, and reason for prescribing the medication and possible adverse reactions.
- A written note from parent/guardian giving the school nurse permission to administer the medication as prescribed by the physician.
- Parents must also fill out the Authorization for Administration of Medication form available from the nurse or on our website www.chathamcentralschools.com under the Health Services tab.
- All unused medication will be disposed of at the end of the school year if not picked up by the parent within a reasonable length of time.
- All medication orders must be renewed by the physician each school year.

SCHOOL PHYSICALS

New students to the district, as well as students entering the 10th grade, shall submit a health physical certificate signed by a licensed physician. This certificate shall be submitted within 30 days of entrance into the district or within 30 days after his/her entrance into 10th grade. Such examination shall be accepted if it is administered not more than 12 months prior to commencement of the school year in which it is required. If the student does not submit a current physical from his/her own physician, a free school physical will be scheduled during the school year in the nurse's office with the school physician.

SPORT PHYSICALS

To play on a team, or even practice, students must—by law—have a sports physical that must be dated within the past calendar year of the current sport season. **In addition, at the beginning of each new sport season, an updated health history form must be submitted to the nurse.** The physical can be performed by a student's family doctor. Students also have the option of having a free sports physical performed by the school physician. Students will be given advanced notice throughout the year of the physical dates.

Participation in parent organizations at Chatham High School is a great way to stay connected to your teen. It's also a way to get involved in some of the many fun and worthwhile activities that these groups support. Get involved and the added benefit of getting to know your teen's friends and families will be yours!

ATHLETIC BOOSTER CLUB

Welcome to the Chatham Central School Athletic Booster Club.

Our function is to support our coaches and athletes throughout the year. We honor our athletes at the end of each season with an awards night. We host the fall Homecoming and the winter Panther Pride Day. Both of these events showcase our graduating seniors from all teams as well as their parents.

We hold fundraisers during the year with profits going to supply requests from teams for items that are not supported by the budget. The food booth at the football and basketball games is provided through us as well as clothing and other "Chatham Panther" items that are for sale. Summer sports camps are also sponsored by the booster club. We help fund families by providing scholarship money for students who wish to attend camps.

The Athletic Booster Club meets regularly throughout the year. More information about the Booster Club and the meeting schedule for the 2011-2012 school year is available on the parent page of the CCSD website, www.chathamcentralschools.com. Or, contact Jennifer VanBrunt, club president, at eyesblue101@yahoo.com.

CHS PARENT GROUP

The CHS Parent Group was formed in September 2010. The group focused on establishing better communication at the high school level between home and school. As a result, high school announcements are now posted daily on the district website, as well as emailed home. Additionally, this newly revised handbook is the brainchild of the CHS Parent Group!

The Parent Group helps coordinate the staff luncheon at the high school and provides support for other events throughout the year.

If you would like to participate in this organization, please contact Mrs. Bechdol at bechdolk@chatham.k12.ny.us or at 392-1571.

FINE ARTS BOOSTER CLUB

The Mission of the Fine Arts Booster Club is to enrich, support and acknowledge excellence in the Art, Music & Literary Arts Programs of the CCSD (K-12) by providing enrichment opportunities for students beyond those normally offered, by supporting new and existing programs such as marching band, concerts, exhibits and publications, and by providing a method to acknowledge student dedication, effort and excellence in the areas of Fine, Performing and Literary Arts. Our further Mission is to support and foster extracurricular Fine Arts including performing, visual and literary arts groups such as drama club, Shakespeare & Co., art club, literary club, and musicals, as well as to provide outreach by making our community aware of the ongoing accomplishments of CCSD Fine Arts programs.

The Fine Arts Booster Club meets once a month. More information about the FAB and the meeting schedule for the 2011-2012 school year is available on the parent page of the CCSD website, www.chathamcentralschools.com.

The Chatham Central School District Transportation Department works hard to provide safe and efficient service to all students.

Parents and students are notified by letter of assigned bus pick-up points before the new school year begins. Students are asked to report ONLY to this bus stop.

Please be patient during the first few weeks of school to allow drivers to adjust bus routes and times. Pick-up and drop-off times may vary 5-10 minutes either way.

The Transportation Department can be reached at 392-1520.

