

Tioga Central High School

**STUDENT HANDBOOK
2019-2020**

27 Fifth Avenue
Tioga Center, NY 13845

**Main Office: 687-8001
Guidance Office: 687-8005
Nurses Office: 687-8006
Bus Garage: 687-8003
H.S. Kitchen: 687-8006**

This agenda belongs to:

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

PRINCIPAL'S MESSAGE

Welcome to Tioga Central High School. The faculty and staff wish you every success during the coming school year and look forward to assisting you in the most important task of education.

We hope that this agenda booklet will assist you in achieving academic success. Its purpose is to enhance student organization and personal growth through time management and goal setting, developing study skills and fostering teacher/parent communications.

I encourage you to get as much as you can from your time in school. Your future depends upon your scholastic success as well as the personal benefits resulting from friendships and extra-curricular activity. It is up to you. You will get out of school whatever you put into it. My hope is that in June you will reflect on the year and honestly be able to say that you gave school your best effort.

Please read the regulations carefully. If you are unclear on any of them, contact the office for clarification. You will be required to sign a statement during your homeroom which indicates not only that you have read and understood the student discipline code, but that you accept the guidelines set within for proper student behavior.

Toward the back of this handbook, you will notice a letter to your parent/guardian. Please have them read this letter, sign where indicated, remove the letter from the handbook and return it to the main office.

I greatly appreciate your cooperation with us in our educational mission. May this year be one of the most rewarding in your school career.

HIGH SCHOOL FACULTY AND STAFF

Mr. Josh Roe / Principal

Mr. Nicholas Aiello / Social Studies
Mrs. Babcock / Study Hall Monitor
Mr. Barbieri / Technology
Miss Baron / English
Mrs. Bradley / Mathematics
Mrs. Burgert / Nurse
Mrs. Burke / Main Office
Ms. Chianese / Language
Mrs. Coddington / Music/Band
Mr. Coddington / Science
Mrs. Cotton / Main Office
Mr. Daino / Technology
Mr. Evaneck / Physical Education
Mrs. Foley / Guidance Office
Mrs. Ford / Physical Education
Mrs. Goforth / Language
Ms. Hanbury / Library
Mr. Harrington / Social Studies
Mr. Hathaway / Social Studies
Ms. Hills / Health
Mrs. Jura / Copy Room
Mrs. Kyzmir-Martin / Mathematics
Mrs. Lynch / Mathematics
Mr. MacDonald / Chorus
Mr. Meadows / Science
Mrs. Pesesky / Physical Education
Mr. Raupers / Special Education
Ms. Riggs / Art
Mr. Rogers / Science
Ms. Santobuono / Art
Mrs. Schneider / Guidance
Mr. Scott / Science
Mrs. Shay / English
Mrs. Solecky / Social Studies
Mrs. Stahl / English
Mrs. Taylor / English
Mrs. Worthing / Learning Center
Mrs. Zorn / Life skills

THE SCHOOL DAY

7:58 am - 2:43 pm

Homeroom:	7:58 – 8:02		
1 st	8:05 – 8:48		
2 nd	8:51 – 9:34		
3 rd	9:37 - 10:20		
4 th	10:23 – 11:06		
5a Class	11:09 – 11:50	5a Lunch	11:09 – 11:39
5b Class	11:42 – 12:23	5b Lunch	11:53 – 12:23
6 th	12:26 – 1:09		
7 th	1:12 – 1:56		
8 th	1:59 – 2:43		

EARLY RELEASE

Only SENIORS who have parent/guardian permission and legitimate jobs may seek early release time from the regular school day. Vocational students will be exempt from this rule if they are following their chosen field in an outside job. Students who wish to apply for this privilege must adhere to the following guidelines and rules:

1. The student must have, on file, an application for release time. (This application is available in the Guidance Office).
2. The student must sign the student contract agreeing to the rules, which govern this privilege. Failure to follow the signed contractual rules will result in disciplinary action and/or loss of the early release privilege.
3. Students who are not academically eligible may have early release privileges revoked until grades improve.

LEAVING THE SCHOOL GROUNDS

Students staying after school for activities should not leave the school property while waiting for the late bus. Parent/guardians are urged to tell their children about this as the school will not be responsible for an accident or injury. Students who leave the school grounds and then return to ride the late bus home will have the privilege revoked.

STUDENT DRIVERS

Driving to school is a privilege. Misuse of this privilege may lead to revocation of the driving permit. Our responsibility here is with the control of traffic on school property. Students may apply for permission to drive to school. Permission will be given to students under a priority basis. Since campus parking space is at a premium, no student is guaranteed a parking space. In addition, students are restricted from parking in any area on campus other than those specifically designated for student parking.

1. Co-Op Students
2. Seniors on Early Release who have employment
3. Juniors and seniors with legitimate jobs after school. You must have verification from your employer.

4. Other students with legitimate reasons. Other students may drive on special days, as long as they bring a note from their parent/ guardian stating the reason for driving. The note should be given to the Main Office before homeroom. Please park in the designated parking areas to prevent hazards when the buses are loading and unloading. Reasons for underclassmen driving to school with a permission slip are: doctor or dentist appointments, college visitations or personal problems.
5. Student drivers that are tardy on a consistent basis may lose driving privileges. The driving privilege may be revoked from 5 days to as much as the remainder of the school year.
6. Student drivers who use their vehicles to leave school grounds without authorization may lose their driving privilege. The driving privilege may be revoked from 5 days to as much as the remainder of the school year.
7. Student passengers must have a note from their parent/guardian to ride home with a student driver.

An after school job is not a legitimate reason for underclassmen to drive to school every day. You must make arrangements with your employer to give you a starting time that allows you to ride the bus home.

Students are to follow safe driving practices on school grounds. Make sure you lock your car before entering the building. Students are not allowed to use their vehicle to transport other students home without approval from the principal. The school district is not responsible for damages to student vehicles while in the school parking lot.

Our experience with students driving to the BOCES Center has not been good. We are requesting all students go to the Center by bus, except in emergencies. If a student needs to drive to BOCES, he/she must first get a permission slip from their home school's main office and have it signed by the principal or his designee. The student must then present this form to the office at BOCES. No other student may ride with that student to BOCES or back from BOCES.

