

Catskill High School

STUDENT/PARENT HANDBOOK



2008-2009 Academic Year

"...reflecting educational excellence"

Rev. August 2008

September 3, 2008

Dear Students and Parents:

Welcome back! The information found on the following pages is provided as a resource to help guide you through the upcoming school year, and to make you aware of the policies and procedures that we have in place at Catskill High School to ensure your success.

Our High School is a vibrant school community with dedicated faculty and staff. We have an abundance of after-school and extracurricular activities that all students have available to them and we encourage them to get involved. The pride of the “Catskill Cats” is an important element in our students’ development and one that we endorse.

We are also an inclusive and accessible community designed to help students build a better future for themselves as well as the communities that they will serve. Responsibility, accountability, and an active, involved participation are all an important part of the success we wish for all students. As such, it is extremely important for parents and guardians to review the information within this booklet with their children.

There are several important forms that must be filled out at the rear of this book, including:

- Receipt of Handbook and Code of Conduct Form
- Annual Health and Emergency Contact Information Form (for High School Office use)

Please have your child return these forms to their **Day 1, Period 1** teacher by the close of school September 9, 2008.

Also, please find additional copies of the Information Technology Use Regulation, Internet Safety Policy and Permission forms for your use. Students must have these items completed and on file prior to being assigned student-use passwords and provided Internet access.

We look forward to seeing you in September and wish you all much success in the coming school year.

Sincerely,

William H. Ball
Catskill High School Principal

Patrick Wemitt
Catskill High School
7 – 10 Choices Principal



CATSKILL HIGH SCHOOL ALMA MATER

In the land of Rip Van Winkle
Nestled near the Hudson's shore
Stands our dear old Catskill High School
Day by day we love thee more!
Love thee as our parents loved thee,
Boastful always of thy fame
Even though we leave thy shelter
We will always shout thy name.

All the friends we meet and live with,
Catskill High we'll ne'er forget
Hallowed halls and walls with ivy
Grant that they be with us yet
When our sons and daughters greet thee,
As the days and years go by
Our future Pride, as always
We will hail thee, Catskill High.

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Philosophy and Objectives of Catskill High School

The philosophy of the staff of Catskill High School is to present an opportunity for students to achieve their greatest potential and to become self-sufficient, contributing members of society. Recognizing that differences exist among individuals, each staff member accepts these differences while at the same time fulfilling the needs that are common to all students. Our school has the obligation to create an atmosphere for learning from which can emerge sensitive, responsible, aware young people capable of functioning effectively in a complex society. Students should not only be challenged by creative approaches to class work but also be taught to share responsibility for their own development. Fulfillment of these philosophical goals dictates meaningful, free communications within the school community, and between the school and community.

Statement of Objectives

- A. The school provides learning opportunities for students with diverse needs by:
 - a) Having a well-balanced curriculum
 - b) changing content in the curriculum offerings when appropriate
 - c) giving guidance in making selections

- B. The school creates an atmosphere which:
 - a) Encourages cooperation and fosters communication among student, faculty, administration and community
 - b) Provides psychological and physiological assistance for all students in a non-threatening environment

- C. The school seeks to develop among its students:
 - a) Respect for and understanding of American Democratic principles and traditions
 - b) An understanding of the responsibilities of citizenship, both local and global
 - c) An awareness of the impact that social, economic and environmental issues have on their lives
 - d) The social, academic and manual skills necessary for entrance into higher education or useful employment
 - e) Interests conducive to meaningful use of leisure time now and in the future.
 - f) Motivation for continuous learning and self improvement

Catskill Central Schools District Directory

Central Administration

Ms. Kathleen Farrell, Ph.D.	Superintendent
Ms. Kimberly Lewis	Assistant Superintendent of Business
Mrs. Celeste DeCicco-Holz	Director of Special Education
Mrs. Beverly Cotten	Data Analyst/Central Registrar
Ms. Deborah Johnson	K-12 Director of Curriculum
Mr. William Muirhead	Interim Transportation Supervisor
Mr. William Muirhead	Food Service Director
Mr. John Willabay	Director of Facilities
Mr. Bruce Schmidt	Athletic Director

High School Administration

Mr. William H. Ball	Principal, Catskill High School
Mr. Patrick Wemitt	Principal, 7 – 10 Choices Alternative Program, Catskill High School

Board of Education

James Garafalo	President
Andrew Jones	Vice President
Michael Bulich	
Randall Griffin	
Karen Haas	
Eric Holsopple	
Matthew Leibowitz	
Lisa Warner	

Department Chairpersons

Mrs. Beth Daly/Mrs. Kelly Konsul	Directors of Guidance
Mr. Joseph Crocetta	Social Studies Department
Ms. Karen Osborn	Science Department
Mr. Robert Stinson	English Department
Ms. Eileen McNeal	Mathematics Department
Mrs. Cathy Bartolotta	Occupational Education
Mrs. Joyce Notarnicola	Foreign Language
Ms. Kristina Giangreco	Music Department
Mrs. Marielena Davis	Director of Athletics

Faculty and Staff List

Business

Mrs. Cathy Bartolotta – Chair
Mr. Michael Piedmonte
Mr. Michael Schantz
Mr. Patrick Hernandez

Home Economics

Mrs. Kelly Marino

Library

Mrs. Nancy Kunz
Mrs. Pearl Rose - TA

Music

Mr. James Guldenstern
Mr. William Cash

Math

Mrs. Eileen McNeal - Chair
Mrs. Melanie Banks
Mr. Jeffrey Dudzic
Ms. Erin Holdridge
Mr. Paul Irvis
Mr. James Maccaline

Social Studies

Mr. Joseph Crocetta – Chair
Mrs. Patricia Gottesman
Mrs. Tammi Kellenbenz
Mr. Richard Mandigo
Ms. Jacqueline Olivett
Mr. Lee Powell
Mr. Bryan Smith
Mrs. Mary Warden

Technology

Mr. Brian McDonnell

Secretarial

Mrs. Sue Broccolo (GO)
Mrs. Joannie DiPerna
Mrs. Cynthia Jacob
Mrs. Nancy Rogers

Attendance Monitors

Mrs. Heidi Harte
Mrs. Arleen Mensching

English

Mr. Robert Stinson – Chair
Ms. Vanessa Carneglia
Ms. Lorraine Ferrara
Mrs. Nicole Field
Mrs. Suzanne Ribsamen
Mr. Edward Synan

Physical Education

Mrs. Stacy Collier-Dieso
Mr. Douglas Lampman

Science

Mrs. Karen Osborn – Chair
Mrs. Renee Calvo
Mrs. Cheryl Cinatti
Mr. Chad Jaconski
Mrs. Stefanie Loomis
Mrs. Nancy McCarthy
Mrs. Maryellen White

Special Education

Mrs. Carol Bermingham
Mrs. Wendy Casalino
Mrs. Lindsay Knott
Ms. Maryann Morrison
Ms. Robyn Porter
Ms. Sherri Webb

Pupil Personnel Services

Mrs. Kimberly Bushane
Mrs. Beth Daly
Mrs. Kelly Konsul
Ms. Heather Murphy
Ms. Bettina Young

Monitors

Mrs. Joanne Guldenstern
Ms. Florence Hohenstein
Mrs. Mary Matteo
Mr. Phil Oettinger
Ms. Joyce Proper
Ms. Pauline Ryan

Foreign Language

Mrs. Joyce Notarnicola – Chair
Ms. Maria Gomez
Ms. Denise Rivette
Ms. Cecelia Sanson

ESL/Foreign Language HS/MS

Mrs. Christa Dedrick

Art

Ms. Theresa Pine

School Nurse

Mrs. Holly Hebb

Central Copier

Mrs. Amy Haggerty

Cafeteria Staff

Mr. William Muirhead, Mgr.
Mrs. Maria Greco
Mrs. Brenda Lubera
Mrs. Cathy Perry
Mrs. Lydia Pugh
Mrs. Barbara Jean Warwick

Teacher Assistants/Aides

Mrs. Gina Berzal
Mrs. Terri Castano
Mrs. Valerie Duckworth
Mrs. Bonnie Kent
Mr. Donald Osborn
Mrs. Donna Overbaugh
Ms. Shelly Stacy
Mrs. Anne Varrone

