

# 2019-2020

## Student/Parent Handbook



**Hermon-DeKalb Central School**



Dear Hermon-DeKalb Central School Students and Parents:

As Superintendent of Hermon-DeKalb, I would like to welcome you back to school for the 2019-2020 school year. This year looks like it will be an exciting one with lots of activities planned.

This handbook contains much information that you will need for the coming school year. Programs, procedures, and general school facts are explained in this handbook. Please become aware of this information. If you have any questions, we will be happy to help you.

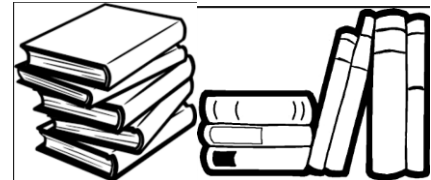
Most of the policies and procedures at HDCS are the same as last year. The Code of Conduct includes the current Discipline Code, rules, and regulations for all students, staff, parents, and visitors. A Safety Plan and Pesticide Plan are also in place as required.

All of us at Hermon-DeKalb work to provide students with the skills necessary to become contributing, productive, and accountable members of society who will respect individual differences and become life-long learners. We need to work together to achieve our goals.

We look forward to working with all of you in the school and community. Our office is always open, so please stop by and introduce yourself or email me at [mwhite@hdcsk12.org](mailto:mwhite@hdcsk12.org)

Sincerely,

Mark White  
Superintendent



Dear Hermon-DeKalb Central School Students and Parents:

This handbook contains the policies and procedures that students and parents need to know. It is the responsibility of each student and their parents/guardians to become familiar with the contents of this handbook. I urge you to take the time to read through this handbook and use it as a working guide for middle and high school. Topics in this handbook range from attendance and transportation to graduation requirements and athletics.

As the principal, I am responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly. Maintaining a safe and positive school environment is essential for the learning success of our students. Our goal is to provide all students with the opportunity to excel in academics, fine arts and athletics. Working together with the students, the staff and community members make this job both exciting and challenging. Please feel free to stop by my office to share your thoughts and concerns.

Sincerely,

Megan Foster  
Pre-K-12 Principal

## **Hermon-DeKalb Central School**

### **Mission Statement**

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The Hermon-DeKalb community strives to instill in all students the knowledge and skill necessary to become caring, conscientious, and creative citizens.

### **Directory**

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If you have any questions or concerns, please see the following:

Activity Calendar	Main Office
Announcements	Main Office
Athletics	Athletic Director
Bus Transportation	Bus Garage (347-3672) or Principal's Office
College Application Process	Guidance Office
Extra-Curricular Activities	Principal's Office
Free/Reduced Lunches	Cafeteria Manager
Illness	Nurse's Office
Locks/Lockers	Guidance Office
Locker Combination	Homeroom Teacher/Guidance Office
Lost and Found Articles	Main Office
Personal Matters	Guidance Counselor Principal School Psychologist Superintendent
Student Schedules	Guidance Office
Special Education	School Psychologist/Committee on Special Education Chair
Working Papers	Guidance Office

### **Board of Education**

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Ronald Smith ----- President	Angela Grant
Richard Hamilton - Vice-President	Michael MacCue
Donna Anson ----- District Clerk	Michael Robinson
Kyle Besaw	Eli Tracy
Shawn DeLorme Jr.	Anne Williams

### **District Office**

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Mark White ----- Superintendent
Donna Anson ----- Superintendent's Secretary
Janet Boyd ----- Business Manager & Treasurer
Kevin Gilbert ----- Student Accounts Clerk

### **Building Offices**

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Megan Foster ----- Principal/CSE Chair	Debra Brice ----- CSE Secretary/CSE Chair
Jamie LaBarge ----- Assistant Principal	Marlene Parcell ---- Guidance Director
Donna Anson ----- High School Secretary	Kathleene Harmer- Guidance Secretary
Angela Fenlong ---- Elementary Secretary	Andrew Gillie ----- School Psychologist

### **Alma Mater**

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*We are proud to pledge the colors  
and the knowledge we behold.  
Forever we'll be loyal,  
to the emerald green and gold.*

*Twelve years they stand before us,  
leading on to victory.  
We thank you dear central,  
and our people pledge to thee.*

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**Daily Bell Schedule**

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HR/1 <sup>st</sup> .....	8:03 - 8:51
2 <sup>nd</sup> .....	8:54 - 9:33
3 <sup>rd</sup> .....	9:36 - 10:15
4 <sup>th</sup> .....	10:18 -10:57
5a.....	11:00 - 11:39
Lunch B.....	11:00 - 11:30
5b.....	11:33 - 12:12
Lunch A.....	11:42 - 12:12
6 <sup>th</sup> Period .....	12:15 - 12:54
7 <sup>th</sup> Period .....	12:57 - 1:36
8th Period.....	1:39 - 2:18
9 <sup>th</sup> Period .....	2:21 – 3:00

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**Announcements**

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Announcements are read each morning during the homeroom period. Students should listen carefully to these announcements as it is their responsibility to follow any instructions which may apply to them. Anyone with announcements should email them to [announcements@hdcsk12.org](mailto:announcements@hdcsk12.org) by 3:00 PM the day prior to the desired announcement date.

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**Emergency Closings**

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Local radio and television stations will carry information regarding emergency closings. Usually these announcements are made by 7:00 a.m. If no announcement is heard, it can be assumed that school is opening on time. Parents will also be notified by the automated caller system about school closings or early dismissals.

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**Fundraising Activities**

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It is important that a good relationship exist between the school and the residents of the community. For this reason, it is necessary to conduct fundraising drives in a systematic manner to assure that our residents are not solicited to the point that they feel overburdened or frequently disturbed in their homes. Residents should also feel that they are receiving a fair return in product or service for the expenditure they are asked to make.

It is equally important that appropriate purchasing, sale, and accounting procedures are utilized to assure that student organizations are financially stable and responsible for their debts, which they incur.

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**Transportation**

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Transportation is provided for all district students. Questions about transportation programs should be directed to the Head Bus Driver at 347-3672 or the Supervisor of Transportation at 347-3442. The school district has an obligation to provide students with proper and safe transportation to and from school. Likewise, students are responsible for conducting themselves in a manner, which will ensure the safety and comfort of all passengers. Actions such as fighting, yelling, throwing objects, use of abusive language, moving from seat to seat, smoking, or other objectionable behavior may result in the loss of the privilege of riding the bus. The Discipline Code as indicated in this handbook applies to bus riders.

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**Distribution of Literature/Signs**

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Students have a right to distribute literature and post signs in the school building providing such distributions do not interfere with fire codes, state laws, or present a disruption to the educational process. No literature may be distributed or handbills posted without first being submitted to the Superintendent of Schools or the Principal for approval.

## **Hermon-DeKalb Central School 7-12 Grade Attendance Policy**

Regular attendance at school is important, and demonstrates that parents and students place a large emphasis on education. New York State requires regular attendance by school-age students. Hermon-DeKalb Central School also believes that regular attendance by its students is necessary for them to obtain an adequate understanding of the instruction and materials presented by its teachers and the programs of study.

If a student is to receive credit for a course offered at Hermon-DeKalb Central School, it is essential that the student maintain an attendance record of minimal absences. Minimum attendance for each class is required as a condition for receiving course credit or for permission to take a final examination **and/or regents exam**. For this reason, the following guidelines have been established for student success.