If a BOCES student who has permission to drive takes another student in their vehicle, disciplinary action will be taken. If a teacher at BOCES requests that a student drive to the Center, that student must get the form from the BOCES Center and present it to the home school.

HIGH SCHOOL ATTENDANCE POLICY

Classroom attendance is absolutely essential to academic performance and achievement. The educational process requires a continuity of instruction, active classroom participation and meaningful learning experiences, which supports the need for daily attendance and is the basis for the compulsory attendance regulation. Consequently, the following rules and regulations have been adopted in the interest of the educational welfare of our students in order that they may receive the maximum benefits of our educational program.

In order to obtain academic credit for a course, a student must be in attendance and have their attendance noted 85% of the time that the class is scheduled. Having been counseled at regular intervals according to the level process, and not having been denied due process procedure, the student's credit will be denied after a final decision by the building principal.

For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 (ten) minutes of class, whether through tardiness or early departure. All absences will be counted with the only exceptions being hospital confinement and approved home instruction by the Tioga Central School District.

A teacher's classroom attendance record, in conjunction with the Attendance Officer's record will be the official attendance record. At different intervals, the student and parent will be notified when absences from a course of study reach a critical number that might result in the student not receiving course credit. This process will include a conference with the classroom teacher, Guidance Counselor and the Building Principal to review the attendance of the student.

When a student fails to meet the minimum attendance requirements for a class and is determined no longer eligible for credit, the following procedure will be implemented:

The student will remain a registered member of that class and will be encouraged to complete the course in order to remain on grade level. A student who chooses this option must maintain proper discipline and work habits in the class or the student will be dropped from the class. Also, any truancy will result in a drop from the course.

The student has the right to appeal to the Superintendent of Schools. The student must submit a student attendance appeal form at that time and be prepared to provide proof of absence for designated reasons of appeal.

ATTENDANCE INFORMATION

1. Doctor and dentist appointments should be made after school hours. If students must be absent from school due to appointments, when they return to school they are required to bring back a note from the doctor's office, signed by the doctor or other staff person.
2. After an absence, students are to report to the Attendance Office with a written note from their parent/guardian.
3. A written note is required by law from the parent/guardian for the reason of absence
4. After three days of NO written excuse for the absence, the absence is recorded as ILLEGAL and detention time may be given.
5. If possible, parents should call the Attendance Office (687-8001), by 8:00 am if their child will be absent from school.
6. **The Attendance Officer will call the students' parent/guardians daily for all students who are absent.**

The following reasons for student absences from school are recognized as valid by the Board of Education: Sickness or death in the family - Religious observance - Sickness - Required court appearances - Approved school-sponsored trips - Quarantine - Impassable roads or weather making travel unsafe.

A pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detention, in-school suspensions and loss of extra-curricular privileges, as described in the Code of Conduct.

TRUANCY AND TARDINESS

Tioga Central School believes it is important to ensure students are attending class as well as arriving to class on time, since these are essential aspects of ensuring an orderly environment for learning.

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited under "Attendance." ***A note explaining the cause of lateness is required.*** Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time.

Chronic tardiness and truancy are disruptive to both teachers and fellow students and, therefore, will not be tolerated. Disciplinary measures are outlined in the "Disciplinary" section of this handbook.

Written notices from the parent/guardian are required for all truanancies, tardies or early dismissals. If the student forgets to bring in a note signed by the parent for an early dismissal, phone calls to the parent/guardian will not be made by school staff in lieu of the required note, or for verification. Students who do not have notes will not be allowed to leave.

Our Attendance Officer will call all parent/guardians each day to inform them that their student is absent from school.

SPECIAL HEALTH PROBLEMS

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetics, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

If it is necessary for a student to receive medication during school hours, the following information (from your physician) must accompany the medication in order for it to be dispensed by the school nurse.

1. Amount to be given at one time AND time of day to be given
2. Duration of time that medication is to be taken. Medication must be left in the nurse's office and must be in a pharmacy labeled container. No medication, including aspirin, is to be kept in a student's possession or in a locker.

In the event of illness or accident, school personnel will give emergency care only. Parent/guardians are responsible for any additional care needed.

ACCIDENTS

If an injury or accident should occur during the school day, it should be reported immediately to the school nurse. If an injury occurs during extra-curricular activities, it should be reported to the coach or the advisor immediately.

The school insurance policy is **ONLY IN EXCESS** of those benefits payable under family and/or employer policy(s). The claim is to be first filed with the family insurance carrier(s). After final settlement from your insurance carrier, you may submit any remaining balance to the school's insurance carrier (Pupil Benefit Plan Incorporated). You must provide **copies** of the following:

1. An original itemized bill
2. Payment made by the family insurance carrier

Understand that the Pupil Benefits only pays set amounts for injuries. At times, this will leave a remaining balance, which is the responsibility of the parent/guardian.

EXTENDED ILLNESS

If a student will be out of school for a prolonged period of time due to medical reasons, homebound instruction might be necessary. A home instruction/medical form must be filled out by the attending physician stating the cause of illness and the length of need for instruction. This form can be obtained from the Main Office. No homebound instruction will be considered without the form being completed. The school retains the right to have the school physician review the case.

STUDENT ELIGIBILITY SYSTEM

Academically Ineligible: - Students may not participate in any after-school activities other than after-school study hall. This includes practices, games, dances, or any other extra-curricular activities.

Athletically Ineligible: - Students may continue to practice, but may not participate in athletic contests which may include scrimmages, games, matches, and/or meets.

Purpose - The purpose of this program is to maintain academic standards in the school district. This system also provides the student with an added opportunity to get extra help or do the work needed in order to be successful academically.

Once a student enters the system by failing two or more grades on their five-week report and/or their report card, he/she must meet with either the Guidance Counselor or the Athletic Director. The student is then encouraged to attend the after-school study hall to increase their academic performance. The student may, however, choose not to attend the after-school study hall and become immediately academically ineligible until the next five-week grade reporting cycle. Athletes **MUST** attend study hall in order to continue to participate on athletic teams.

If a student drops a course while failing it, it is still counted in the Eligibility System for five weeks.