Custodial

Mr. John Caniano
Mr. William Hoffman
Mr. Gerard Landi
Mr. Norman Lane
Mr. Larry Van Dyke

Courier

Ms. Christine Matthews

Telephone Numbers

Name	Title	Phone Number	Fax Number
Dr. Kathleen Farrell	Superintendent	943-4696	943-7116
Ms. Kimberly Lewis	Asst. Supt. of Business	943-4550	943-7108
Ms. Celeste DeCicco-Holz	Director of Pupil Services	943-0574	
Mr. William Ball	Principal, High School	943-2300	943-7700
Mr. Patrick Wemitt	Principal, High School Choices	943-2300	943-7700
Mrs. Marielena Davis	Principal, Middle School	943-5665	943-3001
Dr. Selma Friedman	Principal, Middle School	943-5665	943-3001
Mrs. Dawn Scannapieco	Principal, Elementary School	943-0574	
Ms. Lisa Slutzky	Assistant Principal	943-0574	
Mrs. D. Johnson	K-12 Director of Curriculum	943-5665	
Mrs. E. Daly	High School Guidance Office	943-2345	943-7470
Mrs. K. Konsul	High School Guidance Office	943-2345	943-7470
Mr. B. Schmidt	High School Athletic Department	943-5672	
Mr. W. Muirhead	Director, Food Service	943-5775	
Mr. J. Willabay	Director of Facilities	943-0574	
Mr. W. Muirhead	Interim Director of Transportation	943-5665	

Questions About	Contact	Number
Athletics	Mr. Schmidt	943-5672
Attendance	Mrs. Harte	943-2300
Bus Schedules / Problems	Mr. Muirhead	943-5665
Cafeteria	Mr. Muirhead	943-5775
Chronic Illness Policy	Mrs. Hebb	943-4899
Courses Guidance Office	Mrs. Daly / Mrs. Konsul	943-2345
Discipline	Mr. Wemitt	943-2300
Extra Curricular Accounts	Mrs. DiPerna	943-2300
Health Issues	Mrs. Hebb	943-2300
Lockers	Mrs. Rogers	943-2300
Lost & Found	Main Office	943-2300
Use of Building	Mrs. Jacob	943-2300
Ineligibility	Mrs. Rogers	943-2300
School Pictures	Mrs. Rogers	943-2300
Substitutes plans	Mrs. Rogers	943-2300
Parking Permits	Mr. Wemitt	943-2300
Textbook Obligations	Mrs. Harte	943-2300

Calendar
2008-2009

INSERT

Bell Schedule

Warning Bell 7:33 a.m.

<i>Period</i>	I	II	III	IV
1 7:35 – 8:17	1	2	3	4
2 8:20 – 9:02	2	3	4	1
3 9:05 – 9:47	3	4	1	2
4 9:50 – 10:32	4	1	2	3
5 10:35 – 11:17	Lunch			
6 11:20 – 12:02	Lunch			
7 12:05 – 12:47	Lunch			
8 12:50 – 1:32	Lunch			
9 1:35 – 2:17	All			

Extra Help Period 2:19 – 2:52 p.m.

Late Bus 2:55 p.m.

Schedule For In Inclement Weather

One Hour Delay

1	8:35-9:02
2	9:05-9:32
3	9:35-10:02
4	10:05-10:32

Two Hour Delay

	Day 1	Day 2	Day 3	Day 4
2	9:35-10:02	3	4	1
3		2	3	4
4	10:05-10:32	4	1	2

Periods 5 through 9 – regular bell schedule.

Marking Periods

Students should be aware of the dates for the quarterly progress reports, eligibility cut-off, end of marking period and report card distribution dates.

First Quarter

Eligibility Review	Friday, October 3, 2008
Interim Reports Mailed	Friday, October 10, 2008
Marking Period Ends	Friday, November 7, 2008
Report Card Distribution	Friday, November 14, 2008

Second Quarter

Eligibility Review	Friday, December 12, 2008
Interim Reports Mailed	Friday, December 19, 2008
Marking Period Ends	Friday, January 23, 2009
Report Card Distribution	Friday, January 30, 2009

Third Quarter

Eligibility Review	Friday, February 27, 2009
Interim Reports Mailed	Friday, March 6, 2009
Marking Period Ends	Friday, April 3, 2009
Report Card Distribution	Friday, April 10, 2009

Fourth Quarter

Eligibility Review	Friday, May 8, 2009
Interim Reports Mailed	Friday, May 15, 2009
Marking Period Ends	Friday, June 12, 2009
Report Card Distribution	Friday, June 26, 2009

AlertNow

AlertNow is a District-Wide phone system that can be used to broadcast different types of announcements to identified populations. High School uses for Alertnow will include, but are not limited to:

- student tardiness
- student absences
- emergency situations
- special announcements

It is imperative that the school have updated telephone numbers for these purposes. Please update these numbers immediately.

Beverages / Snack Foods

No food or beverages, aside from water, are to be consumed in the classroom. Advance approval is needed to take food to special areas of the building, i.e., rehearsal rooms. No food or drinks, aside from water, are to be consumed in the hallways. ***Under no circumstances will glass items be permitted in the building.***

All containers that the content does not match the label will be investigated.

Cafeteria

The school cafeteria is operated to provide a complete, nutritious lunch for students. Recommendations regarding the cafeteria menu and service are welcomed by the lunch manager who will meet with students to discuss concerns regarding the cafeteria services and menu.

Information concerning free and reduced lunch may be obtained in a confidential manner from the school nurse and lunch manager. Students are expected to deposit their trays with milk cartons, plates, utensils, etc., to the waste receptacles provided for that purpose. Activities such as pan handling, extortion, throwing food, sitting on tables, cutting into the lunch line and general “horseplay” will not be tolerated. Purchased food is to be consumed in designated areas only.

Students are to comply with any reasonable request made by cafeteria personnel, aides or faculty. Discipline ranging from reprimand to loss of cafeteria privilege and detentions may be administered for infractions of the above regulations.

Calling-in A.M.

When a student is going to be absent from school or late beyond 8:00 a.m., the parent or guardian should notify the Attendance Officer. This will avoid a further check by the Attendance Officer. The Attendance Officer calls home everyday. Students with chronic attendance problems or who are in danger of exceeding the attendance policy will be monitored for absences on a regular basis. This may include home visits.

Catskill High School Activities/Extra-Curricular Clubs

Students who are absent from school or arrive after first period the day of any extra-curricular activity are denied attendance at, or participation in, the extra-curricular activity for that day except in the case of administrative approval. A student must make sure that school officials approve the reason for absence or lateness in order to be considered for participation in any activity or event scheduled during the day or after school.

Senior Class: elects officers to lead and plan its activities for the year. They have an annual fundraising activity. The seniors also plan for their senior awards ceremony. The final planned activity is graduation.

Junior Class: elects officers to lead and plan its activities for the year. They have an annual fundraising activity. In the spring, juniors prepare to celebrate their Junior Prom and begin to make preparations for the yearbook in their senior year.

Sophomore Class: elects officers to lead and plan activities for the year. The main activity is a major fundraising drive scheduled for the month of November. Following this, sophomores will spend the rest of the year working on various other fundraising and spirit activities. All interested class members are welcome at the announced after-school planning meetings.

Freshman Class: elects officers and begins to plan for the upcoming years. They have an annual fundraising activity in the spring and they prepare for the spirit games.

DECA Club

The Distributive Education Clubs of America (DECA) are student-run organizations designed for students enrolled in Occupational Education, Marketing, Business and Management. The Catskill DECA Club is also responsible for the operations of the School Store. DECA encourages vocational understanding, civic consciousness, social intelligence and leadership development. Through regional and state competition DECA serves as an avenue of expression for individual talent and abilities. Catskill DECA meets twice a month.

French Club

The French Club is an organization which promotes the French culture. Its members attend plays, prepare French dinners and possibly take a trip to a French-speaking country. Fundraisers may be organized to support the club's activities.

