

Franklin Academy and Prattsburgh Central School



2023-2024
Student Handbook

www.prattsburghcsd.org



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Pledge of Allegiance to the Flag

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all."

Alma Mater

In a quiet shady valley
Glorious to view
Stands our noble alma mater
Dear old Franklin true,
Lift the chorus ever onward
To the green and white
Hail to thee our alma mater
'Tis for thee we fight.

Forward

The material contained in this handbook will inform students and parents about Prattsburgh Central School and will assist in making school-related decisions throughout the year. Students must recognize the importance of education in preparing to live in the complicated and ever-changing society of today. Furthermore, students must never forget that education serves as the key to unlocking the many doors in their future.

The administration and teachers wish to help our students reach their highest individual potential. We encourage our students to take their studies seriously, take part in student activities, and accept the responsibilities and obligations of good school citizenship.

Nondiscrimination

The Prattsburgh Central School does not discriminate on the basis of gender in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

Rehabilitation Act/ADA

Pursuant to The Individuals with Disabilities Act/Section 504, students with disabilities have the right to take part in, have access to, and receive benefits from public education programs without discrimination because of disability. Students with disabilities also have the right to a free and appropriate public education.

This includes the right to be educated with nondisabled students to the maximum extent appropriate and the right to have the school district make reasonable accommodations to allow an equal opportunity to participate in school and school-related activities, including extracurricular activities. Students with disabilities have the right to be educated in facilities and receive services comparable to those provided to nondisabled students. These students shall receive appropriate regular or special education and related aids and services if they are found to be eligible under Section 504 of the Rehabilitation Act/ADA.

Mission Statement: Franklin Academy and Prattsburgh Central School

Mission Statement:

Prattsburgh Central School's mission is to create a life-long atmosphere of learning through a partnership with parents and the community to build a challenging, yet caring, learning environment. All students will achieve their highest individual potential while recognizing their diverse academic and socioeconomic backgrounds. We are committed to student success both as learners and as people, promoting and developing productive, culturally aware members of society through innovation and respect for the importance of tradition.

Vision Statement:

As the Prattsburgh Central School District, we are committed to establishing a student-centered culture which focuses continually on excellence in teaching and learning. This is a district where high expectations, diligent effort on the part of all, and shared responsibility for success serve as cornerstones for our high performance.

Our students will benefit from a safe and welcoming environment. Teachers and support staff take pride in continually developing those skills and competencies which will help our students succeed. Our parents will be encouraged and assisted as we seek to include them as true partners in the education of their children. Administrators will clear the way for attention and focus on the achievement of our students as they set direction strategically for the district.

The Prattsburgh Central School District believes in its community. We embrace the challenges and opportunities available as each learner walks through our doors and know ultimately, that this experience will make a difference, for life, for our children.

District Personnel

Board of Education

Mr. Joel Sanford- President
Mrs. Stephanie Randall - Vice President
Mr. Joseph Castrechino
Mr. Brian Chaffee

Administration

Mr. Kory Bay - Superintendent
Mrs. Erin Peck- PK-12 Principal
Mr. Kelley Louthan Prek-12 Asst.
Principal
Mrs. Penny Kephart CSE Chair/Curr.

Guidance Counselor

Mrs. Aimee Bristol

Athletic

Director

Miss Brianna Sick

Family Worker/Special Ed

Secretary Mrs. Amy Shick
Miss Emma Jiusto School Nurse
607-522-6206

Secondary Faculty

Miss. Elizabeth Baxter-High School Sp. Ed.

Mr. Calen Bowser - Jr./Sr. High Science
Mr. Brad Burd - Jr./Sr. High Social Studies
Mr. Jon Carpenter - Special Education
Mr. Cody Clement - Jr./Sr. High Science/Sp. Ed.
Ms. Melinda Ditzell - Jr./Sr. High English
Mrs. Andrea Elward - Agriculture Science/FFA
Advisor
Mrs. Sarah Peck - Spanish
Mr. David Grace - Jr./Sr. High Business/ Soc. St..
Mr. Ted Haydon - Jr./Sr. High English
Mr. Curtis James - Jr./Sr. High Math/Computers
Mr. Robert Mills-Jr. high Math/Robotics
Mrs. Laura Moore - Chorus/Band
Mrs. Amanda Mullen - Library Media Sp. Ed.
Ms. Brooke Pevear - Art
Mr. Thaddeus Snaith - Jr./Sr. High Math/Special
Ed. Driver Ed.
Mr. Andy Ratchford-Physical Education
Mr. Craig Smith - Jr./Sr. High Social Studies/
English
Mr.Karl VanAmburg-Physical Education/Health

Office Staff

Mrs. Roxanne VanAmburg - District Office Clerk/Accts.
Mrs. Cassie Kennard- PreK-12 School Secretary
Mrs. Tammy Robbins-Office Staff

Elementary Faculty

Mrs. Patty Barkalow- Kindergarten
Mrs. Lori Clark - Pre-Kindergarten
Mrs. Christina Edwards - RTI
Mrs. Wendy Hall-Grade 1
Mr. Jeffrey Herrick - Science
Mrs. Leanne Hindle-Grade 2
Miss. Korynne House-Grade 3
Mrs. Jodi Howard - Vocal/Band
Ms. Sandy Lewis - Grade 3
Mrs. Courtney Owens-Special Ed.
Ms. Brooke Pevear - Art
Mrs. Kelly Pinckney - RTI
Mrs. Isabelle Schimmel-Grade 2
Mrs. Susan Sorensen - RTI
Mr. David Stein-Grade 5
Mrs. Joanne Stuck-Grade 4
Mrs. Trista Sullivan - Special Education

Mrs. Marisha Tones-PreK
Miss Sophia Uczen-Grade 4
Mr. Nate Underhill-Grade 1
Miss Emylee Yusko-Grade 1

BOCES

Mrs. Stacey Nadjadi - Food Service
Manager
Ms. Kristine Miller - Speech Therapist
Mrs. Annie Almekinder - Technology
Support/TIR
Mrs. Kate Paterson - Career Development
Miss Olivia Sunzeri - School Psychologist

Cafeteria

Mrs. Tina Hoad -Supervisor
Mrs. Karen Chandler
Mrs. Tracey Hubbard
Mr. Cameron Smith
Mrs. Robin Wright

School Support Staff

Mrs. Linda Alaimo
Mrs. Charlotte Burdick
Mrs. Deb Calderwood
Mrs. Tina Gettings

Mrs. Esther Glick

Mrs. Karla Hoad
Miss Molly Jensen

Mr. Timothy Kasser
Miss Shylynn Nelson
Mrs. Jessica O'brachta
Mrs. Deb Quigley
Mrs. Bridget Robbins
Mrs. Michelle Schlesing

Custodial Staff

Mrs. Sheila Gutow-cleaner

Ms. Brenda Button-cleaner
Mr. Garret Brush-cleaner
Miss Chris Brush-cleaner

Mr. Joe Campbell Bldg.
Maintenance Manager

Transportation(607-522-4659)

First Student

Mr. Terry Moore - Manager

Class Advisors

2024 C. Edwards&C. James
2025 T. Sullivan & B.Burd
2026 B.Pevear &T. Snaith
2027 J. Herrick & P. Barkalow
2028 J. Carpenter & L. Clark
2029 M. Ditzell & C. Smith
2030 C. Clement & K House

If your child will be absent, please call the school attendance number: 522-6206 anytime before 9:00 a.m. Please dial 522-3795 for all other calls.

