

**** SUBJECT TO REVISION ****

2010-2011

STUDENT GUIDELINES

Clayton A. Bouton High School – Voorheesville Middle School

FORWARD

The Voorheesville Board of Education is committed to the idea that, by working together, the students and staff of the Clayton A. Bouton High School will strive to develop each student to his or her maximum academic, social and physical potential. The Voorheesville Central School District utilizes the Code of Conduct as its framework for the behavior of students, parents and visitors present at any school function. The following Student Guidelines are meant to give students a reference for behavior that is expected to be followed. Excellent cooperation has been the standard at our school. These Guidelines are intended to outline the expectations that will benefit everyone and provide an environment that is satisfying for students at all levels. The Code of Conduct has precedence in any definitions, rights, responsibilities and due process denoted in the Student Guidelines.

I. ATTENDANCE

It is imperative that students and teachers maintain regular contact for a consistent and productive learning experience. Students who do not come to school cannot interact and grow in the school community. Parents who knowingly request that students be excused from school for any but the most unavoidable of reasons, or who take students out of school for family vacations or activities convey the impression that school is not important.

Fabricated or fraudulent excuses by either the parent or the student for absences will be treated as a serious offense by the school. If after five days a student fails to turn in a written excuse for an absence, detention will be assigned.

Outstanding Attendance will be awarded under the following guidelines:

- No more than one unexcused absence
- No more than three tardies to school

A. EXCUSED ABSENCE

The New York State Board of Regents has set the reasons for excused absences. Examples of excused absences are:

1. Illness (personal)
2. Serious illness or death in the immediate family
3. Emergency medical or dental appointment
4. Religious observance
5. Court appearance
6. Absences approved in advance with the school administration for job interviews, college visitations, special field trips, cooperative work programs, etc.

B. UNEXCUSED ABSENCE

An unexcused absence is a non-legal absence with parental consent. Students have the responsibility of making up schoolwork missed. These attendance records become part of the student's permanent record. Examples of unexcused absences are:

1. Vacation
2. Hunting, fishing, etc.
3. Missing the school bus
4. Car problems
5. Oversleeping
6. Shopping
7. Employment
8. Activities not approved in advance by the school

C. TRUANCY

A student who is absent from school without parental permission or the consent of the school is truant. Truancy will result in the following actions:

1. **First Incident:**
 - a. One day of Alternative Education Setting (AES).
 - b. Parents will be notified.
 - c. Loss of credit for any class work not completed by a

specific time.

2. **Second Incident:**

- a. AES for two days.
- b. Parent conference.
- c. Loss of credit for any class work not completed by a specific time.

3. **Third Incident:**

- a. AES for three days or out-of-school suspension.
- b. Parent conference.
- c. Placement may be considered in any appropriate program in the home, school or referral will be made to Albany County Probation Department depending on the age of the student.

D. TARDINESS TO SCHOOL

1. Students who are late to school must report to the Attendance Office immediately upon entering the building. A parental excuse is needed to explain the tardiness. Parents will be notified if no excuse is brought in.

2. Unexcused tardies for high school/middle school students will result in the following disciplinary actions:

- 5 tardies will result in one night of detention.
- 10 tardies will result in two nights of detention.
- 15 tardies will result in three nights of detention.
- 20 tardies will result in one day of AES.
- 25 tardies will result in two days of AES.
- 26 tardies will result in principal conference and three days of AES.
- 27 + tardies will result in out-of-school suspension(s).
- Missed detentions can result in the assignment of additional suspension.

E. CLASS ATTENDANCE

1. Students are expected to be on time to all scheduled classes, study halls or approved alternate areas, unless they are legally excused. Students are responsible for their own individual schedule. Class cuts are not permitted and will result in disciplinary action as stated in number four below.

2. Occasionally there are times when a student has to be excused from a class. In this instance, it is the **student's responsibility** to communicate with the teacher before the class is missed and make up all necessary work. Class absence for any course, for any reason, must be made up on a one-day-for-each-day-out basis unless the classroom teacher has approved a specific make-up plan. Credit for class work will be lost if this schedule is not met.