Probationary Status - If the student chooses to attend the after-school study hall, he/she must attend every study hall for a five-week period. After school study hall will be held every Tuesday and Thursday from 2:50 to 5:10. Students **MUST** stay the entire time. However, students who have a scheduled extra-curricular activity or sport (game or practice) will be dismissed from the study hall at 3:50. After attending the study hall, the student may then participate in his/her extra-curricular activity or sport (game or practice). If the student has an away game, he/she must still attend the study hall depending on his/her bus departure time. If a student has a home game, he/she must attend the study hall **BEFORE** the game.

If a student becomes ineligible during their probationary period, he/she remains ineligible until the next five-week grade reporting cycle.

The probationary period may continue from one season and/or academic year to the next.

If a student is on the Eligibility Listing with only one failing course, they are not considered on probation.

Ineligibility - The ineligibility period runs for each five-week period. Once a student becomes "academically ineligible" he/she is not permitted to participate in practice, games, clubs or contests and/or may not attend any athletic events or school dances, including the Prom.

A new eligibility cycle begins with each five-week grade reporting cycle.

Students are not allowed any absences from the after-school study hall. If a student who is on probation fails to report to study hall (unless absent from school), he/she automatically becomes Academically Ineligible for the remainder of the five-week period. Students who have legitimate excuses for not attending study hall must first meet with either the guidance counselor or principal for permission. When students are made academically ineligible, parents are notified by mail of this change in their child's probationary status. The study hall monitor reports the attendance in the study hall to the guidance office.

Any student may attend the after-school study hall. It will be open to any student who voluntarily chooses to use the time and structure to work on their academics and/or receive extra help.

Rules for After-School Study Hall

1. The student must arrive by 2:50 pm
2. The student must bring work to do
3. There will be assigned seats
4. The student **must** have a pre-signed pass from a teacher in order to leave the study hall for the purpose of getting help from **that** teacher.
5. No talking or horseplay. iPods, cell phones and other electronic devices are not allowed.

A violation of any of these rules will result in a student being immediately asked to leave the study hall and the student will automatically become ineligible for the remainder of the five-week period.

STUDENT DRESS POLICIES

When an individual presents an attractive, clean and neat appearance, one demonstrates a wholesome, positive and confident attitude which is reflected in healthy behavior patterns. Students have the responsibility to use discretion and common sense in their choice of personal attire. At the same time, the school has the responsibility to prohibit any form of dress which may be unsafe or may offend the sensibilities of others or which may disrupt the right of others to study or learn.

1. Shorts are permitted as long as they are mid-thigh (general rule: when arms are extended at your side with fingers extended, the tip of the finger must touch the fabric).
 - Students will be required to change, or
 - Students will be sent home
2. Shoes and sandals must be worn at all times. The feet must be covered with shoes or sandals for sanitary reasons.
3. Spandex cannot be worn as an outer garment. Shorts must be worn over spandex at the correct length.
4. Shirts with objectionable language, and/or objectionable pictures, and/or foul gestures, and/or depicting drugs, and/or "naked" or "co-ed naked" language are not allowed, or that are depicting tobacco, alcohol and drugs are not allowed.
 - Students will be asked to turn the shirt inside out, or
 - Students will be required to wear another shirt, or
 - Students will be sent home
5. Tank tops/muscle shirts can be worn only if the sleeve opening is only two inches below the armpit.
6. Hats, hoods, bandannas and/or handkerchiefs are not to be worn on the head at all in the buildings during the school day. Bandanas are not to be worn around the neck or face. Students are expected to keep all headgear in their locker during the course of the normal school day. Any student caught with a hat in his/her possession will have it confiscated for the remainder of the day.
7. Brief garments, such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and back), see-through garments or clothing that exposes the midriff are not allowed.
 - Students will be required to wear another shirt, or
 - Students will be sent home
8. Not include items, including tattoos that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
9. Not include the wearing of sunglasses.

SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting times, or early dismissals will be announced via the district-wide, automated all-call system*, over radio stations and postings to the website. If you do not receive an all-call between approximately 6:30am and 7:00am, it can be assumed that school will be in session.

Please do not call the school. Telephone lines must be kept open for emergencies.

**Automated all-calls go to the phone number(s) on file in our student management system. Please contact your student's main office with phone number updates throughout the school year so this data is accurate.*

Radio Stations: WEBO*WAAL*WHWK*WMRV*WSKG*WATS

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Do not take books or coats to assemblies unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it to him/her immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.

TELEPHONES

The office telephone is for school business and students may use it only in the case of an emergency with the permission of the secretary or principal.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The district does not recommend students bring cell phones or other electronic devices (i.e. iPods, etc) to school. Those students who choose to do so should keep such items in their locker, as they are not allowed in class. Any student caught with such devices during regular school hours will have such devices confiscated by school staff for the remainder of the day.

WORK PERMITS

Minors under 18 years of age are required by law to have a working permit in order to be employed either part-time or full-time in most positions. Follow this procedure:

1. Apply for and receive a social security number. (It is *advised* that you get a social security number but it is *not required* for receiving a work permit.)
2. Apply to the Main Office for an application; you may have to bring your birth certificate as proof of birth date.
3. See the nurse to see if you need a physical. You must have had a physical by the school doctor within the last year or else you must go to your family doctor and have him/her fill out a physical form available from the main office.
4. Complete the application and have your parent/guardian sign it.
5. Return the application to the main office, you will be issued a working permit.
6. Take the permit to your employer. He/she may want to keep this on file for as long as you are his/her employee.

LIBRARY

The library is to be used for research, checking out material or silent reading of library materials. Students are encouraged to use the library for these purposes. The library is open for use during the entire school day and a short time before and after school.

If a student is disruptive in the library, he/she will be suspended from use until the Librarian says that he/she may return. If a student does not return overdue materials to the library, he/she cannot take other materials out of the library until all overdue materials are returned.

BACK PACK POLICY / LOCKERS

Students may bring backpacks to and from school, however, **backpacks are not allowed to be used in the hallways or classrooms for the entirety of the school day.** Backpacks must be kept in the students' locker. Every student in grades 9 – 12 will have his/her own hall locker and gym locker. This should help safeguard textbooks and personal belongings. Each locker will have a built-in combination lock and if the lockers are kept closed (and locked) there will be plenty of security. Do not give your combination to any other students. Do not switch lockers. Students should be careful of keeping small items in the perforated team lockers, as there is some risk there.