2023-2024 School Calendar

Aug. 30 & 31 Conference days

Sept. 4 Labor day

Sept. 5- School Opens

Oct. 9 - Columbus Day

October 20-Conference day

Nov. 10- Veterans Day Observance

Nov. 22-24- Thanksgiving Observance

Dec. 22-Jan. 1 - Winter Recess

Jan. 15 - Martin L. King Jr. Birthday

Jan. 29 - Supt. Conference Day

Feb. 19-23- Mid Winter Recess

March 18 - Supt. Conference Day

March 29-April 1-Easter Break

April 22-26 - Spring Recess

May 27 - Memorial Day

June 19-Juneteenth

June 24 - Graduation

Section I

Student Bill of Rights

Symbolic

Students have the right to wear or display buttons, arm bands, flags, decals and other badges of symbolic expression, where the manner or expression does not materially intrude upon the orderly process of the school and the rights of others.

Distribution of Literature

School authorities may regulate the time, manner, place, and duration for distributing literature on the school grounds. School authorities may regulate the content of literature to be distributed only to the extent necessary to avoid material found to be obscene or detrimental to the orderly operation of the school.

Search

Public school authorities have a special responsibility and correspondingly broad power to control school grounds. School officials have a right to search a student where sufficient cause exists. The special responsibility of school officials permits a wider latitude for finding cause for search than would be applied to an adult or any person outside the school. School officials may search a student's locker upon reasonable suspicion and need not obtain the student's consent.

Police

(Normal Access) - Police may enter the school if a crime has been committed, if they have a warrant for an arrest or a search, or if they have been invited by school officials. The police may search a student or his/her locker if they have a valid warrant or if they have "probable cause" to believe that the student is in possession of contraband. When police are permitted to interrogate students in school, the students must be afforded the same rights as they have outside the school. They also must be informed of their legal rights, may remain silent if they so desire, and must be protected from coercion and illegal restraint.

Availability of Student Records

Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student. A parent or legal guardian is entitled to inspect the student's cumulative record. At the time of inspection, it is recommended that appropriate school personnel be present in order to assist in the interpretation of the records and to answer such questions as may arise. A student who is either 18 or who is attending a post-secondary institution is given the rights previously afforded his/her parents. Upon student transfer to another district, Federal regulations require that all academic, attendance, and student disciplinary records related to a suspension or expulsion must be forwarded to the new school district.

Access to Student Records

Under the Family Educational Rights and Privacy Act (FERPA), parents and students more than 18 years of age have a right to inspect and review their child's records or to request the amendment of records believed to be inaccurate or misleading. Student records are private unless the parent or student older than 18 consents to disclosure of personally identifiable information (FERPA authorizes disclosure of personal information without consent in limited circumstances, such as criminal investigations).

School Newspapers

Publications such as school newspapers should reflect the policy and judgment of the student editors. Students have the responsibility to refrain from libel and obscenity, and to observe the normal rules for responsible journalism. Within these bounds, student newspapers are as free as other newspapers to report the news and to editorialize.

Student Speech

Freedom of speech is guaranteed to all Americans by the U. S. Constitution. This freedom is a right of all students and shall not be disregarded. However, the constitutional guarantee does not include the license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights to those who disagree with a given point of view.

Student speech may be subject to disciplinary action or restrictions imposed by school officials if such speech:

- a.) Is slanderous; i.e. spoken maliciously or without regard of the truth of assertion;
- b.) Clearly and immediately incites others to damage property or physically harm others;
- c.) Materially and substantially interferes with the normal operation of the school.

Equal Access

The Prattsburgh Central School District, upon the direction of the Board of Education, shall grant equal access to student groups who wish to meet for religious, political or philosophical purposes within the school building under the following conditions:

- a.) The student religious activity is student-initiated and student led.
- b.) That school administrators are satisfied normal school procedures regarding maintenance of order and discipline are met;

c.) The activity is held after the instructional day is over, as are all other non-curricular related activities;

d.) Non-school persons may not direct, conduct, control or regularly attend activities of these groups;

e.) The school or its employees may not sponsor, promote, lead or participate in the meeting.

Pupil Participation in Political Activities

To promote good citizenship, active participation in government at all levels, and critical judgment in making political decisions as a member of a democratic society, Prattsburgh Central School shall encourage exposure of its students to political viewpoint and candidates and literature of all major parties and persuasions. Such exposure will be designed to help students understand local and national problems, distinguish among social issues, voice opinions, and vote intelligently.

To assure the aforementioned objectives, all requests for pupil participation in political activities will be subject to the approval of the Superintendent of Schools. For further information, please contact the PreK-12 Principal.

Title IX Regulations

Prattsburgh Central School does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Any questions covering Title IX regulations may be made directly to the PreK-12 Principal.

When You Have A Concern

Sometimes parents and/or community members may have a concern about a specific situation or a certain facet of the school. It is the aim of the entire district to address and resolve these concerns in a timely manner by working through a process which ensures ample opportunity for an appropriate solution.

The following four sequential steps ensure ample opportunity for concerns to be addressed and ensure that problems are resolved by the school personnel most directly involved.

1.) When concerns about an issue or problem at school arise, they are often the result of miscommunication or lack of information. Usually these concerns can be rectified by working directly with the source of the issue, in most cases the teacher, bus driver, coach, etc. Parents are encouraged to talk to the school personnel directly involved first.

2.) When these concerns cannot be resolved at the personal level, the Principal or other supervisor may become involved. In most instances, issues can be addressed by this building level administrator who will work with all parties and who has the authority to make directives.

3.) In certain circumstances, an issue may still not be resolved at the building level. In these instances, the Superintendent of Schools may become involved as the next step in resolving a complaint or concern. In most situations, the Superintendent will review existing facts on the matter but also may request further information. The Superintendent has the authority to make binding decisions within the framework of existing school policy.

4.) The final step in addressing public concerns at the school district level is the Board of Education. Typically the Board of Education will only officially hear complaints after they have gone through the appropriate chain of command or upon request of the Superintendent. Per district policy and state guidelines, the Board of Education may or may not elect to hear public comment on an issue and the board may limit the amount of time for public comment as they deem necessary. Requests to speak before the Board of Education or requests for Board of Education review should be forwarded to the District Clerk at least one week prior to a scheduled Board of Education Meeting. The Board may request information in writing prior to reviewing any concern.