The maximum number of absences allowed will be as follows:

- **Full Credit Courses** (those meeting every day of the week all year)  
*6 total absences per quarter*
- **Half Credit Courses** (those meeting 2-3 days a week all year or every day for only 1 semester)  
*3 total absences per quarter*

Any student with absenteeism in excess of the limits above will be required to make-up seat time within two weeks of the start of the next quarter to receive credit for the course. All absences, legal, illegal, excused, or unexcused, will be included in the total number of absences. Absences will not be counted for band/chorus lessons, field trips, school counseling sessions, CSE meetings/testing modifications, and required BOCES trips and others determined by the attendance board. For students with medical absences, a doctor's note is required for any extended medical leave. The note should list the dates that the student will be out of school for each occurrence. Any student who is medically excused, suspended, or other reasons determined by the administration but participates in a school approved tutorial program shall be considered as present for instruction. The tutorial program will operate with the same regulations as all other classes. School approved tutorial programs include homebound instruction, after school class sessions at school, faculty led tutorials during school time other than assigned class time, and school approved home tutorials.

### **Procedure**

- The assistant principal will be notified of any student who is in danger of being denied course credit for exceeding the limit of total classes per quarter.
- The assistant principal will meet with students to review the options for making up time after school. It will be the responsibility of the student to attend make up sessions, fill out seat time forms, and return them for credit. Students with absences in PE or labs should refer to course syllabi and teachers for make-up procedures.

An Attendance Board comprised of the Principal, Guidance Counselor and at least 2 teachers will review individual student cases upon written request.

### **Missed Work Policy**

When a student is absent from class for any reason, the student is responsible for making up missed in-class assignments, quizzes, tests, and homework assignments. Students are responsible for contacting their teachers the first day upon their return to school to collect missed work, which teachers will provide in a timely manner. Students should refer to course syllabi for additional policies for missed work.

### **Visitors to School**

Our school is open to all parents and citizens of the community. We encourage the community to visit the school periodically during the course of the year. **Persons who are not students or staff must report to the Main Office and sign in when they enter the school building during school hours.** All visitors will receive a pass identifying them as a visitor. Student visitors from other schools must have a sponsor student from Hermon-DeKalb **and a viable reason for visiting the school.** Student visitation forms are available in the High School Principal's Office. All requests to sponsor a visitor must be approved at least 2 days prior to the visit by the Principal or the Superintendent before visitation will be granted.

## **Sign In Procedures**

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When a student arrives late to school, he or she must go directly to the Nurse's Office where the time of their arrival will be noted, their excuse collected, and they will be given a pass.

## **Sign Out Procedures**

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Occasionally, students may have to leave school before the end of the school day due to emergency situations (i.e. medical appointments or family emergencies). The procedures to follow are:

1. **Written permission** is always required for students to leave school early or enter school late. Students under age 18 must provide a **legal excuse** in the form of a parent note as written permission. Students aged 18 and over (adult students) may write and sign their own **legal excuse** as written permission.
2. Written permission must be submitted to the Nurse's Office before the homeroom period if the student is to leave early. No student will be permitted to leave without the proper written permission.
3. Students leaving the building and entering the building after the beginning of the school day must sign in or out at the Nurses Office.
4. **Students leaving school early must provide a legal excuse.** A legal excuse is defined as illness (as determined by the school nurse), a court appearance, family emergency (death in the family or family illness), or attendance at an appointment with a doctor, dentist, or lawyer. Students leaving without a legal excuse will not be readmitted to the building. Any student leaving school early is responsible for completing any missed class work, homework or tests.
5. **All students including adult students leaving early due to illness may do so only with the approval of the school nurse.** Leaving school through the Nurse's Office due to illness does not release the student from any of their academic responsibilities.
6. **Students who leave under any conditions other than those described above will be considered truant and will be dealt with according to the Discipline Code.**

## **Nurse's Office**

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If a student is ill during the day, he/she should report with a pass to the nurse for evaluation. If it is deemed necessary the nurse will; 1) contact the student's parents to arrange an early dismissal due to illness, 2) allow the student to rest in the health office, or 3) send the student back to class. Any student returning to class must have a signed pass to be admitted to class. Students will only be excused for illness after being evaluated by the Nurse. **No student will be allowed to take it upon him/herself to call a parent to be picked up for illness without consultation with the nurse.** When a student has missed a day or more of attendance, they shall promptly submit an excuse to the Nurse's Office listing the date of the absence(s), the nature of the illness and be properly signed by the parent or guardian.

## **Medications**

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Students that require prescription medication to be taken during the day are to bring the medication to the nurse. When the medication is to be taken the student will report to the nurse's office where the nurse will administer the prescription. A copy of the prescription as well as directions for use must accompany the prescription. This includes non-prescription (over the counter) medicines as well.

## **Games, Toys & Electronic Devices**

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**All electronic devices are not to be used during school hours.** Since a security factor always exists, it would be best if such items were not brought to school. If such items are brought into school, they should remain in the student's locker until dismissal. **The school is not responsible for any items that are lost or stolen.**

## **Cell Phones**

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Schools and colleges across the nation report that cell phones have a high potential to disrupt the educational process. Examples include, but are not limited to: interrupting instruction by unintentionally inadvertent ringing; students late to class as a result of phone use; loss of focus in class by students who are "playing" with the phone; cheating via voice or text messaging; and intentionally invading others' privacy through the taking of unwanted pictures or videos. In light of this extensive disruptive potential, cell phones shall not be activated or used at all during the instructional day

(from 8:00 am through 3:00 pm). Exceptions to this may be senior privileges, lunch, or for classroom activities that are approved by school administration.

If a student is observed with a cell phone during the instructional day, the observing staff member will ask the student for the device and turn it in to the Principal or high school office for safekeeping. Failure to comply on the student's part will also result in a discipline referral for noncompliance with the reasonable request of a staff member. The student may make an appointment with the Principal to have their cell phone returned. Parents/guardians will be notified of the student's actions. A second incident of unapproved use will result in two lunch detentions. A third incident of unapproved use will result in the cell phone being returned only to a parent/guardian. Subsequent incidents of cell phone use may be subject to further disciplinary action.

### **Fire Drills/Lock Down Drills**

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It is the Building Principal's responsibility for conducting fire drills to instruct students and staff in exiting the building in emergency situations as quickly as possible without confusion and panic. Every room is equipped with a fire drill map showing where the class will exit the building. Students are to stay with the class and their assigned teachers in the assigned staging area once they leave the building. ***Classroom teachers will take their attendance roster with them and then take attendance.***

### **Books, Equipment and Computers**

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Nearly all books and equipment are supplied free of charge to all students. Take good care of your books, as you will be responsible for any damages not included in normal wear. Lost books must be paid for before another is issued.

Payment for all school equipment (computers, physical education, music, industrial arts, graphic arts, etc.) that is lost or damaged as a result of carelessness or abuse will be the responsibility of the student.

Stolen books or equipment should be reported to the office immediately.

### **Student Dress**

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Individual students and parents are responsible for student dress and general appearance. Students are required to attend school in **appropriate** dress that meets health and safety standards and does not interfere with the educational process. Clothing that contains degrading pictures, references to alcohol or tobacco, sexual connotations, and/or vulgar language are not considered appropriate attire for the academic environment. Also, clothing of a revealing nature is not considered appropriate for the academic environment. Students found wearing such attire will be asked to change the article of clothing or to return home and change their clothes prior to returning to class. Parents and guardians may be called. The student will be responsible for any academic class presentation, tests, or work missed.