3. In the event of illness during the school day, students **must** report to the Nurse or to the Main Office if the Nurse is not in the office.

4. Students' classes are scheduled in order to allow the best possible educational programs and to ensure a healthy and safe learning environment. When a student cuts a regularly scheduled class (Capital Region Career and Technical School classes included), his/her safety cannot be assured. Additionally, that student increases his/her chances of lower grades and/or possible loss of class credit. Therefore, when a student misses classes and has no legal excuse(s), the following disciplinary steps will be taken:

- a. **First Incident:**

1. Conference with teacher.
2. Assigned two administrative detentions.
3. Progress report informing parents of class cut.

- b. **Second Incident:**

1. Conference with administrator, teacher, and/or department chair.
2. Assigned one day AES.
3. Parent telephone call informing them of second class cut, same subject

c. Third Incident:

1. Students in grades 6-8 will be assigned AES by an administrator, and consideration will be given for any special program that seems appropriate in the home, school or elsewhere.
2. Students in grades 9-12, two days of AES will be assigned. Parent contact will be made and, if necessary, a conference scheduled.

F. CAPITAL REGION CAREER AND TECHNICAL SCHOOL (CRCTS) (formerly known as VO-TECH)

The purpose of the CRCTS attendance regulation is to assist students in the successful completion of their chosen occupational education program. CRCTS classes are longer and organized differently than most academic classes in the home district. Attendance at all CRCTS classes is essential.

Attendance records are kept by the CRCTS Principal in accordance with New York State Education Law. The administration at the CRCTS and the administration at the home school work closely together to ensure optimum attendance at CRCTS classes.

G. LEAVING CAMPUS

Students are NOT permitted to leave campus once they have arrived at school until the afternoon dismissal. Should it become necessary for a student to leave campus and return, administrative and parental permission must be obtained **prior** to the student leaving. This permission may be given to a school official by a parent over the phone if necessary. In addition to the penalties outlined below, student parking privileges will be suspended in accordance with the consequences stated on the Student parking Application:

- First Time: 1 AES
- Second Time: 2 AES
- Third Time: 3 AES

H. ENTERING SCHOOL AFTER 7:40 A.M.

Students entering school after 7:40 a.m. must report **immediately** to the attendance office.

Three tardies will make a student ineligible for outstanding attendance.

II. GENERAL BEHAVIOR

A. CAFETERIA

1. A concerted effort is made to maintain neatness and cleanliness in the cafeteria at all times. Each student is responsible for the area in which he or she sits. Upon completion of lunch, students should pick up all papers and place them in the proper receptacles and return trays and utensils to the cafeteria window.
2. Misuse of food in the cafeteria will not be tolerated. Disciplinary action will be taken with students who fail to maintain proper eating habits.
3. Students are expected to act in a respectable manner toward fellow students in regard to an organized entrance line, proper seating arrangements and general behavior.

B. CORRIDORS

Students are expected to proceed in an orderly manner in the corridors before, during and after school time. Punctuality to classes and alternate areas is expected, and loitering in the hall will not be allowed. Students using the corridors during class time must have a properly completed pass indicating their destination. Eating, drinking, and littering are not permitted in the halls. Due to the high traffic flow, students are asked to stay to the right while passing from class to class.

C. PUBLIC BEHAVIOR

1. It is expected that all students will use language that is civil and respectful. Foul language will not be tolerated.

2. Personal relationships should be kept private, and inappropriate displays of affection at school will not be allowed.

3. Fighting is automatic suspension for the first offense.

D. HARASSMENT

The Board of Education is committed to safeguarding the rights of all individuals within the school district to learn and work in an environment that is free from all forms of harassment. Harassment on any basis, specifically including but not limited to: age, color, disability, marital status, national origin, race, religion, sex or sexual orientation will not be tolerated.