Interact

Interact is a service club which is sponsored by and modeled after the Catskill Rotary Club. Its main objectives are to perform community service (by volunteering for charity drives, school activities, community organizations, etc.) and international service (exchange student program). In the process of supporting these service activities, the club holds many fundraising events such as dances, car washes, a talent show, and a carnival. Meetings are held twice a month. If students would like to volunteer to help others, they should join this club.

Library Council

The Library Council is a group of students who volunteer to work in the Media Center during the school day. Members join in September and elect officers. These officers preside at meetings with a prepared agenda. Student volunteers are released from study halls to assist in the library during their free periods. Extensive training teaches desk procedures, shelving, filing and book preparation. The volunteers also deliver newspapers to teacher subscribers, and perform errands as requested by the Library staff. Work in the Media Center is considered and recognized as a school service. Joining this council has also provided experience for future job references.

National Honor Society (Catskill Chapter)

You will be informed of membership criteria including academic scholarship, leadership, character and service. During the school year, potential members (along with current members) are encouraged to develop these qualities in order to be nominated for membership in the spring of each school year. Any student who needs advisement regarding any of the criteria should contact the NHS advisor. Information about service related activities, leadership and character development will be made available.

All faculty members and the administrators will "vote" on nominees after the 3rd quarter. Participation in extra-curricular activities, service related functions, and overall Grade Point Average (G.P.A.) will be provided to those voting. Students will be notified following a faculty committee review of results.

Odyssey of the Mind

Odyssey of the Mind is a competitive program, but it's nothing like your typical sporting event. The competitive element encourages kids to be the best that they can be, but it's a friendly competition. Kids learn from and even cheer on their competitors. Odyssey of the Mind is not a college bowl or a competition about knowledge. It's all about creativity, an often overlooked element in the growth and development of many students. Kids are rewarded more for how they apply their knowledge, skills and talents, and not for coming up with the right answer. In fact, in Odyssey of the Mind problems, there isn't one right answer. Ever...

Photography Club

The Photography Club is open to every student in Catskill High School. You do not need to own a camera or have any photography background. Members are taught how to take photographs. Club members are responsible for helping produce the school's yearbook as well as the school newspaper and district publicity photos. Those members who excel at photography can earn money by working for the Catskill Daily Mail. Club members also earn money for the club treasury by taking and selling photos. This money is used to purchase new photographic equipment.

Ski Club

Open to all students, the Ski Club seeks to provide students with opportunities to improve skiing skills. The camaraderie and health benefits of an active winter lifestyle are emphasized.

Stage Crew

Students will learn the fundamentals of working back stage. This group will build sets, work with stage lights and learn to work with others. The Stage Crew assists in major and minor theatrical productions and use of the auditorium.

Student Council

The Student Council is an organization that represents the entire student body and promotes activities which include, as far as possible, every student in the school. One of the main goals of Student Council is to promote "SCHOOL SPIRIT" and "MORALE." The Student Council is responsible for sponsoring the Santa's Helpers, the Spirit Games, organizing the school calendar, and representing the student body. The Student Council meets twice a month on the first and third Tuesdays during school at a time to be posted. Elections are held in the fall.

Yearbook

The Yearbook Club (the Cat's Paw) begins its preparations each spring for the annual publication. In cooperation with the senior class, editors are selected and fund-raising activities planned. The final deadline for the yearbook is November 1st. Based upon their financial contribution and goals, the senior class has considerable input into the final decision of the yearbook. Undergraduates are encouraged to participate in this activity.

Clarke Scholarship Fund

The Clarke Scholarship Fund was established by the late Rachel Fiero Clarke of Catskill to provide financial aid to students at Catskill High School planning to attend college. All members of the senior class are eligible to apply. Rules and guidelines for the application for the Clarke Scholarship are announced during the school year by the Director of Guidance. Annual scholarships are awarded each July to graduating seniors by the Board of Education based on financial need. Attendance at all informational meetings for the Clarke Scholarship is required for students and/or parents if the student wishes to be considered for a scholarship.

Confidentiality of Communications

Information received by teachers and other school officials is not privileged and may be revealed whenever it is appropriate to do so.

Corporal Punishment

The use of corporal punishment against students is not acceptable in the school district. Justifiable physical force, however, may be used when the situation warrants it. The following are examples of justifiable situations:

1. To protect anyone from physical injury.
2. To protect the property of the school or others' property.
3. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers, and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

Driving to School/Parking

Students who drive to school are responsible for the guidelines contained in the Catskill High School Rules and Regulations. Student parking is limited to those areas designated by the Administration and will be based on availability and the successful completion of parking registration information. First consideration for available spots will be given to 12th grades students followed by 11th and 10th grade students. You may **not** park along the sidewalk. That area is reserved for staff. Students should park vehicles within the lines and observe all designated painted areas that restrict student parking. No student parking is permitted in the parking area by the Catskill Creek without Administrative permission. Any vehicle accidents in the parking lot should be reported immediately to the Principal as well as the Catskill Village Police Department.

Early Dismissal

Students with early dismissal requests should report to the office. Requests for early dismissal must have date, time, reason for dismissal, and if for an appointment with a professional, the name of the professional person, and signed by a parent or guardian. Early dismissals for "personal reasons" will not be approved. Early dismissals will not be granted for such reasons as a haircut or a shopping trip, etc.

Extra Help

Teachers are available for extra help from dismissal until 2:55 p.m. daily. Students who wish assistance should inform the teacher of their intent to come after school. No afternoon practices for sports or activities commence until 3:00 p.m. to provide all students the opportunity for extra help. Teachers who have to attend meetings or have appointments will announce their schedule for after-school help ahead of time. Thursdays are generally reserved for staff and faculty meetings.

Failed Courses

Students who fail a course in the regular school year may complete (make-up) the course requirement by:

1. Attending summer school.
2. Completing a tutorial program.
3. Attending an equivalent college course.

The above options must be approved in advance by the Principal. A note of caution to students, tutorials are approved only under extenuating circumstances, such as a course not being offered in summer school. Tutorials also follow specific guidelines as to cost, teacher certification and length of time to complete. **If a student exceeds the summer school attendance policy, a tutorial program will not be approved.**

All students must pass each grade level English and Social Studies courses before starting the next level. Students will not be allowed to take two levels of English or Social Studies in the same year, except in their senior year. Therefore, if English or Social Studies are failed, one of the three options above is strongly recommended or graduation will be delayed. A student who is repeating a course for credit will be registered for the full duration of that course. Students who take two English or Social Studies courses during their senior year must realize that:

1. A scheduling problem may exist which will prevent June graduation.
2. RCT's in English 11 and Social Studies 11 must be passed before graduation can occur.

Therefore, even though a student may take English 11 and 12 or Social Studies 11 and 12 during the Senior year, it is NOT recommended because graduation may be delayed.

Fire/Evacuation Drills (Education Law 807)

State law requires that every school conduct twelve (12) fire drills during the school year. It is every pupil's responsibility to take these drills seriously and obey instructions completely.

Students will be informed by their classroom teachers where they should exit and what procedures are to be followed. Absolute quiet must be maintained and no talking will be allowed during these drills. This rule must be followed by everyone so that necessary directions can be given and understood.

Discipline ranging from reprimand to suspension may be administered depending upon the degree of infraction.

Guidance Office

The Guidance Office is open every school day from 7:15 a.m. until 3:15 p.m. The purpose of the Guidance program is to assist students to make the best use of their opportunities as they progress through school. Students should feel free to contact their counselor whenever there exists a personal or academic problem. In addition to the counselors, who provide a variety of academic and vocational information, the Guidance Office also includes a variety of orientation and testing services.

The Guidance Office also includes individual counseling services provided by a school social worker and school psychologist. Other referral services are available upon student request. Students are encouraged to seek advice and assistance from the counseling services available to them. For more information concerning the wide range of available student services, students should make an appointment with the secretary in the Guidance Office to meet with their counselor.

The Guidance Counselors are assigned the following students by last name:

<u>GRADE</u>	<u>MRS. KONSUL</u>	<u>MRS. DALY</u>
All	A - L	M - Z

Grade Level Placement: Students who enter Catskill High School will be assigned grade levels as follows:

9th Grade All students will be assigned to 9th grade upon successful completion of 8th grade, with 10.5 Middle School Units, and recommendation of the Middle School Principal.

