

**CORNWALL CENTRAL HIGH SCHOOL**  
*“Striving for Excellence Every Day”*



**Student Handbook and Planner**  
**2023-2024**

**PRINCIPAL**  
Mrs. Wilhelm

**ASSISTANT PRINCIPALS**

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## GENERAL INFORMATION

### BUS SAFETY

Students are requested to observe the following safety regulations:

1. Conduct yourself as good citizens using any public transportation.
2. Be on time for the bus. Help keep it on schedule.
3. When entering the bus, take a seat and do not change it during the trip. No one should be standing in the aisle once the bus has started if a seat is available. Do not get off the bus in order to get forgotten articles at home or at school.
4. Each student must ride the bus assigned to him/her. Students are not allowed to ride other students' buses without a pre-signed pass.
5. Do not eat lunches while on the bus. At no time should papers, books, or litter be left on the floor. Help keep the bus clean.
6. Do not make unnecessary noise. Do not indulge in loud talking. Never throw anything while riding on the bus. These disorders may distract the driver and cause an accident.
7. Keep head, arms, and hands inside the bus at all times.
8. Students should not cross a street or highway when exiting or entering a bus.
9. Do not leave or enter the bus until it has come to a complete stop.
10. Watch your step while entering and leaving the bus.
11. Stay away from doors, especially the emergency door. Do not lean against it or tamper with the handle or lock.
12. In case of an accident, don't panic. Follow the bus driver's instructions and act in an orderly and calm manner.
13. All school rules and code of conduct apply to persons riding school buses.
14. The bus driver has the right to assign seats at their discretion.

Failure to obey rules can and will result in the loss of riding privileges or another administrative discipline. Bus camera/video footage may be used to monitor student behavior.

### CAFETERIA

Breakfast food is available approximately a half hour before the first period begins in the morning.

### CHANGE OF LEVEL

Any student who has dropped from an Advanced/Accelerated class to a non-Advanced/Accelerated Level will receive a weighted grade only for completed Quarters. The teacher from the class which they have left will provide the grade to the guidance counselor to be used for final grade calculation.

### CHANGE OF PROGRAM

A "Request for Schedule Changes" form must accompany all requests for program changes for the school year. See forms for deadline dates. Changes will be made only for the following reasons:

1. If there is a significant change in a student's academic or vocational goals.
2. Extenuating circumstances as approved by the Principal

Students requesting changes must see their counselors and fill out the appropriate paperwork with teacher and parent signatures. Student lunch periods are randomly scheduled and not by grade; there will be no changing of students' lunch periods. Requests for specific teachers will not be honored.

- The last day to withdraw from a full-year course is October 1st
- The last day to withdraw from a half-year course for 1st Semester is October 1st
- The last day to withdraw from a half-year course for 2nd Semester is March 1st

\*\*Any student that requests to withdraw from a course after the withdrawal deadline will receive a "Withdrawal" on their transcript\*\*

**CORNWALL CENTRAL HIGH SCHOOL**

**GRADING POLICY**

A STUDENT'S FINAL AVERAGE IN ALL CLASSES WILL BE COMPUTED AS LISTED BELOW:

**FULL YEAR COURSES – (1 CREDIT COURSES)**

Q1	Q2	MIDTERM	Q3	Q4	FINAL ASSESSMENT
21%	21%	6%	21%	21%	10%

**SEMESTER COURSE – (.5 CREDIT COURSES)**

QUARTER	QUARTER	FINAL ASSESSMENT
45%	45%	10%

**PLEASE NOTE:**

- MID-TERMS AND OTHER MAJOR ASSESSMENTS OF LEARNING WILL BE WORKED INTO THE QUARTERLY GRADE FOR A STUDENT

**EXCEPTIONS TO GRADING POLICY UPDATE**

- ENSEMBLE MUSIC CLASSES
- SENIOR ENGLISH SEMESTER COURSES
- DUAL-ENROLLED COLLEGE COURSES WITH PREVIOUSLY APPROVED GRADING POLICIES BY THEIR RELATED COLLEGE/UNIVERSITY WILL FOLLOW THEIR ESTABLISHED GRADING POLICIES

Students must report to school to take final examinations to complete course requirements. Students who are absent must have legal reasons. **Vacations do not constitute legal reasons for absences.** For courses ending in a Regents, the Regents is the final exam.

**CONTACTING TEACHERS**

Each teacher at CCHS has an email address where students and parents can contact teachers at their discretion. Each teacher's email address is the first initial of his or her first name, full last name and @cornwallschools.com. Messages may also be left for teachers at 845-534-8009 ext. 5000.

**DETERMINATION OF GPA/LATIN HONORS TIERS**

Senior class grade point average will be calculated at the beginning of senior year. All colleges ask for final senior marks before granting complete acceptance.

Weighted GPA will be determined using weighting as follows:

- 1.05 for all Advanced, Accelerated, or Advanced Placement Classes
- 1.00 for all other classes

*PLEASE NOTE:* GPA will be recalculated at the end of semester 1 of the senior year for the purpose of determining graduation honors (Valedictorian, etc.)

Final transcripts will reflect GPA locked after Semester 1, but GPA will include all senior grades. Final GPA will be calculated to the third decimal place.

The grade point average indicated on the transcript is calculated for all students who have been enrolled in at least four semesters prior to senior year at Cornwall Central High School. Students who were not enrolled for four semesters prior to senior year at Cornwall Central High School cannot be considered for Valedictorian or Salutatorian.

The purpose of this protocol is to ensure that the title of Valedictorian and Salutatorian of the District's students is based upon the students' performance through a "common academic experience." Without such a policy, the District cannot accurately assess and compare the academic rigor of the programs at the many schools previously attended by District students who have transferred to Cornwall Central High School.

Any student transferring to Cornwall Central High School from another school, the following chart for conversion purposes will be followed:

A+	-	97
A	-	95
A-	-	90
B+	-	87
B	-	85
B-	-	82
C+	-	77
C	-	73
C-	-	70
D+	-	67
D	-	65
D-	-	65
F	-	below 65

Any questions relating to GPA should be addressed to your guidance counselor.

Since the 2021-22 school year, Cornwall Central High School adopted a Latin Honors tier system to recognize our students. The following tiers have been established:

\*Based upon weighted cumulative GPA\*

92 - 94.999 Cum Laude (With Honor)

95 - 97.999 Magna Cum Laude (With Great Honor)

98+ Summa Cum Laude (With Highest Honor)

GPA's cannot be rounded up in order to be placed in a tier.

New York State and District graduation requirements can be viewed on the student services webpage which is located on the High School website. For more detailed information about deadlines and requirements, refer to the CCHS Course Handbook.

#### **DISTRIBUTION OF LITERATURE**

School authorities reserve the right to regulate the time, manner, place, and duration for distributing literature on school grounds.

Prior approval of procedures will be necessary in all cases and a decision regarding final approval of material to be distributed is required by the school administration.

#### **ENTRANCE INTO CCHS**

In an effort to maintain the highest standards of safety, all visitors must have a valid form of identification in order to enter the building. All visitors must:

1. Enter CCHS in the main entrance by pressing the intercom button on the support column outside the main doors.
2. Indicate their reason for entrance into the building.
3. Once 'buzzed' in, present a valid form of identification to the greeter.
4. Sign in and be issued a visitor's badge which must be displayed at all times while in the building.
5. May be escorted by security personnel or other staff member to their intended destination.
6. Leave the building through the greeter to sign out as soon as their business has concluded.

#### **FIRE AND EMERGENCY DRILLS**

Law requires drills at regular intervals. Teachers in each classroom will give students evacuation instructions. Students should exit in an orderly manner and remain with their class at the designated area on school grounds. An outside bell will signal the return to classes. Upon reentering the building, students are to return to their class for attendance. No student is to leave the school grounds during a fire drill.

Severe weather, lockdown, lockout and other emergency drills will be scheduled and conducted by administration. Procedures will be explained by classroom teachers. Students should follow instructions during these drills so as to be better prepared to respond to any emergency that may arise. No student is to leave the school grounds during an emergency drill. CCHS works in conjunction with local law agencies and K9 units may be used during drills.

#### **FUNDRAISING / DONATIONS**

Any fundraising/donation collections must go through an approved club or organization. A fundraising/donation form and a building use form must be completed two weeks prior to the event and signed by the advisor/coach for administrative approval.

#### **HEALTH REGULATIONS**

The health office is located on the first floor, next to the main office, in the A-wing. A registered nurse is in the building daily to assist pupils who are ill, have met with an accident, or have a health or personal problem. In addition, the mandatory screenings required by New York State of vision, hearing, scoliosis, and physicals are scheduled as needed through the health office.

The nurse is not permitted to administer any medication (even over the counter medication) without a physician's order and parental permission. If a student is required to take medication during the school day, the nurse must be informed, to institute proper documentation. Medication will be kept in the health office -- students are not to carry medication with them, with the exception of inhalers and epi-pens. Students may carry and self-administer medication via inhaler with parental permission and proper documentation filled out. Parents should call the health office for more information or questions.

**Any student who is ill must report to the nurse. Students are not to call a parent, relative, or friend and leave school for any reason without permission. If a student is to be sent home, the nurse will contact the parent or guardian and arrange the necessary transportation. Failure to follow this procedure will be considered cutting classes. Parents should be sure that telephone numbers (home, work and emergency) in SchoolTool are current.**

In the high school, physicals are required for all students in grades 9 and 11, those entering the district for the first time, or are in need of working papers. For those students who do not have their physical examination done privately, it can/will be scheduled to be done in school. Physicals are done by the school physician, or a nurse practitioner, under the school physician's authority. Parents should inform



the nurse if they wish to have their child's physical done in school. Because of time constraints of the school physician/nurse practitioner, physicals are planned according to their schedules.

In addition, all students wishing to participate in athletics are required to have a yearly physical exam. Sports physicals are offered at school in August, and again prior to the beginning of the fall, winter and spring seasons. Those students who wish to have a sports physical in school must contact the nurse to schedule it. For more information on sports physicals, parents should contact the athletic or health office.

Students in grade 9 who did not have a scoliosis screening noted on their health appraisal will be screened in accordance with standards jointly established and promulgated by the Department of Health and Education. Students in grade 11, as well as newly enrolled students, who did not have a hearing and vision screening will be screened. Such examinations shall be carried out by the school nurse or other school personnel properly trained in the screening process of scoliosis, hearing and vision under the direction of the school physician. If your child has a new or chronic medical condition, the nurse should be alerted so she can better help the student. The nurse can be contacted at (845) 534-8009 ext. 5010 / 5041 or via fax at (845) 314-9203.

