

**CANAJOHARIE CENTRAL SCHOOL  
STUDENT HANDBOOK  
2009-2010**

**From your principal...**

High school is a special time in each person's life. Even those who have enjoyed great success and fame later in their lives often say that their high school years provided them with their first chance to be a leader, to measure their talents, and to learn how to come back from failure. Make your high school years special for yourself.

Take advantage of the many courses available to you. Be someone special in those courses. Earn the respect of your teachers, family and peers by achieving good grades through your hard work. Those grades and that respect will mean a great deal to you immediately and grow in importance when you set out for a career or seek admission into a prestigious college.

Join up. Be a part of high school by investing your time in high school sports, clubs, and activities. That investment will pay dividends as you build friendships with people who share your interests. You will also be given a chance to lead others and to work with others to achieve common goals. You may never again have the opportunity catch a winning pass, serve on a student council, cheer on your friends to victory, or share the excitement of a club project. It all begins with your willingness to say "yes" to new experiences.

Use high school as a time for centering on a goal. Don't be afraid to try out different goals, to talk about the future with your teachers and school counselor, to look inside yourself for answers. Don't be afraid to reach for the dream that may seem so far from your grasp. Let your success in high school be the foundation for obtaining that goal. Good luck to you as you begin the school year. The staff and I stand ready to offer you assistance, guidance, and instruction.

## **ACTIVITIES**

All students are encouraged to participate in the wide range of activities available. Contact the advisors listed for more information.

Mock Trial	Mr. Smith
Dramatics	Ms. Ells
National Honor Society	Mr. Morrissey
SADD	Mrs. Hammons
Ski Club	Mrs. Prime
Technology Club	Mr. Heroth
Yearbook	Ms. Talmadge/ Mrs. Van Loan
Student Council	Mrs. Countryman
Athletic Association	Mr. Heroth/Mr. Smith
Math Club	Mrs. Smith
Community Action	TBD
Science Club	Mrs. Saltsman
FBLA	Ms. Evans
International Club	Mrs. Rockwell

## **ACCELERATED COURSE WORK RATIONALE**

A common set of beliefs:

Acceleration is necessary so that students who clearly operate at an intellectual level beyond that of their peers are challenged and are kept learning at their capacity. Accelerated students (including those enrolled in SUNY/AP courses) also display a heightened interest in and enthusiasm for school.

Accelerated courses are meant to cause students to stretch, reach and persevere to succeed. Accelerated courses include and require library research, critical analysis, and thoughtful interpretation of data.

Accelerated courses are developed locally by district teachers to meet the needs of talented students. An accelerated class parallels the curriculum offered in the corresponding regular class, but may cover additional topics or some topics in greater depth requiring higher levels of abstract thinking and personal intellectual investment.

Students have the opportunity to challenge themselves in a more demanding class. Accelerated classes expose students to

information and develop skills that they might not otherwise encounter or develop in high school.

Students who pass advanced placement exams or who earn a grade of “B” or better in a SUNY University in the High School class may earn advanced standing or college credit when they enroll in a university. Students who take more challenging programs in high school are more readily accepted into a larger number of colleges. Students who are granted credit in college in high school may find themselves in courses too challenging unless their high school work builds a firm foundation of skills and information.

Criteria for accelerated courses:

Students considering taking an accelerated course should be willing to:

- Demonstrate superior academic skills above his/her current placement
- Demonstrate a high degree of social/emotional maturity; for example, eager to participate in class, work with other students on joint projects, and work independently.
- Demonstrate a high degree of persistence/motivation; for example, pursuing topics and themes beyond classroom assignments and tasks.
- Demonstrate superior intellectual abilities/talents, producing written products reflecting thought, care, and attention to detail
- Demonstrate competent writing abilities
- Willingness to do more difficult and advanced work.

Accelerated classes may require outside preparation above and beyond that of regular level courses, including summer reading and/or projects. Each course may require an unusual amount of time to be devoted to home study. Students may be required to complete a summer project. Each accelerated class has its own prerequisites and criteria for enrollment.