10th Grade Students will be assigned to 10th grade upon completion of four units of credit, which must include English 9 and Social Studies 9.

11th Grade Students will be assigned to 11th grade upon successful completion of eight units of credit, which must include English 9 & 10 and Social Studies 9 & 10.

12th Grade Students will be assigned to 12th grade upon successful completion of thirteen units of credit, which must include English 9, 10, 11 and Social Studies 9, 10, 11. Twelfth grade students must be taking at least the number of subjects required for graduation. Exceptions may be made by the Principal for transfer students.

Grading Systems: The minimum passing grade to receive a unit of credit at Catskill High School is 65%. Each staff member announces and provides written grading guidelines to the student at the beginning of each course. Grading guidelines are reviewed by subject department chairpersons and by the administration. Computation for average usually includes evaluation for unit examinations, quizzes, reports (oral and written), class participation, and completion of homework.

Ten week and final grades in enrolled courses are numerical and may be interpreted as follows:

96-100	Outstanding performance
86-95	Above-average performance
75-85	Average performance
65-74	Below average performance, but passing
64-0	Failing
Inc.	Course work not completed

Promotional Grading Policies: Numerical grades are entered on a computerized report card which is distributed quarterly. For all semester courses, no grade below 50 can be entered for the first quarter. For all full year courses, no grade below 50 can be entered for the first two quarters. For all courses where a final exam is administered, the examination will constitute 20 percent of the final average. For all courses of four quarters, each quarter is weighed equally as follows: (Almost all courses at Catskill High School require final examinations.)

Average With Final Exam	Average Without Final Exam
4 quarters = 80% + exam 20%	4 quarters = 100%
2 quarters = 80% + exam 20%	2 quarters = 100%
Number of weeks in course - full year = 4 (10 week) quarters or 40 weeks	
1 semester = 2(10 week) quarters or 20 weeks	

Graduation Requirements - Course Description Manual: Students are required to take the English Regents, Math Regents, and Global and American History Regents.

Each year students receive an updated Course Description manual. The first part of the manual contains specific information such as marking systems and progress reports. The second part of the manual describes the courses offered at Catskill High School. Students with questions regarding graduation and course programs should contact their guidance counselor. Students should consult the manual regarding the following topics:

- Graduation requirements
- Change of course; procedure to drop or add a course or request a level change
- Early graduation
- Early admission to college
- Choices Program
- Questar vocational program
- Course descriptions
- AP offerings

(Copies of the course description manual are always available in the Library or Guidance Office.)

Health Office Services

Besides the care of students who are ill or injured the Health Office provides many other services to the students to maintain their well being which in turn will enhance their education.

Office Hours: Are posted on Health Office door. They are subject to change according to the discretion of the school nurse based on the students' needs.

Screening - Each year every student has a vision, height and weight screening done. In 10th grade students will, in addition, have a hearing screening done. Scoliosis screening is done on all students in grades 9-11.

Physicals: Tenth grade students are required by New York State law to have a physical examination done. We recommend that this examination be done by the student's own personal health care provider. Physicals done after June 1st of the current year will be accepted. We understand that this is not always possible. If we do not receive a copy of the physical by October 1st we will schedule her/him for a physical with the School Physician. All new students entering Catskill High School for the first time are also required to have a physical examination done within 90 days prior to admission at Catskill Schools. If we do not receive a copy of the physical within 15 days of admission he/she will be scheduled with our school physician for the health examination.

Sports Physicals: All students who participate in sports must have a sports physical done. Sports physicals are offered annually in May or June at no cost to the parent. If a student chooses to have his/her own physical done by his/her private health care provider the physical will be reviewed & approved by our school physician. All private physicals must be submitted to the Health Office 1 week before the end of the school year. No student will be permitted to participate in practice or games until there is a record of the physical in the health office. **The sports physical is good for 1 year, however each parent will be required to fill out and sign a health update for each season.**

Medications: Please be reminded that every effort should be made to administer medications at home, however if your doctor feels that medication is necessary during the school day, then a written request from the students' physician and parent/guardian must be in the health office before it may be taken. The medication must be in the original container with the original pharmacy label with the student's name on it. *This is a State Law.* Students are at no time allowed to carry medication of any kind on their person, (unless cleared by the health office), to take medication without supervision, or to take medication without written directive (from parent and doctor). If the student is known to need over the counter medication periodically he/she will also need to follow the above requirements

Immunizations: The school health service maintains records on every student enrolled in the school. A student's health record must indicate that they meet the NYS requirements for immunizations in order to attend Catskill schools. If a student receives immunizations from his/her health care provider we request that a copy be sent to school for updating his/her school record. In the spring an optional clinic is held for Seniors needing immunizations required for college.

Emergency Cards: Each student will receive an emergency card on the first day of school. This card must be completed and returned to school within 2 weeks.

Physical Education Excuse: Students who need to be excused from P.E. must have a written note signed by a parent/guardian which is to be given to the school nurse. All medically excused absences must receive a gym pass from the school nurse. The student should report to the health office to receive that pass. All absences less than a 2 week duration will be required to be made up. Arrangements to make up gym classes must be made with the student's gym teacher beforehand. If a student becomes ill or injured after coming to school the school nurse may issue a gym excuse for no more than one gym period per occurrence. For gym absences longer than 1 week, a written order must be obtained from the student's health provider. The school nurse will then evaluate the student's need to be placed in an adaptive gym class, writing assignment program or other program individually tailored to the student's needs.

Illness at school: All students who are ill or injured during school hours must receive a pass from their current class teacher and then report directly to the Health Office. Students should not enter the Health Office between classes unless it is an emergency. If the nurse is not available the student should return to his/her class. If an emergency exists the student should report to the Main Office instead for a pass to the Middle School Nurse.

Students Sent Home by Health Office: A student who is allowed to go home because of illness or injury will be dismissed only by the Principal, the Principal's designee, or School Nurse. The procedure is as follows:

1. Student is sent to Health Office with a pass from class teacher.
2. Nurse notifies parent/guardian for permission and to arrange transportation. If unable to reach a parent and a student must be sent home, the person(s) listed on the emergency card may be called. (All students are required to have an emergency card completed at the beginning of each school year to be kept in the health office for this purpose).
3. Student is issued a dismissal pass from the nurse then proceeds to the Attendance or Main Office where he/she signs out on the sign-out sheet.
4. The student's name and time of departure are listed on the afternoon attendance list.

Homework Definition and Guideline

Completing homework assignments is important because it provides the student with an opportunity to practice and use newly acquired knowledge and skills.

When a student misses an instructional class, the student should follow the teacher's directions carefully regarding missed work. At the beginning of the school year, all students receive written or posted guidelines from their teachers regarding the procedure for completing missing homework, tests or reports. Failure to complete the requirement for missing work as set forth by the teacher results in a zero for the missing assignment(s). If a child is out ill or suspended from school contact the attendance monitors in the Main Office for his/her homework. **It generally takes 24 hours to get the homework together from the teachers.**

Homework Hotline

Please see the Homework Hotline, Attachment B, for teacher's extensions.

Honor Roll

The honor roll is a quarterly reward and recognition for academic achievement. Outstanding achievement leads to better and future education. Since education is the primary goal of the high school staff, all students should strive to be recognized on one of the three rolls.

Requirements for Merit - Grades 9-12:

- a. Numerical average of **84-80**
- b. No numerical grade below **75**
- c. Successful completion of Physical Education requirement

Requirements for Honor - Grades 9-12:

- a. Numerical average of **85- 89**
- b. No numerical grade below **80**
- c. Successful completion of Physical Education requirement

Requirements for High Honor - Grades 9-12:

- a. Numerical average of **90 - 100**
- b. No numerical grade below **85**
- c. Successful completion of Physical Education requirement.

Report Card INCOMPLETES: An effort must be made to complete all incomplete grades by the end of the marking period. Only students with legitimate and approved reasons will have the incomplete grade carried after the end of the marking period. In most instances, approved cases should be completed by two weeks. **NO INCOMPLETES SHOULD EXIST LONGER THAN TWO WEEKS AFTER THE MARKING PERIOD WITHOUT GUIDANCE OR ADMINISTRATIVE REVIEW.** After two weeks, the incomplete will revert to a 50 unless other approved arrangements have been made.