Section II

Information on Telephone System (522-3795) -

In order to serve you better and forward your calls to the appropriate personnel in a more direct fashion, Prattsburgh Central School has implemented an automated telephone system.

Telephone - Students may use only the phone located in the main office. No incoming student calls will be accepted. Telephone messages for students will only be taken in the case of an emergency.

Flag Salute - A daily pledge to the flag is required. Students may not interfere with the rights of others to salute the flag.

Morning Announcements - Announcements are emailed to teachers to inform both the students and faculty of pertinent school-related information. Announcement request sheets are available in the main office for faculty and student use. Student announcement request forms must be signed by the teacher or advisor before they are submitted to the main office. These sheets should be turned in to the office by 3:00 p.m. on the day preceding the announcement. The only exception will be the scores from athletic events and other competitions, which should be in by 8:00 a.m.

Textbooks/Devices - At the beginning of the year, pupils are loaned textbooks or devices by the school district. These must be diligently cared for and returned at the end of the school year. Any loss or mutilation, except in normal wear, will be paid for by the student to whom the material was assigned.

Lost and Found - Lost books and any items of value such as jewelry, money, etc. may be found in the student office. All items of clothing may be found in the nurse's office. Gym-related paraphernalia such as shorts, sneakers, towels, etc. may be found in the gym office.

Student Drivers - For reasons of safety and liability, student drivers are not permitted to transport fellow students to any school-sponsored activity. Examples of such activities would include, but are not limited to the following: PCS Ag/Tech Center, Sporting Events, Field Trips, BOCES Vocational Center and Class Activities.

Upon request and completion of appropriate written application, special permission may be granted for students to drive their vehicles to the BOCES Vocational Center.

Working Papers - Employment certificates issued by the State Education Department are required for all employed minors under 18 years of age with three exceptions:

- 1.) Children already 16 who work on a farm
- 2.) Children 12 or over working for their parents or doing other work not connected with business.
- 3.) Children 14 or over in caddy services, babysitting, household chores or yard work.

Students requiring working papers may secure applications from the main office during the school day.

Attendance

We are proud of our attendance rate and have set forth the following expectations that promote excellent attendance.

We believe that the first step in receiving a quality education is to be in school on a daily basis. Simply, our teachers time and our community tax dollars are spent to service our students during the school day. We cannot teach our students if they are not in school. In cases where absenteeism and/or tardiness is having a negative effect on a student's academic performance and steps by the school and/or parents are not correcting the problem, legal authorities may be involved.

It should be noted that schools are regularly contacted by employers and colleges regarding student attendance. These institutions consider attendance heavily in employment and college acceptance decisions.

Absence - At Prattsburgh Central School, all students are required to attend their classes and study halls. Students do not have a choice of attending or not attending classes. Students are held academically accountable for all work missed. Unexcused absences will affect a student's classroom participation grade.

Tardiness - Students are expected to be on time to all classes and study halls. Students who arrive late to school must report to the main office with a signed valid excuse from their parents. The classroom teacher will deal with students late for classes during the day. Being late to class for an invalid or unexcused reason will affect a student's classroom participation grade.

Absence for Legal/Health Appointments

Periodically, students are absent from school for a portion of the school day in order to attend legal appointments or appointments with health professionals. In order for these appointments to be classified as excused and allow participation in extracurricular activities, students must present a signed slip from the legal or health professional's office.

Regular attendance at school is necessary for a student to receive maximum educational benefits. If your child will be absent, please call the School Attendance Number at (607) 522-6206 any time before 8:00 a.m. and leave a message.

Students are responsible to make up all class assignments and tests missed during their absence. It is required that students report to their first period class by 8:03 a.m. A student arriving after 8:06a.m. will be considered tardy and will not be admitted to class without a pass from the office. The only exception to this rule will occur when a general announcement is made over the public address system requesting teachers to admit students to class without a pass. An example of this situation would be the late arrival of a bus.

Time Schedule

| | |
|------------|------------------------|
| Homeroom | 7:55-8:06 a.m. |
| 1st Period | 8:06-8:48 a.m. |
| 2nd Period | 8:51-9:33 a.m. |
| 3rd Period | 9:36-10:18 a.m. |
| 4th Period | 10:21-11:03 a.m. |
| 5th Period | 11:06-11:48 a.m. |
| 6th Period | 11:51 a.m. -12:33 p.m. |
| 7th Period | 12:36 -1:18 p.m. |
| 8th Period | 1:21 - 2:03 p.m. |
| 9th Period | 2:06 - 2:48 p.m. |

Homeroom Period - Homeroom period starts at 7:55 a.m. in the student's first period classroom; during this time announcements will be made. All students, including those with lounge privileges, are expected to be in their homeroom no later than 8:06 a.m. for attendance purposes.

Early Release - Students who have emergency needs that necessitate leaving school early are required to bring a **written** parent request to the Student Office prior to homeroom. Parents should only request an early release on an emergency basis. Students are responsible to make up all class assignments missed.

School Closings - Occasionally an emergency may arise which necessitates the closing of school. Such an example might be extreme ice or snow. When such is the case, listen to your radio stations for information. You also may dial 522-3795 ext. 5 to hear a school closing message.

| | |
|------------------------------------|--------------------------|
| Bath - WABH 1380 AM | Bath - WVIN 98.3 FM |
| Corning/Elmira - WENY TV | Corning/Elmira - WETM TV |
| Dundee - WFLR (1570 AM or 95.9 FM) | Time-Warner NEWS 10 NOW |

Guidance Program - The guidance program has been designed in coordination with the teaching staff to prepare students to participate effectively in their current and future educational programs. Students and parents are encouraged to consult with the guidance counselor for assistance with schedule planning, schedule changes, graduation requirements, vocational/college plans, etc. Your guidance counselor also is interested and well-trained in assisting with any personal problems you might encounter.

The Guidance Department will handle all student scheduling concerns and course changes. All students are required to schedule a minimum of six units of study, plus physical education.

A course may not be added or dropped after the end of the first marking period. No student can drop a course with a current grade of 65 or below, or an incomplete. All course work must be completed to date before a course can be dropped. A drop/add form and parental consent form must be obtained from the Guidance Office before any course change goes into effect. Final approval must be given by the Principal upon recommendation of the guidance counselor for any variance to the above academic guidelines.

Report Cards - Report Cards will be published every 6 weeks for grades 6-12. K-5 report cards every 10 weeks. Report cards for 6-12 will be published on the portal, K-5 sent home.

Students and parents are encouraged to contact individual teachers and/or the guidance office for assistance concerning student report cards.