#### **HOMEWORK**

Homework is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Homework is part of the learning and developmental process for all students. When parents and teachers work together, students have a better chance to learn. Please help in this important task of learning and developing. Students and parents should feel free to contact teachers if there are questions concerning homework assignments. Getting missing assignments is the responsibility of the student.

#### **HONOR ROLL**

The Honor Roll is computed at the end of each ten-week marking period. To be on the Honor Roll a student must attain an average of at least 85% in all subjects. This average is determined by multiplying each grade by the credit value of the course, adding these numbers, and dividing by the number of credits. A student must carry four or more subjects to qualify.

**PLEASE NOTE:** If a student receives a failing mark or more than one incomplete in any subject, he/she will NOT be eligible for the Honor Roll, regardless of his/her other grades.

#### **INJURY**

Any student suffering an injury should report immediately to the teacher in charge and then to the school nurse. If the nurse is not in the office, go directly to the main office and report the injury. No student is permitted to leave the school building without proper permission from either the school nurse or administration. Every accident must be reported to the insurance companies. This requires an immediate accident report with complete detail done by the school nurse.

#### **INTERIM REPORTS AND REPORT CARDS**

Report cards are available every ten (10) weeks, and an interim report will be available after five (5) weeks into the marking period. Access to report cards and progress reports is through the Parent Portal. Parents can find information about signing up for Parent Portal on CCHS website. Counselors are always happy to discuss concerns with parents or guardians, and will assist in making contact with individual teachers. Appointments should be made with individual counselors in advance to discuss concerns.

If more frequent academic progress updates are desired, parents are encouraged to establish an email dialogue with the teachers. This is the most effective way of getting on-going academic updates where it is deemed necessary. In those cases where e-mail communication is not possible, please contact the Student Services Office.

#### **LEAVING SCHOOL DURING THE DAY**

If possible, all doctor or dental appointments should be made for after school hours. **For students who must leave while school is in session, for any reason, please see RELEASE FROM SCHOOL in the ATTENDANCE section on page 22.**

If a student is taken ill during the school day, he/she may not leave to go home without permission. **All students must report first to the nurse.** In the nurse's absence, the student is to report to the Assistant Principal. If it is necessary for ill students to go home, parents will be notified. All students, including those in CTEC, are responsible for following these procedures.

Cornwall High School has a closed campus. Students may not leave the campus for any reason without following proper attendance procedures. Students must remain on campus at all times, including their lunch periods. Students who have on-campus parking permits, may not access their cars during the school day. Students who violate this rule will be disciplined for truancy according to our discipline policy.

#### **LIBRARY FACILITIES**

The library is a place for class work, research, quiet study, reading, and homework. The library has four areas in which to work. In all four of these areas, space priority is given to classes and those with school work to complete. Students should have pre-signed passes from classroom teachers to work in the library.

#### **LIBRARY INTERNS**

Interns perform an important function in the library media center. Interns are chosen by the librarian on the basis of scholarship, integrity, work ethic and cooperative behavior. Student schedules dictate when they may become an intern in the library. Interns contribute such services as circulating books, shelving books, shelf-reading, and creating displays.

#### **LIBRARY RESOURCES**

The library provides students, faculty and staff with a variety of resources to locate and retrieve information to include:

- Books, which may be checked out for three weeks
- Reference books, which may be used in the library only
- Magazines, which may be used in the library only
- Newspapers, which may be used in the library only
- Databases, which may be accessed in school and from remote locations
- Videos and DVDs for faculty/classroom use only
- Audio books for faculty/classroom use only
- Limited yearbooks, which may be used in the library only

#### **LOCKERS**

Each student is provided a locker. Students should keep their lockers locked at all times. Combinations should not be given to friends. Students may not tamper with lock mechanisms to disable the lock. Students may go to lockers only at specified times. Lockers should be kept in order and there should be no protruding papers. Damaged lockers should be reported to the main office or AP offices. Valuables should be left at home and not kept in lockers. Students are responsible for their property at all times. The school is not responsible for items stored in lockers. Lockers should not be shared. Fundraising merchandise (candy and/or money) is not to be stored in lockers. Students are reminded that lockers remain the property of the school and are not to be written on, decorated or defaced with any inappropriate material. Student lockers may be checked periodically by the staff and administration. Students will be required to remove any inappropriate material or graffiti from lockers. The administration has the right to search lockers at any time and without student's permission.

#### **LOST AND FOUND**

The lost and found is located in the security/greeter's office. Articles found should be turned in to the office immediately. Loss of property should also be reported. Every effort will be made to return lost property to the owner. Articles not claimed at the end of each semester will be donated to a local charity.

## **LUNCHES**

Lunch is served in the cafeteria each day that school is in session. On early release days, a boxed lunch may be ordered. Students should display proper manners at all times in the cafeteria. Each student is expected to leave his/her place at the table neat, with a chair in place. All paper bags, napkins, and containers should be placed in receptacles. Trays should be returned to the designated counter. Cafeteria teacher aides are people of authority and students are to follow their directions and treat them with respect. Staff may assign seats as needed.

**Students may not have food delivered by parents or outside vendors to the school.**

## **MAKE-UP WORK**

All students are responsible to make up any missed work in a timely fashion. Teachers are available for special or remedial work in all subject areas. However, appointments with faculty should be made in advance.

## **OFF LIMITS FOR PUPILS**

Certain areas of the building and grounds are prohibited to pupils except by specific authorization. Some locations are: loading platform, cafeteria cooking areas, faculty lunchroom, faculty room, faculty bathrooms, elevators, stockrooms, garages, custodial supply rooms, the woods surrounding the school. Students are not permitted behind the building at any time without accompaniment by staff. During lunch, students are permitted in the cafeteria, lobby, and in front of the building. Students are not permitted in the academic wing during their lunch without a pass from a teacher.

After school hours, CCHS offers a number of clubs, athletics and extra help. Students are encouraged to participate in all after school activities. Students who do not opt to take advantage of these opportunities should not remain in the building or on school grounds after dismissal. Students should not remain in the building unless they are directly supervised by a staff member. Students who stay after unsupervised will be subject to discipline.

## **Parking**

Cornwall Central High School is committed to the safety of all of its students. We are pleased to extend the privilege of parking on campus to those students who are qualified seniors at Cornwall Central High School. Please be reminded, granting students permission to drive and park on school property is a privilege extended to students who abide by school rules, vehicle and traffic law, and generally act in a safe and responsible manner.

In order to be eligible for a parking space at CCHS, all first time applicants will need to attend a Safe Driving Forum held at the HS with a parent. The Safe Driving Forum is a coordinated effort between the school, county and local police agencies to provide important safety information to students and parents before allowing students to drive to school. School administration will make every attempt to honor and fill all qualified applicants requests for parking. If there are more applicants than available parking spaces, a lottery will be held to award parking to all applicants who have met the requirements by the application deadline. We will not honor parking spot requests. Beginning the second semester any unassigned spots will be made available to juniors. Please read the "CCHS Parking Rules and Regulations" sheet that appears below. As per the CCHS Code of Conduct, students are expected to follow these rules and subsequently will lose their parking privileges if they do not.

**The District is not required to grant students this permission. To be qualified, a student must:**

- Be in good academic standing
- Attend a Safe Driving Forum with a parent or guardian
- Have no outstanding discipline that has precluded them from applying for parking on campus.
- Complete and submit the parking application form completely and submit all required documentation (**copy of driver's license and vehicle registration**) through the google form that will be made available through email and the CCHS website.

The following guidelines must be **carefully read** and adhered to for the entire 2023-2024 academic year. Parking is a privilege; the District is not required to grant students permission to drive/park on

school property. Your parking may be revoked should a violation of any of the following rules and regulations occur.

#### **STUDENT PARKING RULES & REGULATIONS**

- All students must be registered and assigned a parking space.
- Parking spaces are NOT to be shared. You may not allow your parking space or your car to be used by another student.
- Observe all posted speed limits and New York traffic laws while on campus.
- Students may not park in the tennis court lot after school. This is for staff, parent spectators and officials only.
- Display your issued sticker on the lower left corner of the rear window of the vehicle (driver's side).
- Lock your vehicle. The district is not responsible for your vehicle or its contents.
- All parked cars must be between lines and must be clear of all exits and emergency vehicle lanes. Illegally parked vehicles are subject to towing at the owner's expense.
- Students with Late Arrival/Early Dismissal privileges are not allowed to loiter in the parking lot. Students should immediately enter the building/vacate the premises in accordance with their approved schedule.
- Student drivers who transport students who are cutting class/leaving grounds early without permission will face parking suspensions.
- Any CTEC student wishing to drive to and from CTEC must obtain an additional form from CTEC to be filled out by CCHS Administration and CTEC Administration. Students may not transport other students to and from CTEC. Students who violate this rule may have their parking revoked.
- Parking vacancies of 3 consecutive days or more must be reported to the School Safety Office. If a vacancy is not reported, spaces may be reassigned.
- Should you no longer need your parking space, notify the School Safety Office IMMEDIATELY.
- Students are not allowed to go to their vehicles during the school day for any reason.
- Parking violations may result in your vehicle being towed at the owner's expense or a wheel boot being placed on the car.
- Any type of accident needs to be reported.
- All cars must exit from the row they are parked in. Drivers may not cut through parking spaces to get to other exit lanes.

#### **\*On occasion, your vehicle may be subject to search for safety related reasons\***

- Any violation of the code of conduct while in your vehicle on school grounds, including unsafe driving, will result in a disciplinary action and a parking suspension. Students may not reapply for parking if their privileges have been suspended 3 times.
- Failure to maintain academic and disciplinary standards will result in the suspension and/or loss of parking privileges (below are general guidelines, please be aware that offenses in any of the 3 categories are cumulative).
- Failure of 2 or more subjects within a marking period will result in Administrative Review of Parking Privileges.
- Students who have 5 or more absences or tardy arrivals during a 5 week period will result in administrative review and possible suspension and or loss of parking privileges.

**\* Any referral directly related to unsafe driving practices, including but not limited to reckless driving, speeding, failure to report an accident on school property, and other New York State and local traffic laws will have the following consequences:**

1st offense – parking suspended 20 school days & discipline. Depending on the severity of the offense, Administration reserves the right to revoke your parking spot immediately.

2nd offense – parking revoked & discipline.