Interscholastic Athletics

Catskill High School offers a wide variety of interscholastic sports for the students. The interscholastic program provides an opportunity for the students to develop athletic skills and sportsmanship in a number of athletic activities. Catskill High School students are encouraged to participate in at least one interscholastic program.

The interscholastic program consists of the following (subject to availability and Board of Education approval):

Soccer	Boys & Girls	Varsity & JV
Tennis	Boys & Girls	Varsity
Basketball	Boys & Girls	Varsity & JV
Volleyball	Boys & Girls	Varsity & JV
Cross Country	Boys & Girls	Varsity
Track	Boys & Girls	Varsity
Golf	Co-ed	Varsity
Baseball	Boys	Varsity & JV
Wrestling	Co-ed	Varsity
Softball	Girls	Varsity & JV
Cheerleading	Co-ed	Varsity & JV
Bowling	Co-ed	Varsity
Skiing	Co-ed	

Participation in the interscholastic program is subject to the school eligibility code. A copy of the Eligibility Rule is in the Policy Section of this Handbook.

All students who try out and participate in an interscholastic sports program will receive an orientation from the coaches regarding the rules and responsibilities of the student athlete while participating in the program. Included in the orientation is a review of the Eligibility Rule.

Students must have a physical examination before participating in interscholastic sports.

Catskill High School is a member of the Patroon Conference. Patroon conference schools are Hudson, Ichabod Crane, Chatham, Maple Hill, Averill Park, Taconic Hills, Rensselaer, and Durham.

Interim Report

Students and parents/guardians may receive between each marking period an Interim Report defining the pupil's present academic status. Interim Reports recognize commendable, as well as unsatisfactory, performance. Usually, assessment reports are mailed at the end of the five weeks for each report quarter. Seniors who have academic difficulty will meet with their counselor and receive a letter informing them and their parents of any failing courses which are required for graduation.

Late Bus Passes

Students remaining after school from 2:20 p.m. to 2:55 p.m. for detention, extra-curricular activities or academic help may obtain a late bus pass for one of the two late buses that operate Monday through Friday. To be admitted onto the late bus, a student must have a late bus pass completed by a teacher and sign up in the Main Office during the day or immediately at the end of 9th period. Students who attend extra-curricular activities or stay for additional academic help must remain with the teacher until 2:55. The detention supervisor assigns late bus passes for students in general detention. In an emergency, the Main Office personnel may issue a student a late bus pass. Students who misuse the late-bus privilege are subject to bus rules and guidelines contained in the Catskill High School Code of Conduct.

Library Media Center

The Library Media Center is open every school day from 7:40 a.m. until 3:10 p.m. A student who wishes to go to the LMC should obtain a pass from the teacher whose assignment they are working on. To attend the LMC during study hall a student must report to study hall first and then to the LMC. Each study hall may send up to **five** students per class period.

Library materials circulate for a period of two weeks. Special arrangements can be made for longer circulation periods. The LMC does not charge fines for late materials, however, LMC privileges will be suspended for materials overdue for more than one month. It is the responsibility of the student to return library materials in a timely fashion out of respect for their peers.

The LMC collection consists of a wide range of media books, periodicals, databases, reference materials, recordings, CD-ROM's- selected to support the curriculum and encourage learning. The library staff is available to assist in any informational needs students may have. The LMC is able to borrow materials from libraries throughout New York State. Students are encouraged to ask for assistance and enjoy their time in the LMC.

Library Rules

An atmosphere conducive to learning will be maintained in the library at all times. Appropriate behavior is expected from each student in order to maintain an appropriate educational environment. Disturbance of other library users, misuse of library materials or deliberate defacing of library equipment will be regarded as unacceptable behavior.

Rules to follow are:

1. Obtain a pass from a teacher or a member of the library staff to visit the library.
2. No food, drink or gum chewing.
3. Students are not permitted to leave the library without permission.
4. Refrain from talking.
5. Be polite and courteous in response to requests from the library staff.

Should infractions of these rules occur, after a warning, the student will be returned to study hall, thus losing library privileges except for before or after school.

Lockers

Each student is assigned one hall and one gym locker at the beginning of the school year. Locker combinations should remain confidential. Students are responsible for the working order of their lockers. Maintenance problems and the security of lockers should be reported to the Main Office immediately. If a locker cannot be repaired, another locker will be immediately assigned. Students are reminded that the lockers are the property of the school district.

Lost and Found

Students who find lost articles are asked to take them to the Main Office where the owners may claim them. Students who lose any article should also check the lost and found area in the cafeteria.

Motor Vehicle Use

Students at the high school level are permitted to drive vehicles to school, but student drivers must conduct themselves in a responsible manner and abide by the rules and regulations set forth on the application to register vehicles. The Main Office will have applications.

Ninth Grade Teams

The ninth grade will be using a teaming approach. This may include shared teachers, interdisciplinary activities, special 9th grade Academic Seminars etc. Questions about 9th grade teaming may be directed to the Guidance Office at 943-2345.

Parent Teacher Conferences

On occasion, the teacher, parent or student may request a parent-teacher-counselor conference to review the student's academic performance. The student's Guidance Counselor will arrange the conference.

Passes

In order to go from one location to another while classes are in session, a student must have a pass. A student must obtain a pre-signed pass in order to see a teacher, or go to the library or Guidance Office during a study hall. These passes *should* be obtained during a regular class period or before or after school, but prior to the period in which the student wishes to use the pass. Students aren't allowed to issue passes or to fill in any part of a pass. Pass privileges will be revoked for any student who abuses the privilege. Passes will be issued from music and chorus lessons. Students must obtain a pre-signed pass to move about the building during their lunch period.

Police in the Schools

Police may enter school property if a crime has been committed or suspected, if they have a warrant for an arrest or a search or if they have been invited by the school administration. The police may search a student or his/her locker if they have a valid warrant to do so or if they have "probable cause" to believe that the student is in possession of illegal object(s).

In the absence of a warrant or probable cause for suspicion, police authorities have no right to interview students in the school building or on school property.

Personal Appearance

A student will not be excluded from regular instruction because of his/her dress unless it is disruptive or distracting to the learning process, and/or dangerous to health or safety of his/her self and others. Information regarding appropriate dress and grooming can be found in the District Code of Conduct.

Protection of Valuables

Students are responsible for their own valuables, such as money or jewelry. Report malfunctioning lockers to school personnel immediately. Students must follow all rules and guidelines with reference to protecting their valuables during P.E. class or extra-curricular activities. If something of yours is stolen, notify the Main Office and fill out a Stolen Property Form. If the recovery of lost valuables is to be achieved, prompt reporting is a must. You are advised not to bring valuables, large sums of cash or jewelry, cell phones, Ipods, and other PDA's to school.

Public Address System and Bulletin Boards

The public address system and bulletin boards are available to communicate school-related information to teachers and students. Permission and approval of all announcements and posted information must be obtained from the advisor and administration.

Each A.M., the public address system is used for a variety of student announcements. All announcements should be written on an announcement form and approved by the advisor or administrator. Students are expected to listen to the announcements.

Only emergency announcements will be permitted in the P.M. or during the day.

School Dances and Social Activities

The school district makes the building available to students for a variety of student-related activities, such as dances and fundraisers. All guidelines for specific activities may be obtained from the activity advisor.

Before an event can be held, a building use application must be completed by the authorized representatives of the sponsoring activity and submitted to the principal for approval. Building Use Application forms are available in the High School Main Office. **High School dances will begin at 7:00 p.m. and will end by 10:00 p.m.** Students must have arranged for a ride home from the dance. No school phones will be available.

Guidelines for School Dances & Other Related Activities

1. Dances or activities will be held in the cafeteria.
2. In some cases, students are admitted to certain activities based on pre-sales or tickets only.
3. Ticket sales for all dance activities will be conducted at the entrance to the event.
All other entrances are closed.
4. Only registered CHS students will be permitted to attend dances and activities unless a guest's name is on the "approved" guest list **with an advanced ticket only**. The guest list must be complete by 12:15 p.m. on the day before the event. It must be reviewed by the activity advisor and an administrator prior to 2:30 p.m. The student sponsor of any guest will be notified prior to 2:30 p.m. if the guest is denied admission. Each student may only sign-in one (1) guest. All guests must be an enrolled high school student elsewhere.