Marking Period Procedures - Marks will be numerical for grades 6-12. The lowest acceptable passing grade is 65. In determining the six-week grades, these factors must be taken into account: test scores, homework, classwork, class participation and lab or shop work. Weight of these factors determine a grade and may vary from one subject area to another. Final examinations count one third of the final grade for the year and are mandatory for all students regardless of their present year average. Failure to take a final examination, without permission from the Principal, will result in loss of course credit. Final grade for a course is two-thirds average, one-third final exam.

Honor Roll - Each grade report also will determine Honor Roll eligibility based on grades received during the marking period. Physical Education will not be included in the average. High Honor will list those students with a marking period average of 89.5 and above. Honor Roll will be students with an average between 84.5 and 89.4. Lists will be published in area newspapers. Students must pass all courses to be considered for the Honor Roll and must be enrolled full time.

Class Standing - Class ranking is determined by averaging to the nearest hundredth all completed eligible high school courses with the appropriate credits at the end of each semester in the junior and senior years. Final course grades are used to determine credit. Class standings are used for collegiate entrance requirements as well as selection of the Honor students for graduation.

Weighted Grading for College Preparatory Courses - Weighted averages of 1.05 (5 percent) in the following courses will be used to determine course average, honor roll eligibility, class rank and overall grade point average.

College credit (ACE) courses in the following CORE subject areas; Math, Science, English, Social Studies and Foreign Language.

BOCES New Vision college component.

The following college preparatory CORE subject area courses; Physics, Chemistry, Advanced Algebra/Trigonometry, Spanish 3, Pre-Calculus

Make-Up Work - Students who are absent for any reason will be required to make up work missed in each class. All make-up work must be in by the end of the grading period.

Only in extreme cases of prolonged absences will more than one week be allowed for work to be made up. Grades will be withheld in case make-up work is not completed. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning school.

National Honor Society - The National Honor Society is an organization that promotes appropriate recognition for juniors and seniors who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Membership in this organization is an honor bestowed upon Prattsburgh students who have attained excellence in these areas. To be deemed eligible for induction in the National Honor Society, a student must have been enrolled at Prattsburgh Central School for a period of one year and exhibit excellence in the areas of scholarship, service, character, and leadership. For more information, please see the society advisor.

Graduation Requirements - Because of variation by grade level, contact the School Guidance Office.

Pupil Eligibility Policy (PEP)

Philosophy

The purpose of PEP is to provide a means to assist students in accepting the responsibility to work to the best of their ability and to demonstrate proper citizenship. Therefore, an eligibility system has been designed to motivate students in their educational endeavors. We believe that extracurricular activities and athletics are an important aspect of our school. The privilege to participate, however, is dependent upon the student making an effort in school and demonstrating proper citizenship.

Criteria Eligibility pertains to all:

- a) extra-curricular activities
- b) interscholastic activities
- c) non-classroom activities
(dances, competitions, trips, etc.)

Students shall maintain grades that are commensurate with their ability. Students who are not making adequate effort should be referred to the Principal and/or school counselor. Students failing one or more subjects with a grade average of less than 65 at the end of each three-week interim period and each six-week marking period will automatically be placed on the ineligible list.

One or more failures will result in a five-day probation period. During this five-day period the student may participate in practices, rehearsals, etc., but may not participate in any event(s). Off campus, student lounge and lunch-time privileges are forfeited.

At the end of this five-day period the student must pick up the "Sign Off Sheet" (S.O.S.) from the office and be signed off by the teacher(s) in the failing subject(s). If a student does not do passing work in this five-day period, he/she cannot be signed off, will remain ineligible for another five-day period and will be removed from the sport or activity until such time as all work is brought up to a passing or satisfactory level.

A student on the five-day probation period will not be allowed out of study hall unless he/she is to receive assistance from the teacher(s) in the failing subject(s). **Teachers, advisors and coaches** are advised to deal with the individual student in an attempt to improve his/her effort.

Upon review of the Principal, students with repeated violations of the Pupil Eligibility Policy (PEP) which continually affects their participation in extracurricular activities, may be deemed ineligible for an indefinite period of time.

Disciplinary Ineligibility will be handled by the administration. A student will be declared ineligible for the duration of any period of suspension.

Procedure

1. A list of failures will be turned in to the office at the three-week interval of each marking period and at the end of each marking period. From this list, students failing one or more subjects will be issued the S.O.S. (Sign Off Sheet) to be completed at the end of the five-day probation period.
2. Teachers must sign off students after they have exhibited passing work or satisfactory work.
3. Students must return the S.O.S. to the office by the close of the school day on Friday at the end of the five-day probation period or ineligibility period in order to gain eligibility status.
4. A notification of ineligibility will be sent to the parents.

Activities Governed by Eligibility Regulations

| | |
|--------------------|------------------------------|
| Cheerleading | |
| Student Council | Drama Club |
| Academic All-Stars | Dungeons and Dragons Club |
| Sports Ceremony V | Athletics |
| | Academic Awards Banquet |
| | Musicals (non-credit events) |

Grades 6-12: Dances, trips, fund-raisers, miscellaneous activities, and over town privileges.

**Subject to changes in Federal & NYS Regulations*

Health Services - The school nurse is available to assist students who become ill during the school day. Only in emergency situations will students be admitted to the nurse's office without a pass from the classroom teacher. If it becomes necessary for the student to go home, the nurse will inform the parent and the student will be released from school via an outside permit. This procedure must be followed. If a student leaves school without an official authorization, unexcused absences will be assigned for the classes missed.

Accidents - All accidents in the school building, on the school grounds, at practice session, or at any athletic event sponsored by the school must be reported immediately to the school nurse or another school official in charge. If the nurse decides an individual needs to see a doctor, an authorization slip will be provided. Under no circumstances should a student be released to go directly to a doctor for an injury sustained at school without proper authorization. In the case of an emergency or if the nurse cannot be located, students should contact the main office.

Insurance - The student accident insurance policy requires that visits to a doctor must be authorized by the school nurse or another school official in charge. To be eligible for claims under this policy the student must be attended by a medical doctor. In most cases the only applicable coverage will be that carried by the students' parents. If any insurance questions should arise, please contact the school nurse.

Alcohol and Drug Abuse - The administration and staff at Prattsburgh Central School recognize alcohol and drug abuse as not only illegal but as a serious social problem confronting our youth. Evidence showing that mental, physical and genetic complications arising from the regular use of these substances continues to mount. In an effort to attack this problem, a student seeking help, advice or information regarding alcohol or drug abuse will be treated confidentially and referred for help without notification to parents or the authorities, unless the student is a danger to self or others. We also must recognize that possessing, using, buying and selling or passing on to another individual alcoholic beverages, illegal drugs, narcotics, hallucinogens or paraphernalia is illegal. If a student is caught engaged in such an activity, the appropriate authorities and parents will be notified.