### **Backpacks and Book Bags**

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Backpacks, book bags and sports bags may be used by students for carrying books and other required materials to and from school. When the student arrives at school they must be stored in the student's locker. The school will also provide a secure space for bags that do not fit in a locker. Students are not permitted to carry these bags from class to class during the school day.

### **Early Arrivals**

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Students who arrive prior to the opening of school must **remain in the main lobby or cafeteria until 8:00**. Students are not allowed in the halls or at their lockers before this time. High school students that enter from the back parking lot must report to the lobby near the nurse's office and remain in that lobby until 8:00.

### **Cafeteria**

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#### **Free & Reduced Programs**

Proper nutrition has a direct impact on one's ability to learn. Hermon-DeKalb participates in the federally funded lunch and breakfast program, providing free and reduced price food service to qualifying students. The Federal Reduced/Free application form is contained in the census information delivered to students' homes by the census taker. In the event that your family did not receive a form and your parents believe you are eligible for a free or reduced lunch, please contact the Main Office.

### **Lunch Program**

Hot lunches and ala carte lunches are available in the respective food service lines. Lunch is a time to socialize with your friends. Appropriate behavior is expected at all times. Please be courteous to others by not jumping ahead in the serving lines and please pick up your trays, papers, and garbage before leaving your table. Remember, all food and beverages are to be consumed in the cafeteria, not in the hallways. Students who do not choose to eat lunch must still go to the cafeteria during the lunch period. Students are to remain seated in the cafeteria until excused for gym activity period.

### **Breakfast Program**

Early arrival students may go to the cafeteria directly for breakfast if they desire. Secondary students should attend the breakfast program after notifying their homeroom teacher where they are.

### **Library Resources Center/Library Rules**

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The Library is to be used for the purposes of doing research, reading periodicals and newspapers, and signing out books. Students are to report to their study hall first. The study hall teacher will sign the pass to the Library. There will be a maximum limit of 36 secondary students working individually in the Library. If the number exceeds 36, those not involved with Library research will be sent back to study hall. Any students defacing the Library facility or equipment will be subject to the Discipline Code and will make restitution for the damage. Students not behaving in the expected student manner may lose their Library privileges.

### **Study Halls**

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A study hall is a regularly scheduled class. Students must bring books and other study material with them. Students may sign out from the study hall after attendance has been taken to go to other areas of the building with a pre-signed pass. Day pass signatures must be obtained before the study hall. Study halls are to be quiet so students can concentrate on their academic studies. There should be no game or card playing during the study hall time. The study hall teachers will give you a list of rules for that particular study hall.

### **Senior Privileges**

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Senior privileges will be determined at the beginning of each school year. These privileges may be revoked at any time during the school year by the building principal.

### **Lockers and Locks**

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- Each student will be assigned a locker; switching lockers with another student is forbidden.
- Use only the locker assigned to you and keep it clean and neat at all times.
- Unassigned lockers will occasionally be checked and any contents will be confiscated.
- Lockers are to be used for storage; they are not a safe place for valuables. If you have any valuables you want to keep in a safe place for the day, please register them in the Main Office.
- People caught invading others' property will be punished to the extent that legal action may be taken.
- Students that deface, jam, or damage lockers will be dealt with in accordance to the discipline code and may face legal charges.
- Students should keep their lockers locked at all times.

### **Search**

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Lockers, desks, and other such storage spaces are the exclusive property of the Hermon-DeKalb Central School. Students should have no expectation of privacy with respect to these areas. If school authorities have sufficient cause or reasonable suspicion, then students and their personal property, including clothing and cars, may be searched. An administrator and one other adult employee of the school district generally perform searches of this nature.

### **Activities**

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The activity calendar is the school's official record of scheduled events. No class or organization can hold an event until it is scheduled on the calendar or approved for addition. All student activities must have the approval of the Administration before they are added to the calendar. Any outside organizational use of the building must be approved by the Superintendent and added to the master calendar. School-sponsored activities will take precedence over any outside agency or community use. Student activity forms and outside of district use request forms may be picked up in the Main



Office. Organizations canceling scheduled events must inform the Administration as soon as possible so the proper school staff can be notified.

### **Assemblies**

Students are seated in the auditorium for assemblies by class and are chaperoned by their teachers. Assemblies are provided for additional educational experience. When attending assembly activities, it is expected that all students will act in a mature manner. Students unable to act in such a manner will be removed and disciplined accordingly. Courtesy and respect should be given to the assembly performers/presenters. No food or drinks are allowed in the auditorium.

### **School Spirit**

School Spirit is:

1. **Courtesy:** toward fellow students, teachers, staff, administration, and officials of school activities.
2. **Pride:** in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship:** the ability to win and lose gracefully.
4. **Loyalty:** school spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

### **Dances**

Many groups sponsor dances as a way to raise money. Class organizations must submit a list of chaperones with their activity request. The list must contain at least one staff person, the class/organization advisor, and at least two male and two female chaperones. Chaperones may be parents, staff, or other adults over 25 years of age. A minimum of five chaperones per dance is required. The class or sponsoring organization must submit the names of the confirmed chaperones to the high school principal on the Wednesday before the scheduled dance. If the proper chaperones are not obtained, or if the chaperones give notice of not being able to attend, the event will be canceled. **If a student has three or more trips to the ISR room during the week prior to the dance they will not be allowed to attend. If a student has more than 15 disciplinary actions against them during the academic year they will not be allowed to attend dances.**

### **Rules for Dances**

In general, all school rules also apply during a dance.

1. Students must arrive at the dance within one (1) hour after the dance has started. (If a dance starts at 7:00 p.m., all students who plan on attending must arrive by 8:00 p.m.)
2. Students may not leave the dance and then return. No student who has gone outside will be readmitted.
3. Only age appropriate students who are enrolled in the Hermon-DeKalb Central School district may attend. This includes students who attend the home school, BOCES GED, and special education outside the district.
4. **Out-of-district guests must be signed up by Wednesday prior to the scheduled dance in the Main Office. A Guest Contract for School Dances must be completed and signed by all parties. This form must be returned to the office by Thursday prior to the dance for approval from the student's home district. The sponsoring student will be responsible for helping the guest follow all the school rules. If the guest is removed from the dance, the sponsoring student will also be asked to leave. All guests must be age appropriate.**
5. Students believed to be under the influence of alcohol or drugs (indicators include an obvious smell of alcohol or physical impairment) will be detained until parents and/or police arrive.
6. Students who fight or harass others will be detained until their parents arrive. They may be excluded from future dances. Other disciplinary actions may be applied.
7. Students caught smoking or in the possession of tobacco and/or incendiary devices will be excluded. Parents will be called to pick them up. Other disciplinary actions may be applied.
8. Students not in attendance at school the whole school day prior to the dance will not be admitted to the dance. This includes community dances and class-sponsored dances. Excepted from this restriction are those students who have attended a bona fide court appearance or appointment with a doctor, dentist, or attorney and have written proof

thereof.