Students considering accelerated coursework should consider the following:

AP and honors classes have a significantly heavier workload and may increase student stress and minimize time for other activities.

In addition, it may be difficult to earn high grades since grades may reflect the competitive performance of outstanding students all placed in a single classroom.

Taking multiple accelerated classes at the same time while engaging in extracurricular activities and/or employment in a part time job might not be feasible.

Teachers in honors classes are expected to be demanding and challenging, it is further expected that all work, regardless of the academic area, will demonstrate and utilize advanced writing skills. It is assumed that students entering the honors program possess these skills and will challenge all to work to the best of their abilities.

Students are expected to meet deadlines, type formal assignments, maintain good attendance, and actively and thoughtfully participate in class.

#### **ADVANCED PLACEMENT AND OTHER COLLEGE LEVEL COURSES**

Canajoharie High School offers a wide range of Advanced Placement (AP) and other college-level courses (A-level). Advanced Placement is a program administered by the College Board. Individual colleges, based on a student's performance on a year-end test, grant college credit for these courses. The University at Albany administers the University in High School program. College credit in these courses is awarded by U Albany based on a student's final average in the class. This credit often transfers to colleges other than U Albany but there is no guarantee that every college will accept the credit. Canajoharie High School is not involved in any way with the issuance of college credit. Students must arrange for the College Board or U Albany to notify their college of any credit they have received.

Students taking A-level courses wishing to apply additional weighting to those courses for class rank purposes must take either the AP exam or University in High School credit. Students failing to do one of these will not be awarded additional weighting for the course.

#### **ATHLETICS**

The boy or girl who participates in athletics is an enviable position. To fellow students, he/she is a leader; one whose example and actions are often followed and approved. To the adult community and the fans, his/her conduct reflects the school and fellow students. Canajoharie sponsors interscholastic teams in the following sports:

<b>BOYS</b>	<b>GIRLS</b>	<b>BOTH</b>
	FALL	
Football	Cheerleading Volleyball	Cross Country Soccer Golf
	WINTER	
Wrestling	Cheerleading	Swimming Basketball Bowling Nordic Skiing
	SPRING	
Baseball	Softball	Track

You must find your own ride home from practice. During sports practice, you must stay under the supervision of your coach and in the practice area. **The Athletic Association** is an organization of student athletes that works for the betterment of Canajoharie sports.

#### **ATHLETIC POLICY**

The boy or girl who participates in interscholastic athletics occupies an enviable position. To fellow students, he or she is a leader; one whose example and actions are often followed and approved. To the adult community and to all who observe the athletic events, he or she typifies the student leadership of the school. The athlete's personal conduct is a reflection on the school and the students. This is a great responsibility that should not be taken lightly.

This participation code is intended to serve the best interest of each athlete, the team, and the school. The intent is not to punish or limit involvement. It is intended as a tool that the student-athlete can use for growth toward responsible young adulthood.

Students participating in any interscholastic activity shall be made aware of, and agree to abide by the following:

- a) Participants will abstain from the use of tobacco, alcoholic beverages, and/or illegal drugs. Athletes may not remain present in locations where underage drinking and/or illegal drugs are being used.

**PENALTY** -- The athlete in violation of this provision will be suspended from participation for at least 20% of the season, but must

attend all practice sessions. For the second violation, the athlete will be dismissed from the team. In the case of the egregious use, sale, or provisioning of other students with tobacco, alcoholic beverages, and/or illegal drugs, athletes may be summarily dismissed from the team.

- b) Athletes failing more than one subject must correct all failures following the issuance of report cards or five-week progress reports. (An incomplete for other than medical reasons will be considered a failure.)

**PENALTY --** Athletes will be required to attend Twelfth Block each day with a teacher of one of the subjects failed in order to participate in sports practice or competition.