**\* Any other disciplinary referral resulting in a disposition of In-school suspension, (ISS) , will have the following consequences:**

1st offense ~ 1 day parking suspension.  
2nd offense ~ parking suspended 10 school days.  
3rd offense ~ parking suspended 20 school days.  
4th offense ~ parking revoked.

**\* Any disciplinary referral resulting in a disposition of out-of-school suspension, (OSS), will have the following consequences:**

1st offense ~ parking suspended 20 school days.  
2nd offense ~ parking suspended 20 school days, depending on severity parking may be revoked.  
3rd offense ~ parking revoked.

\*If your parking is suspended at any point during the year and there is a waiting list, your spot will be reassigned to another student and your name will be added to the waiting list. You will remain on the waiting list until your suspension is over and then you may reapply for parking.

**Failure of more than 2 subjects within a marking period will result in Administrative Review of Parking Privilege.**

#### **POSTING OF SIGNS**

Students have a right to express their thoughts and opinions at reasonable times and places. The District expressly reserves the right to exercise pre-publication review of both school sponsored publications and speech, and non-school sponsored publications and speech, when such publication or speech is disseminated in or through the District as outlined in the Code.

1. All posters that are to be posted in halls or classrooms must adhere to the following guidelines:
  - Posters must be created by an existing CCSD club, athletic team, or other CCSD affiliated organization.
  - Posters must be approved by school administrator or his/her designee (advisor, coach or leader of the affiliated organization)
  - Approved posters may be for promoting a meeting or event of the club, athletic team or affiliated organization.
  - Bulletin boards are available for these posters.
2. Posters may be hung in the classroom with the teacher's approval.
3. Oversized posters will not be permitted to occupy an entire bulletin board.
4. All notices and posters must be removed the day following the activity by the person(s) who posted the message.
5. Because of fire rules, nothing can be placed on the window of a classroom door.

#### **PRINCIPAL'S COMMENDATION**

For a student to achieve this academic recognition, he/she must fulfill the following requirements:  
A minimum of:

1. At least five numerical grades.
2. An overall average of 90%.
3. No more than two grades below 90% but all above 80%.

#### **PROMOTION/RETENTION**

Any student who has not accrued 2 credits in an academic year may be retained.

#### **REGENTS EXAM RETAKES**

Students may retake Regents Examinations for the following reasons:

- To achieve honors designation and/or mastery in math and/or science
- To achieve graduation requirements when a course has been passed and an exam has been failed.

When a student retakes an exam, the new exam score will be noted on the transcript as an additional entry. Regents' scores will be noted on student transcripts. A student's overall course average **will not** change as a result of an exam retake.

#### **SCHOOL CLOSINGS**

In the event that it is necessary to close or delay school on any day because of inclement weather or other emergency, announcements to this effect will be made. This information will also be disseminated on the CCSD website and through the automated call system. Students should not call school officials, as their lines need to be kept open. In case of school delayed openings, special bell schedules will be in effect.

#### **SECURITY CAMERAS**

To help ensure the safety and welfare of students, staff and visitors Cornwall Central High School has installed security cameras throughout the building. These cameras are monitored by building administration and the school safety personnel.

#### **SELLING OF GOODS**

All items sold at CCHS must have the express permission of the Administration. Sales which affect the school or a school organization must be scheduled and given a calendar date. All sales which are attributed to profit making organizations not connected in any manner with CCHS or the district are prohibited. Candy and other food stuff cannot be sold during the school day.

#### **SENIOR INTERNSHIPS**

Any senior interested in an internship must complete the Guidelines and Expectations sheet, have it signed by their assistant principal and turn it in to Mr. Rudman in the Student Services Office.

#### **SMOKING / ELECTRONIC CIGARETTES / VAPING OR CHEWING TOBACCO**

No one is permitted to smoke, chew tobacco, or use other nicotine delivery devices including Electronic Cigarettes/Vaping in the building, on school property or at school-sponsored functions. This is a Board of Education regulation that is strictly enforced. In 1994, Federal and New York State governments passed legislation that mandated educational institutions to become SMOKE-FREE. Violation of this regulation will result in disciplinary action.

#### **STUDY HALLS**

When a student comes to a study hall, they should be prepared to work. Students should provide himself/herself with sufficient books, paper, and materials to keep busy for the entire period. If it is necessary to confer with another student, this should be done only with the permission of the teacher in charge. Most communications are unnecessary. The study hall is, as the name implies, a place to study. All students are required to report to their assigned study hall PRIOR to reporting elsewhere and must present a pass to their requested alternate location.

#### **TELEPHONE CALLS**

Students may use the telephone in any office for urgent calls with the permission of the office staff.

#### **TEXTBOOKS AND MATERIALS**

The high school provides most textbooks and some basic supplies on a **LOAN BASIS**. All students are charged with the responsibility for textbooks and materials issued to them and at the close of the year -- **THEY ARE TO BE RETURNED IN GOOD CONDITION**. All textbooks should be covered immediately. If a book is lost or damaged, **THE STUDENT MUST PAY FOR IT**. If, subsequently, the book is found, the money will be refunded. Books that are picked up and sent to the office should be claimed promptly by the student who is responsible for it.

#### **VISITS BY PARENTS**

The administration and faculty welcome visits by parents. When a parent (guardian) wishes to confer with a teacher, counselor, or administrator, he/she may call the office so that an appointment can be scheduled.

### **WORKING PAPERS**

All students between the ages of 14 and 18 must get working papers or occupational permits if they intend to work after school hours or during school vacations. This applies also to graduates under eighteen years of age.

If you are 14 or 15 you may not work in a factory. During the vacation period or when school is not in session, you may work six days a week, up to eight hours in any one-day, but not more than forty hours in any one week. During the time school is in session you may work three hours a day, Monday through Friday, eight hours a day on Saturday, but not more than twenty three hours in any one week.

If you are 16, you may work in a factory. If you are not attending school you may work six days, forty-eight hours a week. You may work regulated hours between 6 a.m. and midnight. If you are still in school you may work outside school hours and during vacation. During school weeks, however, you may work only four hours a day Monday through Friday, eight hours on Saturday, but not more than twenty eight hours a week during school weeks.

If you are 17, you may work in a factory. If you are not attending school you may work six days, forty-eight hours a week. You may work regulated hours between 6 a.m. and midnight. If you are still in school you may work outside school hours and during vacations.

To obtain working papers, the procedure is as follows:

1. Go to the main office and ask for a regular application form.
2. Take this form to your parent or guardian for his or her signature, then to your employer, he/she will fill in the section designated for him or her.
3. Make an appointment with a doctor so that he may fill out a report showing that you are physically fit for the job you have chosen. Reference may first be made to the school nurse.
4. Bring the completed application back to the main office with your birth or baptismal record. The person in charge will issue a working certificate. Present it to your employer.

Always remember that a work permit is for your protection, to safeguard you from harm caused by physical labors beyond your capacity.

## **INTERSCHOLASTIC ATHLETIC PROGRAM AND EXTRACURRICULAR CLUBS**

### **CONDUCT OF A CORNWALL CENTRAL STUDENT ATHLETE**

It is an honor and a privilege to represent your school. It is not a right. As an athlete on a Cornwall team, you represent yourself and your family as well as your school and your community. Your conduct before, during, and after games will reflect on you and everyone else associated with your school and the school district. The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to get the greatest possible good from your secondary school experience.

We want our athletic teams to succeed. Many of our athletes have been successful college athletes and still others hold league, section and state records. But most importantly, Cornwall teams are recognized for their commitment to excellence, drive to succeed and dedication to sportsmanship. Student athletes who have preceded you have set high standards, and your challenge is to meet the standards they have set.

Being on an athletic team requires sacrifices. You must make choices between all of the activities that are appealing to you and your commitment to your teammates and coaches. Attending practices and games is an essential part of that commitment. Athletes are expected to attend all practices and contests. Maintaining your academic standing is crucial to being a student-athlete. Staying in shape and choosing not to consume cigarettes, drugs and alcohol are a part of that commitment. Being present at any time where illegal or dangerous activity is taking place is not meeting your commitment to your team and is not condoned. Should you ever find yourself in that situation, you are required to leave immediately.

As a Cornwall athlete, you are expected to abide by all school rules and regulations. By participating in athletics to the maximum of your ability, you are contributing to the reputation of the school. Therefore you are expected to conduct yourself properly, as ladies and gentlemen, at all times. You will respect opposing athletes, coaches, and all officials. You will display good sportsmanship at all times.

Most importantly, you are expected to treat people with respect. Hazing, harassment or any form of behavior which is intended to degrade, demean, humiliate, place at risk or cause physical or emotional harm will not be tolerated.

#### **TRAINING RULES**

1. All student athletes are expected to conduct themselves in accordance with school rules and regulations.
2. Student athletes should observe good health habits paying special attention to getting proper rest and nutrition.
3. Student athletes will refrain from the use of illegal substances, including alcohol in any form. (Automatic Level II Violation).
4. Student athletes will refrain from smoking or the use of any form of tobacco products. This includes E-Cigarettes and ANY form of 'vaping'.
5. Student athletes achieve success through hard work and dedication. The use of performance enhancing supplements or drugs in any form unless prescribed by a physician is prohibited. (Automatic Level II Violation).
6. Student athletes are responsible for all athletic equipment or uniforms issued to them.
7. Student athletes must conduct themselves in a proper and sportsmanlike manner at all times. To do otherwise will be considered "conduct unbecoming an athlete."
8. Student athletes are expected to be in school on time every day. Any athlete who arrives to school after 10:30 AM without a legal excuse from their parents will not be allowed to participate in that day's practice or contest.
9. Any student-athlete that accumulates 6 or more unexcused lates, regardless of time of day within any one season will be subject to additional disciplinary actions which may include, but is not limited to, daily or weekly suspensions from competition.
10. All student athletes must meet the requirements for academic eligibility.
11. Students will not attend gatherings where underage drinking, use of drugs, or other illegal activities are taking place. To do otherwise will be considered "conduct unbecoming an athlete."

#### **TRAINING RULES: VIOLATIONS**

##### **LEVEL I VIOLATION**

###### **Offense:**

- Conduct unbecoming an athlete
- Receiving in school suspension for violation of school rules and regulations
- Verbal abuse of a teacher or coach
- Unexcused absence from practice or contest

###### **Penalty:**

- Possible suspension from athletics. During this time, the athlete may not be in attendance or participate in team activities.