9. Students are not permitted to carry in any re-sealable or opened containers to a dance.
10. **Elementary aged students (grades K-5) attending “Community” or “Family” dances will only be admitted to the dance when accompanied by an adult (aged 18 or over) who agrees to be responsible for the student’s behavior.**
11. Classes or organizations sponsoring the dance must submit a list of chaperones with the activity request. A second, confirmed copy of the chaperone list must be submitted to the building principal at least two days prior to the scheduled dance. The chaperone list must contain a minimum of five names consisting of...
  - At least one staff person
  - The class advisor (not to be the staff person)
  - At least 2 male and 2 female chaperones (may be parents, staff, or others over 25 years of age)

### **Driving Privileges**

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Students that drive to school must register for a parking permit in the guidance office. **Student vehicles should be parked in the back parking lot and not moved until the end of the school day.** Students are not allowed to return to their vehicle during the day without permission. Students found entering, exiting or inside a vehicle during the school day will be disciplined accordingly and may face the suspension of their driving privileges. Students must obtain a parking permit by filling out a form listing pertinent information including the insurance carrier. Violation of these rules and/or any unsafe operation of a motor vehicle on the school property will result in the suspension of driving privileges and possibly be reported to the local police agency.

### **BOCES Driving Privileges**

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Students wishing to drive to BOCES classes must obtain the proper permission from BOCES and from the principal's office. Students are not allowed to ride with another student to or from BOCES. Special cases must be reviewed and approved by the administration and the student’s parents.

### **BOCES Dismissal**

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Students attending afternoon BOCES sessions will be released at **10:45 a.m.** to eat lunch. The bus will leave at 11:00 a.m. Students attending the morning BOCES sessions will return to Hermon-DeKalb Central School and eat lunch upon their return.

### **Sexual Harassment**

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The District is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome. Some examples of sexual harassment are; inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes of a sexual nature, sexually explicit pictures and sketches.

Sexual harassment is a form of sex discrimination. Any student or individual, who believes that he or she has been subjected to sexual harassment, whether by a teacher, another student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the principal or superintendent.

### **Inappropriate Behavior Toward Students**

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The Hermon-DeKalb Central School District believes that every student should have the opportunity to learn in an environment of emotional and physical safety, free from intimidation and threat. The District insists that students use good judgment and responsibility modeled for them. Tolerance, respect, self-controlled behavior, consistency, and fairness are expected from everyone in the Hermon-DeKalb Central School community toward every student. Any student believing that he or she has been subjected to inappropriate behavior, whether by a teacher, another student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the principal. It becomes the obligation of the principal to investigate the allegation, report back to the person who filed the complaint and take action as appropriate. If the person filing the complaint is not satisfied with the action taken by the principal, he or she should report the matter to the superintendent. Some examples of inappropriate behavior are; pushing, shoving, threatening, verbal comments, name calling, spreading rumors, gestures, teasing, or blocking a student’s movement.

## **Dignity For All Students Act**

Effective July 1, 2012, this law amends New York Education Law to prohibit harassment against students in school, including harassment based on real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) and sex, and to prohibit discrimination based on these same characteristics.

## **School Insurance**

The school pupil accident insurance is an "excess coverage" policy.

## **Hermon-DeKalb Central School Discipline Policies**

It is the belief of the Hermon-DeKalb Central School Board of Education that all students have the right to attend school and earn an education in a safe and orderly environment. It shall be the policy of the Hermon-DeKalb School District to provide its students with the knowledge that discipline is an integral part of a civilized world – complying with fair and consistent rules is the basis for orderly transactions between individuals.

In order to implement this policy, a district discipline committee, whose members shall represent board members, teachers, parents, students, and other staff members, shall develop a discipline code that reflects the objectives listed above. The daily implementation of this code shall be the responsibility of the faculty and staff with the assistance of the Principal. This policy shall be subject to annual review.

## **Student Responsibilities**

All students have a right to attend school and earn an education in a safe environment. Students also have a responsibility to themselves and others to respect each other's rights and to respect the institution and its guidelines.

Teachers will fill out discipline notices and forward them to the Principal. **Consequences will be progressively more severe as offenses are repeated.** Each offense in a Level 1, Level 2, or Level 3 category will result in progression of the discipline code. BOCES is an extension of the Hermon-DeKalb Central School; behavior there is considered part of the students overall record. Discipline at the BOCES Centers is based upon our discipline code.

## **Possession or use of Tobacco, Alcohol, E-cigarettes, Vapes and other Drugs**

Use of tobacco products and consuming alcohol at a school related function or on any school related trip, including the senior trip, will be dealt with as described in the Discipline Code and Athletic Policy.

## **Alco-Sensor Policy**

The Board of Education has authorized the administrators and staff to use an Alco-Sensor as a safe and accurate method of determining blood alcohol levels in students during school and school sponsored events. The Alco-Sensor is a simple device used to measure a student's blood alcohol level via breath analysis.

The administrators and staff authorized to administer the test have received training on the proper use of the device. Any student that the administration or staff believes to be under the influence of alcohol will be requested to use the Alco-Sensor to help determine if the student is under the influence of alcohol.

A student suspected to be under the influence of alcohol will be requested to come to the office or another confidential place where the student will be instructed on how to use the device and then requested to use the device. If any alcohol is evident the student's parents or guardian will be contacted, the student and their guest (if any) will be taken from the activity by the parent or guardian, and all appropriate student rules and regulations will be imposed.

If a student refuses to take the Alco-Sensor test, the student's parents or guardian will be contacted, the student and their guest (if any) will be requested to leave the event with their parent or guardian and all appropriate student rules and regulations will be imposed.

## **Discipline Appeals**

If a student believes that he or she has been unfairly dealt with, he or she will have until 12 noon of the following school day in which to indicate an intention to appeal to school administration before the penalty is imposed. The student will have 2 school days following his or her notification of intent to appeal in which to submit a written appeal. The written appeal should consist of a statement describing the offense and the disciplinary action with an explanation of the reasons for the appeal and any other information that is deemed necessary. An Appeal Review Committee consisting of the guidance counselor or school psychologist, a teacher, a student, a member of the support staff, and a parent will determine within 10 school days if the appeal has merit. Frivolous appeals will be dealt with accordingly. Any assigned penalty will be held in abeyance until the Appeal Review Committee has made its determination.

In the event that a student, who has been identified through the committee on special education (CSE) as a student with a disability, appears to have conduct or behavior problems that interfere with his or other's educational achievement or with the safety or security of the other students, a faculty or staff member should refer the matter to the principal who will call a meeting of the Appeal Review Committee. The Appeal Review Committee will determine whether the student's conduct or behavior should become a reason for referral to the CSE for review and modification, if appropriate, of the student's individualized education program.

*This code is subject to review and change. Any changes will be posted one week before taking effect. If anyone has questions that are not answered by this document regarding the rules of behavior, they should contact the school administration.*

**The following punishments are guidelines. We reserve the right to impose an appropriate level of discipline based on individual circumstances.**

**Grounding;** Students will not be allowed to leave either their classes or study halls. Students should plan on using the rest rooms between classes.

**Lunch Detention;** Students will be assigned to a detention held during their lunchtime. Conditions for lunch detention are that the student:

- will report to the detention room.
- bring enough work to keep busy for the entire detention period.
- spend the time in lunch detention for study purposes or reading; socializing, sleeping or fooling around will not be permitted.
- students truant from lunch detention will be assigned to make up the day they missed plus one additional day.