- c.) Any middle school student who participates in the interscholastic athletic program must maintain a passing average (70%) in all subjects.

**PENALTY --** The middle school athlete who does not maintain a passing average shall attend noon assistance to receive additional help. If the student is still in academic difficulty, limitations will be made in his or her participation in the athletic program based on the recommendation of his or her academic team.

- d.) The student-athlete is expected to be in regular school and class attendance at all times, except for legitimate and legal reasons for absence. All high school student athletes must attend school no later than the start of period 2 in order to participate in sports practice or competition unless approval is given by the high school principal.

**PENALTY --** Athletes will be barred from participation in practice or competition on the day of the absence or tardiness.

- e.) Student athletes must report to every practice session, unless absent from school for a legal reason, or unless excused by his or her coach. Any planned absence during a school vacation period should be brought to the attention of the coach through personal contact.

**PENALTY --** For the first violation of this provision, the athlete will be suspended from participation in some or all of the NEXT SCHEDULED CONTEST but will be expected to attend all practice

sessions and that contest. For the second violation, the athlete may be dismissed from the team.

- f.) A player may withdraw from a team without penalty providing he/she has discussed the matter with the coach, the Athletic Director, or the high school principal before leaving. Any player quitting by walking off the field, attempting to make a “statement” by his/her departure from a team, will be ineligible for any sport during that season and for the next sport’s season OR the season where the student has previously been a participant. This includes a carryover from Spring to Fall and year to year.
  
- g.) If a student is allowed to participate in two sports during a single season, that student must declare to both coaches which sport will be his/her “major” sport. By this declaration, the athlete will determine at the start of the season the sport in which she/he will compete in the event of conflicting schedules during the regular season, tournaments, and post-season competitions.
  
- h.) Hazing, bullying, fighting, use of profanity or obscene behavior, harassment, conduct unbecoming an athlete, or insubordination to the coach could result in one or more of the following penalties:
  - Removal from the team
  - Suspension for one or more contests, at the discretion of the coach and principal
  - In-school suspension or out-of-school suspension
  
- i.) Any student convicted of a misdemeanor or felony during the season will be subject to a disciplinary response, including possible:
  - Removal from the team
  - Suspension for one or more contests, at the discretion of the coach and principal

- In-school suspension or out-of-school suspension

### **ATTENDANCE**

Good attendance and success go hand-in-hand. You are expected to attend school every day.

**Excused absences** are absences that:

1. Are known by the parent in advance, and
2. Are the result of pressing family issues, medical in nature, or educational (as approved in advance by the principal), or
3. Are the result of a school decision: field trip, etc.

**Unexcused absences** are those that are the result of a joint wish of the child and parent to meet social, work-related, or personal obligation.

**Truancies** are those unexcused absences that:

1. Are not known by the parent in advance, or
2. Are taken without parent approval, or
3. Are absences with a parent approval that are deemed to be unacceptable by the principal.

### **Attendance and Course Credit**

Students who are deemed by the school nurse as being excused for an absence will have the opportunity to make up any missed lessons, tests, science labs, or activities. Teachers are expected to provide make-up assistance during non-teaching times. For absences of a prolonged nature known in advance students should speak with their teachers to receive all missed work. For absences caused by suspension, teachers are expected to provide the School Counseling Office with any assignments or lesson materials that would assist the students in maintaining academic performance.

Students who are deemed by the school nurse as being unexcused for an absence will have the opportunity to make up any lessons, tests, science labs, or activities missed. However, these make-up activities will occur at the convenience of the teachers and will be offered on a limited time basis.

Students who are deemed to have been truant will not be afforded the opportunity to make up any missed lessons, tests, science labs, or activities unless that opportunity is deemed to be warranted by the principal.