The lockers will be left free of markings, writing, tape, stick-ons, etc. both inside and out. If the student does not want to accept this responsibility, then he/she is not entitled to the privilege of being issued a locker.

Lockers are school property, which are loaned to you for your convenience. School officials, having reasonable cause, may search the lockers.

School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. This inspection also applies to backpacks or other similar items.

HOW TO COMBAT THEFT OF POSSESSIONS IN SCHOOL

1. Do not bring valuable items such as radios, calculators, toys, extra clothing, etc. to school unless a teacher requests it; and then keep such items there for only as long as necessary.
2. Bring only as much money to school as needed, and either keep it in your personal possession or give it to an administrator to put in the school safe. Do not show your money to other students.
3. Do not share your locker combination with anyone else, and keep your locker locked at all times – even during showers. Do not pre-set your combination for easy opening because someone else could open it almost as easily.
4. Do not bring unnecessary items to class where they might be unintentionally left behind.
5. Report all personal thefts as soon as possible.
6. If you see an action which you have good reason to believe is a theft, report that incident, in confidence, to an administrator.

CARE OF SCHOOL PROPERTY

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his/her books the best of care. They are to be used, not abused. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Unreasonable damage to textbooks will result in fines. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done to replace the item at today's cost.

HALL PASSES

If you wish to see a teacher during his/her conference period, you must arrange this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of study hall period. No student is allowed in the halls without a pass OR his/her student handbook Hallway Passport.

THE CAFETERIA

Pupils may purchase breakfast and/or lunch in the cafeteria. For bookkeeping purposes, each student will be issued an identification number which he/she must give to the cashier each day when purchasing a breakfast and/or lunch. All students receive their lunch ticket number on the first day of school. Some pupils may prefer to bring a sack lunch and supplement it with food or drink from the cafeteria. Pupils must return dishes and trays to the dishwashing window, and all paper and refuse must be cleared from the tables by the end of the lunch period. Pupils will remain seated in the lunch area until the end of their lunch period. Students are not allowed in the hallways or allowed to go to the Guidance Office or restroom without the lunch monitor's permission.

SAFETY DRILLS

Fire and civil defense drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to previously designated areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions, which the situation may dictate.

STUDENT DISCIPLINARY CODE

Student Conduct and Discipline - Productive, satisfying and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Students who fail to meet these standards and violate school rules may be subject to appropriate disciplinary action and more regulated supervision.

Disciplinary action, when necessary, will be firm, fair and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense. The building principal will first review the student's disciplinary records and consider the circumstances, which led to a violation of the school code before assigning an extreme penalty (such as a full-year suspension).

Student's Rights and Responsibilities - Tioga Central students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students that certain responsibilities accompany these rights.

It shall be the RIGHT of each Student:

1. To have a safe, healthy, orderly and courteous school environment.
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin or disability.
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.
4. To have school rules and conditions available for review and, when necessary, explanation by school personnel.
5. To be suspended from instruction only after his/her rights, pursuant to Education Law 3214 have been observed.
6. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such action.
7. To express his/her opinions verbally, as long as his/her expression does not interfere with the rights of others or disrupts normal school operations.

It is the RESPONSIBILITY of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
2. To work to the best of his/her ability in all academic and extra-curricular pursuits and strive toward the highest level of achievement possible.
3. When participating in or attending school-sponsored extra-curricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor and sportsmanship, and accept responsibility for his/her actions.
4. To seek help in solving problems that might lead to disciplinary procedures.
5. To be in regular attendance at school and in class.
6. To contribute to an orderly, learning-centered environment and to show due respect for other persons and for property.
7. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

Prohibited Student Conduct

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:
 - a. fighting, assaulting or behaving violently,
 - b. threatening another with bodily harm,
 - c. harassment, bullying, or intimidating students or school personnel (see also Anti-Bullying, Harassment, Hazing and Sexual Harassment policies),
 - d. making unreasonable noise,
 - e. being untruthful with school personnel or making false reports,
 - f. possessing electronic devices such as, but not limited to: video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - g. obstructing vehicular or pedestrian traffic,
 - h. driving recklessly,
 - i. creating a hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - j. loitering or trespassing,
 - k. being present on or entering into any school property, function or vehicle without authorization,
 - l. disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors, and bus aides, law enforcement officers or,
3. Engages in any of the following forms of academic misconduct:
 - a. tardiness,
 - b. missing or leaving school or class without permission or excuse,
 - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct,
 - d. violation of the Board of Education Use of Computer and Information Technology Policy
 - e. improperly altering documents or records,
 - f. assisting another student in any of the above actions.

4. Endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
 - a. fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, or disability as a basis for treating another in a negative manner,
 - c. bullying,
 - d. cyber-bullying,
 - e. sexting,
 - f. making unreasonable noise,
 - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, e-cigarettes, vapor cigarettes, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri,
 - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nun chucks, Kung Fu stars, explosives, and any instrument, article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,
 - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. gambling,
 - l. hazing,
 - m. extortion,
 - n. theft,
 - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying property of others on school premises, at school functions or on school buses under contract to the district or,
 - p. misuse of school information technology or other school property.
5. Engages in conduct that violates Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section or Federal, State or local laws.
6. Engage in misconduct while on, waiting for, boarding, or getting off from a school bus. It is critical for students to behave appropriately while in or around school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The driver is in charge of students and has the same authority as a classroom teacher. The bus driver has the option to assign seats to a student or students. Excessive noise, pushing, shoving and fighting will not be tolerated. Examples of misconduct on a school bus include:
 - a. disobeying the reasonable request of the driver,
 - b. running to the bus while it is in motion,
 - c. riding a bus other than the bus assigned to a particular student without proper authorization,
 - d. being disorderly while waiting for the school bus,
 - e. waiting for the bus in the highway or street,

- f. crossing the street in a manner such as the bus driver cannot see the student (students should cross 10-12 feet in front of the bus upon a signal from the driver),
 - g. boarding the bus in a disorderly manner,
 - h. failure to remain in the seat, unless all seats are taken and the driver directs the student to stand,
 - i. failure to sit in the seat assigned by the driver, if a seat is assigned,
 - j. engaging in behavior which distracts the driver's attention (such as unnecessary conversation with the driver, loud talking, laughter, other noise, or throwing objects within or out of the bus windows),
 - k. disobeying any other part of the Code of Conduct,
 - l. bringing animals, glass objects, or aerosol cans on the bus,
 - m. extending any part of the body out of bus windows or doors,
 - n. tampering with mechanical equipment, accessories or controls,
 - o. tampering with emergency exits, opening emergency exits except in case of emergency or as directed by the driver.
7. Engage in any form of academic misconduct. Examples of academic misconduct include:
- a. plagiarism,
 - b. cheating,
 - c. copying,
 - d. altering records,
 - e. assisting another student in any of the above actions.