BUS RULES

1. Students shall arrive at the bus stop before the scheduled bus pickup time. The District's intent is that children are waiting at the bus stop when the bus arrives, so that the bus is not delayed.
2. Students shall wait in a safe place, clear of traffic and, where possible, at least fifteen feet from the edge of the road.
3. Students shall wait in an orderly manner and avoid horseplay or disruptive behavior.
4. Students shall cross the road or street in front of the school bus only after the bus has come to a complete stop and upon direction of the driver.
5. Students shall go directly to an available or assigned seat as applicable when entering the bus.
6. Students will not change seats while the bus is in motion.
7. Students shall not occupy a position in the school bus that interferes with the driver's operation of the bus or the vision of the driver to the front, sides, or through the mirror to the rear.
8. Students shall remain seated, facing forward and keep aisles and exits clear.
9. Students shall observe classroom conduct, be courteous and obey all directions from the driver promptly and respectfully.
10. Students shall refrain from throwing or passing objects on, from or into buses.
11. Students are permitted to carry only objects that can be held on his or her lap.
12. Students shall refrain from the use of profane, inappropriate or disrespectful language.
13. Students shall refrain from eating and drinking on the bus.
14. Students shall not carry hazardous materials, nuisance items, or animals onto the bus.
15. Students shall respect the rights and safety of others.
16. Students desiring to board or leave a bus at other than their assigned bus stop must have a signed note, approved by their school administration.
17. Students shall not extend head, arms, or other objects out of the bus windows.

LATE BUS

Students are encouraged to take advantage of after school opportunities for extra help or club participation. To that end, the district provides a late bus to transport students home.

The late bus is available Tuesday through Friday. Students should sign up for the late bus by 10:30 every day in the main office in order to ensure transportation.

The bus will wait until 3:15 to depart, or if running late, will depart as soon as students load onto the bus.

ATTENDANCE POLICY

I. Purpose/Statement of Objectives:

The purpose of this policy is to encourage and promote good attendance habits. They are designed to support parents and students by communicating the importance of good attendance and by offering appropriate support in addressing obstacles to good attendance. Good attendance is a central component of the educational process. The educational program offered by the District is predicated upon student presence and requires continuity of instruction and classroom participation. This policy also ensures the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law §§ 3205 and 3210 and establishes a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance.

II. Strategies to Be Employed:

The District will employ the following strategies to ensure good attendance of all of its students:

- A. Development a District-wide program to encourage good attendance and improve the attendance of all District students.
- B. Development of mechanisms to intervene on the individual student level when a student's attendance record demonstrates a need for improvement.
- C. Development this policy and appropriate record-keeping mechanisms to ensure that the attendance of all students is tracked and analyzed.

III. Excused and Unexcused Absences:

A. Appropriate Grounds for Excused Absences or Tardiness. The student and his/her parent or person in parental relation are responsible for providing written notification of the reason for such absences upon the student's return to school. Whenever possible, parents or persons in parental relation are encouraged to contact the school in writing or by telephone prior to the absence. The following list represents excused and appropriate bases for being absent from school or tardy.

- 1. Personal Illness
- 2. Sickness or death in family

3. Medical Appointments

4. Court Appearances

5. Religious Observance

6. Quarantine

- 7. Approved Cooperative Work Program
- 8. Military Obligation

- 9. Pre-approved college visits for H.S. juniors and seniors
- 10. Any other absence excused at the discretion of the Superintendent

B. Grounds for Unexcused Absences or Tardiness. Absence or tardiness for any reason not included in the list set forth in section III.A is unexcused. Absences for reasons set forth in section III.A for which a student does not have pre-

- C. approval from the District or for which the student does not provide an appropriate note after his/her return to school will also be recorded as an unexcused absence.

IV. Record Keeping:

- A. When Attendance Will be Taken:
 1. Elementary Buildings (non-departmentalized). Attendance shall be taken each morning at the beginning of the school day.
 2. Middle School / High School Buildings (departmentalized). Attendance shall be taken at the beginning of each period of scheduled instruction.
- B. Content / Form of District Attendance Records. The following are the codes that will be used to record absences and tardiness.

Code	Title	Status	Excused
UA	Unexcused Absence	Absence	No
UAP	Unexcused Absence Pending	Absence	No
UT	Unexcused Tardy	Tardiness	No
UTP	Unexcused Tardy Pending	Tardiness	No
EA	Excused Absence	Absence	Yes
ET	Excused Tardy	Tardiness	Yes
OS	Out-of-School Suspension (without tutoring)	Absence	Yes
IS	In-school Suspension	Present	Yes
SP	Suspended (Out-of School with tutoring)	Present	Yes
TR	Truancy (parent/guardian unaware)	Absence	No
ED	Educational Absence	Absence	Yes
RA	Religious Absence	Present	Yes
EP	Educational Program	Present	Yes
OT	Other (with explanation)	Absence	No
SC	School Closed (Extraordinary circumstance)	Present	Yes

Entries on the attendance record shall be made only by a teacher, the building Principal, or an employee designated by the Superintendent and shall be verified as accurate under oath or affirmation.