**Steps to follow when absent:**

1. Have your parent or guardian phone the school nurse (673-6334) before 10 am on the day of absence.
2. Have your parent or guardian call the School Counseling office (673-6336) before 10 am to request your homework be collected. Your parent or guardian can pick up any assignments after school ends that day.
3. Have your parent or guardian write an excuse giving your name, date, days of absence, reason for absence, and his/her signature.
4. Present your excuse to the school nurse upon your return (or the school secretary if the nurse is unavailable). You will be issued an "admit slip".
5. Ask each teacher to sign your admit slip. It should be done at the beginning or end of class.
6. Ask your teachers for make-up assignments.

**Steps to take when leaving school:**

Whenever possible, medical appointments and other legitimate reasons for leaving school should be scheduled after school hours.

1. Bring a permission slip from your parent or guardian to the nurse before your first period class. Your teachers will be notified on the daily attendance bulletin of the time you will be leaving.
2. Leave no sooner than the designated time.
3. Notify the main office when you are leaving.
4. Report to the office when you return and obtain an admit slip.
5. Ask all your teachers of the classes you missed for make-up assignments.

### **ATTENDANCE AND GRADES**

In keeping with the district's attendance policy, a student may lose as much as 10% of his or her quarterly grade in each class for failing to attend on a regular basis. Canajoharie High School is not a correspondence or on-line school. Students must be in a classroom to share interactions with other students and the teacher. Students who are habitually tardy to school will face those consequences in the classes they miss. The same is true for students who are habitually excused early.

### **AUDITING CLASSES**

Students may audit a class only with the approval of the principal, parent, counselor, and the teacher. The student must attend all classes and fulfill all class requirements.

### **BUS REGULATIONS**

If you come to school on the bus, you should return home on the bus unless you have a note from your parents. Only regularly scheduled bus students are to ride the school buses. Other students must obtain a permission slip from the principal.

The bus driver exercises the same authority as the classroom teacher. Misconduct will be reported to the principal. Failure to obey the bus regulations may lead to suspension from the privilege of bus transportation.

While riding school buses, you should abide by the following rules:

1. Enter and leave the bus in an orderly fashion.
2. Remain seated.
3. Keep the bus clean.
4. Do not eat or drink on the bus.
5. Keep your head, hands, and feet inside the bus.
6. Do not interfere with the vision of the driver or his/her driving.
7. Refrain from using foul or impolite language.
8. Be prepared to leave the bus when it appears at the stop.

### **CAFETERIA**

The cafeteria offers a fine menu at reasonable prices. The menu is posted in various places throughout the building and published in the *Courier-Standard* newspaper.

All food must be paid for immediately. There is no charging.

The cafeteria is the only place suitable for eating in the building. All food is to be consumed in the cafeteria whether it is bought there or not.

### **CELL PHONES**

Students may use cell phones before and after school. However, all cell phones must be turned off and put away during the school day. The school reserves the right to confiscate cell phones when they are used during school hours. Confiscated phones will only be returned directly to a parent.

### **CLASS RANK AND COURSE WEIGHTING POLICY**

Class rank is computed by comparing your weighted average to that of your classmates through the first 7 semesters of high school. The weighting formula will ensure that those students who take the most courses, the most Regents-level and advance courses, and who score well in those courses will be ranked at the top of their class.

The Canajoharie High School weighting factor policy is designed to guarantee that those who graduate in the top portion of their class have done three things:

1. Taken the maximum number of available courses during their four years of high school
2. Consistently performed well in the courses they have taken, and
3. Selected the most academically challenging courses

The levels and weights to be used in this weighting policy are as follows:

<b>LEVEL</b>	<b>WEIGHT</b>
1. Advanced Courses (A)	200% over final mark
2. Regents level courses (R)	150% over final mark
3. General level courses (G)	final mark

In making the computation to determine class rank after seven (7) semesters, a weighted average based on the number of credits taken will be combined with a weighted average based on an optimum number of credits (19). Only courses taken at Canajoharie High School

will be considered in this computation. Copies of the formula used to determine class rank are available in the School Counseling Office.

### **COMPUTERS**

Computers are available in the high school media center and in classrooms throughout the building.