Use of Tobacco - The damaging short- and long-term health consequences of cigarettes and smokeless tobacco are well documented. We encourage tobacco use prevention and promote healthy life-styles for our students. Furthermore, in compliance with the 1989 New York State Clean Air Act, smoking or use of tobacco products in or around the school buildings and properties is prohibited.

Dispensing Internal Medicines - It is against the law for any member of a school to dispense internal medications, such as aspirin tablets, to school children. Under certain unusual circumstances, it may be necessary for the child to take internal medication during school hours. This is only permitted when a parent submits a written request to the school authorities and it is accompanied by a written request from the family physician in which he must indicate the need for and the frequency of dosage for the prescribed medication. Students are reminded that there are dangers in self-medication. No over-the-counter or prescription medication should be in the possession of students or in lockers.

Fire Drill Regulations - New York State Law requires that each school have a series of fire drills. To prevent panic from taking place during a fire, it is essential that drills be very orderly and that no unnecessary talking takes place.

Good discipline is essential, thus closely observe the following rules:

1. Absolutely no talking during the drill is permitted.
2. Pay attention to directions given by your teacher.
3. Upon hearing the alarm, vacate the building by walking rapidly - DO NOT RUN.
4. The last pupil out of a room will close the classroom door.
5. Proceed to the nearest exit that is not blocked.
6. Go far enough from the building for safety and keep exits clear.
7. Stay with the rest of your class as your teacher will take attendance once you are outside.
8. Return to your classes in an orderly fashion when the all-clear signal is sounded.

Eye Safety - New York State Law requires that all persons – students, teachers and observers – must wear approved safety glasses when involved in certain activities in shops and laboratories.

Jewelry - Although fashionable, attractive and small enough to be seemingly inconspicuous, jewelry can endanger the safety of our children as they participate in physical activities such as gym class, recreational playground and interscholastic athletics. As a preventive measure, Prattsburgh Central School will continue with the practice of having students remove jewelry for gym class and interscholastic athletics.

Section V Student Privileges

Library Media Center School Days: 8:00 am-6:00 pm

Use of the library is a privilege all students enjoy. Students are encouraged to use the library for individual reference and directed classroom activities. Failure to cooperate with the following regulations will result in the loss of this privilege.

1. All students must report to the library before school or between periods to receive a library pass; this includes students who wish to use the library during lounge or lunch periods. A student may sign up one day in advance to use the library.
2. All students must report to study hall before reporting to the library.
3. All students are to remain in the library for the entire period. No passes from the library will be given.
4. Courtesy to others is mandatory. Therefore, talking, food and improper behavior will not be permitted.
5. Books may be signed out for a two-week period, and are due on the date stamped on the date due card. Books are considered overdue the day following the stamped due date. Overdue notices are distributed once a week in English classes. Students will be required to make restitution for lost or non-returned books.

Lunch Time Pass

Students in grades 10-12 who have proven themselves worthy by displaying commendable qualities of responsibility, trustworthiness, scholarship and having reasonable need, may obtain permission to go to town during specific times of the lunch period by following this procedure:

- 1) Students must submit for approval a permission slip with a parent/guardian signature to the Student Office.
- 2) Students are required to sign out and sign in daily on the release time sheet in the main lobby.
- 3) Students must have an overall marking period average of 70 or higher and must not be tardy to school to be eligible to go over town during lunch each day. Students also are ineligible to go to town during lunch if they are on the PEP list. Students who fall below a 70 marking period average must wait until the next marking period to be eligible for over town lunch privileges.
- 4) If a student has three illegal absences or a total of five absences in a six-week period, he or she is ineligible.

Student Lounge

1. The student lounge may be used as a study area for those seniors, juniors and sophomores who earn the right to use it. Students having lounge privileges may report directly to the lounge if they have a study hall.
2. The lounge is a privilege and should be regarded as such. Seniors, juniors or sophomores eligible for the lounge must be either in the lounge or in study hall; they do not have "free time."
3. Students who abuse the lounge privilege will be immediately suspended from the lounge and forfeit off-campus lunch privileges.
4. Each individual lounge student is responsible for keeping the lounge clean and orderly.
5. Any lounge student who knowingly damages or destroys any part of the lounge room or furniture will be considered for permanent expulsion from the room and will be responsible for payment for damages.
6. Teachers may not send students to the lounge. The lounge is only a privilege for qualified students.

7. Eligibility - Any senior, junior or sophomore who has maintained the proper grades and who has adhered to the rules and regulations of the school is eligible to use the lounge.
 - A. A senior, in order to be eligible to use the lounge area, must have no incompletes or grades of 69 or below in any subject for the six-week grading period, and a grade average of 75 or greater.
 - B. A junior, to be eligible to use the lounge area, must have no incompletes or grades of 69 or below in any subject for the six-week grading period, and a grade average of 75 or greater.
 - C. A sophomore, to be eligible to use the lounge area, must have an overall 95 average each marking period.
8. If a student is restricted from the lounge because he/she does not have the proper grades, he/she must wait six weeks until the next marking period before he/she may return to the area.
9. First period lounge students must report to study hall until 8:06 a.m.
10. Students are ineligible for lounge if they are on the PEP list.
11. If a student has three illegal absences or a total of five absences in a six-week period, he or she is ineligible.

Student Lounge rules are periodically reviewed. A committee is appointed by the Superintendent to review, revise and update our regulations for the Student Lounge. New regulations can be implemented during the school year as needed.

Senior Honor Pass Purpose

The purpose of this Honor Pass is to award privileges to those seniors who have proven themselves worthy by displaying commendable qualities of responsibility, trustworthiness and scholarship. The students awarded the Honor Pass will be allowed to leave school grounds during the time designated as their lunch period and any study halls.

Special Note

This Honor Pass is a privilege for seniors. The times they are able to leave the school will allow them to run errands, enjoy a lunch out and generally spend their free time as they wish.

Be a responsible senior and benefit!

How

1. The senior must apply for the Honor Pass by:
 - a. Filing a parental consent form
 - b. Acquiring signatures of all his/her class teachers for that six weeks.
2. It is to be understood that students must apply for an Honor Pass on time and, knowing of a change in their schedule, must include a note stating such and have the new teacher's approval. Any incomplete or late applications will be rejected.
3. The student's pass will be effective for the school year unless any of the conditions are failed to be met. In this case, the student must wait until the next marking period to reapply.
4. Each student's pass will be evaluated each six weeks. If the conditions are not met, the student's pass will be taken away or the student will not receive one.
5. The student's eligibility will be judged on his/her behavior in the former six weeks only. If a student does not meet the requirements the first time, he/she can meet them the second time by upholding these standards during those six weeks.

(Note: If an Honor Pass is revoked twice, the student will be ineligible for the Honor Pass again that year.)