**After-school detention;** Students will be assigned to a detention held after school. Conditions for after-school detention are that the student:

- will report to the detention room before 3:05, and not be dismissed until 4.45.
- bring enough work to keep busy for the entire time.
- spend the time in after-school detention for study purposes or reading; socializing, sleeping or fooling around will not be permitted.

**In-school restriction;** Students are assigned to a supervised area with very limited distractions. Conditions for in-school restriction are that the student:

- report directly to the main office immediately upon arriving at school.
- will be escorted from the office to their locker and then to the ISR room.
- does not attend any extra-curricular activities or sporting events for the duration of the restriction. This is defined with a date that the student may return to regular classes.
- spend the time in the ISR room for study purposes; socializing will not be permitted.
- eat lunch in the lunch detention room at the time directed by the ISR supervisor.

**Out-of-school suspension;** Students are directed to not attend school. Students may be suspended for two reasons.

1. Insubordination or disorderly conduct that endangers the safety, morals, health or welfare of others.
2. A physical or mental condition that endangers the health, safety, or morals of the student or other students.

Conditions for out-of-school suspension are that the student...

- remains off school property for the duration of the suspension. This is defined with a date that the student may return to school.
- does not attend any extra-curricular activities or sporting events for the duration of the suspension.

### STUDENT BEHAVIOR CODE

Students who commit any of the following offenses in school or on school property shall be subject to the penalties included in this code.

<p><b>Level 1:</b></p> <ol style="list-style-type: none"> <li>1. Inappropriate Dress</li> <li>2. Physical Contact Beyond Hand Holding</li> <li>3. Inappropriate Behavior</li> <li>4. Chronic Disruption of the Learning Process</li> <li>5. Foul Language or Gestures not directed at others</li> <li>6. Chronic tardiness to class</li> <li>7. Failure to comply with reasonable request</li> <li>8. Any other infraction deemed Level 1 by administration</li> </ol>	<p><b>Disciplinary Options:</b></p> <p>Option 1- 2 Lunch Detentions  Option 2- 4 Lunch Detentions  Option 3- 1 After School Detention  Option 4- 2 After School Detentions</p>
<p><b>Level 2:</b></p> <ol style="list-style-type: none"> <li>1. Inappropriate Use of Technology/Abuse of computer privileges</li> <li>2. Foul Language or gestures directed at others</li> <li>3. Walking Out Of Class Without Permission</li> <li>4. Truant from class or study hall</li> <li>5. Truancy or Illegal Tardiness From School</li> <li>6. Disrespectful to Staff Member</li> <li>7. Failed to Report to Detention as Directed</li> <li>8. Leaving the building without prior and appropriate written permission</li> <li>9. Reckless or dangerous behavior</li> <li>10. Any other infraction deemed Level 2 by administration</li> </ol>	<p><b>Disciplinary Options:</b></p> <p>Option 1- 2 Lunch Detentions and/or 2 After School Detentions  Option 2- ½ Day In-school Restriction  Option 3- 1 Day In-school Restriction  Option 4- 2 Days In-school Restriction  Option 5- 1 day Out of School Restriction</p>
<p><b>Level 3:</b></p> <ol style="list-style-type: none"> <li>1. Fighting/Minor Physical Contact</li> <li>2. Insubordination</li> <li>3. Cheating, Forgery, Plagiarism</li> <li>4. Minor Theft/Larceny</li> <li>5. Possession or Use of Tobacco Product</li> <li>6. Destruction of School Property</li> <li>7. Indecent Exposure</li> <li>8. Any other infraction deemed Level 3 by administration</li> </ol>	<p><b>Disciplinary Options:</b></p> <p>Option 1- 3 After School Detentions  Option 2- 1 to 5 Days In-school Restriction  Option 3- 1 to 5 Days Out of School Restriction</p>
<p><b>Level 4:</b></p> <ol style="list-style-type: none"> <li>1. Homicide</li> <li>2a. Forcible Sex Offenses</li> <li>2b. Other Sex Offenses</li> <li>3a. Assault, Physical Injury</li> <li>3b. Assault, Serious Physical Injury</li> <li>4a. Weapons Possession, Routine Security Check</li> <li>4b. Weapons Possession, Other</li> <li>5a. Material Incidents of Discrimination, Harassment, and Bullying (Excluding Cyberbullying)</li> <li>5b. Cyberbullying</li> <li>6. Bomb Threat</li> <li>7. False Alarm</li> <li>8. Use, Possession, or Sale of Drugs</li> <li>9. Use, Possession, or Sale of Alcohol</li> <li>10. Any other acts which are illegal or threaten the safety and welfare of oneself or others</li> </ol>	<p><b>Disciplinary Options:</b></p> <p>Option 1- 1 to 5 Days Out of School Restriction</p> <p>*Further restrictions or options may be necessary for level 4 offenses.</p> <p>*Superintendent’s Hearing may be required prior to returning to school.</p> <p>*Law enforcement involvement may be necessary.</p>

Discipline code is in force at all times you are on school property, including the school bus and after-school program.

### **Inappropriate Use of Technology**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition will also apply to CONDUCT OFF SCHOOL PROPERTY if it results in a SUBSTANTIAL DISTRUPTION TO THE EDUCATIONAL ENVIRONMENT.

Students are prohibited from taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal voice recording, videos, images or photographs and will be disciplined according to the Student Code of Conduct and may, in certain circumstance, be reported to law enforcement.

Students are prohibited from possessing, transmitting, posting or otherwise displaying any video, recording or photograph that (a) results in a substantial disruption to the educational environment, or; (b)substantially invades the privacy of others, or; (c) could be considered obscene, lewd, or sexually oriented; or (d) is damaging to another's reputation.

### **Guidance Office**

The services of the Guidance Office are provided for all the students. As a result of these services, you should derive more value from your education at Hermon-DeKalb Central School. Group and individual guidance and counseling can help you to:

1. Learn more about yourself; to know your interests, values and abilities.
2. Know the value of seeking assistance in order to make important decisions now and for the future.
3. Understand the value of education and hard work as well as the reasons for doing your best work in school and out of school.
4. Become aware of what factors help make people succeed in school, work, and leisure activities.
5. Learn how to strive for self-improvement.
6. Concentrate on your strengths and positive characteristics and to overcome your weaknesses.
7. Make a plan to reach your future goals.
8. Learn that occupations demand certain requirements in terms of education and training, abilities, skills and physical fitness.

### **Referrals**

Your counselor is acquainted with other services provided by your school such as the nurse, psychologist, resource room, remediation, and tutoring. Counselors will help students use these services when necessary. Counselors are also familiar with community services and will assist parents and students in utilizing these agencies when needed.

### **Moving to Another School**

If you are moving from our school to another school, it is important to notify your counselor. We will send an unofficial copy of your transcript, your latest report card, and your most current marks with you, then mail follow-up/official reports to your new school as appropriate.

### **Planning**

One of the most important services your counselor offers you is a planning service. It is important for all of us to make the fullest use of our talents in the present and the future. In order to do that, a "road map" or plan is essential. Your counselor will meet with you many times over the years to discuss options and opportunities with you. Also take advantage of the vast knowledge base that exists within our faculty and community. All group and individual meetings are designed to help you learn more about yourself and your aptitudes, and to help you make a plan for your future. Planning might include: BOCES visits, college admissions meetings, military recruitment meetings, college fair trips, completing financial aid or scholarship applications, researching careers/colleges, parent meetings, applying for a part-time job, or talking about personal issues. It is also important to know that you can change your plan any time. However, Guidance can supply you with information and references BUT decisions about where to apply to college, what career you pursue, and the filing of application forms are the responsibility of the student and the parents/guardians. Requests for school reports and records from colleges must be turned in to Guidance at least 2 weeks prior to due date. All reports and recommendations from school personnel will be mailed directly to the college.