Internet access is provided to students unless parental permission has been denied in writing.

Students found using the computers inappropriately may have their computer privileges removed. Students are not allowed to use computers without supervision. Students may not load programs or files onto school computers.

### **CONDUCT**

Among those actions that are unacceptable at Canajoharie High School are the following.

1. Arriving late to class.
2. Being without a pass at times that warrant one.
3. Being disruptive or disrespectful.
4. Failing to comply with the directions of a teacher, principal, chaperone, or other school employee.
5. Skipping classes or study hall.
6. Leaving school without permission.
7. Possessing or using tobacco in any form.
8. Showing excessive affection.
9. Using profane, vulgar, or abusive language.
10. Selling, using, or possessing alcohol, drugs, or other controlled substances.
11. Fighting or violent behavior.
12. Destroying or defacing school, staff, or student property.
13. Operating or wearing radios or headsets in school, except before school, after school, or during lunch.
14. Leaving school property without permission.

Student functions such as athletic events, field trips and dances are extensions of the school day, and all rules in effect during regular school hours apply at these events. **You may not attend an evening school function on a day you are absent from the last three periods of the day without prior approval of the principal.** In addition, you should observe the following:

1. You are expected to take part in the activity you are

- attending and not loiter in the hallways, washrooms, etc.
2. If you leave the building while the activity is in progress, you may not be readmitted.
  3. Refreshments should be consumed only in the designated areas (outside of the gym).
  4. Disrespectful attitudes such as gestures, coarse language, etc. will lead to you exclusion from extracurricular events.

### **DANCES**

Dances are for Canajoharie High School students and their guests only. Guests must be approved by the principal and signed up in the main office prior to the night of the dance. You may invite only one guest and are responsible for that person throughout the evening. Eighth graders and high school drop outs may not attend dances.

All preparations for dances must be made outside of school hours. Students will not be excused to get equipment, decorate, set up equipment, etc. during the school day.

No students will be admitted later than one hour after the start of the dance without prior permission of the principal. Once you leave you will not be re-admitted.

Any student who is found to be under the influence of alcohol or drugs will have their parents summoned to take them home, face possible suspension from school, and will not be able to attend the next 2 dances.

### **DISCIPLINE**

The penalties listed below are among those used for discouraging unacceptable behavior.

**Detention** is a period of time assigned by the teacher or principal to be served during period 12. Failure to arrive at an assigned detention will result in an in-school or out-of-school suspension, depending on the circumstances.

**In-school suspension:** Students who are to serve one or more days of in-school suspension will do so at our BOCES operated and funded in-school suspension room located in Johnstown. Students are expected to obey all in-school rules for behavior and to work productively throughout the day.

**Out-of-school suspensions** result from a flagrant abuse of rules that is of a serious and often hazardous nature. Suspensions are

usually 3 to 5 days in length and become part of your disciplinary record. Repeated violations or acts of an extreme nature may result in suspension of up to one year or dismissal.

In all situations involving out-of-school suspension, you will be permitted to present your view of the circumstances leading to the suspension.

### **EARLY GRADUATION**

Students normally require eight semesters of course work in grades 9-12 in order to fulfill the requirements for a diploma. It is the philosophy of the school district to expect all students to use the full eight semesters as an opportunity to enroll in electives beyond the graduation requirements.

However, there are circumstances in which students might benefit from early graduation. In order for a student to earn a diploma from Canajoharie Central School in less than eight semesters, it is necessary for him or her to enroll in one or more senior level courses during what would normally be considered his or her junior year. This acceleration of course work can only be approved under circumstances that include, but are not limited to:

1. the demonstrated inability of the student to function effectively in an institutional setting as evidenced by the accumulation over a period of years of a disciplinary record of consistently negative behavior, or
2. a personal crisis of such magnitude that an accelerated pace of instruction would increase the likelihood of the student's successful completion of the high school degree requirements; or
3. consistent performance above and beyond expectations during the freshman and sophomore years as evidenced by the maintenance of a 92% or better average. In this last circumstance, the student allowed to enroll in junior and senior courses simultaneously should be removed from the senior courses should that student's average fall below the 92% average at any point.