6. The student's pass will be issued after approval by each of the following:
 - a. Parent
 - b. Student's current teachers
 - c. Superintendent/Prek-12 Principal

Revocation

If any of the following occurs, the Committee and/or the Principal will decide on the suspension or revocation of Senior Honor Pass privileges:

1. The student is not on time without a legal excuse (call 522-3795 in emergency).

2. Student fails to meet eligibility criteria for lounge or is not working to potential, his/her pass will be revoked. This includes students on the PEP list.
3. Three (3) illegal tardies occur or with a total of five (5) (tardies or excused early in a six-week period).
4. If a student has three (3) illegal absences, or a total of five (5) absences in a six-week period.
5. If a student fails to report to a class.
6. If a student fails to leave school grounds when excused from class or student fails to report to an assigned area.

Under the authority of the Principal, an Honor Pass may be revoked if:

1. A senior receives a disciplinary action in a six-week period.
2. Any citizen reports that a senior is involved in a crime while out of school.
3. A student is found to have indulged in alcohol or drugs during school hours or at school activities. PERMANENT REVOCATION.
4. A student is found to have been involved in the use of tobacco products during school hours or at school activities.
5. It is reported that a senior has broken training rules and is removed as a member of a sports team.

Student Rules

Failure to abide by these or any future rules will result in the Honor Pass Committee reviewing the student's honor pass. If you care to remain on school premises during your free period, the cafeteria, lounge and library have been designated areas for seniors to use. During lunch it may be necessary for seniors to use the gym. Students not using the designated area should leave the grounds. Students are not to be loitering in the halls.

Attendance (morning)

When a study hall falls in the first period, the honor student may elect to report by 9:00 a.m. The day prior to this, the student must sign a form in the Principal's office indicating his/her intention to do so.

Class Funds

It is distinctly understood that all money raised through class activities be spent only for class purposes, such as trips, invitations,

or gifts authorized by a class vote. Any student voluntarily not participating in the chosen class activity will forfeit his/her share of the class money. Each class treasurer must keep an account book under the supervision of the class advisor. All monies from dues, plays, sales or other functions must be turned in to the business office by the class treasurer to the student account clerk, who acts as comptroller. These accounts are audited by the Board of Education and reports are sent to the New York State Education Department at the close of the school year.

Students' Bulletin Board Usage

1. All materials to be posted on the bulletin board must first be approved by the main office.
2. All contributions must be signed.
3. No potentially libelous material will be posted.
4. No obscenities will be posted.
5. All materials must be legibly produced.
6. Materials must be posted no longer than one school week.
7. Students are encouraged to use proper English and to make the posted product as neat as possible.

Junior -Senior High School Dances and Jr. / Sr. Prom

We at Prattsburgh are very proud of students' positive attitudes and appropriate conduct at school dances. It is to be understood that dances are a school-sponsored activity and students in attendance are subject to all discipline procedures as outlined in the following guidelines. Parents are encouraged to visit school dances and their assistance as chaperones is greatly appreciated. Interested parents should contact the school at 522-3795.

- Prattsburgh students in grades 6-12 may attend the dances (Grades 9-12 for Prom).
- Students in grades K-5 may NOT be admitted to the dances.
- Guests of Prattsburgh Central School students attending the dance must sign the register for admission. Guests must be at least in grade 6 and no older than 20 (Grade 9 and no older than 20 for Prom).
- Hours for dancing shall be 7 p.m. to 10 p.m. Students will not be admitted to the dance after 8:00 p.m.

- Any student who leaves the school building while the dance is in progress will not be readmitted and must immediately vacate school grounds.
- Students should dress appropriately and wear soft-soled shoes.
- Students should remain in the dance areas except for use of rest rooms and the purchase of refreshments.
- Refreshments should be sold and consumed only in designated areas.
- At least two faculty members and two parent couples must be in attendance at dances to act as supervisors.
- Any Prattsburgh student or guest involved in fighting, use of tobacco, drugs or alcohol in or around school buildings and properties may be suspended and/or arrested.
- A grade 9 or 10 student may attend the prom as a singular guest of a junior or senior.

Section VI CODE OF CONDUCT

The Board of Education, administrators, faculty and staff of Prattsburgh Central School are committed to providing a safe, welcoming and orderly school environment where students can be assured they will receive their educational services without disruption or interference. Prattsburgh Central School has a long-standing set of expectations for appropriate conduct on school property including school buses and at school-sponsored activities. These expectations are based upon the principles of mutual respect, honesty, integrity, and the rule of law. This policy applies to all enrolled students, school personnel, parents and other visitors when on school property or attending a school function. All of the standards in this Code of Conduct are covered in our three basic expectations for all of our students:

- Be in school and on time
- Do your best work
- Be respectful to everyone you come in contact with.

When students keep these three statements in mind, they are able to promote their own school success.

Pride in Self and School

Our behavior in school, on school grounds including school buses, and at school-sponsored activities tells others about our school and ourselves. It is the following behavior that makes our students and school highly respected:

- We understand that there are children as young as age three attending our school and that our behavior is a model for them to follow.
- We have the courage to respect individual rights and differences.
- We report the illegal acts of others.
- We avoid profanity, vulgar language and inappropriate gestures.
- We avoid displays of affection that may embarrass or disturb others.
- We speak in a polite and respectful manner.
- We solve our differences in a respectful, non-violent and nonthreatening manner.
- We respect property of the school and others.
- We keep our building clean.
- We are on time to classes including homeroom and study hall.
- We accept responsibility for our actions.
- We avoid loitering in the restrooms or hallways.
- We only leave school with proper permission.
- We understand that the faculty, staff and school administrators are in charge. We will follow their directions when asked to do what we know is reasonable.
- We understand that smoking, use and possession of tobacco products is illegal on school grounds.
- We understand that possession or use of alcoholic beverages and drugs on school grounds is illegal.

Hallway and Stairwell Courtesies

- Walk at all times for the safety of everyone.
- Keep to the right.
- Walk single file.
- Remain QUIET. Often, classes are being held during hall time.
- Eating and drinking is not permitted in the corridors and classrooms.

-
- No littering. Use the trash cans for your waste.

Classroom Passes

Students should not be in the hallways while classes are in session.

- Students in the hallways must have a PRE-SIGNED PASS.
- Students with junior/senior lounge or senior honor pass privileges should be in their designated areas and not in the hallways.

Parents and Visitors

Since our school is a place of work and learning, only those visitors who have legitimate business at the school as determined by the school administration will be admitted to the building.

All guests, parents and visitors must register in the Student Office upon entering the school. Visitors' passes will be issued and must be worn by all guests and visitors. Visitors are expected to leave promptly when their business is completed. Parents should not go directly to classrooms or to school buses. The Student Office will assist you. All students will be released through the main office only.