##### **LEVEL II VIOLATION**

###### **Offense:**

- Repeat of a level I violation
- Use or possession of alcohol, drugs, tobacco, E-Cigarette or any vapor delivery device used for "Vaping".
- Willful damage to school property at Cornwall or another school. ( carries monetary penalty )



**Penalty:**

- Possible suspension or removal from the team. During this time, the athlete may not be in attendance or participate in team activities.
- In order to be reinstated the student will be required to attend a meeting with parents, coach, and Director of Athletics.

**LEVEL III VIOLATION**

**Offense:**

- Repeat of a level II Violation

**Penalty:**

- Suspension from athletics for the remainder of the season and/or up to 60 school days.
- A second violation of Party Rule, Alcohol, or drugs requires development of a recommended care plan by the Student Assistance Counselor which must be adhered to and assessed prior to becoming eligible for future participation.

**LEVEL IV VIOLATION**

**Offense:**

- Repeat of a level III Violation

**Penalty:**

- Possible suspension of athletics for the remainder of the school year.

**SUPPORT THE TEAM**

We all want our teams to be the best in the county, section and state. With good school support they will be! Of course, good players are very important but even the best players won't be good enough WITHOUT BACKING. That's why it is important for each one of us to go to all the sporting and club events we possibly can to support our students and to showcase our school spirit.

**PHYSICAL EDUCATION AND TEAM LOCKERS**

All students should use only assigned lockers. Do not allow anyone else to use your locker and KEEP IT LOCKED AT ALL TIMES. The school is not responsible for losses.

**CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

**STUDENT GOVERNMENT ORGANIZATION**

The SGO is the policy forming body of the student population. It acts upon any worthwhile suggestions properly submitted by the organization. The CCHS Student Government Organization is dedicated to the beliefs that student leadership should be distributed over a greater number of students; that every member of the student body should be involved in discussions pertinent to student interest and need.

**NATIONAL HONOR SOCIETY**

The National Honor Society is a highly regarded organization at CCHS. According to mandates from the National Organization, the CCHS chapter strictly adheres to the following regulations:

1. The NHS fosters the formation of the faculty council. The function of this council is to select members, and also to consider non-selection, warnings, suspensions and dismissals. Of significant importance in the functioning of the council is the selection procedure.
2. Students *achieving a cumulative unweighted average of 92% and/or weighted average of 95%* may be invited to seek membership. However, having the appropriate average DOES NOT guarantee selection. Each candidate is considered individually and independently in the categories of ACADEMICS, SERVICE, LEADERSHIP, and CHARACTER. The Faculty Council evaluates each student FAIRLY using the stated categories.

3. If a candidate is selected, he/she will be formally inducted with his peers in the Honor Society ceremony. The induction is a formal event with all new inductees, members of the Honor Society, and members of the Faculty Council. This ceremony is conducted with dignity and hopefully serves as a prelude to formal events in the future of each NHS member. *For the fall induction invitation* - students will be considered based on the GPA of all high school eligible credits through end of sophomore/junior year (ie. a student's cumulative average at the end of sophomore year). Induction eligibility is pending completion of the first marking period of junior/senior year. Please refer to the application packet for induction ceremony dates.
4. Once a member, the student begins a commitment, working on one or more of the standing committees. The work is very diverse and each has its goal -- service to and for others. Once accepted a minimum of four hours of community service per month is required and one hour per month of tutoring as well. A commitment to service within this chapter of NHS is required.
5. If a student does not maintain the academic average or does not continue to demonstrate the qualities for which the organization stands (i.e. Leadership, Scholarship, Service, Character), he or she may be suspended or removed from the society. Students should be familiar with the local bylaws of the NHS Chapter at Cornwall Central High School, which can be found on our high school website.

#### CLUBS

A full list of clubs and activities can be found on the Cornwall Central High School website.

#### SCHOOL DANCES / PROM

School dances, proms, and other after-school events are a privilege for students in good academic and behavioral standing. Students may be barred from these events at the discretion of administration. Organizations sponsor dances throughout the school year as fund-raisers. Dances are generally held in the evening. The following rules must be followed when attending a school-sponsored dance:

1. Entrance should be through the front door only.
2. No student will be admitted later than one (1) hour after the start of the dance and will not be allowed to leave prior to one (1) hour of the conclusion of the dance.
3. Students who leave the dance will not be readmitted.
4. Students are bound by school rules, regulations and policies. Students who do not conform to school rules will be asked to leave the dance. The parents of these students will be notified of any misconduct and of the disciplinary action taken by school officials.
5. Students who wish to bring a guest to Prom, who is not enrolled in CCHS, must have permission in advance. **Students must submit a properly completed guest contract to the administration no later than one week before the dance. Guests will be admitted at the discretion of an administrator.**
6. District Administration may use an alcohol screening device at dances, for the purpose of detecting whether students and their guests have consumed alcohol either prior to, or during, the dance. Students found to be under the influence of alcohol (i.e., the presence of alcohol) or drugs will have their parents contacted, will be either barred from entering or removed from the dance, and will be subject to disciplinary action in accordance with the District's Code of Conduct. In addition, the District may notify law enforcement officials. Likewise, guests found to be under the influence of alcohol or drugs will be denied admission to the dance or removed. The District may subsequently ban the guest from being on District premises or attending any District-sponsored functions. Again, law enforcement officials may also be notified. Should a student refuse to be screened, such refusal will be treated as a positive result for being under the influence of alcohol or drugs.
7. **ATTENDANCE AT SCHOOL ON PROM DAYS**
  - **Junior Prom** - in order to attend the junior prom, the student at CCHS must be in attendance for the entire day of the prom. Early departures and late arrivals will not be permitted without prior approval by the Principal.
  - **Senior Prom** - Seniors attending the senior prom must be present in school for the senior assembly. They are permitted to leave following this assembly if proper paperwork is submitted. Underclassmen attending the senior prom are required to be in school all day.

#### **PARTICIPATION IN A CO-CURRICULAR OR EXTRA-CURRICULAR ACTIVITY**

**Note:** If an organization has bylaws that include more stringent regulations for members, then these regulations will have priority over those included in this contract

1. THE "QUALITY COUNTS" RULE - Students are encouraged to participate in activities at CCHS. However, please remember that it is the quality of your involvement in an organization that counts. The number of activities is not always the best. Colleges and employers (and advisors) would rather see you involve yourself totally in 3-4 activities - this should be quality involvement. Don't take on too much with a busy academic schedule!
2. Students are encouraged not to hold more than three (3) offices in co-curricular or extra-curricular activities during a given school year.
3. Students are expected to attend all of the meetings or functions to maintain active status in the organization. The only exception to this rule would be in the case of an excused absence. This is subject to each organization's bylaws or regulations. If other regulations exist, then the more stringent attendance rulings will apply for members of the organization.
4. Parental permission for a student to participate in an activity must be on file with the advisor before the student can be involved.
5. Students are expected to conduct themselves in accordance with all rules and regulations of the school and laws of the community. As visible representatives of the school, courteous and proper conduct and self-discipline should characterize the behavior of each student, in and out of school. Conduct unbecoming of a participant may result in disciplinary action by the advisor or the high school administration.

#### **PARTY RULE**

The District is aware of the need for a student to engage in social activities. The gathering of groups of students at the homes of friends, picnic sites, etc. is all part of the life of high school students. However, attendance at such gatherings or parties where alcohol is being consumed, and/or illegal drugs are being used, will not be condoned. Should a student attend such a party or gathering where alcohol is being consumed or illegal drugs are being used, the student is to leave at once to avoid the suspension hereinafter provided. If he/she chooses to remain where these activities are taking place, it will be considered that the student has broken his/her contract for participation in a co-curricular or extra-curricular activity (conduct unbecoming a student participant). Refer to CCHS Athletic/Club Training Rules and Violations. This rule shall not apply to small gatherings of parents of students in a home setting. Violations under this rule shall not be cumulative.

#### **FINANCIAL RESPONSIBILITY**

The student is financially responsible for all equipment used or fund-raising supplies supplied to them. Should he or she fail to return an issued item or monies owed for selling fund-raising supplies, the student must reimburse the school for its value. The student will not be permitted to further participate in any activity, which may include dances, proms, graduation or other school functions, until the item or money is returned or reimbursed. **ATHLETES ONLY** – Any equipment or uniforms not returned will be billed at the replacement, single unit cost plus shipping as provided by our vendors. If we are unable to obtain a replacement quote, or the items are no longer available, prior to the end of the school year, you will be billed a standard rate as established for each specific sport. A cost sheet for equipment may be requested from the Athletic Office. Students are entitled to a refund if the items are returned on or before July 15<sup>th</sup>.

#### **TRANSPORTATION**

All students are required to use District transportation, when provided, for an activity. Exceptions to this rule will be considered by the high school administration.

#### **SUMMATION OF RULES AND REGULATIONS FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **PARTICIPANT RESPONSIBILITIES**

Students participating in athletics or activities at CCHS have certain responsibilities. Each student should always bear in mind that he/she:

1. Must conduct himself/herself in an exemplary manner in the classroom, in the school, and within the community.
2. Must be aware of all eligibility rules and make every attempt to observe them.
3. Must recognize his/her status as a representative of CCHS at all times, guiding his/her actions accordingly.

*PLEASE NOTE:* Students and parents must sign a contract guaranteeing proper behavior. Students who violate this contract will be suspended from participation in the athletic or extra-curricular organization. Please refer to the student contract for more details. This contract must be signed before students can participate in the sport or activity.

### **ATTENDANCE REQUIREMENTS**

If a student is absent from school on the day of an athletic competition or extra-curricular activity, he/she may not participate in that activity. In order to participate in an activity the student must sign in at school in the attendance office by 10:30 a.m. on the day of the activity. Students who leave school prior to the end of the academic day or prior to competition/activity dismissal time are not eligible to participate in that day's activities. Activities, which are part of a student's grade in credit-bearing courses, will not have this attendance requirement.

### **ATHLETIC / CO-CURRICULAR ACADEMIC ELIGIBILITY**

The Cornwall Central High School Academic Eligibility system is based on the philosophy that a student must display satisfactory achievement and effort according to ability to participate in interscholastic athletics and all other extra-curricular/co-curricular activities as determined by the Athletic Director or Club Advisor. Issues of eligibility will be considered and addressed accordingly.

#### **FALL ACTIVITIES**

The 4<sup>th</sup> Marking Period grades from the previous can be used, along with the 1<sup>st</sup> Marking Period Progress Reports to determine academic eligibility for the Fall season.

#### **WINTER ACTIVITIES**

1<sup>st</sup> Marking Period grades will be used to evaluate the students' participation in the Winter season until the Progress Report for the 2<sup>nd</sup> Marking Period are released in December.