Students wishing to earn a Canajoharie Central School diploma on an early graduation basis should apply to the high school principal in the following manner:

1. The application must be received by the high school principal on or before June 15th of the year prior to the

- expected date of early graduation.
2. The application must include a note of permission from parent(s) or guardian(s).
  3. The high school principal will respond to the application in writing within ten working days from receipt of the application.
  4. The decision of the high school principal may be appealed by the student and/or his/her parent(s) or guardian(s) to the Superintendent of Schools. Appeals must be submitted in writing within ten (10) working days of the receipt of the high school principal's written decision.

### **EMERGENCY SCHOOL CLOSING**

In case of bad weather or other emergencies, the closing of the school will be announced through internet school closing sites.

### **FIRE AND EVACUATION**

Familiarize yourself with the directions for fire drills in each of your classrooms. Fire drills are practice for life or death situations. There should be no talking. In the event of an exit that is blocked, proceed in an orderly manner to the nearest available exit. Move well away from the building and return after the appropriate signal. Bus drivers will also carry out emergency drills.

### **GRADUATION REQUIREMENTS**

Graduation from Canajoharie High School requires students to complete a rigorous series of courses and to pass a variety of exams. These requirements are set forth by the New York State Education Department with additions made by the school district. While every effort is made to ensure students graduate from high school in the traditional four years, Canajoharie High School takes no responsibility for ensuring this happens. If students fail to complete required courses or academic sequences, or fail particular Regents exams, and do not attend summer school to make up the necessary work, graduation in four years is nearly impossible. Students **must** take care to complete every requirement.

#### **Required Exams By Diploma Type**

As required by the New York State Education Department, students must pass a variety of Regents Examinations prior to graduation. The passing grade on each of these exams is 65.

Students entering grade 9 in 2005 must receive a 65 or higher on any 2 of the 5 required exams to graduate. If they receive a 55-64 on any of the other three exams, they receive a local diploma. Students

entering grade 9 in each subsequent year must receive a 65 or higher on an additional exam.

<b>Exam Requirements for Students Entering Grade 9 in September 2005 and Later</b>		
<b>Local Diploma (required grade varies)</b>	<b>Regents Diploma (65 or higher)</b>	<b>Regents Diploma: Advanced Designation (65 or higher)</b>
English Language Arts	English Language Arts	English Language Arts
Math A	Math A	Math A and B
Global Studies	Global Studies	Global Studies
US History	US History	US History
One Science	One Science	Two Science
		Foreign Language (except if exempt)

#### **Required Courses**

<b>Course Name</b>	<b>Regents/Local Diploma</b>	<b>Regents Diploma with Advanced Designation</b>
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
Foreign Language	1	3*
Art/Music	1	1
Physical Education**	2	2
Health	.5	.5
Computer Applications	.5	.5
Electives	3.5	1.5
<b>Total</b>	<b>22.5</b>	<b>22.5</b>

\* Students acquiring a 5-unit sequence in Art, Business, Home Economics, Technology, or Occupational Education may be exempt.

\*\* Physical Education must be taken every year a student is enrolled in high school. Students receive .5 credits each year they pass Physical Education.

### **HAZING**

Canajoharie High School recognizes that hazing of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. Further, the school recognizes that preventing and remedying hazing in school is essential to ensure a healthy environment in which students can learn and employees can work productively.

The school is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of hazing. To this end, the school condemns and strictly prohibits all forms of hazing on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. Students concerned about hazing should speak to their counselor or the principal.

### **I-PODS/MP3 PLAYERS**

Students may use I-Pods and other electronic music players before and after school, during lunch, and during passing periods. From time to time, teachers, at their discretion, may allow students to use these devices while individuals are working silently on classroom projects. At all other times, such devices must be turned off and put away.