5. Suspended students are not permitted to attend any activities including dances during a period of suspension.

Administration reserves the right to bare and/or remove any student from an after school activity.

School Store

The DECA Club of Catskill High School operates a student store staffed by student clerks. The store is open from 7:35 a.m. until 3:00 p.m. A wide variety of school supplies is sold in the store. Special purchases for clubs and extra-curricular activities may be arranged with the school store advisor. The school store will not sell anything that is banned or barred in the school or classroom.

School Tardiness

When students arrive tardy to school they should report directly to the Attendance Office to sign in. The classroom teacher will report the student tardy. Each teacher will address these tardies to school as per their classroom tardy plan.

Search by School Personnel

The courts have recognized that public school authorities have a special responsibility and broad power to control school grounds in order to protect students entrusted to them.

1. **Lockers**

School Lockers are the property of the Catskill School District. School authorities have the authority to search any locker assigned to a student without obtaining the student's consent.

2. **Personal Search**

School authorities may conduct a search of a student's person when there is reasonable cause for such a search.

Sign-In/Sign-Out Procedure

It is the student's responsibility, if late to school, to sign-in at the Attendance Office. Students who fail to sign-in may be considered absent or truant and receive phone calls home or detention.

Students may not sign-out of school without a note from their parent or guardian. This note must be approved by the High School Principal or designee and state the reason for leaving. Only legal excuses will be honored, i.e. doctor, dentist appointments. Failure to achieve permission to sign-out will be treated as truancy.

Snow Days and Emergency Closing

If school closes early, or in the event school is closed due to weather or special circumstances, all scheduled student activities are canceled.

High school students are transported home before primary students.

Notice of emergency closing and school opening delays will be sent home via the District’s ALERTNOW phone system. They will also be broadcast on the following radio stations:

TV	FM	AM
WRGB 6	WRGB 87.7	WROW 590
WTEN 10	WFLY 92.3	WGHQ 800
WNYT 13	WZCR 93.5	WGY 810
WRNN 62	WYJB 95.5	WTRY 980
	WPTR 96.3	WHUC 1230
	WRIP 97.9	WGNA 1460
	WCTW 98.5	
	WRVE 99.5	

Weekend student activities, when canceled or postponed, will be announced over WHUC.

Questar III Students need to listen or watch for the CATSKILL SCHOOL DISTRICT when listening for delays or closings. The Questar Program is **never** closed or delayed due to hazardous weather conditions. You will always follow the Catskill School District schedule. If we are in attendance you are expected to be in attendance at your Questar Program.

Student Inquiry and Expression

Distribution of Literature

Students may distribute literature on school grounds and in school buildings with prior approval of the Principal. The Principal may prohibit the distribution of such material if it does not comply with the school rules for responsible journalism. The Principal will regulate the time, place and manner of distribution of literature.

Symbolic Speech-Buttons, Armbands, etc.

Students have the right to wear or display buttons, armbands, flags, decals or other badges of symbolic expression, where the manner and substance of such expression does not intrude upon the orderly process of the education and the rights of others or is inflammatory, etc.

Patriotic Ceremonies

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag. Those who choose to refrain from such participation must respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may remain seated while his classmates recite the pledge.

School Newspapers

Publications such as school newspapers should reflect the policy and judgment of the student editors and advisors. Students must refrain from libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating prejudice, hatred, violence, the breaking of laws and school regulations, or inflammatory materials designed to disrupt the educational process. Within this framework, student newspapers are as free as other newspapers to report the news and to editorialize.

Student Obligations

Students are responsible for the payment of damaged or stolen textbooks, equipment and school supplies. The question of payment should be resolved immediately between student and teacher. Students and parents will be notified yearly of outstanding obligations.

Student Records

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, including 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 in 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 must make a request for access to that student's school records, in writing, to the Principal. Upon receipt of such a request, arrangements will 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.

Study Halls

The study hall is a place where students may work on school assignments. All students should have textbooks, library books or assignment materials for study. It should be quiet with a minimum of movement. The following rules should be followed:

1. Students should immediately take their assigned seats upon entering the study hall.
2. Students will remain in their seats until attendance has been taken.
3. Students may present pre-signed passes after attendance is taken.
4. Pre-signed passes must be obtained from a teacher before the start of a period.
5. Students may, at the discretion of the teacher, go to the lavatory, lockers or other destination with a proper pass issued by the teacher.
6. A student may speak to another student with permission from the teacher in charge.
7. No games of chance, cards, etc. are permitted.

Students who chronically arrive late even with pre-signed passes can be denied permission to leave study hall.

Telephone

There is a public telephone in the building. It is across from the Main Office. Students will not be excused from class to use public telephones. ***Office phones may only be used in emergencies.*** Emergency phone messages will be given to students by office staff. Only parents/guardians may have messages transmitted to students. When the student receives an accepted phone message, the student will also receive a pass to come to the office at the completion of class. Only in extreme emergencies will students be released from class to answer telephone messages.

Visitors to the School

All visitors to our school must sign-in at the Front Desk indicating a clear destination, and date and time of entry.* They will in turn be provided Visitors Pass. Visitors will then report to the Main Office to receive an escort to their destination. No visitors will be allowed through our building without clear purpose and supervision. Visitors must sign out and leave their pass upon concluding their visit.

Parents seeking to meet with their child's teacher or counselor should call the Main Office or Guidance Office in advance to make an appointment.

**Visitors may be asked to show and leave some form of identification.*

Work Permits (New York State)

Minors under 18 years of age are required by law to have an Employment Certificate (student, non-factory, general or full-time) in order to be employed part or full time in most positions and must follow this procedure:

1. Apply for and receive a Social Security number from your local Social Security office.
2. Pick up an application in the main office. Bring your birth certificate as proof of age if school records are not available.
3. Arrange for a physical exam.
4. Complete the application and have it signed by a parent/guardian.
5. Return the application to the Main Office to be issued an employment certificate (a.k.a. work permit). The application must be submitted with a doctor's certificate. If a student is under 18 years of age, he/she must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work done, the hours and the working conditions. Applications and all necessary information may be obtained in the main office.
6. Students must be present to sign the working papers in front of office staff personnel.

Hours of Employment

- Minors may not work during the hours they are required to attend school.
- Minors 14 and 15 years of age may not be employed in any occupation (except farm work, and delivering, or selling newspapers):
 - a) After 7 p.m. or before 7 a.m.
 - b) When school is in session: more than 3 hours on any school day, more than 8 hours on a non school day, more than 6 days a week, for a maximum of 23 hours of week.
 - c) When school is not in session: more than 8 hours on any day, six days a week, for a maximum of 40 hours per week.

Minors 16 years of age enrolled in day school may not be employed:

- a) After 12 midnight or before 6 a.m.
- b) When school is in session: More than 4 hours on any school day, more than 8 hours on a non school day, more than 6 days a week, for a maximum of 28 hours per week.
- c) When school is not in session: More than 8 hours on any day, six days a week, for a maximum of 48 hours per week.

Minors 17 years of age enrolled in day school may not be employed:

- a) After 12 midnight or before 6 a.m.
- b) Generally, more than 8 hours a day six days a week, for a maximum of 48 hours per week.

Minors 16 and 17 years of age who do not attend day school may not be employed:

- a) After 12 midnight or before 6 a.m.
- b) Generally, more than 8 hours a day, six days a week, for a maximum of 48 hours per week.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her school work. If a job deprives a student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

**Student
Attendance Policy
K-12**

**Catskill Central
School District**

Comprehensive Attendance Policy

The Board of Education recognizes that regular school attendance is a major component of academic success. Consistent school attendance, improved academic performance and school completion have a positive correlation. It is the goal of the Catskill Central School District to assure that each student attends school on time and for the maximum number of days to support his/her efforts to reach the high standards established by the Board of Regents. This Comprehensive Attendance Policy provides the regulatory structure to achieve this goal.

Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Notification

A successful attendance policy requires that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. The following procedures shall be implemented to ensure that students, parents, teachers and administrators are notified of and understand this policy:

- The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents/guardians (hereinafter "parents") will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without an acceptable excuse, as set forth in this policy, designated staff member(s) will notify the student's parent(s) by telephone, mail or electronic mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parents' responsibility for ensuring their children's attendance.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request, and will be on the district's website

Excused and Unexcused Absences

The Board recognizes the following as legal excuses for student absence, each of which must be verified by the student's parent/guardian or school personnel, where applicable:

1. Personal illness
2. Death in the immediate family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse's Office.
7. Quarantine
8. Emergency dental and medical appointments
9. Military obligations
10. Approved cooperative/work study program
11. College visitations [only for juniors and seniors], with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days in a school year.

Any absence not provided for on the excused list shall be deemed an unexcused absence.

Tardiness is defined as entering the classroom after the final bell has rung.

All ATEDs must be accounted for. Parents must call the district on the morning of the absence and must provide a written excuse upon the student's return to school. Failure to provide a written excuse will result in the ATED being recorded as an unexcused ATED.

Medical Appointments

The following additional requirements apply to ATEDs due to medical appointments:

- Students and their families are encouraged to schedule medical appointments after school or at the beginning or end of the school day.
- Parents must provide a written note informing the school of a medical appointment in advance, if possible, and no later than the morning of the appointment.
- Parents must sign out a student going to a medical appointment; however, the principal or his/her designee may make exceptions for Catskill High School students. If this is the case, the attendance officer will contact the parent to confirm the appointment date and time. Confirmation is required to classify the absence as "excused."

The district may request a note from a health care provider if a pattern of abuse of this policy is indicated.

Approved College Visits

Parents must provide documentation of a scheduled appointment or schedule of planned activities for a college campus visit during school hours in order for the visit to be considered excused.

General Procedures/Data Collection

- Attendance will be taken daily in grades K-6.
- Attendance will be taken during each class period in grades 7-12.
- In Grades K-12, any absence for a school day or part of a school day shall be recorded as excused or unexcused as provided for in this policy.
- In Grades K-12, events of [late arrival] tardiness or early departure shall be recorded as excused or unexcused as provided for in this policy.

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.

The nature of an ATED shall be coded on a student's record.

Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner. Each Building Principal or designee will analyze attendance data weekly to identify patterns or trends in student absences and for the purpose of initiating appropriate actions to address unexcused student absences, tardiness and early departures.

A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.

A record shall be made of the date when a student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3-a) of the Education Law.

All entries in the register of attendance shall be made by a teacher or another employee designated by the Board of Education. Any individual authorized to make entries in the register of attendance must be able to, by oath or affirmation, verify the contents of the entries.

The register of attendance shall consist of any written or electronic record to record attendance, absence, tardiness or early departure of a student. The register shall be maintained for every period that a student is scheduled to attend actual instruction or supervised study during the course of the school day during the school year, from July 1st through June 30th. The register at every school building shall include separate notations regarding student presence, absence, tardiness and early departure. The contents of the register for each student shall contain the information prescribed in regulations of the Commissioner of Education (Part 104).

Encouraging Student Attendance

The Board of Education directs the Superintendent to oversee a system of incentives and rewards to encourage, maintain, and improve attendance. Rewards and incentives should be established for students with “perfect attendance” (no absences, either unexcused or excused) and students with “excellent attendance” (no more than two [2] excused absences and no unexcused absences). These incentives/rewards should be awarded quarterly. The following are examples of the incentives/rewards that might be implemented:

- Free tickets for school dances
- Free “make-your-own-sundaes”
- Novelty rewards (key chains, pencils, erasers, small toys)
- Certificates of merit
- An attendance honor roll published quarterly [subject to parental consent and applicable confidentiality rules.]
- Quarterly awards

At the building and classroom levels, Building Principals and teachers are encouraged to schedule special events (quizzes, game days, debates, etc.) for days of chronically high absenteeism, like Mondays and Fridays and pre- and post-vacation.

At the classroom levels, teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school.

At the secondary level, eligibility for extra- and co-curricular activities, interscholastic sports and attendance at school sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.

In grades K-12, class cutting and truancy shall be deemed infractions of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting and truancy.

Whenever a student exhibits a pattern of unexcused absence, tardiness or early departure, notice will be given to the parents, in writing and/or by telephone communication. In addition, the student shall be conferred with by the classroom teacher and/or a guidance counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall also be given to the Building Principal who may address the matter with the student and/or his/her parent(s).

In the event that the school level interventions have not improved the student's attendance, the Principal or designee (i.e., school social worker) may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

Make-up Opportunities

All students who are absent from school or class, whether excused or unexcused, must make up all class assignments to remain current with their coursework. Students are expected upon their return to consult with their teachers regarding missed work and complete all work by the date specified by the student's teacher for the class in question (generally within one week).

Students who are unable to attend school or a class due to an excused ATED may arrange with their teachers to make up any work missed and receive assignments in advance if requested two days or more prior to the absence.

Teachers are not required to provide assignments in advance for students who anticipate an unexcused ATED (e.g., family vacations).

Only those students with excused ATEDs will be given the opportunity to make up a test or quiz.

Attendance and Grading

Grade K-6 Attendance/Grade Policy

Class attendance is a critical component of the K-6 learning process. Students must be present in the classroom to learn. Students must maintain a 90% attendance rate (no more than 21 excused or unexcused absences in the school year). The Building Principal may convene a meeting with the Nurse, School Social Worker, the student's teacher and other appropriate school personnel for any student who has five (5) or more absences during one quarter to evaluate the need to develop intervention strategies. The Principal must convene the same group when a student has accumulated ten (10) absences at any point in the school year.

Students must make up all class assignments when absent to remain current with their coursework.

Grade 6-12 Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. Students are expected to attend all scheduled classes and to make up all class assignments when absent to remain current with their coursework. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

Any student who has been determined to have more than 11 absences for a half-year course and more than 21 absences for a full year course, for which required make-up assignments (for excused and unexcused absences) were not timely submitted and/or seat time (for unexcused absences) was not made up, shall be ineligible for course credit. Any such student shall be ineligible to submit any paper, homework or other work to be graded by their teacher(s), and shall not be permitted to take any quizzes or examinations in the course. In departmentalized classes, the course credit standard shall be applied separately for each course of instruction.

Make-up assignments shall generally be required for all absences, whether excused or unexcused, within one week of the student's return to class. In addition, students with unexcused absences shall be required to make up the "seat time" for the class he or she missed in the PM School in order for the absence not to be counted toward the course credit standard. With the approval of the Building Principal, make-up assignments may be waived in exceptional circumstances or where a §504 accommodation is warranted.

Parents shall be notified, by telephone and/or in writing, by the classroom teacher, whenever a student has unexcused absences or absences for which the student has not made up the class assignments in excess of six per semester, regardless of whether the course is a semester or full year course. Notifications will include instructions to the parent(s)/guardian(s) regarding criteria and procedures for challenging the designation of an absence.

The Guidance Department or Principal's Office shall be responsible for making a personal contact with a student who is in jeopardy of course credit denial for the purpose of determining what reason or reasons are contributing to the student's poor attendance. Reasonable efforts shall be made to assist the student in addressing the causes of the attendance problem. Such efforts may include:

- Discussions with the student's teacher or teachers.
- Discussions and/or meetings with the student and/or his/her parent(s).
- Discussions with the student's guidance counselor.
- Recommendation to the appropriate authorities for the suspension of extra-and co-curricular activity privileges.
- Developing an Attendance Improvement Plan for the student.

Notification Procedures

Parents of students in grades K-12 will be notified at regular intervals during the school year regarding their child's attendance record. In grades K-5, this notification schedule will count both excused and unexcused absences. In grades 6-12, only unexcused absences or excused absences which have not been made up will be counted toward the notification process.

A student or his/her parent(s) will have the right to appeal to the Principal or designee as to the accuracy of the number or type of absences for any class.