#### **SPRING ACTIVITIES**

The 3<sup>rd</sup> Marking Period Progress Report will be used to evaluate the students' participation in the Spring season until the 3<sup>rd</sup> Marking Period grades are released in April.

A Student will be reviewed by the Athletic Director or Club Advisor if:

1. The student is recommended for review by two or more teachers during any progress reporting period while in season.
2. The student is failing 2 or more subjects at any progress report while in season.
3. The student has failed 2 or more subjects during any marking period while in season.

Students who are reviewed by the Athletic Director or Club Advisor will be given weekly progress reports that must be filled out by each of the student's teachers. Weekly progress reports are due in the athletic Director's office (for athletes) or Assistant Principal's office (club participants) no later than 2:30 p.m. on Friday. Students who are absent on Friday must return the sign-off sheet by 2:30 on the first day they return to school. Failure to do so could lead to probation-inactive status. The student will be required to continue the sign-off sheet at the discretion of the Athletic Director or Club Advisor.

The Athletic Director or Club Advisor will review each student's progress report. The student will be informed as to what their status is for the following week.

The following actions may be taken by the Eligibility Committee.

1. **Probation-Active** - the student is eligible to participate in all activities but remains on weekly review by the Athletic Director or Assistant Principal.
2. **Probation-Inactive** - the student, if in athletics, may practice with the team (scrimmages are considered practices) but may not participate in any scheduled event(s) for one week. In non-athletic activities, the student would not be allowed to participate for one week.
3. **Eligible** - the student is eligible to participate with no restrictions. Students have the right to appeal all decisions of the Eligibility Committee to the high school Principal.

## **STUDENT CODE OF CONDUCT STUDENT RIGHTS AND RESPONSIBILITIES**

### **RIGHTS OF STUDENTS**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment all students in the Cornwall Central School District are afforded the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability unless suspended from instruction and participation for legally sufficient causes as determined in accordance with due process of law.
- Learn in an environment free from interruption, harassment, discrimination, intimidation and fear.
- Be informed of all school rules, and, when necessary, receive an explanation of those rules from school personnel.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Be guided by a discipline policy which is fairly and consistently implemented.

### **RESPONSIBILITY OF STUDENTS**

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and promotes mutual respect and dignity for all.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Accept responsibility for his or her actions.
- Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
- Respect school property (such as lockers, desks, books, etc.) and grounds and help to keep it free from damage.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Actively discourage inappropriate behavior of other students and report the incidents to the administration.

## **ATTENDANCE**

### **Attendance/Grade Policy**

The Cornwall Central School District and Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused absences will affect a student's grade for the marking period.

At the high school level, any student with more than **twelve** unexcused absences for one-half year course (or a course that meets every other day all-year) or **twenty-four** unexcused absences for a full year course will not receive credit for that course. This includes students receiving HS credit in the following courses at CCMS: French 1R, Spanish 1R, Algebra and Living Environment. However, students with properly excused absences may make up the work for each absence and those excused absences will not count toward the minimum attendance standard.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and email at appropriate intervals prior to the student reaching twelve or twenty-four unexcused absences.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with excused absences are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused absences will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

Students are expected to be in school unless there is a legitimate LEGAL EXCUSE for the absence.

Letters will automatically be sent home when a student is absent or tardy 10 days.

#### **LEGAL ABSENCES**

The following would constitute a legal excuse for absence from school:

- |  |  |
|--|--|
| <b>A Personal illness</b>              | <b>H. Music lessons</b>                |
| <b>B Family illness or death</b>       | <b>I. Impassable roads or weather</b>  |
| <b>C Required court attendance</b>     | <b>J. Religious observances</b>        |
| <b>D Co-op work program (approved)</b> | <b>K. Attendance at health clinics</b> |
| <b>E. Educational visitation</b>       | <b>L. Military obligations</b>         |
| <b>F. Quarantine</b>                   | <b>M. Medical appointments</b>         |
| <b>G Home study (approved)</b>         |  |

#### **PARENT'S ROLE IN ATTENDANCE**

Please call the CCHS attendance office the night before or the morning of your child's absence at 845-534-8009 ext. 5009, or email [hsattendance@cornwallschools.com](mailto:hsattendance@cornwallschools.com). We depend on you to notify us of all absences.

Please remember to give a reason for the absence. A note documenting the absence must be sent to the attendance office the day your child returns to school and must contain the following information:

- a. Full name of student
- b. Dates absent
- c. Reason for absence
- d. Parent or Guardian signature
- e. Phone number for reaching parent/guardian at home and/or work

Students who fail to submit a parent/guardian note for an absence will be considered truant and will receive a zero in each class for the unexcused time until the work is made up. The disciplinary policy for truancy will also be executed.

#### **TRUANCY**

A student's absence without the consent of his parent or guardian is truant, and is subject to disciplinary action.

Students who are repeatedly truant who are below the age of compulsory education may be referred to the Orange County Probation Office as a Person In Need of Supervision (PINS) case.

#### **CUT CLASS POLICY**

The purpose of the cut policy is positive. It is the intention of the professional staff to offer each student a complete education. For this to take place, a student must attend class regularly. When class time is lost, the student misses valuable educational experiences. Teachers cannot instruct students who are not present. Students who are not in class are unable to receive the same quality education as those in attendance. Continuous cutting or truancy is viewed as insubordination and is dealt with accordingly.

A student absent from class without official permission is considered cutting and will be disciplined accordingly.

The following acts are considered cutting class:

- A. Coming to school but not attending class
- B. Leaving school grounds while school is in session without official permission
- C. Obtaining a pass to a specified place but failing to report
- D. When feeling ill going home without permission or staying in the lavatory instead of the nurse's office
- E. Being absent from school without prior written permission from parents

Students who cut a class for a third time may be placed on "contract." A student who continually cuts a class may lose class credit for the course. **A student must maintain an average of 50 or higher to be eligible for summer school.**

**PLEASE NOTE: CCHS does not sponsor or support "cut days" during the school year. Students must be in school unless legally excused.**

#### **TARDY TO SCHOOL**

CCHS tries to instill in each of its students the importance and necessity of being on time for school. Students are tardy if they arrive after the first period bell. A note signed by a parent/guardian indicating the reason for late arrival must be presented at the time a student signs in. If a student is late 3 or more times without a legal excuse, a referral will be generated and detention will be assigned.

#### **LATE TO CLASS**

All students are expected to be on time for class. If you are detained in the office, or by a teacher, students should ask for a pass by the person who detained you before going to your next class. Students entering late without a pass will be subject to disciplinary action.

#### **RELEASE FROM SCHOOL**

All temporary releases from school, whether for a single day or longer, must be sanctioned by the Principal, or his designee.

**Parents are urged to schedule all appointments around the school day. If this is not possible, and you need to sign your child out of school, the procedure is:**

1. The day of the early dismissal, the student must have a signed note from the parent/guardian stating the reason for and time of dismissal.
2. The note must be brought to the attendance office in the morning, before first period, so as not to interrupt the classroom teacher during instructional times during the school day.
3. The student will be given a pass to leave class and must report to the attendance office at the specified departure time.
4. The parent/guardian **must** enter the building to sign their student out. Students will not be released unless this step is followed.

If the student returns to school, he/she must report back to the attendance office to sign in (*no need for the parent/guardian to come back into the school at that time*).

Release from the daily program of the school for activities other than purely academic pursuits is to be granted upon prior approval of the Principal or his/her designated agent, and is consistent with the overall educational plans of the student involved.

#### **SENIOR PRIVILEGE - EARLY RELEASE / LATE ARRIVAL**

It is understood that early release or late arrival is a program privilege and only seniors who meet the following criteria will be eligible to carry a 7 period day:

- Must have written parental permission
- Must carry a minimum of 5.5 credits for the senior year
- May only have late arrival or early release (1st or 8th period - not both)
- Must arrange their own transportation to/from school

Further details can be found in the CCHS Senior Privilege Late Arrival/Early Departure Form.

#### **RELEASE OF A STUDENT WITH DRIVING / PARKING PRIVILEGES**

**Parents and students are urged to schedule all appointments around the school day.** If this is not possible, and your child needs to leave school from his/her assigned parking spot, in his/her own vehicle, the procedure is:

1. The student must have his/her own vehicle registered with the school and legally parked in his/her assigned parking spot.
2. The student must provide a note or email from the parent/guardian stating the reason for and the time of dismissal.
3. Notes must be brought to the attendance office in the morning, before first period, so as not to interrupt the classroom teacher during instructional times during the school day.
4. The parent/guardian and the school attendance office must also communicate via telephone or in person to verify permission. **Both written and verbal permission need to be provided prior to allowing the student to leave.**

Students will be dismissed **ONLY** when all the above mentioned requirements have been met.

If the student returns to school, he/she must report back to the attendance office to sign in. Students are not permitted to drive any other students off school grounds during the school day.

#### **ASSIGNMENTS DURING ABSENCES**

If a student is going to be absent for 3 days or less, generally the most efficient way of obtaining assignments is for the student or parent to email the teacher. If parents know that a student is going to be out for more than 3 days they should contact the student's guidance counselor as soon as possible to request that assignments be provided. Generally, within 24 hours of the request parents can pick up the assignments from the main office.



### **STUDENT DRESS CODE**

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

A student's dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process;
- Footwear that is a safety hazard will not be allowed;
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities;
- Not include clothing that is vulgar, obscene, contains sexual innuendo, is libelous or denigrates others on the basis of sex, race, color, weight, religion or religious practice, creed, sexual orientation, national origin, gender or gender identity, social class or disability;
- Not include sharp accessories, hanging straps or chains
- Not include gang-related and/or what can be interpreted as gang-related apparel.

Students who are not dressed appropriately will be removed from classes until the item is changed.

Repeat offenders will be considered insubordinate and are subject to disciplinary consequences.

### **PROHIBITED STUDENT CONDUCT**

The rules of conduct listed on the following pages are intended to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior, and who violate these school rules, will be required to accept the penalties for their conduct. Disciplinary action, when necessary, will be firm, fair and consistent. This is most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

#### **Discrimination**

Discrimination is the act against any student, by employees or students on school property, or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse of such a severe nature that:

- (a) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
- (b) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct shall include but is not limited to threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex; provided nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a persons' gender that would be permissible under Education Law sections 3201-a or 2854(2)(a) and Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under Section 504 of the Rehabilitation Act of 1973.