- C. Contacting parents. In the event that a student is absent from school without a previous notification to the teacher or building Principal, the school will call the student’s home to confirm the student’s absence. If no parent or person in parental relation is home, an attempt will be made to leave a message for the parent or person in parental relation to call the school immediately.

V. Student’s Attendance Requirements for Rewards, Disciplinary Consequences, Assistance with Make-up Work, and Participation in School Functions

- A. Rewards: In addition to the likelihood of enhanced educational progress, good attendance will be the basis for student recognition awards. Any student who attends 95% or more of his or her scheduled instructional periods will be eligible for good attendance recognition. Any student who has perfect attendance shall be eligible for perfect attendance recognition.
- B. Disciplinary Consequences: Disciplinary consequences are one tool in the overall Attendance Intervention procedures to deal with excessive tardiness or absences (whether excused or unexcused) outlined in part VI of this policy.

The District retains discretion whether or not to file a PINS petition or a referral for Educational Neglect. PINS petitions or referrals for Educational Neglect may be filed earlier than these guidelines suggest if the situation warrants such action.

- C. Students who are absent from class for any reason shall, to the extent possible, make up the work from each class that was missed. Teachers shall make themselves available to students on a reasonable basis in order to provide absentees with appropriate materials and assistance in completing make-up work. Students receiving formal home instruction through the school shall not be considered absent.

At Middle School and High School, a student shall not be denied earned grades or course credit in class solely because of the number of absences the student has accumulated during the course. In classes where the teacher incorporates class participation into computation of the grades for the course, a student's accumulated absences may result in a failing grade in the class and denial of course credit. No distinction shall be made between absences that are "excused," such as when a student is ill, or on a school-sponsored field trip, or not present due to religious observance, and those that are "unexcused."

- D. **In order to participate in any after school activity, a student must be in attendance for at least 3 hours on the day of the event. Any student who is serving a suspension (in-school or out-of-school) will not be allowed to participate in any school-related activity during the period of the suspension.**
- E. Unexcused tardiness and absences will also subject a student to the range of penalties specified in the District's Code of Conduct.

VI. Development of an Attendance Intervention Strategy

FREQUENT ABSENTEEISM

The following interventions are designed to encourage and promote good attendance habits. They are designed to support parents and students by communicating the importance of good attendance and by offering appropriate support in addressing obstacles to good attendance. Consequences are included where appropriate when other interventions have not been effective.

CRITERIA: Intervention will be triggered by a pattern equivalent to a 10% absence rate (1 absence every two weeks) rather than by total number of absences. This is in recognition that a student who accumulates 10 absences by October is not equivalent of a student who accumulates 10 absences by April. Intervention will begin when the pattern is identified, but after a period no longer than 10 weeks. As a rule, the District will employ the lowest successful level of intervention. If a student's attendance rate continues to be a concern, increasing intensive interventions will be implemented

Initial Intervention

Period Attendance—Teachers who notice a pattern of frequent absence from their individual class will conference with the student. If the situation is not resolved, the teacher will call the parent/guardian.

Daily Attendance—The student will be placed on a Child Study Team agenda. The impact of interventions will be monitored through the Child Study Team process.

A phone call will be made to the parent/guardian by a Child study Team member (administrator, guidance counselor, social worker, psychologist, nurse, or other staff member designated by principal). The phone call should include information about the potential impact of absenteeism on a student's grades.

Second-Level Intervention

Period Attendance—The teacher will report the attendance concern to guidance. (If it is suspected that the student has cut a class, the teacher should also make a referral per the Code of Conduct.)

Daily Attendance—The school will send a letter to the parent. In addition to reinforcing the importance of good attendance, the letter will offer the opportunity for a school parent conference. The letter should include information about the potential impact of absenteeism on a student’s grades.

Third Level Intervention-

The school will send a letter to the parent stressing the concern with continuing poor attendance and requesting a parent conference. The letter will be followed by a call to schedule the conference. The school will communicate to the parent when a student is in danger of failing or being denied credit.

Fourth Level Intervention—

Based on the information and response at the previous levels, any or all of the following may occur. (The administration may implement one or more of these steps at an earlier level if warranted.) The school will communicate to the parent when a student is in danger of failing or being denied credit.

Home Visit: Staff members visit the home to meet with the family and/or student.

Discipline: Student is assigned In School Suspension and/or Detention.

Letter Warning of Potential PINS or CPS Referral: School will send letter warning that failure to rectify poor attendance may result in a referral.