E. PERSONAL APPEARANCE

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

Along these lines, in order to establish an appropriate atmosphere for learning, inappropriate dress is defined as any wearing apparel that would be distracting, hazardous, or offensive to other students or staff (e.g. this would include, but not be limited to, halter tops, offensively printed attire, or sharp or dangerously spiked clothes). Shorts of mid-thigh length may be worn. Footwear must be worn at all times. The staff will strive to foster student dress and appearance that is appropriate for school. Hats may be worn in the cafeteria, in the library, and in the halls. They are, however, to be taken off upon entering any classroom or office. Refer to the Code of Conduct for description. In addition, the following are prohibited in the Voorheesville Middle School and the Clayton A. Bouton High School:

1. Clothing and accessories that promote alcohol, tobacco or drug usage or which display weapons or violence and which cause or are likely to cause disruption within the school environment.
 2. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may denigrate others on account of race, color, religion, creed, national origin, gender sexual orientation or disability or which are likely to cause a disruption within the school environment.
 3. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause disruption within the school environment.
 4. Tank tops, tube tops, mesh tops, sheer tops, halters or bare midriff tops. No student is to be bare backed.
 5. Shirts that do not cover the top of shoulders. Such shirts extend past the top of the waistband of the lower garment. Tops must not expose the midriff and clothing must cover undergarments at all times.
 6. Tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights or leotards worn as outer garments. Pants must cover undergarments at all times.
 7. Dresses, skirts, shorts, culottes and skorts that are above mid-thigh.
 8. Pajamas.
 9. Items of clothing that would impair the health and safety of the student or students during school and/or school activities (dog collars, chains, safety pins, spikes, spiked jewelry, etc.)
 10. Bedroom slippers, roller sneakers or heels higher than three (3) inches. Footwear must be worn at all times.
 11. Sunglasses or permanently tinted glasses, unless needed for medical reasons.
 12. Head covering (including the hoods from sweatshirts) of any kind in the classroom except for religious or medical reasons.
 13. Wearing of gloves in the building except for medical reasons.
- The building principal, his or her designee and/or, if applicable, chaperone in charge of a school event will be responsible for enforcing appropriate dress at school functions for both on-site and off-site school-sponsored field trips and events.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the dress code shall be required to modify their appearance by covering or replacing the prohibited item and, if necessary or practical, replace the prohibited item with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension (Alternative Educational Setting, AES) for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline; up to and including out-of-school suspension.

F. FRATERNITIES AND SORORITIES

The Voorheesville Central School District does not sponsor fraternities or sororities. Any activities or functions that are part of an "outside" organization are not allowed to interfere with the normal school day.

III. ADMINISTRATIVE DETENTION

A. DETENTION

Detention period (2:35-3:30, Tuesdays, Wednesdays and Thursdays) is a time when students are assigned to stay after school for tardiness, illegal absences, truancy and misconduct. Students are expected to serve their assigned detention on the next available detention date following their meeting with a school administrator. Failure to report or removal from detention due to misconduct will result in the assignment of additional detentions or AES. Continued failure to report in scheduled detentions will result in further disciplinary action. Students assigned to detention are:

1. to report on time and for the number of days assigned;
2. to have sufficient materials and books to study for the hour;
3. to cooperate with the supervisor;
4. not permitted to replace the detention by meeting with other teachers after school.
5. After school jobs and extracurricular activities are not to interfere with detention obligations. Appropriate arrangements with employers, coaches, and advisors must be made by the student for the day(s) detention is assigned.

IV. STUDY HALLS

Study halls are a quiet place designed for productive work of an academic nature. Students are expected to come to study hall prepared to use their time accordingly.

A. PASSES

Pass privileges are a recognition of those students who have demonstrated effort in their academic work and who have maintained good conduct and consideration for others.

1. All students must have a signed, valid pass when leaving one area to go to another.
2. Study hall teachers will excuse students after attendance has been taken.
3. Students will be issued one lavatory pass (one female, one male) at a time.
4. Students should report to study hall on time with the necessary books and materials they need for the period.
5. Special passes (e.g. Guidance, Torch, Music, Helderbarker, teacher pre-signed) must be shown after attendance is taken.
6. Music Passes: A student lesson schedule will be established. Students wishing to use the practice room must first report to study hall and fill out a pass to leave.
7. Computer Labs: Students intending on using the Computer Lab should sign up for a specific time period in advance.
8. Library: Students wishing to use the Library should report to study hall, fill out a pass to the Library and sign in on the Library sign-in sheet. When finished, they should have a pass and sign out from the Library and return to study hall.
9. Students who are not on the Restricted List may sign out to the cafeteria to participate in the Breakfast Program during the periods that breakfast is served.