**Disorderly Conduct:** Examples include, but are not limited to:

- Running in hallways/classrooms/cafeteria;
- Making unreasonable noise;
- Using language or gestures that are profane, lewd or vulgar;
- Obstructing vehicular or pedestrian traffic;
- Engaging in any willful act that disrupts the normal operation of the school community;
- Trespassing— During the school day, students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building;

- Computer / electronic communication misuse—including any unauthorized use of computers, software or Internet/Internet account, accessing inappropriate websites, or any other violation of the District's Acceptable Use Policy;
- Use of video/audio devices, including cell/camera phones, recorders, digital cameras and other electronic devices unless under the direction of authorized school personnel for the purpose of instructional activities;
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property (includes graffiti);
- Intentionally damaging or destroying school property (includes graffiti);

**Harassment**

Includes the creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior (including verbal threats, intimidation or abuse) may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race;
- Color;
- Weight;
- National Origin;
- Ethnic Group;
- Religion;
- Religious Practice;
- Disability;
- Sex;
- Sexual Orientation; or
- Gender (including gender identity and expression)

**Insubordinate Conduct:** Examples include, but are not limited to:

- Failing to comply with reasonable directions, or otherwise demonstrating disrespect for, teachers, school administrators, or other school employees in charge of students;
- Skipping or disregarding an assigned detention or other disciplinary consequence;
- Forgery of parent permission, or such documents;
- Pass misuse, including forgery of signatures;

**Disruptive Conduct:** Examples include, but are not limited to:

- Deliberately disrupting or preventing the peaceful and orderly conduct of classroom instruction and/or normal operations of the school.

**Violent Conduct:** Examples include, but are not limited to:

- Committing, or attempting to commit, an act of violence upon a teacher, administrator, or other school employee;
- Committing, or attempting to commit, an act of violence upon another student, or any other person lawfully on school property;
- Displaying what appears to be a weapon;
- Threatening to use any weapon or object as a weapon;
- Threatening to cause bodily harm or injury.

**Endangering the Safety, Morals, Health or Welfare of Self or Others:** Examples include, but are not limited to:

- Lying to school personnel and thus endangering the safety of the school building;
- Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function;
- Defamation, which includes making false or inappropriate statements or representations about an individual or identifiable group or individuals that harm the reputation of their persons or group by demeaning them;

- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner;
- Harassment, which includes but is not limited to: bullying, verbal threats, taunting, extortion or any sufficiently severe statement or action or a persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or a reasonable person would perceive as ridiculing or demeaning;
- Sexual harassment, or any action or comment/conduct that any individual may deem as offensive such as inappropriate touching, verbal comments, sexual name-calling, spreading sexual rumors about, gestures, jokes, pictures, blocking the movement of, rape or attempted rape;
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily or psychological harm;
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club or team;
- Selling, using or possessing obscene material;
- Using vulgar or abusive language, cursing or swearing;
- Possessing or using any tobacco product;
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either;
- Inappropriately using or sharing prescription and over-the-counter drugs;
- Possession and/or use of prohibited items on school grounds including pocket knives, lighters, matches, laser pointers, fireworks, smoke bombs, stink bombs, snappers/poppers, weapon facsimiles including fake ammunition, etc.;
- Gambling;
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
- Inappropriate public displays of affection;
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher or fire alarm;
- Tampering with fire alarms or Automated External Defibrillators;
- Subjecting another person to danger by recklessly engaging in conduct that creates substantial risk of injury;
- Unauthorized skateboarders, rollerblading or stunt-bicycle riding on school property.

**Misconduct on a School Bus:** Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior to ensure their safety and that of the other passengers. Excessive noise, pushing, shoving and fighting will not be tolerated.

**Academic Misconduct:** Examples include, but are not limited to:

- Plagiarism;
- Cheating;
- Copying;
- Altering records;
- Assisting another in any of the above areas.

#### **REPORTING VIOLATIONS OF CODE OF CONDUCT**

Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Building Principal or the Superintendent. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

The Building Principal must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal learns of the violation.

#### **CORRIDOR CONDUCT**

Between passing bells students should move to their next class quietly and without delay. No student should be in the halls during class periods without a pass. Such passes should be presented to any teacher or monitor on demand. Be careful not to disturb classes in session.

Corridor conduct excludes running and pushing. For safety purposes, students must always have at least one (1) ear free from obstruction. Walkers should stay to the right and be considerate of others. Public displays of affection are not appropriate in school and will not be tolerated.

#### **CLASSROOM BEHAVIOR**

Teachers have the authority and responsibility to maintain order in the school and classroom. Students who disrupt the learning process or refuse to accept authority will be referred to the administration for disciplinary action.

Disruption of the learning process includes but is not limited to:

- A. Violation of any safety regulations
- B. Use of obscene language or possession of obscene material
- C. Disorderly conduct
- D. Threatening or intimidating a pupil
- E. Defiance of administrators, teachers, or monitors
- F. Forgery
- G. Refusing to serve detention
- H. Fighting
- I. Defacing or destruction of property
- J. Participating in and/or inciting a school disruption
- K. Smoking (including electronic cigarettes), vaping, chewing tobacco, using alcohol or drugs
- L. Vulgarity
- M. Assault
- N. Harassment

#### **ALCOHOL AND DRUGS**

Any student, who is involved in the consumption or possession of drugs or alcohol in school or during a school-sponsored activity, will be disciplined as follows:

1. If the drug has been prescribed by a doctor for the student's consumption during school hours, the medication **MUST** be placed in the health office and the school nurse will monitor its administration. Students who do not follow this requirement will be subject to disciplinary action for possession of drugs.
2. If a student is found to be in possession of alcoholic beverages or illegal drugs on school property, school buses or during a school-sponsored activity:
  - a. The parent will be notified.
  - b. He/she will be suspended out-of-school immediately.
  - c. A referral to the Student Assistance Counselor will be made.
  - d. The Principal will refer the incident to the Superintendent of Schools for a Superintendent's Hearing.
  - e. A police referral will be made.
3. Any student under the influence of drugs or alcohol will be suspended immediately for five days and the parents requested to come and get the student immediately. A Superintendent's hearing may be requested by the Principal.
4. Any student apprehended for possession of drugs or alcohol will:
  - a. Have his/her parents called to come to school immediately.
  - b. Be suspended out-of-school for five days.
  - c. Be turned over to the appropriate law enforcement agency.
  - d. Be brought to a hearing before the Superintendent of Schools for the purpose of a suspension in excess of five days.

#### **DRUG PARAPHERNALIA**

Possession of drug paraphernalia in school, on school property, or at school functions is strictly prohibited and will result in immediate suspension from school.

#### **VAPE PARAPHERNALIA**

Possession of vape paraphernalia in school, on school property, or at school functions is strictly prohibited and will result in immediate suspension from school.

**FALSE ALARM**

Any student involved in "pulling" or reporting a false fire alarm will be automatically suspended out of school for 5 days and reported to the Superintendent of schools, police department, and fire marshal's office for criminal prosecution.

**FIREWORKS, EXPLOSIVE DEVICES, SMOKE BOMBS, NOXIOUS SUBSTANCES, ETC.**

Any and all forms of fireworks, explosive devices, smoke bombs, stink bombs and noxious substances, etc. are strictly prohibited. Any violations of the above will result in appropriate disciplinary action and criminal prosecution actions.

**DIGNITY FOR ALL STUDENTS ACT (DASA)**

*Dignity Act Coordinators for CCHS – Mark Ray and Raul Rodriguez, Asst. Principals*

It is the policy of the State of New York, as set forth in the Dignity for All Students Act ("DASA") as well as federal civil rights statutes, including Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and all subsequent amendments, to afford all students in public schools an environment free from discrimination and harassment.

In order to foster an environment which promotes and supports students' ability to learn and to meet high academic standards in the Cornwall Central School District, the Board of Education is dedicated to ensuring the District promptly addresses any conduct which is inconsistent with the District's educational mission or which detracts from a healthy and positive school climate, including discriminatory or harassing behaviors as defined by the Dignity for All Students Act or related federal civil rights statutes set forth above. Harassment/Discrimination/Cyberbullying against any student by any student will not be tolerated.

**REPORTING AND INVESTIGATING**

Reports of discrimination and or harassment can be filed with School Safety and or a school administrator. In addition to supporting students who are targets of harassment/intimidation/discrimination, individuals who are perpetrators will face consequences as per the district's student code of conduct and applicable Board of Education Policy.

A form for reporting incidents will be made available on the CCSD's website as well as in all administrative offices of the high school.

**DISCRIMINATION**

Discrimination is the act against any student, by employees or students on school property, or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse of such a severe nature that:

- (c) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
- (d) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

**HARASSMENT/CYBERBULLYING**

Includes by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing/discriminating behavior (including verbal threats, intimidation or abuse) may be based on any characteristic, including but not limited to a person's:

- Race
- Color;
- Weight;
- National Origin;
- Ethnic Group;
- Religion;
- Religious Practice;

- Disability;
- Sex;
- Sexual Orientation; or
- Gender (including gender identity and expression)

**GAMBLING**

Gambling, the use of gambling material or the participation in any gambling activity is prohibited. Appropriate disciplinary action will be taken by school officials for violations of this provision. This can include the involvement of law enforcement authorities and/or addiction counseling as well as ordinary school discipline.

**STUDENT SEARCHES AND INTERROGATIONS**

The Cornwall Central School District is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct.

Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

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

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

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

**Lockers, desks, cubbies, etc. are the property of the school district and may be searched at any time.**

CCHS Administration may invite K9 Units and local Law Enforcement Agencies to conduct sweeps of the hallways, bathrooms, common areas, lockers and locker rooms within the building.

**POLICE INVOLVEMENT IN SEARCHES AND INTERROGATION OF STUDENTS**

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

1. A search or an arrest warrant.
2. Probable cause to believe a crime has been committed on school property or at a school function.
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the administrator shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search by the administrator as soon as possible. The administrator will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

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

#### **CHILD PROTECTIVE SERVICES AND INVESTIGATIONS**

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

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

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

#### **WEAPONS**

Use, possession or threat of any form of weapon or imitation weapon is strictly prohibited by all students at all times at any location. The safety of all people is paramount. The possession or use of any weapon, real or imitation will result in automatic suspension from school and appropriate criminal prosecution. Depending on severity, the matter may be referred to the Superintendent of Schools for a hearing and possible additional suspension.

#### **PREVENTATIVE DISCIPLINARY MEASURES**

When it is recognized by any staff member that a student is behaving in a way that indicates potential disciplinary problems, the school will initiate a preventive type of activity. Some suggested preventive intervention procedures would be:

1. Teacher telephone calls to parents/guardians.
2. Teacher conference with parents/guardians.
3. Counseling.
4. Discipline referrals.
5. Referral to Pupil Services.
6. Transfer to an alternative educational program.
7. Change of schedule.