Visitors attending school functions that are open to the public are not required to register. However, their movement in the building will be confined to the area in which the event is held. Any unauthorized person on school property will be reported to the school administration. Unauthorized persons will be instructed to leave. The police may be called if the situation warrants. All visitors to the school, including those who attend school functions, are expected to conduct themselves in a respectful and orderly manner. Those who do not do so will be required to leave school property and may have their visitation rights revoked.

Dress Code

Students must wear attire and foot apparel that is appropriate for school. Clothing must not interfere with the rights of others or distract from the educational process. In addition, chains or jewelry which could present a concern for safety will not be allowed. Cleanliness, decency and student safety are required. Remember, our school building houses students as young as age three.

Hats

Students may wear a hat or other form of head covering to school, but must remove it and place it in their school locker during regular school hours and in school buildings.

Authorized Electronic Devices

Cellphones, IPODS, MP3 players, laptops, tablets etc. can be used in an instructional classroom under direction from the supervising instructor. These devices may be used with headphones in study halls with supervisor permission. They also may be used with headphones in hallways, cafeteria and lunchtime areas with supervisor permission. The students are solely responsible for these items if brought to school. Students who utilize authorized electronic devices are responsible for any inappropriate content and subject to consequences for any violation of the code of conduct.

The administration reserves the right to prohibit and/or allow items not listed above.

School Lockers

Each Prattsburgh student is assigned a locker.

- Lockers should be kept in good order.
- Do not write on or scratch any locker. Do not leave money or other valuables in your locker. School insurance does not cover lost or stolen articles. Items of value should be left at home.
- Do not use other students' lockers.
- Remember your locker is safe only if you lock it and do not share your combination with anyone.
- Lockers will be inspected periodically.

- School lockers are the property of the school and for the safety of all may be opened without the consent of the student.

Vandalism

Any student who vandalizes or defaces public or private property while on school grounds (including school buses) or during school-sponsored activities, will be held accountable for replacement costs and subject to disciplinary and/or legal action.

Sexual Harassment/Character Education

The Prattsburgh Central School District is committed to safeguarding the rights of students, staff and faculty within the school. Character education is integrated throughout the entire school curriculum.

- Conduct is deemed to be sexual harassment when the behavior is perceived as unwelcome. Examples are: inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.
- Sexual harassment should be reported immediately to a school official.
- Any person who sexually harasses another person while on school grounds (including school buses) or during school-sponsored activities will be subject to disciplinary and/or legal action.

Academic Fraud

In support of the District Mission Statement, New York State Education Department regulations and education law, students are expected to complete and submit their own coursework for teacher evaluation and course credit.

Academic fraud includes:

- the unfair means of obtaining educational credit
- giving aid to or obtaining aid from another person for educational credit
- alteration of any Regents credential
- intentional representation of another's work as one's own (plagiarism).

Academic fraudulence may result in the cancellation of student coursework and loss of credit. Each teacher will further detail consequences for academic fraud in their course expectations and standards.

Disciplinary Procedure

The disciplinary procedures outlined below are set up in progressive steps to help all students gain self-discipline or self-control. These procedures also are designed to protect those students who care about our school and who do not want the educational process to be disrupted.

Parent's Role

As the most important influence in a student's life, parents have a primary role in reinforcing school rules. We ask for your support so that we can provide a safe environment that is free from distractions to the educational process in which all children can learn. Ongoing communication between home and school is essential to understanding and dealing with behavioral problems in school.

Teacher's Role

The word discipline comes from the Latin word "disciplina" which means teaching. Therefore, the first step in dealing with rule violations will be taken by the staff member observing the behavior.

Each staff member has the authority to enforce school rules. In addition, teachers set classroom expectations and standards, which are shared with students and parents. As part of each teacher's expectations and standards, parent contact will be a primary step prior to student removal from the classroom, except for serious infractions, such as fighting.

Classroom Removal

Teachers have the obligation to remove “substantially disruptive” students from their classrooms. Despite the teacher using good classroom management techniques, at times a student’s behavior may become substantially disruptive to the educational process.

- A substantially disruptive student is defined as one who substantially disrupts the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption occurs when a student demonstrates a present unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom rules as established in his/her expectations and standards.
- A teacher may remove a student from his/her class only.
- The teacher must provide the student with an explanation for the removal and offer the student an opportunity to respond.
- The teacher will be available as soon as possible to discuss with the parent and the administrator the reasons for the removal.

Administrative Role

(Classroom Removal)

The authority to extend a removal from an individual class resides only with the Principal and Superintendent of Schools.

- Within 24 hours of the student’s removal, the administration must notify the student’s parents in writing that the student has been removed from class and why.
- Parents have the right, upon request, to meet informally with the administrator and, in most cases, the teacher, to discuss the reasons for the removal.
- The administrator will render a decision within 48 hours of receiving the teacher’s referral.
- Any disruptive pupil removed from the classroom by the classroom teacher shall be offered continued educational programming until he or she is permitted to return to the classroom.

Prohibited Student Conduct

A student shall be subject to disciplinary action in relation to the following if exhibited while on school property (including school buses) or during school-sponsored activities:

- A. Insubordination: Failure to comply with the reasonable directives of a teacher, administrator, other school employee, or assigned chaperones
- B. Possession, use of, or being under the influence of alcoholic beverages
- C. Possession, use of or being under the influence of illegal substances (except when taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question)
- D. Inappropriately possessing, using or sharing prescription drugs, over-the-counter medications, or illegal substances
- E. Theft
- F. Vandalism or willful destruction of public, private, or school property including buses
- G. Academic fraud
- H. Computer/electronic communications misuse as outlined in the district technology policy and the board policy on electronic devices
- I. Verbal, written or physical intimidation (bullying)
- J. Fighting or causing physical harm to another
- K. Disrespect toward a member of faculty, staff, or administration
- L. Possession or use of a weapon which constitutes a firearm or destructive device on school grounds, including school buses, or during school-sponsored activities
* See footnote
- M. Possession or use of knives or other weapons on school grounds including school buses or during school-sponsored activities
** See footnote
- N. Threatening to use any weapon
- O. Sexual harassment
- P. Using defaming, abusive, profane, lewd, vulgar, racially-biased or offensive language, either verbally or in writing, which may incite or offend another person
- Q. Selling, using, or possessing obscene material
- R. Missing or leaving school without permission
- S. Willfully disrupting the normal operation of the school community
- T. Smoking, using or possessing smokeless tobacco on school grounds including school buses or at school-sponsored activities This includes e-cigarettes
- U. Willfully disrupting the educational process
- V. Interfering with a teacher’s authority over the classroom
- W. Violent and/or dangerous behavior
- X. Violating the civil rights of another
- Y. Violation of the dress code.

* In accordance with the Gun-Free Schools Law, the Gun-Free Schools Act, New York State Education Law, and School Board Policy, the punishment for violation of section L shall be suspension from attendance upon instruction for a period of not less than one calendar year, unless the Superintendent shall determine to modify such punishment. The Superintendent’s determination shall be on a case-by case basis.