10. No passes will be issued from study halls during the last ten (10) minutes of the period.

11. Late Arrival/Early Dismissal: Seniors will be allowed to apply for late arrival or early dismissal privileges. Appropriate forms must be completed. Forms are available in the Associate Principal's office.

B. CONDUCT

1. Students will be restricted one week by their study hall teacher for the first study hall cut and two weeks for the second cut. In addition, cuts will be referred to the Associate Principal for disciplinary action.

2. Three study hall tardinesses will result in a one-week restriction. Excessive tardiness will result in a referral to the Associate Principal.

3. Study hall misbehavior may result in a restriction or a referral to the Associate Principal.

C. RESTRICTED LIST

A study hall restricted list of students whose grade average drops below passing in any subject will be compiled at the end of every ten (10) weeks. This list restricts students to their study hall until their average has improved. The student may then request a note from their teacher indicating the positive change and then show it to the study hall teachers in order to be removed from the restricted list. While on restriction, only pre-signed teacher passes will be honored.

V. PERSONAL RESPONSIBILITY

A. VANDALISM

Student behavior that results in the destruction of school property is an extremely serious act. Students and their parents will be held financially responsible for any acts of vandalism. A Superintendent's Hearing will be held for any student that receives an at-home suspension in excess of five days. The school district will work with authorities to protect the interest of the student and the school concerning matters of vandalism.

B. SUBSTANCE ABUSE AND BODILY INJURY

The Town of New Scotland adopted a resolution on April 10, 1995, declaring a Drug-Free Zone around the Clayton A. Bouton Junior-Senior High School. On April 25, 1995, the Village of Voorheesville declared the area around the Voorheesville Elementary School to be a Drug-Free Zone.

As defined under Chapter 280 Sec. 210.44 of the Laws of the Penal Code, the New York State Legislature increased the criminal penalties for persons convicted of the sale of a controlled substance in or near the school grounds. It authorizes placing signs so designating the zone.

A Drug-Free Zone defines "School Grounds" as including any building, athletic playing field, playground or land within the real property boundary line of a school together with the area within 1,000 feet of the real property boundary line.

Both local government agencies recognize "the grave threat" posed to youth by the actual or threatened illegal sale of controlled substances and illegal drugs to its youth.

Increased penalties mean that the violator is subject to twice the maximum punishment authorized by the law in section 841 and at least twice any term of supervised release for a first offense. In addition a fine of up to twice that authorized by section 841 may also be imposed.

Student behavior that results in bodily injury to other students, sale or possession of alcohol, illegal drugs or fireworks, or any major disruption of the normal school day will result in a suspension from school and/or the involvement with legal authorities. A Superintendent's Hearing will be held for suspensions in excess of five days. These actions are extremely serious and could be included in the student's permanent record.

1. Use and/or Possession of Alcohol and Controlled Substances: Students with alcohol and/or controlled substances in their possession and/or are under the influence in school or at school-sponsored activities will:

First Offense: Have all alcohol/substances confiscated and be sent home in the custody of a parent/guardian; student will be assigned an external suspension of 3-5 days; school administrator will call parent and provide a confirming letter, possible recommendation to Pupil Services Team Committee for review and recommendations.

Subsequent Offenses: Be sent home in the custody of a parent/guardian; be suspended from school until a parent conference involving the student, parent/guardian, and an administrator can be held; possible recommendation for a Superintendent's Hearing.

NOTE: Students participating in co-curricular activities will be subject to any penalties stipulated in the bylaws, guidelines, constitution, or other rules of the activity, including the Extra-Curricular Activities Code of Conduct.

C. MEDICATIONS

All prescriptions must be given to the school nurse. Inappropriately using or sharing prescription and over-the-counter drugs is prohibited.