** The Gun-Free Schools Act of 1994 relates to the possession of firearms in schools. As used in the Act, the word weapon means "firearm" as defined by federal law. Specifically, a firearm is: any weapon, including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive devise.

School district discipline policy has been amended to provide for the automatic expulsion of a student after a hearing pursuant to Education Law 3214 for not less than one year for bringing a firearm to school. This policy also provides for modification of the penalty by the Superintendent of Schools on a case-by-case basis.

Definition of Bullying - "*Bullying*" that is, a variety of negative acts carried out repeatedly over time. Such acts may be physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings); verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and psychological (including, but not limited to, spreading rumors, manipulating social relationships or engaging in social exclusion, extortion or intimidation).

Definition of Cyberbullying - "*Cyberbullying*", that is, an attempt to display power and control over someone through misuse of technology, either on or off school campus. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs).

District Bully Prevention Rules:

Rule 1: We will not bully others

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home

(Olweus Bully Prevention Program)

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying.

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing or sexting by completing a "Harassment/Bullying Prevention Form". These forms are located in the school library, the guidance office and in the buildings main office. Forms can also be accessed and completed online on the District's homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be emailed directly to the appropriate building administrator.

Dignity Act Coordinator

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Mrs. Kathy Keene

Tioga Central School District, 27 Fifth Ave, Tioga Center, NY 13845

607-687-8003

Off Campus & Non School Day Misconduct

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property.

Examples of misconduct include but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Disciplinary Penalties, Procedures and Referrals

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

Penalties

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in a combination:

1. Oral warning
2. Written warning
3. Oral and written warning
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

Referrals

1. Counseling – The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petition – The District may file a referral for PINS diversion for a student under the age of 18:
 - a. Being habitually truant and not attending school as required by part one in Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.

IN-SCHOOL SUSPENSION

Upon arriving to school, go directly to your locker and get materials and enough work to keep you busy for an entire day. See your teachers before leaving school on the day before your suspension to get any work that you will be missing. It is your responsibility to make up any work that you miss. You must report to the suspension area before the 8:05 bell.

OUT-OF-SCHOOL SUSPENSION

- See your teachers before leaving school on the day before your suspension to get any work you will be missing.
- It is the student's responsibility to make up any work that is missed.
- In the day(s) you are assigned in- or out-of-school suspension, you are NOT allowed to take part in any extra-curricular activities.
- When assigned out-of-school suspension, you are not permitted on school property without prior permission from a school administrator.

DRUG AND ALCOHOL ABUSE

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any narcotics found shall be taken from the student immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action will be taken. The district may

bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

VISITORS TO THE SCHOOL

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. Persons who are not students or staff must report immediately to the school office when they enter the school building. Student visitors from other schools, unless they have a specific reason and prior approval from the building principal, are not permitted to enter school buildings.

Visitors to the schools of the district shall be governed by the following rules:

1. The person or group wishing to visit must contact the building principal, and prior approval must be obtained for the visit.
2. All visitors must report to the main office, sign in, and be issued a visitor's permit, which must be displayed at all times. The permit must be returned to the main office and the visitor must sign out at the conclusion of the visit.
3. Parents are encouraged to visit teachers, guidance counselors, and school nurses, school psychologists and other support personnel by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not the concern is school-related.
4. Students/graduates returning to visit with teachers will not be allowed until 3:00 pm.

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff will be directed by the school's principal or other person in charge to leave school, School District property, or event promptly. If the person does not comply, law enforcement authorities will be called. Future access to school property or events may be restricted.
2. **Directions to Staff in Dealing with Abusive Individual:** If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will warn the speaker to communicate civilly. A failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is

terminated. If on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property during school hours or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either singly or in concert with others shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or of the school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office or an administrative officer, faculty member or staff member's office or classroom.
5. Other than student, employee or Board member, enter into a classroom of the building beyond administrative office without written permission of the superintendent or his designee.
6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.
12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.

15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Penalties

A person who shall violate any of the provisions of these rules shall:

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
5. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

DISTRIBUTION OF PRINTED AND/OR WRITTEN MATERIAL

1. Any person who is not a registered pupil of the district shall distribute on school grounds or in any school building no printed or written material.
2. No student shall distribute any printed or written material on the grounds of any school or in any school building unless the distribution of such material has prior approval by the school administration.
3. **STANDARDS FOR GRANTING OR DENYING APPROVAL:**
No material shall be distributed which will in a material and substantial way: interfere with the proper and orderly operation and discipline of the school, or will cause violence or disorder, or will constitute an invasion of the rights of others.
4. Any pupil desiring review of any printed or written material shall submit such material to the building principal. The pupil shall identify himself/herself in writing as the person making the request for approval. Such material submitted must have the name of the author of the article and the name of the publisher, editor and contributing writers appearing somewhere within the contents of the paper.

PHYSICAL EDUCATION

The physical education course is a required course by the State of New York. It is also a credited course at the Tioga Central School District which must be passed in order to graduate. The following rules and regulations apply to this curriculum:

- ✓ A student must have proper footwear and clothing to participate in gym class.
- ✓ Students are required to participate in all activities, unless they have a release from a doctor or permission from the instructor.
- ✓ Failure to participate will be reflected in the student's grade.
- ✓ Students with an illegal absence during gym class will be required to make up the class.
- ✓ All jewelry must be removed prior to beginning a physical education class.
- ✓ Each student who wears jewelry should provide his/her own labeled container to hold the jewelry during class. Teachers will not provide container for storing jewelry.
- ✓ Each student will keep the container locked in a locker while participating in physical education.
- ✓ Teachers will keep classrooms and locker rooms locked.
- ✓ For health reasons, teachers will not assist in removing or replacing jewelry items.
- ✓ Teachers will let students know when it is appropriate to put jewelry back on.