## **Advancement in Math and Science (grades 7 & 8)**

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Students who wish to advance in Math and/or Science must have:

- An overall average of 93 or higher after three quarters.
- An average of 95+ in the subject they wish to advance in after three quarters.
- A recommendation by their current teacher to advance.

## **DIPLOMAS**

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### **Regents Diploma**

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**Minimum number of credits:** 22 inclusive of physical education

**Required course work:**

English.....4 units	Social Studies... 4 units (including 2 units of Global Studies,
Math.....3 units	1 unit of U.S. History, ½ unit of Economics,
Science.....3 units	½ unit of Participation in Government)
Health..... ½ unit	Art / Music.....1 unit
Phys. Ed....2 units	*LOTE.....1 unit (*Language Other Than English)

The required course work totals 18.5 units of credit therefore leaving a balance of 3.5 credits that can be filled by completing coursework of choice. Students may choose to go to the BOCES and earn 3 to 4 credits per year while learning a technical trade, or remain at HDCS and enroll in other elective courses.

### **Advanced Regents Diploma**

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**Minimum number of credits:** 22 inclusive of physical education

**Required course work:**

English.....4 units	Social Studies... 4 units (including 2 units of Global Studies,
Math.....3 units	1 unit of U.S. History, ½ unit of Economics,
Science.....3 units	½ unit of Participation in Government)
Health..... ½ unit	Art / Music.....1 unit
Phys. Ed...2 units	*LOTE.....3 units (CTE sequence alternate options available)

**Regents Diploma with Honors** and **Advanced Regents Diploma with Honors** status is earned by meeting all of the above requirements listed with diploma type plus achieving a 90% average on the required Regents Exams. No rounding is allowed in the calculation.

See the NYS testing requirements that are in addition to the course requirements above.

New York State Regents exam requirements are in addition to the course requirements. Please refer to the chart below to determine your child's testing needs to graduate from high school with the different diploma types available. If you have any questions regarding this or any other graduation requirements (coursework, credits, etc.), please feel free to contact Mrs. Parcell at the Guidance Office at 347-3442 or by email at [mparcell@hdcsk12.org](mailto:mparcell@hdcsk12.org).

### **Determination of Final Grade**

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**Grades 7-8:**

Full-year courses will have a final exam. The final grade is the average of the marking periods and the final exam. The passing grade is 70.

**Grades 9-12:**

The passing grade is 65. The final grade will be the average of the four quarters and the final exam with the exam being weighted at 20 percent. Half-year courses are calculated as 40 percent for the first quarter, 40 percent for the second

quarter and 20 percent for the final exam. Physical Education does not give a mid-term examination or a final examination. An average of 65 or higher is necessary to pass a course and receive credit.

### **Course Load - Requirements**

Students in grades 7-12 can only add an elective course to their schedule within 5 school days for a ½ year course or 10 school days for a full year course. Late core course additions are at the discretion of the principal. Students dropping courses are to follow the same schedule or receive permission from the principal. All pupils are required to be enrolled in 6 courses/credits per semester, in addition to physical education, while attending Hermon-DeKalb Middle School/High School to be a full-time student. Students may take courses for Regents credit or local credit. Students may also enroll in Career and Technical Education courses at BOCES.

**Full-Time Student:** a student who is enrolled in 6 courses/credits per semester in addition to physical education. While attending Hermon-DeKalb Central School, a full-time student may participate in extra-curricular activities.

### **Exception for seniors only: Student to Employment Program (S.T.E.P.)**

The student, the school counselor, and the principal develop a written agreement with the following criteria:

1. The student arrives at school on time and does not leave before the agreed time.
2. The student's attendance remains consistent and all absences are accounted for legally.
3. The student holds a valid certificate of employment.
4. The student provides to the Director of Guidance proof of employment consisting of a letter from the employer indicating the work schedule and hours with a description of the tasks to be performed and an assurance that the student will be treated by the employer in compliance with New York State labor laws.
5. The student maintains himself or herself as an employee in good standing at the place of employment.
6. The student works hours legal for a person of his or her age and these hours do not interfere with the successful performance of the student's schoolwork.
7. The student provides a weekly report of the employment consisting of a daily journal or log indicating the tasks and duties performed, hours worked, and lessons learned that has been signed by his employer due every Monday for the week before.
8. The student and the employer participate in work site visits made by the Hermon-DeKalb Director of Guidance, Principal, or their designee.

### **Marking System**

Numerical grades are given: 65 is a passing grade for grades 9-12; 70 is a passing grade for grades 7-8. Students may be given a circled 50 grade (when the actual grade earned is below 50) once per subject through report periods 1-3. Once a circled 50 grade has been given, the student's earned grade will be recorded in subsequent marking periods. No grade below 50 will be elevated in the 4th marking period.

Five-week progress reports will go home at the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> weeks. Parents should contact the guidance office to request other progress information. Parents should also call the **main office** and leave a message to schedule meetings with individual teachers. The teacher will be asked to return your phone call. If a need arises for a group of teachers, principal and/or guidance counselor to meet, call the Guidance Office to set up a meeting time.

### **Report Cards**

Report cards are mailed home following the end of the marking period. You should expect to see the report approximately one week after the completion of the marking period.

Quarterly averages may be computed by taking the numerical grade times the credit divided by the number of credits.

### **Incomplete Work**

Incomplete grades on report cards will be changed to numerical grades two weeks from the day the report card is issued. All tardy work must be completed within that time frame. **If class work continues to be incomplete after the two-week period, a grade of zero will be assigned.**

### **Class Rank**

Class rank will be determined at the end of the junior year and again at the end of the third quarter of the senior year. All grades of credit-bearing courses are used in the calculation of class rank.

### **Honor Roll Criteria**

The following criteria is used in determining placement on the honor and high honor rolls:

1. An 85 average for honor roll and a 90 average for high honor roll.



2. All subjects receiving a numerical grade will be averaged; 1/2-credit courses will be given 1/2 weight in the average.

### **Credit by Examination**

A student may earn a maximum of 6.5 units of credit for either a Regents or local diploma without completing units of study course credit by passing with a score of 85, or its equivalent, on a NYS Education Department approved examination in a given high school subject, and the successful completion of either an oral examination or a special project given the following conditions:

- If, based on the student's past academic performance, the Superintendent or his or her designee determines that the student will benefit academically by exercising this alternative.
- If the student achieves a score of at least 85 percent or its equivalent as determined by the Commissioner on a State-developed or State-approved examination.
- If the student passes an oral examination or successfully completes a special project, which demonstrates proficiency in the subject area as determined by the Principal.
- If the student attends school, or received substantially equivalent instruction elsewhere, until the age of 16, in accordance with section 3204 (2) of the Education Law, and pursuant to sections 3240 and 3205 of the Education Law.
- The student's final grade in the course will be determined by calculating the final grade on the project (20%) with the grade on the examination (80%).

### **Release of Information**

The Federal Student Privacy Law prohibits school districts from releasing student transcripts without the student and/or the parents' permission. Students who wish to have the school provide transcripts to colleges or employment offices must obtain the proper release form from the Guidance Office.