D. STUDENT LOCKERS

Students' right to privacy with regard to hall lockers and gym lockers is limited to the concept that these lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district. They are provided to students for the aforementioned purpose. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Graffiti, either inside or outside the lockers is not allowed. Spoiled food, unclean clothes or other unhealthy conditions existing in the locker must be corrected by the student.

The school's responsibility to protect the health and safety of students includes conditions in lockers. School officials have the right to search lockers when suspicion arises that materials of an illegal nature are present in the locker or if conditions in the locker are unsafe or unhealthy. Valuables are not to be stored in lockers. The school cannot be held responsible for loss of valuables stored in lockers. Valuables should be checked in the main office. The school does not allow students to share lockers or locker combinations. Such actions compromise the security of students' lockers.

E. PERSONAL SEARCH

Students and their personal belongings will be searched if there is reasonable suspicion.

F. RADIOS, TAPES, CD PLAYERS, WALKMANS, I-PODS, HEADSETS, MP3 PLAYERS, PDA's, BEEPERS, CELLULAR PHONE, DIGITAL CAMERAS, VIDEO RECORDERS, LASER POINTERS.

It is recognized that the age of technology is upon us and students and staff have more electronic devices at their disposal. The use of these devices presents both benefits and challenges for a school community. The challenge is to balance students and parents desire to stay connected with the need for the school to maintain a positive learning environment which minimizes disruptions. The use of electronic devices in a school setting is not an entitlement so students need to exercise control in how they use these devices. They may be used at appropriate times and in appropriate situations. Generally, electronic devices should not be used during class periods. However there may be times in which teachers authorize their use because of a benefit to the educational process. Students need to understand that this is entirely at the teacher's discretion and when in doubt they should ask for permission before they use an electronic device. The same rule applies to study halls. While study halls are less structured than classes the potential to disrupt other students both in and out of the study hall still remains. Without authorization, it is recommended that all electronic devices be left in a student's locker during the school day 7:40 to 2:25. If they carry it upon their person, the electronic device should not be

visible or used in the class without teacher permission. The following has been protocol for several years:

Electronic devices that are visible and/or in use by students during school hours without appropriate permission will be treated in the following manner:

First Offense: Confiscated by the teacher and returned at the end of the day.

Second Offense: Confiscated by the teacher and turned over to the principal, who will meet with the student at the end of the day.

Third Offense: Confiscated by the teacher, turned over to the principal and returned to parents after meeting with principal

Chronic Offenses: Other alternative disciplinary measures, as needed.

Please note that vandalism to or theft of electronic devices will be the responsibility of the owner..

VI. SMOKING AND USE OF TOBACCO PRODUCTS

As of August 1, 1994, the campus of the junior-senior high school was declared a Tobacco-Free Zone. This means no smoking on school property by students, staff and visitors.

Tobacco products and/or smoking paraphernalia found in a student's possession will be confiscated. Parents may request the return of confiscated items from an administrator within 48 hours of the incident.

Consequences for student smokers:

First offense:

- a. OSS/Parent Conference;
- b. Suspension/Fine/File with Albany County Health Department;
- c. Optional Choices (Service Opportunities).

Second offense and all other offenses thereafter: A combination of all three of the following:

- a. Privilege restriction;
- b. Assigned project;
- c. OSS and parent hearing.

VII. SCHOOL ACTIVITIES

A. Students riding to scheduled activities on school buses **MUST** return on the bus. Anyone not returning on the bus will not be allowed to ride buses to activities for the remainder of the year. Parents who attend off campus school events (e.g. an away athletic contest) and wish their son or daughter to return home with them rather than on the school bus should request so in writing and send the note to school prior to the event or give the note to a chaperone of the activity. The school will release students to a parent or guardian of the student. Parents are asked not to request that their children be allowed to return home with friends and neighbors.

B. Field trips are an extension of the regular classroom and are a valuable educational activity. Students may be denied permission to participate in field trips if they are behind in their schoolwork or have been involved in incidents resulting in a serious disciplinary action.

C. Students attending extracurricular activities should follow the prescribed guidelines for those events. Unacceptable behavior may result in suspension from attending further extracurricular activities.