#### **DETENTION**

If a student is assigned detention by a member of the teaching staff he/she is advised to serve the detention promptly; otherwise the number of detention days will increase. Students who have a job after school should realize that, by law, school obligations have priority over employment obligations. Students who fail or refuse to attend a teacher's detention will be referred to the Assistant Principal for administrative detention. Students who attend PM BOCES/CTEC will be expected to attend AM administrative detention or lunch detention. Students who miss the PM BOCES bus will be expected to serve APC and Administrative detention that day.

Administrative Detention Sessions are held daily after school. Students will not be excused from administrative detention. If a student cannot attend detention on a particular day, he/she must have a parental request to be rescheduled.

### **ALTERNATIVE PLACEMENT CENTER/IN-SCHOOL SUSPENSION (ISS)**

In an effort to provide a sound educational solution to the problem of specific negative behavioral traits of some pupils, an Alternative Placement Program will be provided at CCHS as an alternative to out-of-school suspension. This program will attempt to provide both academic assistance and modification to student behavioral patterns so that they will be able to meet normal expectations and responsibilities. Using this format, discipline will then be viewed as a component in the learning process. The Alternative Placement Center (APC) is located in Room A-11.

#### **APC / ISS rules and regulations:**

1. Personal electronic devices are not permitted in the Alternative Placement Center (A-11) and must be turned off and placed with the duty teacher. Failure to do so may result in additional assigned days.
2. Students are to report to the Alternative Placement Center (A-11) at the beginning of first period.
3. Students will be dismissed from APC at the end of the school day. Students scheduled for detention on the same day as APC will be dismissed from APC at the end of the school day and will return to the detention room on time for the scheduled detention.
4. Students who leave the Alternative Placement Center without permission will be suspended out-of-school.
5. Students should bring all class books, chromebook, notebooks, pens and pencils to the APC. Chromebook access will be restricted during assigned APC hours.
6. Students assigned to the Alternative Placement Center will not be permitted out of the room once they arrive at the beginning of first period.
7. Students will be permitted one (1) supervised bathroom break in the morning and one (2) in the afternoon. Exceptions would be for students with documented medical problems.
8. Students will eat lunch in the APC. A cold sandwich lunch will be available for student purchase during APC. Alternatively, students may bring a cold sandwich lunch from home. Students will not be permitted to snack throughout the day.
9. Students will not be given the opportunity to communicate with other students during their time in the Alternative Placement Center. They will spend their time doing all assignments from their classes as well as work assigned by the APC coordinator.
10. Students who do not cooperate fully with the rules and regulations will be required to repeat the APC experience until they complete their assignment. Disruptive students will be suspended from school.
11. Students will not be allowed to participate in extracurricular activities or attend athletic and extracurricular events after school or in the evening, including weekends, until their APC obligation/assignment is complete.
12. Absent students will have their APC day reassigned to the next day they are in attendance.

### **TEACHER REMOVAL OF DISRUPTIVE STUDENTS**

The Cornwall Central School District has determined that certain acts of misconduct interfere with instruction and/or safety and welfare of students and staff. Although some incidents of misconduct may require removal from the classroom or suspension from school, efforts will be made to deal with misconduct without removal from the classroom or suspension from school. This is in keeping with the District goal of avoiding consequences that interrupt or interfere with learning. However, no child will be allowed to continue disrupting the instruction of the class or interfering with the safety of the school, its staff, students and visitors.

Time honored classroom management techniques such as speaking to a student in the hallway, short term time out in a classroom, or sending a student to the counselor or the Principal to give a student the opportunity to regain his/her composure do not constitute disciplinary removals for purposes of this code.

In accordance with the provisions of the SAVE Legislation, teachers shall have the authority to remove a student from their classroom for up to 5 days whenever the student *substantially disrupts* the educational process or substantially interferes with the teacher's authority over the classroom. "*Substantially disruptive*" shall mean that the course of instruction has to be discontinued more than momentarily such that it breaks the continuity of the lesson. To address the disruptive conduct of the



student who “*substantially interferes*” with the teacher’s authority over the classroom shall mean that: the student has been insubordinate to the teacher in the presence of the class and has failed to obey the at least two of the teacher’s directives to cease and desist.

If the disruptive student does not pose a danger or ongoing threat to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger to himself or others, the teacher may order the student to be removed immediately and the student should be referred to the administration. If the student presents an ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours. Notwithstanding the above, in light of circumstances that warrant suspension, a Principal’s suspension for substantially disruptive behavior may be implemented, in addition to, or in lieu of, removal of the student from the classroom by the teacher.

Prior to a teacher’s removal of a disruptive student, the teacher shall:

- Speak to the student about the inappropriateness of the disruption;
- Warn student of the consequences of the disruption;
- Contact parents about the disruption;
- Assign a consequence for disruption.

As a pattern of disruption emerges, the teacher:

- Will utilize building level resources and interventions;
- Refer to appropriate staff (counselor, administrator, psychologist);
- Verifies with CSE member/ PPS administrator that a removal will not violate the rights of the classified student;
- Warns student and contacts parent regarding the removal upon the next incident.

The following procedures will be followed when implementing a removal:

Step 1:

The teacher must confront the student in class (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal to inform the student of the reason(s) for the removal.

Step 2:

Prior to removal from the classroom (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal), the teacher shall inform the student of the basis for the removal and allow the student to informally present his/her version of the relevant events.

Step 3:

The teacher must complete a district-established disciplinary removal form. He/she must meet with the Principal or his/her designee as soon as possible, but no later than the end of the day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Step 4:

The building Principal or designee must inform the student’s parent of the removal and the reasons therefore within 24 hours of the student’s removal.

Step 5:

Upon request, the student and his/her parent must be given the opportunity for an informal conference with the Principal or designee to discuss the reasons for removal. If the student denies the charge(s), the Principal or designee must provide an explanation of the basis for the removal. The student and/or his/her parent will be given the opportunity to present the student’s version of the relevant events within 48 hours of the student’s removal.

Step 6:

The Principal’s/designee’s determination on whether or not to support the teacher’s removal of the student shall be made by the close of business on the day succeeding the 48-hour period for the informal Principal’s removal conference. The teacher who initiates the removal may be required to attend the Principal’s conference at the Principal’s discretion.

The District shall provide continued educational programming and activities for students who are removed from their classrooms. An appeal brought by the parent, or student over the age of 18, of a Principal removal decision must be presented to the Superintendent of schools prior to any further appeal.

**OUT-OF-SCHOOL SUSPENSION**

Students who violate school rules and regulations are subject to suspension from school for a period not to exceed five (5) days. This applies to violations during the instructional day, on school grounds, on school buses and at a school sponsored event. Suspension in excess of five days may be recommended from a Superintendent's Hearing.

Parents and guardians have the legal responsibility for the behavior of their children. Parents/Guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.

**SUPERINTENDENT'S HEARING**

Students who violate the code of conduct by committing serious infractions may be referred, by the principal, to a superintendent's hearing. The purpose of this procedure is to consider a consequence beyond building level discipline.

The following infractions will automatically be referred for superintendent's hearing:

1. Weapons possession
2. Weapons use
3. Alcohol/Drug possession
4. Arson

In addition to the list above, any violation wherein a consequence beyond building level discipline is deemed appropriate will be referred to a superintendent's hearing. This right will be exercised at the discretion of the principal.

Any and all penalties imposed in a given case will depend on the facts of the case, including but not limited to the age and maturity of the student involved, the context in which the act occurred, the severity of the infraction, the reason proffered for the act, and the student's anecdotal record.

**CCSD High School Infraction Chart**

<b>OFFENSE</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
ACADEMIC DISHONESTY / TESTING VIOLATIONS / PLAGIARISM	Admin. Detention & Loss of Credit / Zero	Admin. Detention 2 DAYS & Loss of Credit / Zero	ISS & Loss of Credit / Zero	ISS & Loss of Credit / Zero
ASSAULT	Possible referral to Law Enforcement, 5 OSS, Supt. Hearing	Possible referral to Law Enforcement, 5 OSS, Supt. Hearing	Possible referral to Law Enforcement, 5 OSS, Supt. Hearing	Possible referral to Law Enforcement, 5 OSS, Supt. Hearing
CONGREGATING: In lavatories, specifically when more than one student are discovered in the same stall together	Admin. Detention 1 DAY	Admin. Detention/ISS	ISS / OSS	ISS / OSS
CREATING DANGEROUS SITUATION OR SAFETY HAZARD	ISS or OSS	OSS	OSS	OSS
CUTTING CLASS	Admin. Detention 1 DAY	Admin. Detention 2 DAYS	ISS	ISS
DESTRUCTION OF OR DEFACING SCHOOL PROPERTY	Detention or ISS & Restitution	ISS & Restitution	ISS & Restitution	ISS & Restitution
DISORDERLY CONDUCT	Detention, ISS or OSS	Detention, ISS or OSS	ISS or OSS	ISS or OSS
DISRESPECT TO OTHERS	Admin. Detention	Admin. Detention / ISS	ISS	ISS or OSS
DISRUPTIVE BEHAVIOR	Admin. Detention or ISS	Admin. Detention or ISS	ISS	ISS or OSS

DISTRICT A.U.P. VIOLATIONS / USE OF ELECTRONIC DEVICES	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
FAILURE TO FOLLOW ATTENDANCE PROCEDURES	Warning	Warning or Admin. Detention	Admin. Detention	Admin. Detention/ISS
FAILURE TO ID SELF WHEN REQUESTED	Admin. Discretion	Admin. Discretion	Admin. Discretion	ISS or OSS
FIGHTING	OSS, Mediation and/or Counseling	OSS, Mediation and/or Counseling	OSS, Mediation and/or Counseling	OSS, Mediation and/or Counseling
FORGERY	Zero Grade & Admin. Detention	Zero Grade & ISS	Zero Grade & ISS	Zero Grade & ISS
GAMBLING	Admin. Detention	Admin. Detention	Admin. Detention/ISS	ISS
HARASSMENT / DISCRIMINATION / CYBERBULLYING	Detention or ISS / OSS, Counseling Referral	Detention or ISS / OSS, Counseling Referral	ISS / OSS	OSS
INAPPROPRIATE DRESS	Replace Clothing w/ Appropriate Dress	Replace Clothing w/ Appropriate Dress Admin. Detention/ISS	Replace Clothing w/ Appropriate Dress Admin. Detention/ISS	Replace Clothing w/ Appropriate Dress Admin. Detention/ISS
INAPPROPRIATE LANGUAGE / GESTURES	Admin. Detention or ISS	Admin. Detention or ISS	ISS	ISS