Revocation or suspension of Driving Privileges—High School Only

Person in Need of Supervision Referral (PINS)—Provides accountability for students and parents through the courts and probation system.

Child Protective Referral (CPS)—Educational Neglect complaints address parents who willfully fail to ensure their child’s school attendance.

TARDINESS

Patterns of persistent tardiness to school will be addressed using similar interventions to those for absenteeism and as prescribed in the Code of Conduct. Because tardiness varies greatly in degree, frequency, and cause, some interventions listed above will not be appropriate for some tardiness cases. In general, the intent is to provide reinforcement of the importance of arriving at school on time, support for addressing obstacles to doing so, and consequences as appropriate.

VII. Policy Review and Assessment:

This policy shall be annually reviewed by the Board of Education at the same time that the building level attendance records are reviewed. If the attendance records show a decline in attendance, the Board shall revise this policy as is necessary to improve attendance.

VIII. Distribution and Public Awareness:

- A. Public Meeting. This Policy shall be adopted only after it has been presented at a public meeting of the Board of Education, duly noticed, that provides for the participation of school personnel, parents, students, and any other interested persons.

B. Plain Language Summary. District personnel shall create a plain language summary of this Policy which shall be distributed to parent and persons in parental relationship to all District students at the beginning of each school year.

C. Distribution to staff. Each teacher and administrator shall be provided with a copy of this policy upon adoption or subsequent amendment. Each new teacher or administrator shall be provided a copy of this policy upon employment.

D. This policy shall be made available to any member of the community upon request.

ADOPTED: JULY 23, 2002

READOPTED: JUNE 22, 2010

CCSD Board of Education

INTERNET/COMPUTER USE POLICY

Adopted by Board of Education 10/19/99

Purpose

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching. All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

Administration

1. The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in suspension or revocation of computer access privileges, and in other disciplinary measures as defined by the district's Code of Conduct.
2. As designated by the Superintendent of Schools the Assistant Superintendent for Educational Services shall serve as Computer Network Coordinator to oversee the district's computer network.
3. The Computer Network Coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
4. The Computer Network Coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
5. The Computer Network Coordinator shall provide employee training for proper use of the network. The Coordinator will ensure that staff, is supervising students using the district's network, provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
6. The Computer Network Coordinator shall establish a system to ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
7. All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in each respective school.

8. The building Principal will serve as the building-level coordinator for the District system, approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at the building level.

Acceptable Use and Conduct

1. Access to the district's computer network is provided solely for educational purposes and research consistent with the district's mission and goals. As directed by the instructional staff, students will have access to the computer system during school hours. Computer access by students beyond the normal school day may be approved by the building Principal.
2. Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege. During a period of suspension, alternate means of providing a student access to information or communications required by a course of study will be provided.
3. Each individual in whose name an access account is issued in is responsible at all times for its proper use.
4. Users may have access to e-mail. Elementary students may access e-mail through a classroom account under the direct supervision of the classroom teacher. Secondary students may be provided with an individual e-mail account solely for educational purposes
5. with the approval of the Computer Network Coordinator, and with written permission from their parents or guardians. Chatham staff members will be provided with individual e-mail accounts. Other acceptable uses of the Internet, such as web browsing, will be guided by teachers' instructional plans. Parents may specifically request that their children not be provided access to the Internet by notifying the building Principal in writing. Alternative activities that do not require Internet access will be provided for these students.
6. All network users will be issued a login name and password. Administrative passwords must be changed periodically and student passwords will be changed as needed.
7. All network users are expected to abide by the generally acceptable rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
8. Network users identifying a security problem on the district's network must notify the appropriate teacher, Principal or Computer Network Coordinator. Under no circumstances should the user demonstrate the problem to anyone other than the district official or employee being notified.
9. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

Prohibited Activity and Uses:

The following is a list of prohibited activities concerning the use of the district's computer network. Violation of any of these prohibitions may result in a suspension or revocation of a user's access to the computer network, and in disciplinary measures as defined by the district's Code of Conduct. District computer system users may **NOT**:

1. Use the District system for commercial purposes, defined as offering or providing goods or services for personal profit. Students may not use the District system to purchase products or services. To the extent that it does not interfere with the operation of the system, staff may purchase items at their own risk on their own time.
2. Use the system for political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.