D. Students who are participating in activities scheduled for an evening performance, such as sports, music and dramatics, must be in school by 11:00 a.m. on the day of the scheduled event. When the performance falls on Saturday, attendance is required at school on Friday. Students with extenuating circumstances should discuss them with the Principal or the Associate Principal prior to the event.

E. Students wishing to attend our school on a full-time basis may visit the building providing they have permission in writing from a parent. Students who want to act as guides or escorts for visitors also need written permission from a parent to do so. Other visitations for the purposes of socializing, recreation, or convenience are not permitted. Students wishing to bring a guest to an evening activity (e.g. dances, activity nights, etc.) must obtain

prior permission from the Associate Principal and complete a Guest Pass, when applicable.

F. All high school students wishing to be admitted to a high school-sponsored event must be present within the first one-and-one-half hours of the start of the event. Any student arriving after this time will be prevented from participating in the event. Those students who cannot meet this timeline due to extenuating circumstances should see the high school Associate Principal to obtain permission prior to the event.

VIII. SUSPENSION

A. ALTERNATIVE EDUCATIONAL SETTING (AES)

The Alternative Educational Setting (AES) allows teachers and other school personnel to work with a student during the time of suspension from class attendance because the student is actually present in the building. Students assigned AES do not attend regular classes and are not eligible to participate in extracurricular activities on the day of the infraction or on the day assigned to AES.

On the day students are assigned AES, they should report to the Associate Principal's office. Students will be provided with assignments. It is expected that the students will work diligently on these assignments during the time of AES. Misconduct or failure to complete the assignments may result in further disciplinary actions. Parental notification will be made for all AES suspensions.

B. AT-HOME SUSPENSION

The Principal may suspend a student from attendance at school for a maximum of five school days, in accordance with Section 3214 of the Education Law for the following reasons:

1. A student who is insubordinate, disorderly, or whose conduct endangers the safety, morals, health or welfare of others.
2. A student who's physical or mental condition endangers the health, safety, or morals of himself or others.

During the period of an at-home suspension, the student is not to be found on the school grounds, in the school building or at any extracurricular activity, either as a participant or as a spectator.

Prior to the student's return to school, a parent conference will be held. Schoolwork will be made available so that the student will lose as little ground academically as possible.

IX. SUPERINTENDENT'S HEARING

A hearing may be held by the Superintendent of Schools at which time the future status of the student will be decided. The result of the hearing may include a change in existing program, suspension or in extreme cases, an expulsion from school.

X. BOARD OF EDUCATION

In extreme cases, upon the recommendation of the Superintendent, the Board of Education may become involved in a disciplinary matter as a result of a violation of these guidelines.

XI. ALTERNATIVE EDUCATION PROGRAM

In the event a student cannot benefit from regular instruction due to violations of the discipline code, it may be necessary to provide for an alternative education program. This could include: at home tutoring, education with cooperation of outside agencies, or out-of-class lessons.

XII. TITLE IX

It is the policy of the Voorheesville Central School District that no person shall be subjected to discrimination on the basis of race, color, sex, national origin or handicapping condition. The Title IX and Section 504 Compliance Officer is the Superintendent of Schools, Voorheesville Central School District, 432 New Salem Road, Voorheesville, New York 12186, telephone (518) 765-3314 ext. 104.

XIII. RULES FOR PUBLIC ORDER

The rules and regulations for maintaining public order have been previously adopted by the Board of Education and may be found in the Voorheesville Central School Policy Handbook on pages 120-122. The Policy Handbook may be obtained in any office in the school district, and in the public library.

XIV. DUE PROCESS

A student who questions the disciplinary action should attempt to resolve the problem as follows:

Discuss it with the teacher involved at a time that is beneficial to both. If a solution to a problem is not mutually satisfactory, the following channels are available to reach a solution: Discuss the problem with your parents. If a solution isn't forthcoming, you may wish to schedule a conference with the Associate Principal to work out a solution. If still unresolved, you may schedule a conference with the Principal, involving all concerned parties, to work for a solution to the problem. If no solution is found at this level, the problem may be referred to the Superintendent of Schools. Further appeals may be made to the Board of Education.

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