INCITING VIOLENCE / MENACING: Verbally or otherwise encouraging someone else to participate in a physical or verbal altercation.	ISS / OSS	OSS	OSS / Supt. Hearing	OSS / Supt. Hearing
INSUBORDINATION	Detention, ISS or OSS	ISS or OSS	ISS or OSS	ISS or OSS
INVASION OF PRIVACY: Recording, transmitting, information, photographs or videos	ISS	ISS / OSS	OSS	OSS/Supt. Hearing
LATE TO CLASS	Warning & call home by teacher	Teacher Detention & call home by teacher	Admin. Detention	ISS
LATE TO SCHOOL	Warning	Admin. Detention 1 DAY	Admin. Detention 2 DAYS	ISS
LEAVING GROUNDS WITHOUT PERMISSION	ISS	ISS	ISS	OSS
MISREPRESENTATION / FALSE REPORT	Admin. Detention 2 DAYS	ISS	ISS	ISS / OSS
MISSING ADMINISTRATIVE DETENTION	ISS	ISS	ISS	ISS
MISSING CTEC BUS	Warning	ISS & Admin. Detention same day	ISS & Admin. Detention same day	ISS / Review of BOCES Placement
MISSING TEACHER DETENTION	Warning & reschedule w/ call home by teacher	Admin. Detention 1 DAY	Admin. Detention 2 DAYS	ISS
MISUSE OR UNAUTHORIZED PARKING	Admin. Detention 2 DAYS	ISS	ISS / Vehicle Towed at Student Expense	ISS / Vehicle Towed at Student Expense

OTHER	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
POSSESSION OF A WEAPON	OSS/Possible Referral to Law Enforcement, Supt. Hearing	OSS/Possible Referral to Law Enforcement, Supt. Hearing	OSS/Possible Referral to Law Enforcement, Supt. Hearing	OSS/Possible Referral to Law Enforcement, Supt. Hearing
USE OR POSSESSION OF ALCOHOL / DRUGS / SYNTHETIC DRUGS / DRUG PARAPHERNALIA	Possible referral to Law Enforcement, 5 days OSS, Referral to S.A. Counselor, Supt. Hearing	Possible referral to Law Enforcement, 5 days OSS, Referral to S.A. Counselor, Supt. Hearing	Possible referral to Law Enforcement, 5 days OSS, Referral to S.A. Counselor, Supt. Hearing	Possible referral to Law Enforcement, 5 days OSS, Referral to S.A. Counselor, Supt. Hearing
USE OR POSSESSION OF CHEWING TOBACCO, CIGARETTES OR VAPING PARAPHERNALIA	2 DAYS ISS & Referral to S.A. Counselor	2 DAYS ISS & Referral to S.A. Counselor	OSS & Referral to S.A. Counselor, Supt. Hearing	OSS & Referral to S.A. Counselor, Supt. Hearing
STEALING	ISS or OSS	OSS	OSS	OSS
THREATENING BEHAVIOR	ISS / OSS	ISS / OSS	ISS / OSS	ISS / OSS
THREATENING / VULGAR LANG. DIRECTED AT STAFF MEMBER	ISS / OSS	ISS / OSS	OSS	OSS
TRUANCY	ISS	ISS	ISS	ISS
UNAUTHORIZED LOCATION	Warning	Admin. Detention 1 DAY	Admin. Detention 2 DAYS	ISS
UNDER THE INFLUENCE OF ALCOHOL / DRUGS / SYNTHETIC DRUGS	5 DAY OSS, Referral to S.A. Counselor	5 DAY OSS, Referral to S.A. Counselor	5 DAY OSS, Referral to S.A. Counselor	5 DAY OSS, Referral to S.A. Counselor

UNSAFE DRIVING	Admin. Detention or ISS & Loss of Parking Privilege	ISS & Parking Revoked	OSS & Parking Revoked	OSS & Parking Revoked
USE OF CELL PHONES: or personal electronic devices to take pictures or videos of the school building, property, faculty and staff or other students.	Detention	Detention/ISS	ISS/OSS	OSS/Supt. Hearing
VISIBLE OR AUDIBLE CELL PHONE: in classroom without teacher permission:	Parental Notification by teacher	Detention	Detention/ISS	ISS/OSS

Note: This code is used as a guideline. The Principal may alter the offense categories or disciplinary consequences as necessary.

Note: Offenses that are a violation of law will be referred to the police and other appropriate authorities.

Note: Offenses of a serious nature will be referred to a Superintendent's Hearing at the discretion of the Principal.

Note: Any ISS/OSS will result in loss of privileges as per other contracts (ie. parking, athletics, clubs, etc.).

Note: Student discipline will be reviewed to determine eligibility to attend/participate in school sponsored events.

Note: "School Grounds" extends to any school sponsored events.

**APPENDIX B: WHOM TO SEE FOR WHAT**


Academic Problems .....	Teacher
	School Counselor
Activities Information .....	CCHS Website
	Activity Advisor
Athletic Questions .....	Athletic Director
Attendance Issues .....	Attendance Office
Behavior Problems .....	Mr. Ray (E-wing)
	Mr. Rodriguez (D-wing)
Bus Information .....	Main Office
Bus Passes .....	Main Office
Career Information .....	School Counselors
College Information .....	School Counselors
Graduation Questions .....	School Counselors
Guests at School Dances .....	Mr. Ray
	Mr. Rodriguez
Library .....	Ms. Daniels
Locker Problems .....	AP Offices
Lost and Found .....	Security/Greeter
Medical Problems .....	Nurse's Office
Parking Permit .....	Mrs. Pecoraro (E-wing)
	Security
Transcripts .....	School Counselors
Working Papers .....	Main Office

Student Administrative Assignments

Mr. Ray - 10<sup>th</sup> & 12<sup>th</sup> Grade Students (E-wing)  
 Mr. Rodriguez - 9<sup>th</sup> & 11<sup>th</sup> Grade Students (D-wing)



**APPENDIX C: BELL SCHEDULES**

<u>Regular Day Schedule</u>	<u>2-Hour Delay Schedule</u>	<u>Early Release Schedule</u>	
Warning Bell.....7:18	Warning Bell.....9:18	Warning Bell.....7:18	 <p><b>PLEASE NOTE: A BELL SIGNALS THE END OF EACH PERIOD. STUDENTS ARE ALLOWED TO LEAVE THE CLASS ONLY WHEN GIVEN PERMISSION BY THE TEACHER.</b></p>
P. 1.....7:23-8:11	P. 1.....9:23-9:56	P. 1.....7:23-7:41	
P. 2.....8:15-9:02	P. 2.....10:00-10:32	P. 2.....7:45-8:02	
P. 3.....9:06-9:53	P. 3.....10:36-11:08	P. 3.....8:06-8:23	
P. 4.....9:57-10:44	P. 4.....11:12-11:44	P. 4.....8:27-8:44	
P. 5.....10:48-11:35	P. 5.....11:48-12:20	P. 5.....8:48-9:05	
P. 6.....11:39-12:26	P. 6.....12:24-12:56	P. 6.....9:09-9:26	
P. 7.....12:30-1:17	P. 7.....1:00-1:32	P. 7.....9:30-9:47	
P. 8.....1:21-2:08	P. 8.....1:36-2:08	P. 8.....9:51-10:10	
Bus Leaves.....2:15	Bus Leaves.....2:15	Bus Leaves.....10:15	
AM CTEC Bus – 7:23	AM CTEC – cancelled	AM CTEC – as usual	
PM CTEC Bus – 11:50	PM CTEC – students released at 11:30 from classes for lunch. Bus leaves at 11:50.	PM CTEC – cancelled	

<u>3-Hour Delay Schedule</u>	<u>1-Hour Delay Schedule</u>	<u>AM Spirit Day Schedule</u>	<u>PM Spirit Day Schedule</u>
Warning Bell.....10:18	Warning Bell.....8:18	Warning Bell.....7:18	Warning Bell.....7:18
P. 1.....10:23-10:57	P. 1.....8:23-9:07	<b>Spirit Period...7:23-8:08</b>	P. 1.....7:23-8:04
P. 2*...11:01-11:35 (p. 3*)	P. 2.....9:11-9:50	P. 1.....8:12-8:53	P. 2.....8:08-8:49
P. 4..11:39-12:13 (lunch)	P. 3.....9:54-10:33	P. 2.....8:57-9:38	P. 3.....8:53-9:34
P. 5..12:17-12:51 (lunch)	P. 4.....10:37-11:16	P. 3.....9:42-10:23	P. 4.....9:38-10:19
P. 6...12:55-1:29 (lunch)	P. 5.....11:20-11:59	P. 4.....10:27-11:08	P. 5.....10:23-11:04
P. 7*....1:33-2:08 (p. 8*)	P. 6.....12:03-12:42	P. 5.....11:12-11:53	P. 6.....11:08-11:49
Bus Leaves.....2:15	P. 7.....12:46-1:25	P. 6.....11:57-12:38	P. 7.....11:53-12:34
AM CTEC – cancelled	P. 8.....1:29-2:08	P. 7.....12:42-1:23	P. 8.....12:38-2:08
PM CTEC – students released at 11:30 from classes for lunch. Bus leaves at 11:50.	Bus Leaves.....2:15	P. 8.....1:27-2:08	<b>Spirit Period...1:19-2:08</b>
<b>*3-hr delay days will follow a 6 period day. The missed periods (3 &amp; 8) will rotate with periods 2 &amp; 7 each time we use a 3-hr delay. Seniors with early release will <u>only</u> have it on days scheduled with a period 8. Letter day will repeat the following day.</b>	AM CTEC – cancelled	Bus Leaves.....2:15	Bus Leaves.....2:15
	PM CTEC – students released at 11:30 from classes for lunch. Bus leaves at 11:50.	AM CTEC – as usual	AM CTEC – as usual
		PM CTEC – as usual	PM CTEC – as usual
		Any CTEC students wishing to participate in Spirit Day should fill out a Z-Day form & submit it with their CTEC instructor.	Any CTEC students wishing to participate in Spirit Day should fill out a Z-Day form & submit it with their CTEC instructor.
		CTEC buses & instruction continue as usual despite Spirit Day.	CTEC buses & instruction continue as usual despite Spirit Day.