3. Infringe on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network without proper licensing agreements.
4. Use the network to receive, transmit or make available to others obscene or sexually explicit material.
5. Use the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
6. Use or attempt to use another's user's account or password.
7. Attempt to read, delete, copy or modify the electronic mail (e-mail) of other system users or deliberately interfere with the ability of other system users to send or receive e-mail.
8. Forge or attempt to forge e-mail messages.
9. Engage in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating or placing a computer virus on the network.
10. Use the network to send anonymous messages or files.
11. Use the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
12. Reveal the home address, telephone number or other personal information of any system user.
13. Intentionally disrupt network traffic or crash the network and connected systems.
14. Install personal software or use personal disks on the district's computers or network without the permission of the supervising teacher.
15. Use district-computing resources for fraud or any illegal or illicit activity.
16. Steal data, equipment or intellectual property.
17. Gain or seek to gain unauthorized access to any files, resources or computer or phone systems, or vandalize the data of another user.
18. Wastefully use finite district resources such as:
 - downloading large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
 - posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - subscribing to educationally or professionally irrelevant discussion group mail lists.
19. Use or attempt to use the network while access privileges are suspended or revoked.

20. Use the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
21. Change any system feature without prior authorization from the Computer Network Coordinator.

No Privacy Guarantee:

All users of the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Sanctions:

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in suspension or revocation of computer access privileges, and in disciplinary measures as defined by the district's Code of Conduct.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state or local law or regulation is prohibited.

District Responsibilities:

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used or provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user.

The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district has implemented safeguards to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Guidelines Review:

The guidelines set forth in this document will be reviewed periodically and are subject to revision. *Students must fill out and return the computer use form in order to be allowed use of the computer. This form is mailed home and should be returned at the opening of school.*

SEXUAL HARASSMENT POLICY

The Board of Education recognizes that harassment of students and staff on the basis of sex or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and staff members can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male, or female to female, it shall be a violation of this policy for any student, staff member or third party (school visitor, vendor, etc.) to sexually harass any student, staff member, or third party.

In order for the District to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, a staff member or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

Any individual who makes a complaint and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and staff to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent, and staff handbooks, and other appropriate school publications.

The Board shall periodically review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to Board.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100
et seq.

Davis v. Monroe County Board of Education, 526 U.S. 629, 652 (1999)

Gebser v. Lago Vista Independent School District, 524 U.S., 274 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Industries v. Ellerth, 524 U.S. 742 (1998)

Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)

Franklin v. Gwent County Public Schools, 503 U.S. 60 (1992)

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Adoption date: July 15, 2003

Sexual Harassment Regulation

This regulation is intended to create and preserve an educational and working environment free from unlawful harassment on the basis of sex or sexual orientation in furtherance of the district's commitment to provide a healthy and productive environment for all students and staff that promotes respect, dignity and equality.

Sexual Harassment Defined

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- 1.
- 2.

3. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a staff member's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
4. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting a staff member's employment or a student's education; or
5. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with a staff member's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
2. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
3. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;
4. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
5. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching or another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body huts, etc.;
6. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies," or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching, placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
7. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
8. clothing with sexually obscene or sexually explicit slogans or messages;
9. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
10. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
11. any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

For purposes of this regulation, action or conduct shall be considered “unwelcome” if the student or staff member did not request or invite it and regarded the conduct as undesirable or offensive.

A more detailed version of the Sexual Harassment Regulations as well as the filing procedures and complaint forms may be obtained in any school building main office or the Superintendent’s Office. Complaints may be lodged with Administration or the harassment officers: John Thorsen, (Sexual harassment officers) Jean Scheriff (Title IX).

TOBACCO USE POLICY

The Board of Education recognizes that tobacco use is injurious to health and that strong, enforced tobacco policies can contribute to the health of our students, staff and community.

Therefore, the Board will maintain a tobacco-free environment. The use and possession of tobacco products by students shall be prohibited on all school properties and at all school-sponsored events, regardless of location. The use of tobacco products by staff, parents or visitors shall be prohibited at those same venues.

For the purpose of this policy, the following definitions shall apply:

1. School property is defined as all vehicles, grounds and buildings owned, leased or used for school-sponsored events.
2. Tobacco products may include cigarettes, cigars, chewing tobacco, powdered tobacco, and any other tobacco products.

The Board authorizes the Superintendent to develop procedures to communicate and enforce this policy. Appropriate signage will be prominently posted and instruction will be provided to students about the dangers of tobacco use.

Cross Reference: 5312.3 Smoking
Code of Conduct

Ref: NYS Pro-Kids Act 1994, Education Law §§409 (2); 3020-1 (4)
NYS Clean Indoor Air Act 2003, Article 13-E & 13-F,
NY Public Health Law §§206; 340; 347

Adoption date: June 24, 2008