Disciplinary Consequences

Unexcused ATEDs will result in disciplinary action consistent with the district's Code of Conduct. In addition, the following penalties will apply:

- Students must be in school by the end of the first hour to be considered present and eligible to participate in ANY after-school or extracurricular activities/events such as concerts, games, practices, dances, etc.
- If an emergency exists that prevents a student from coming to school on time or if the absence is an excused ATED, the student may request a waiver of the above penalty from the Building Principal or his/her designee. The Principal (or designee) will inform the coach or advisor of the approval to enable the student to participate.
- Students who go home ill are ineligible to participate in any after-school activities that day.
- Penalties for tardiness are as follows:
 - ❖ CMS students who are tardy to class may be subject to a same-day lunchtime detention at the discretion of the teacher. After 9 tardies to any class, they will be assigned to In-School Suspension on the 10th day.
 - ❖ CHS students who are tardy to class may be subject to a same-day after-school detention at the discretion of the teacher. Students who fail to report for the assigned detentions or who are chronically tardy will be referred to the Building Principal for further disciplinary action according to the Code of Conduct.

Chronic Illness

Students who have been designated as chronically ill and are receiving medical home instruction shall be considered exempt from this attendance policy for the duration of the designation.

Annual Review

The Board shall annually review building-level student attendance records. If such records show a decline in student attendance, the Board will direct the Superintendent to convene a committee of teachers, parents, and school administrators to develop an attendance intervention strategy consistent with this policy. The Board will also revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross-ref: 4750, Promotion and Retention of Students

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
8 NYCRR §§104.1; 175.6

Adoption date: June 2002

Revised: April 4, 2007

Eligibility Policy

Eligibility for Extra Curricular Activities

The Catskill Central School District Board of Education views participation in extracurricular activities as a privilege rather than a right. Students who would represent the District in extracurricular activities shall therefore be required to maintain an acceptable level of academic achievement, and to exhibit conduct that is acceptable. The Board therefore establishes the following criteria and procedures related to student participation in extracurricular activities in grades 7-12.

Activities Considered to be Extracurricular

The following activities are considered to be extracurricular activities for purposes of this policy:

- Interscholastic Sports
- Music Festivals
- Student Committee Meetings
- Student Council Membership (including status as an officer thereof)
- Membership in any club that is sponsored by the District
- Class Office (e.g., class president)
- Field Trips
- Musical or Theatrical Productions of the School
- Intramural Sports

If any of the aforementioned activities is part of a given student's curriculum, then that student shall be deemed eligible to participate simply by that fact.

Student Eligibility

Every student in grades 7-12 shall be deemed as eligible under this policy to participate in any extracurricular activity except in the circumstances described below. Conditions for restoration of eligibility and the period of time during which a student is deemed eligible, are also described below:

A student shall be deemed ineligible:

- If she/he has received two (2) or more failing grades at interim progress report time (a grade less than 65%) or on report card day (a grade of less than 65%).
- Ineligibility shall begin on the Monday after the day that report cards or interim progress reports are sent home. The exception to this would be at the beginning of any extracurricular activities prior to the first day of school on September. Once school begins the after school homework program would be enacted.
- Attendance at AESH will enable the student to retain eligibility in extracurricular activities. Failure to attend this study hall will render the student ineligible until the next identified eligibility period (1 week probation, interim, or report card).
- AESH is defined as the process of going to a teacher for extra help in one of the classes you are currently failing.

- An application form will be completed by the student to participate in this program
- The attending coach/advisor will maintain a file for each student listed as ineligible. The file will consist of the completed application and all passes issued by teachers.
- The standard hall pass will serve as the acceptable proof of AESH attendance.

Any course that is dropped with a grade of “W/P” (withdrawal-passing average) shall not be counted for ineligibility, but any course dropped with a grade of “W/F” (withdrawal-failing average) shall be counted for ineligibility for the current marking period.

At the close of each interim and marking period the principal or her/his designees shall be responsible for reviewing the failure lists or interim reports. A list shall be developed of students who are failing two (2) or more subjects. Said list shall be distributed to each member of the faculty, each activity advisor, and each athletic coach. An administrator, advisor, or coach, as appropriate, shall notify any student who has become ineligible for extracurricular activities of her/his ineligibility. Verbal notification will precede written confirmation of a student’s period of ineligibility.

For the first incident of ineligibility in an academic year, a student shall be ineligible for five school days. At the end of this period of ineligibility, a student who is now passing all classes shall be responsible for obtaining and completing an eligibility form from the office. The signatures of ALL of the student’s teachers must be on this sheet, indicating that the student is now passing ALL subjects. Upon completion of this form, the signature of the principal or her/his designee will also be required, signifying all requirements for eligibility have been met.

Students failing 2 grades in the fourth quarter will be eligible to participate in extracurricular activities in September; however, their eligibility will be reviewed after the first five weeks of the academic year.

For the second and subsequent incidents of ineligibility a student shall be ineligible until the next ineligibility list is posted.

Appeal Process

Appeals of a determination of student ineligibility for participation in extracurricular activities as described above, will be entertained solely at the discretion of the Superintendent of Schools or her/his designee. The manner of making a determination of whether or not to allow an appeal shall be solely at the discretion of the Superintendent.

In the event that an appeal is to be heard, the building principal shall convene a committee to hear the student’s concern and render a decision. If an activity being denied is an athletic team then the Director of Athletics shall serve as a member of the committee. One activity advisor shall be designated administratively each year to serve on the committee for all activities that are not athletic activities. The faculty member(s) whose evaluation of the student’s work has led to the student’s loss of eligibility shall also serve on the committee.

Reference:

Regulation 8 NYCRR 134.4©(7)(i)(a)

Contract for Eligibility

I, _____, would like to regain my eligibility by working after school with the following teachers.

	Date	Teacher	Teacher Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that the first time I fail to appear my status will revert to ineligible and I may not participate until the 5 week review.

Signed: _____ Date _____
Student

Signed _____ Date _____
Coach/Advisor

Signed _____ Date _____
Principal/Athletic Director

This form can be obtained in the Guidance Office

2 or 3 Week Eligibility Review

The following Student _____

has their work “up-to-date” and is currently passing/failing my course.

	Course	Teacher	Pass	Fail
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				
Period 9				

Coach/Advisor _____

Eligibility Reinstated

Yes	No

Principal/Athletic Director signature required

Date

This form can be obtained in the Guidance Office

Summer School Policy

A student in grades 9, 10, 11, 12 is eligible to attend summer school and successfully complete the course(s) as an alternative to retention. Those students who do not meet the following guidelines will not be eligible for summer school and must repeat the grade the following year.

Summer school is available only for all students who have failed major subjects. Summer school does not offer minor courses. In order to repeat a failed course the following requirements must be met.

1. Students must remain enrolled in the course, attend classes and take the final exam.
2. Final end of the year report card average must be a 50 or above for the failed subject.
3. Students must not have lost credit due to excessive absences by missing over 45 days in a full year or 22 days in a half- year course.

A student who fails to meet the minimum standards on the New York State English Language Arts and Mathematics Assessments must receive academic intervention services during summer school and/or during the academic year.

Students who have failed subjects other than those offered in summer school may be eligible to participate in an approved summer tutorial program, or attend and pass an equivalent college course.

Summer Tutorial Policy

Tutorials are available only for courses not offered in summer school.

The Guidance Counselor and Principal must approve the tutorial program and verify the teacher 's certification. Approval must be granted in writing prior to the beginning of the course.

The tutorial program must be a minimum of 90 minutes of instruction per day as per N.Y.S. Education Law guideline and must equal a total of 45 hours for 1 unit of credit with a passing grade of 65.

Student absences may not exceed the summer school attendance policy.

All arrangements must be completed by June 30th. The cost of and arrangements for the tutorial program are the student's and parent's/guardian's responsibility.

Adopted by the Board of Education June 1999

Revised January 12, 2000

Catskill School District 2008 / 2009 Handbook

PLEASE SIGN AND RETURN BY THE CLOSE OF SCHOOL TUESDAY,
SEPTEMBER 9, 2008.

Please take the time to review the contents of this handbook and Code of Conduct with your child. We are committed to maintaining high standards of education for students in our schools and encourage you to call us if you have any questions.

My signature below indicates that I am in receipt of this *Parent/Student Handbook* which includes the *Catskill School District Code of Conduct* and the *Comprehensive Attendance Policy*.

Student Name (print)

Student Signature

Date

Parent/Guardian (print)

Parent/Guardian Signature

Date