** The Superintendent shall refer a pupil who has been determined to have violated section L or M as follows:

- If the pupil is under 18 years of age, to the Family Court.
- If the pupil is over 18 years of age, to the appropriate law enforcement agency.

Range of Consequences

The range of consequences which may be imposed for the conduct set forth above may include any of the following:

- Parent notification
- Counseling (in or out of school)
- Reprimand (verbal and written)
- PINS petition or referral to legal authorities
- Probation

- Detention with a teacher
- Suspension from school transportation
- Suspension from athletic participation (year-round enforcement)
- Suspension from social or extracurricular activities (year-round enforcement)
- Exclusion from particular school areas
- Suspension of privileges
- Exclusion from a particular class
- Involuntary transfer to another class or program
- Suspension from instruction (in or out of school)
- Reimbursement for damages
- Superintendent's hearing.

Administrative Role

(Disciplinary consequences)

The authority to suspend a student from instruction resides only with the Principal and Superintendent of Schools.

When a student engages in any of the acts outlined in Prohibited Student Conduct and suspension is warranted, the minimum suspension period is three days, as well as suspension from any school-sponsored and extracurricular activities during the time of suspension. The suspending authority may reduce the period of suspension for good cause shown, on a case by case basis. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In the event of short-term suspensions (five days or less) the suspending authority must :

- Notify the student orally. The student is then provided the opportunity to answer the charges.
- Notify the student's parents in writing of the suspension from school within 24 hours. When possible, the parent will immediately be contacted by telephone.
- Inform parents of their right to request an immediate informal conference with the suspending authority along with other directly concerned school personnel.
- Inform the parents of their right to file a written appeal to the Superintendent within five business days.

- The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal.
- As part of the decision, the Superintendent shall inform the parents of their right to file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendent's decision.
- Final decisions of the Board of Education may be appealed to the Commissioner of Education within 30 days of the decision.

In the event of long-term suspensions from instruction (more than five days) the suspending authority must:

- Give reasonable notice to the student and the student's parents of their right to a fair hearing.
- The student shall have a right to counsel, the right to question, and to present witnesses.
- The Superintendent may personally conduct the hearing or designate a hearing officer to conduct the hearing.
- The parents will be informed of their right to appeal to the Board of Education, which will make its decision solely based upon the record before the board.
- All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the Superintendent's decision.
- Final decisions of the Board of Education may be appealed to the Commissioner of Education within 30 days of the decision.

Agency Referral - When all school efforts to assist a student have failed to elicit an appropriate change in behavior and the student continues to disrupt the educational process, he/she may be referred to the Committee on Special Education, school psychologist, Steuben County Mental Health Department, or the Steuben County Probation Department. These agencies will meet with the student and his/her parents.

Court Referral - Failure to obey the mandates of an agency results in a formal court petition. When this happens the student and his/her parents go before a judge in a court of law.

Have a Safe, Happy and Healthy School Year!



Prattsburgh Central School Teacher/Student Handbook Policy Computer Network For Education

The P.C.S. District is committed to the development and establishment of a quality, equitable and cost-effective computer network. The purpose of the network shall be for the advancement and promotion of learning and teaching, and administration/management. The system will significantly enhance educational experiences through various network applications.

The Superintendent, with the recommendation of the Technology Committee, will establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for the use of the network may result in the suspension and/or revocation of computer access. Additionally, student violations may result in discipline up to and including suspension. Staff violations also may result in disciplinary actions.

The School Computer Network, Technology Policy - Usage and Security Classroom and lab computers are to be used by staff and students for educational/constructive purposes only.

Students in grades 1-5 must have passwords. The password will either be assigned by the teacher or approved by the teacher. The teacher and the aide will have a master list of students' passwords. In September, passwords will be given to students and new teachers. (Kindergarten students will not have passwords.) Students in grades 7-12 are required to maintain their own password. Password responsibility will be a part of student orientation in the fall.

Transportation

Bus Transportation is a privilege provided for those students who follow rules which have been outlined in the **New York Transportation Law and School District Policy**.

If students are found to be continually in violation of these laws, they may be required to provide their own transportation to and from school. Additionally, in accordance with regulations from the NYS Commissioner of Education, a pupil is not entitled to a formal hearing as with a suspension from school.

1. The bus driver is the authority on all school buses and all students are required to follow his/her directions.
2. Stay off the road while waiting for the bus.
3. Always be on time at the designated school bus stop; help keep the bus on schedule.
4. Do not move toward the bus until it has come to a complete stop.
5. Do not leave your seat while the bus is moving.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Do not open windows unless given permission by the driver
8. Keep hands and head inside the bus at all times.
9. Do not throw anything out of the bus window.
10. Help the bus housekeeping by not throwing refuse on the floor.
11. Avoid loud talking and laughing or unnecessary confusion. No loud playing of music.
12. Be absolutely quiet when approaching a railroad crossing stop.
13. No eating is allowed on the bus, no smoking. The use of matches, lighters or firecrackers are also prohibited.
14. Remove headphones when entering bus.
15. Keep all articles out of the aisles, and do not leave books, lunches, or other articles on the bus.
16. Keep your hands off other students and their property; the teasing or harassing of other students will not be permitted.

17. Saving seats is not permitted.
18. Never tamper with the bus or any of its equipment.
19. DO NOT ask the driver to stop at places other than the regular bus stop, or for permission to be excused from riding the bus UNLESS WRITTEN PERMISSION from home has been obtained.
20. When it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions, then wait for a signal from the bus driver and immediately cross the road. Do not stop at your mailbox first.
21. Observe the same above rules on any other trip under school sponsorship.
22. All actions listed in the District Code of Conduct under Prohibited Conduct are in effect during transportation.



✓ Please Note

- ✓ School buses will continue to load and unload students at the front of the school building near the flag pole. Primary/Elementary students: Enter school via the loading dock entrance between the church and school. 6-12 students: enter via the main front entrance.
- ✓ Student walkers will be directed to the entrance near the upper parking lot. Students should not congregate near the front of the school.
- ✓ Commuting students should be dropped off and picked up from school at the new State Route 53 entrance in the upper parking lot. For you and your child's safety, we ask that you do not park along State Route 53. The New York State Police have informed us they will be issuing tickets if vehicles are standing or parking along State Route 53. Students who ride home from school with their parents will be dismissed via the upper parking lot entrance.
- ✓ Student drivers: Parking on school property is available in the upper parking lot only after 7:50 a.m. (after faculty and staff have arrived). Those arriving sooner should park in areas off school property.
- ✓ The parking area in front of the main building along Academy Street is off limits from 7:45 to 8:15 a.m. and from 2:30 to 3:15 p.m. Please follow the posted signs.