GUIDANCE PROGRAM

The guidance office is available to provide students and parents/guardians with academic and personal counseling. Students and/or parents/guardians may make appointments. Students should see the guidance secretary for a pass to come to the Guidance Office during the day. Parents/Guardians wishing to make an appointment may call 687-8005 to make arrangements. Parents/Guardians are encouraged to become actively involved in the education of their son/daughter by making this contact.

When the need arises for referral for additional services, the school psychologist, reading specialist and/or community agencies are contacted for their assistance.

A guidance program will be incorporated into the curriculum to aid students in making informed and responsible decisions and in using effective decision-making processes. The guidance program will be coordinated by the guidance counselors and the high school principal and will provide for the participation of all those staff members and others who can help students acquire the insights and knowledge they need to become mature members of adult society in a democratic nation.

The primary purpose of the guidance program is to assist students in learning to make personal, educational and vocational decisions.

The second major purpose of the guidance program is to provide, as fully as possible, the information needed to make the best decisions. Such information will include facts (test scores, vocational information) as well as estimates, judgments, opinions and other advice. Students should be instructed in the use of data and advice from a variety of sources as well as the evaluation and use of such information and suggestions.

MATERIALS AVAILABLE IN THE GUIDANCE OFFICE

There are many sources of information available in the guidance office including, but not limited to, financial aid information, loan information, FAFSA (Free Application for Federal Student Aid) and PROFILE, scholarship information, SAT and ACT registration booklets and practice test booklets.

Also available is a library of many college catalogues, college videos, and various college applications including the SUNY Viewbook. The Guidance Direct program is available which provides college and occupational search programs. All military branches also have materials available in the Guidance Office.

College and military recruiters frequently visit the school to meet with interested students. Please contact the Guidance Office with any questions regarding available materials or recruiter visits.

STUDENT RECORDS

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents in their native language.

To Parents/Guardians/Eligible Students:

This section is intended to advise you of your rights with respect to the school records relating to your son/daughter and you pursuant to the Federal "Family Educational Rights and Privacy Act of 1972."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their children or themselves. This includes: all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other right of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained herein. Any questions

concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein, which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

OPT OUT

New York State Education Law Section 201 and two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with student names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed with their prior written consent. If you do not want the school district to disclose this information to military recruiters, you must send written notification to: Tioga Central High School Principal, ATTN: OPT OUT, PO Box 241, Tioga Center, NY 13845 by September 15th.

STUDENT PROGRESS REPORTS

Tioga Central’s formal report system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teachers and interim reports issued as needed or required. Parents are urged to visit the school and to meet with guidance counselors and teachers whenever necessary. Please schedule all such visits in advance.

HOME ACCESS: Parent/Guardians can access their student’s grades on line through the Tioga Central website. Go to www.tiogacentral.org. Under “Parents,” click on “Home Access Sign up.” Your account should be set up within two or three school days.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Time permits only a limited number of conferences on days which are set aside for this purpose. Therefore, parents and teachers should schedule any meeting in advance.

Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor or building principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher’s schedules so as not to interfere with class time.

If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

OCCUPATIONAL EDUCATION AT BOCES

The Board will provide students with access to programs in occupational education. The Board will require that students, prior to being considered for occupational education programs, acquire a degree of proficiency in English and other subjects in order to obtain maximum benefit from instruction. Prerequisites for being considered for Occ. Ed. at BOCES are:

- Student must be in good academic standing
- Student must have a good attendance record
- Student must have passed or be on track to pass all core courses required for graduation, and have a minimum of ten credits
- Student must have passed any NYS regents exam required for graduation that they have taken in grades nine and ten

Student's schedules who attend BOCES do not have room to retake courses and recover credits from previously failed courses.

TIOGA CENTRAL GRADUATION REQUIREMENTS

All students in New York State must meet minimum requirements before they can receive a diploma. The following requirements are in place as of this time. You should become familiar with the requirements and might want to maintain a record of completing each one. The guidance office will maintain a set of records for you and will be certain that you are given the opportunity to meet each requirement as your high school career unfolds.

All students entering ninth grade in 2001 and after must get a minimum of **22 total credits to graduate from high school and pass five NYS regents exams.** The passing course grade/average for grades 9-12 is a 65. 64 or below is failing.

MINIMUM 22 REQUIRED CREDITS BREAKDOWN

English – 4.0	Spanish – 1.0	Electives – 3.5
Social Studies – 4.0	Health - .5	
Math – 3.0	Physical Education – 2.0	
Science – 3.0	Art / Music – 1.0	

ENGLISH

- Minimum course credit requirement: Four (4)
- All students must take and pass English 9, English 10, English 11 and either English 12 or College English 12
- All students must take and pass the English 11 Regents Exam

SOCIAL STUDIES

- Minimum course credit requirement: Four (4)
- All students must take and pass Global Studies I, Global Studies II, American History and either Participation in Government and Economics, or College American History
- All students must pass either the Global Studies II or American History Regents exams.

SCIENCE

- Minimum course credit requirement: Three (3)
- All students must earn three credits of commencement level science, at least one course shall be life sciences and at least one in the physical sciences, and the third may be either life sciences or physical sciences.
- One (1) Regents Exam is required for a Regents Diploma
- Two (2) Regents Exams are required for an Advanced or higher Diploma
- Courses Offered: Integrated Science, Environmental Science, Earth Science, Living Environment (Biology), Chemistry, Physics, and College Chemistry, College Astronomy, College Meteorology and STEM.

MATH

- Minimum course credit requirement: Three (3)
- One (1) Regents Exam is required for a Regents Diploma
- Two (2) or three (3) (based on year entered grade 9) Regents Exams are required for an Advanced or higher diploma
- Courses offered: Foundations of Algebra, Applied Business Math, Algebra I, Algebra II, Geometry, College Calculus, College Algebra/Trig and College Statistics

LANGUAGE

- Minimum course credit requirement: One (1) at the high school level
- It is **highly recommended** that all students planning to attend college take three years of a foreign language.
- If you are pursuing an **ADVANCED REGENTS DIPLOMA** and choose NOT TO take three years of Spanish, you **MUST GET FIVE CREDITS** in either Art, Music, or Technology.
- Courses Offered: Spanish 1, Spanish 2, Spanish 3, College Spanish 4.