In order to protect the integrity of all transcripts, only mailed transcripts will be official. All transcripts hand carried are considered unofficial.

The "No Child Left Behind Act" is designed to improve educational standards but also impacts the release of personal information about students. Under NCLB, high schools that receive Federal funding are required to release the name, address and phone numbers of students to military recruiters and institutions of higher education upon request. Parents or guardians have the right to "opt out" of this regulation to protect the privacy of their child. This must be done in writing and must be done each school year. Send such requests to the attention of the Guidance Director.

### **Success Club**

Each marking period students in grade 7 and 8 can celebrate their success by earning membership into the Success Club. The Club is designed to foster academic excellence and to motivate students to work to their potential. Members also have the opportunity to develop friendships and participate in a variety of wholesome activities during the school year. At the end of every marking period, we will look at the following:

- Your class average (85+)
- If your average is not 85+ you may still be eligible if you:
  - Have no more than two late homework assignments in all classes
  - No more than one discipline referral
  - Have the recommendation of your teachers to attend based on good class participation and overall attitude

### **Valedictorian and Salutatorian Requirements**

1. Have appropriate rank in class and required courses at the end of the third-marking period of the senior year.  
All marks on report card at that time will be given weight as if they were final grades.
2. Meet all graduation requirements at the end of the senior year.
3. Passing average in all classes taken.

### **Summer School**

Summer school is typically offered through the Gouverneur and Ogdensburg school districts. Course offerings are based on and offered to meet the needs of their district students. If their offerings match your needs, you may register and have grades transferred to HDCS upon course completion.

Core area courses that are not successfully completed may have to be repeated in summer school. High school students may use summer school courses for acceleration with permission of the administration and availability at New York State high schools. Contact the Guidance Office for Summer School information and scheduling in mid-June.

### **Homework**

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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.

Students, parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- providing a study area free of distractions with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

It is widely believed that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

### **Promotion**

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#### **Middle School (Grades 7-8):**

Students who fail two or more core subjects (English, math, social studies, science) could be in jeopardy of repeating the entire year in that grade. A committee of middle school teachers, the principal, and the guidance counselor meet to assess each student's situation. The committee may recommend summer school or repeating the entire grade. The decision, to retain or promote a student, rests with the principal.

#### **High School (Grades 9-12):**

The number of credits earned will determine student grade level:

- 10th grade minimum of 5 credits
- 11th grade minimum of 10 credits
- 12th grade minimum of 15 credits  
(must be enrolled in course work needed to graduate in June of that year)

Selection of students for AP courses is done in accordance with the administrative procedures.

### **National Honor Society**

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Any student who has a cumulative GPA of 88.5% is eligible to complete a Student Activity Information Form to the John F. Sandwich Chapter of the National Honor Society. A Faculty Council, comprised of five faculty members (the NHS Advisor is not a member of the Faculty Council), will rate each student on the standards of Leadership, Service, and Character. Once selected, members must maintain these standards.

### **School Bus Rules to Follow**

HDCS bus drivers have a huge responsibility in keeping our students safe and secure. This is accomplished in all kinds of weather and in both daylight and darkness. Very often it is done with 50–60 students in back of them. Outlined below are some basic rules for riding the bus safely. Please review these rules to ensure the safety and well-being of everyone on board.

- 1. Follow the driver's instructions**
- 2. Remain seated, and facing forward**
- 3. Keep hands, feet, and objects to yourself**
- 4. Talk quietly, and be polite**
- 5. No eating or drinking**
- 6. Do not damage school property**

**The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and appropriate fashion.** Other disciplinary actions may also be imposed due to improper bus behavior. Behavior on the bus should be as good as or better than in the classroom.

## Interscholastic Athletic & Extracurricular Rules

1. **Student athletes must be in attendance for an entire day to be eligible to participate in practice or games. (An entire day means being in homeroom on time and not leaving the building before 3:00 p.m.)** The exception will be medical appointments and the athlete must bring a note from the doctor upon return. Any student who elects to participate in athletics must remember that schoolwork comes first. All students are responsible to maintain a satisfactory level of effort in all classes, be regular in attendance, and follow all school and class rules. When a student's classroom and/or school behavior is a problem, then the student may be removed from an athletic team.
2. Any student-athlete found to be using, or in possession of, or having used tobacco products, alcohol, or any controlled substance or involved in any act of vandalism, will be: suspended from participation on an athletic team for a period of **at least four games or two (2) weeks (whichever is shorter)**. **This includes practices.** This suspension or another and equivalent disciplinary **penalty may be imposed if the violation takes place before the start of or after the completion of a particular season.** The coach, parents, and the administration will determine reinstatement to or eligibility for the team. Any second violation of this rule will result in a long-term suspension from participation in athletics.
3. Any student on IN-SCHOOL RESTRICTION or OUT-OF-SCHOOL SUSPENSION is ineligible to participate in athletics for the period of the suspension. Any student assigned to After-School detention will be ineligible to participate in athletics on the day the discipline is to be served.
4. Students are expected to ride to and from athletic contests on the team bus. The athlete may ride home with the parents and the parent must sign the sign out sheet. If an exception needs to be made, a note must be brought from a parent or guardian, stating whom the student will be riding with, and the student will be allowed to ride home with:
  - a parent of another team member
  - a responsible adult 21 years of age or older
  - a designated family member over 18 and who has graduatedThey will be required to sign the sign out sheet. **Students will not be allowed to ride with another student.**
5. Student, coaches, and parents need to remember that sports are a privilege. Our students, coaches, and parents represent Hermon-DeKalb at sporting events. At all times our actions and attitudes should demonstrate our sense of pride in school and community and our sense of sportsmanship. If a student, parent or community member's behavior or language is inappropriate to the point an official dismisses them from a contest, then they will face a two-week suspension from games. If a second violation occurs, that student or parent(s) will not be allowed to attend sporting events for the remainder of the season.
6. Each student is responsible for the care and upkeep of his or her uniform and equipment. All uniforms and equipment, assigned to you, must be returned to the Athletic Director three (3) school days after the last game. Students must hand the uniform or equipment to the AD. **Athletes that do not turn in the uniform/equipment on time will serve lunch detention and will be on the grounded list every day the uniform/equipment is overdue. Also, you will not be able to start the next sport until everything is turned in.** The athlete must pay for lost equipment and uniforms.
7. All athletes must have a yearly physical. An emergency medical slip, a permission slip and a medical history update must be turned in before the first practice.
8. A student may decide to withdraw from one team and may participate on another team with the permission of both coaches involved. A student who is dropped from one team may not participate on another team during that season.
9. Participation on an athletic team does not relieve a student of his or her responsibility to participate in physical education class.
10. Any student who is injured in practice or a game should report the injury to his or her coach immediately so that an accident report can be filed.
11. Each coach for his or her specific team may add additional rules.
12. Students will face a **four game suspension** for any type of hazing that takes place as determined by the administration, coach and athletic director.
13. Students will face **up to a four game suspension** for defacing any property in another school's facilities including the locker room as determined by the administration, coach and athletic director.
14. Students must remain academically eligible.

## **Interscholastic & Extracurricular Activities Eligibility Policy**

### **Rationale:**

The academic preparation of students is the prime responsibility of the Hermon-DeKalb School District. While we are keenly aware of the role that extracurricular activities play in a student's high school career, the need for a policy setting minimum academic standards for participation in these activities is necessary.