PHYSICAL EDUCATION

- Minimum course credit requirement: Two (2) credits
- All students must take Physical Education each year in high school – ½ credit is issued each year.

HEALTH

- Minimum course credit requirement: One-half credit

ART / MUSIC

- Minimum course credit requirement: One (1) credit
- The Art/Music credit requirement can be satisfied by earning at least one total credit from the following courses: Chorus, Band, Design and Drawing for Production or Studio Art.

DRIVER EDUCATION

Seniors are given first priority for this class. Student requests for driver education are made in your junior year when meeting with the school counselor to request courses for your senior year. Seniors are scheduled into driver education randomly through our student management system. Academic and required courses are scheduled first. Only eighteen seniors are scheduled into driver education each semester. NYS driver education attendance requirements apply. Students

who do not meet the NYS attendance requirement, at any time during the semester, will not receive their MV285 Student Completion Certificate. Tioga Central credit may still be given IF the student passes the class with a 65 or better. Prerequisites for driver education are:

- Students MUST HAVE their permit prior to taking the course
- Students must have an excellent attendance record prior to requesting the course

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning. Parents can assist their child(ren) with homework by:

- Providing a study area free of distractions and with good lighting
- Asking questions about the content of student homework
- Give requested assistance, but let the student do their own work
- Avoiding undue pressure
- Helping create a “homework habit” at the same time each night

Tioga Central School believes that parental involvement in student’s homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

At the discretion of the teacher, students may be assigned homework per class, each night. If a student feels that he or she has a heavy load of homework per week, a conference with the guidance counselor is suggested. If parents are concerned that their child(ren) are receiving either too little or too much homework, they should contact the building principal or guidance counselor.

All homework assignments may be graded and counted towards each student’s quarterly grade according to the individual teacher’s policy.

HONOR ROLLS

Four times each year, honor roll is figured based on report card grades. Students are eligible for honor roll if they have passed all courses and are enrolled on a full-time basis.

High honors will be given to those students with an average of 89.5% or above.

Honors will be awarded to students with an average between 84.5% and 89.4%.

Individual honor roll status will be listed on the student’s report card, a list will be posted in the corridor outside the guidance office and will also be mailed to the local newspapers for publication.

COURSE LOAD

All students in grades 9-11 must carry at least five credits in addition to physical education.

ADD / DROP DEADLINES

No courses may be DROPPED during the first two weeks of school, or during the first two weeks of the second semester. After the first two weeks of school, requests to drop can be made to the guidance counselor and will be reviewed on an individual basis by the guidance counselor and/or principal. Requests may be denied based upon student course load, academic requirements, teacher requests due to extenuating circumstances or other circumstances.

Likewise, requests to ADD courses must be made within the first two weeks of school, as well as the first two weeks of the second semester. No classes will be added to students' schedules after this time.

NATIONAL HONOR SOCIETY – TIOGAN CHAPTER

The Tiogan Chapter of the National Honor Society has been in existence for several decades. The NHS and its student members are committed to promoting **scholarship**, providing **service**, encouraging **leadership** and demonstrating **character**.

The selection process: In the second semester of each school year, students in grades 11 and 12 who meet the criteria listed below, are invited to consider membership in the NHS. A faculty council, made up of five high school teachers chosen by the principal, is responsible for the final selection of new members. Selected candidates are chosen based on their scholarship, service, leadership and character.

Criteria for initial consideration:

- ❑ Students with a grade point average of **88 or better** will be invited to consider membership.
- ❑ **All candidates for membership** must also have earned credit in at least eight of the following high school courses: English 9, English 10, Global Studies I, Global Studies II, Algebra 1, Geometry, Algebra II/Trig, Earth Science, Biology, Chemistry, Spanish I, Spanish II OR one unit of credit in a five-unit Occupational Education sequence that substitutes for foreign language.

Transfer students will also be invited to consider membership if they have completed comparable work.

STUDENTS AWARDS AND SCHOLARSHIPS

Each year, a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year.

All students, regardless of race, color, creed, sex, national origin, religion, age, economics status, marital status or disability, shall be eligible for all awards and scholarships given or disseminated by the Tioga Central School District.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the

type of award being given. The building academic review committee, comprised of the school counselor and members of the teaching staff, will select recipients of academic awards.

Scholarships to high school graduates will be awarded according to stipulations for each scholarship. This could include: the student's academic achievement, school citizenship, his/her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship.

GUIDE FOR HIGH SCHOOL DANCES / PROM

Planning

1. Dances must be a school function for our students with the approval of the group advisors and principal.

Who Can Attend School Dances?

- Academically eligible students from TCS in grades 9 – 12 may attend.
- A guest of a TCS student may attend, provided they are in grades 9-12 in another school or not of an age in excess of 20 and a Tioga Central graduate. Before a ticket is sold to anyone other than our students, there is a form your guest must have completed and returned to the main office prior to the dance, and the Principal's approval is required.
- Anyone removed from a previous dance will not be allowed to attend any future dances for the rest of the school year.
- All dances will sell pre-sale tickets only.
- Tickets will only be sold to students that are academically eligible.

General Rules for Dances

1. No smoking is permitted in any part of the building or on school grounds
2. Alcoholic beverages are not allowed on public property at any time
3. If you leave the dance and the building during the first hour, another ticket will have to be purchased in order to enter again. (Emergency situations can be handled at the discretion of the advisors). The doors are to be locked one hour after the dance begins and students should not leave unless their parents or guardians pick them up early. Students should notify the chaperones in advance if they know they are going to arrive after the one-hour lock-up time. If a student leaves the dance after the first hour and the doors are locked, he/she will not be readmitted whether or not he/she has a ticket.
4. The advisors and/or ticket takers may turn away anyone who is suspected of being under the influence of alcohol/drugs.
5. The same recommendations for proper dress used for regular school time will be applied for dances. All clothing must be proper and reasonable.
6. All rules of the Student Code of Conduct apply.

Law Enforcement Service The sheriff will send an officer if needed. Phone: 687-1010.

PROM

Junior/Senior Prom - The prom is given by the junior class in honor of the senior class. The prom is for junior and senior students ONLY. Sophomores can only attend if they are the dates of either a senior or a junior. Permission from the HS principal must be obtained, in advance, in order to bring someone from another school district or a recent Tioga graduate. Please see the Main Office for a guest form which must be filled out and submitted for prior approval. All students must be under 21 years old. Freshman are not allowed to attend.

Students who are academically ineligible shall not attend a dance or prom. If a dance is held on a Saturday, the student must be in attendance the school day prior to the dance (Friday) in order to attend the dance. If the dance is on a Friday, the student must be in attendance that day.

SAT and ACT INFORMATION:

Go to www.collegeboard.com for SAT and ACT test dates and registration deadlines. Students must register on-line for these exams. You will need a credit card or debit card.

You must enter the Tioga Central school code: 335570 in order for the school to receive your scores.

If you have any questions, please see your school counselor.

IMPORTANT DATES FOR THIS SCHOOL YEAR

Holidays and Days Off:

Labor Day	September 2
Columbus Day	October 14
Election Day	November 5
Veteran's Day	November 11
Thanksgiving Recess	November 27-29
Winter Recess	December 23 – January 1
Martin Luther King Day	January 20
Mid Term Recess	February 14-17
Spring Recess	March 13; April 6-13
Memorial Day	May 22-25

Superintendent's Conference Days:

FULL DAYS

September 3	January 31
October 11	February 28
November 1	March 12

School Bus Drills

September 5 or 6
December 5 or 6
April 2 or 3

Make up Days

May 21
May 22
April 13
March 12

End of 10-week Marking Periods

November 8
January 24
April 3
June 19

Regents Tests

January 21-24
June 2, 17-25

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TO THE STUDENT AND PARENT/GUARDIAN:

INSTRUCTIONS: Both sides of this page need to be reviewed carefully and signed by both the student and parent. Remove this page from the book and return to your homeroom teacher as soon as possible.

Dear Parent/Guardian:

This student handbook was written to provide you and your child with information about the program at Tioga Central High School and also to provide information about the rules of the school.

We believe the rules are directly related to the efficient operation of the school and are designed to be fair to children and adults.

In order that the contents of this handbook are effectively communicated to the students of the school, we have directed the classroom teachers to review each page of the booklet during the first three days of school.

In order to be certain that parents that have seen this booklet, we are requesting that you **sign this page and return it to the main school office with your child. Thank you.**

.....

Student Name: _____

Homeroom: _____

To the Principal:

I have reviewed the contents of this handbook with my student.

Parent/Guardian signature: _____

Date: _____

Student signature: _____

Date: _____

Tioga Central School District Computer and Internet Use Consent and Waiver

The following must be read and signed by you and your parent or legal guardian.

By signing this Consent and Waiver form, I _____ and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the Tioga Central School District does not have control of the information on the internet, although it attempts to provide prudent and available barriers. Other sites accessible via the internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the district's intent is to make internet access available to further its educational goals and objectives, account holders may have the ability to access other materials as well.

The Tioga Central School District believes that the benefits to educators and students from access to the internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the Tioga Central School District supports and respects each family's right to decide whether or not to apply for district network access. Any questions should be directed to our technology coordinator, or the building principal.

The student and his/her parent(s) or guardian(s) must understand that student access to the district network is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the district assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside the district, or any costs or charges incurred as a result of seeing or accepting such advice.
- B. Any costs, liability, or damages caused by the way the student chooses to use his/her district network access.
- C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the district.
- D. While the district supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

By signing this form I agree to the Policies and Procedures of Computer and Internet Use (found on the Tioga Central website under "District Manuals") and it's Code of Conduct.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Guardian Name: _____

Parent/Guardian Signature: _____

Tioga Central School

Tioga Center, NY

REQUEST TO DRIVE TO SCHOOL

All student drivers must complete both sides of this form. Both the student's signature and parent/guardian's signatures are required. This will be kept on file in the main office. A new request must be completed and turned in each year. TURN THIS FORM INTO THE HIGH SCHOOL MAIN OFFICE FOR APPROVAL.

DRIVING RULES AND REGULATIONS:

1. Students must remain in good academic standing. Ineligible students will lose their driving privilege.
2. Parent/Guardian permission is necessary for any student driving a car to school, either permanently or temporarily.
3. Students will be required to park their cars in designated areas for student parking. All cars should be locked.
4. Students driving to school may NOT take their cars off school grounds during lunch times.
5. Students driving to and from school will not have other students riding unless it is a brother or sister. In special cases, if a student has a job and we have parental permission – from both parents – then we may allow traveling with a student driver.
6. Students may not go out to their cars during the normal school hours, unless he/she is leaving the building for the day, or is granted permission from the main office.
7. Students must obey traffic and speeding regulations at all times.
8. Students must not interfere with the safe transportation of our students and school bus loading and unloading procedures.
9. Students will refrain from unnecessary noises, such as deliberate tire squealing, muffler devices, horn blowing, etc.
10. Any damage to the student's or individual's vehicle while on school property is the responsibility of the owner's insurance company. It is NOT the responsibility of the school or the school's insurance company.
11. Students must present a valid driver's license. A copy will be made and kept on file in the main office.
12. Students who arrive late to school must have a valid excuse. Chronic tardiness will result in the driving privileges being REVOKED.
13. Students who drive their vehicle to school without parent or school district approval will receive a warning on the first offense, and may be towed, at owners expense, for further infractions.
14. Failure to comply with the above rules and regulations may result in disciplinary actions.
15. Students will have assigned parking spaces and given tags to display where visible in your vehicle.

Our signatures indicate that we understand and agree to abide by all above rules and regulations.

_____ **A copy of the student's license is attached.**

Student Signature / Date

Parent/Guardian Signature / Date

School Official's Approval _____ Date: _____

STUDENT / VEHICLE INFORMATION

SCHOOL YEAR: _____ DATE: _____

Student's Name: _____ Grade: _____

Address: _____

Home Phone: _____ Student's Cell: _____

Father's Name / daytime contact number: _____

Mother's Name / daytime contact number: _____

VEHICLE INFORMATION:

#1

#2

Make: _____

Make: _____

Model: _____

Model: _____

Color: _____

Color: _____

License #: _____

License #: _____

If you have early dismissal, what time do you leave? _____