### **Policy:**

- Students in grades 7 – 12 may not fail more than two subjects to remain eligible for participation in extracurricular activities.
- To be considered passing a non-accumulative average of 65 is required for high school students, middle school students must have a non-accumulative average of 70 (non-accumulative means for the current week).
- Grades will be checked every week. Teachers will be provided a sheet before noon every Friday. The teachers will return the sheet, prior to 8:30 on the following school day, with a list of students failing and the course name(s) they are failing. An average is not necessary. The student's name on the list will indicate he/she has a failing average for the week. If all students in the teacher's classes are passing the teacher is to return the sheet and note that all students are passing for the week.
- This information will be reviewed during that morning and any student failing more than two subjects will be placed on the Academic Ineligible List. Students will be notified prior to the start of the next day.
- Grades are to be submitted, the first time, the first full week of school. These are due the following Monday by 8:30 AM. A list will be compiled that morning and students notified that afternoon. The period of ineligibility begins on Tuesday morning and ends the following Tuesday morning. This pattern will be followed every week throughout the school year.
- Eligibility always ends on Tuesday morning. On weeks that have no school on Monday, grade reports are due the first day back to school. On weeks that have no school on Friday, grade sheets will be distributed the last day of school.
- A student who is ineligible will remain so until such time as he/she is failing two or fewer classes at a regularly weekly report.
- If a student is ineligible at the start of a season, if cuts are to be made to determine team members, he/she will be allowed a 3-day period to try out for the team.
- For the purpose of this policy, extracurricular activities will mean any and all activities that are conducted outside the curriculum or regular course of study and as such are non-credit bearing.
- In the event an activity begins in the middle of a week, the students standing at the end of the previous week will determine eligibility. If a student is ineligible at the start of a season he/she will be allowed a 3-day period to try out for the team, if cuts are to be made to determine team members.
- Students who are on the Ineligible list will be required to stay for after-school academic help during our after-school program until they have successfully been removed from the list.

Students have the right to appeal an eligibility ruling they feel is improper. To initiate a review a student must contact one of the three members of the Extracurricular Review Council. The Extracurricular Review Council consists of the Principal, the Guidance Counselor, and the Athletic Director. Appeals should be based upon if the student is working to potential and/or extenuating circumstances in the student's life. Students may bring any material or person(s) necessary to assist with their appeal. Validity of the appeal will be based upon extenuating circumstances and/or is the student working to potential. All decisions of the Extracurricular Review Council are final.

## **Standards for Students Selected as a Section X All-North Candidate from Hermon-DeKalb**

- I. Athletics – For team sports
  - Outstanding play on the field or court as recognized by the coach.
- II. Citizenship in the School and Community
  - Students must have no level 3 offenses according to the Hermon-DeKalb Student Behavior Code during the season.
  - Students must not have been kicked off another team during the school year he/she wishes to be considered for an All-North selection.
  - Students must not have been caught in possession of or under the influence of illegal drugs, alcohol, or tobacco from the first day of school through the last day of the season on or off school grounds.
- III. Sportsmanship
  - Students that have been ejected from a game in that sport season for unsportsmanlike conduct will not be considered for an All-North award.
  - Students who are caught defacing property at our school or opposing schools will not be considered for the award (lockers, equipment, etc.).
  - Students who repeatedly use foul language or gestures during that sport season will not be considered for an All-North award. This refers to foul language or gestures directed at any opposing athlete, coach, parent, or official.
  - Students who incur (3) technical fouls or (5) yellow cards during any sport season will not be considered for the All-North award during that season.

Approved – August 5, 2019

## **Independent Student Use of Technology and Computers**

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To gain access to HDCS computers, each student must obtain parental permission and must sign and return this form to the CRC staff.

Access to the computer system at Hermon-DeKalb and to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Hermon-DeKalb teachers will review guidelines for Internet use, but ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hermon-DeKalb Central School supports and respects each family's right to decide whether or not to apply for computer access.

## **Guidelines for Acceptable Use**

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Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Access is a privilege, not a right.
- Be polite and use appropriate language in all communications. Communications which are slanderous, insulting, threatening or degrading to any individual or organization will not be tolerated. General school rules for behavior and communication apply.
- Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers or that of other students or staff members.
- Realize that users' electronic communications are not guaranteed to be private. Network storage areas are to be treated like school lockers. School and system administrators do have access to all such communications. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use any computing resources or any school property in such a way that it could be damaged or could disrupt their use by any other users. This includes, but is not limited to, computers, software, data files and furniture.
- Do not access, alter, delete or destroy others' files.
- Computer use must be in support of education and research and be consistent with the educational objectives of Hermon-DeKalb Central School. For example, users shall not use school computers to play games, listen to music, maintain blogs, download files for personal use, use Internet Chat or any form of Instant Messaging, or electronic mail (E-Mail) unless expressly assigned and supervised by Hermon-DeKalb faculty.
- Do not use others' passwords or share your password with others.
- Respect copyright laws, license agreements and intellectual property rights. (e.g., as in any type of research, credit should be given to all sources used.)
- Do not intentionally waste limited resources. (e.g., printer supplies, network storage, bandwidth)
- Do not employ the computer networks for commercial purposes.
- Report the discovery of inappropriate material (in e-mail, in personal folders or on the Internet) to the teacher in charge or to the system administrator.
- Do not download any executable (program) files without express permission from CRC Staff.
- Do not modify any school Hardware, Software or Operating Systems (including settings) without express permission from CRC Staff.
- All Removable Media (Floppy Disks, CD-R/RW, Zip Disks, Memory Sticks, etc.), originating outside the school, must be scanned for viruses in the CRC Office before being used on/in any school computer.
- The school is not responsible for students' data, students should therefore plan ahead and back up important files.

## **Sanctions**

- Violations of the above guidelines will result in loss of access. The system administrators, in conjunction with school administration will deem what is inappropriate use of computing resources, and may request the system administrator to deny, revoke or suspend computer and Internet use to certain individuals.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding

- inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.

**User Agreement and Parent Permission Form 2019- 2020**  
**Each student must have this form filed in the CRC in order to gain**  
**access to Hermon-DeKalb Central School computer resources.**

As a user of the Hermon-DeKalb Central School computer network, I hereby agree to comply with the above stated rules – working and communicating over the network and the Internet in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for that student to use the computers and the Internet services at Hermon-DeKalb Central School as outlined in this document. I understand that this student will be held liable for violating any of the aforementioned guidelines.

Parent / Guardian Name: (Please Print) \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: (Please Print) \_\_\_\_\_ Grade: \_\_\_\_\_

**Permission for Student's Name and/or Picture to be used on the HDCS School Web Site.**  
**You will find our web site at: [hdcsk12.org](http://hdcsk12.org)**

Names may be used for: Honor Roll List, Sports Team Rosters, etc.

Pictures may be used for: Sports Pictures, School Concert Pictures, etc.

My Student's Name may not be used on the HDCS School Web Site.

My Student's Picture may not be used on the HDCS School Web Site.

**Student/Parent Handbook Signatures**

**I hereby acknowledge that I have read and understand the policies and procedures of the Hermon-DeKalb Central School District as presented in the 2019-2020 Student/Parent Handbook**

Parent / Guardian Name: (Please Print) \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: (Please Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_