### **INDEPENDENT STUDY**

Independent study courses are a rare event that might be authorized for elective courses only. Independent studies will not be approved for courses scheduled during the school day, such as Health. In addition, they must meet current course/hour supervised time requirements that have been established for regular courses. In no event, may a student be allowed to participate in independent study without the approval of the principal.

### **LIBRARY**

The library provides you with a wide variety of information sources to complete and enhance your regular class work. It may also provide materials for personal interests and pursuits. You are encouraged to use the library as much as you like by observing the following procedures:

1. Obtain a library pass from you classroom teacher. Teachers will only issue passes to students who have class work requiring library resources.
2. Present your library pass to the study hall teacher.

3. Remain in the library all period.

All books taken out of the library must be returned or signed out again within 2 weeks. Magazines, reference books, and periodicals may not be taken out of the library.

### **LOCKERS**

You will be assigned a locker to keep your coat, books, and papers. You must use only the locker assigned to you. It is your responsibility to keep the locker locked at all times. The locker assigned to you during your freshman year will remain your locker throughout your stay at Canajoharie High School.

Your locker is school property and is subject to periodic inspections by the principal. Writing, decals, or pictures of poor taste on the locker are prohibited. **You are subject to reimbursing the school for any damages to the locker.**

### **MILITARY RECRUITERS**

Military recruiters are welcome in the school to discuss career options in all service branches with students. Typically recruiters request contact information for all students. The school is required by law to release that information, except in cases where families have requested in writing their information not be released. To submit such a request, contact the School Counseling Office.

### **MINIMUM COURSE REQUIREMENTS FOR STUDENTS**

All students must take a minimum of six (6) courses plus physical education. Seniors that request early dismissal must take at least three (3) courses plus physical education.

### **NATIONAL HONOR SOCIETY**

One of the highest honors that can be awarded is membership in the National Honor Society. It is recognition of your overall accomplishments during high school.

If you meet the qualifications of outstanding scholarship, you are evaluated by the faculty on the basis of character, leadership abilities, and service to the school.

### **NURSE**

The school nurse is available throughout the day in case you become ill. If the need arises, notify your teacher and go to the nurse's office for medical assistance.

The nurse may also provide counseling for health-related problems or refer you to a doctor or agency.

### **PARKING AND DRIVING PRIVILEGES**

Student parking is available in the upper parking lot, near the tennis courts. Students are not to park in any other parking lots during school hours without the prior permission of the principal. Students parking in areas other than the student lot will be assigned to in-school suspension. Students are to enter and leave the student parking area solely through the access road opposite the bus garage.

Only registered vehicles may be parked in the student lot. Parking decals can be obtained in the main office.

After school only those students who have driven to school are allowed in the student parking lot. All others should be in a classroom or in the Atrium until their buses arrive. Students found returning from the parking lot to catch a bus will be assigned detention.

### **PHYSICAL EDUCATION**

Physical education is an important part of your high school experience. Successful completion of this course each year is a requirement of graduation.

You will need a complete change of clothes for P.E. classes. Gym clothes should be clean, designed for recreational use, and appropriate for the day's activity. Students should provide their own locks for the PE lockers. Valuable should never be left in the locker room unless locked in a locker.

### **PRIVACY RIGHTS**

Under the Family Educational Rights and Privacy Act, parents or guardians and students over the age of 18 have the following rights:

1. To inspect and review educational records maintained by the district that pertain to their child(ren) or him/herself.
2. To challenge the contents of records on the grounds that they are inaccurate, misleading, or in violation of their child's or their own privacy or other rights.

The district will not disclose the education records of students of the Canajoharie Central School District except when mandated to do so under the Family Educational Rights and Privacy Act and the No Child Left Behind Act.

### **REPORT CARDS**

Report cards are issued every 10 weeks (4 times a year). Progress reports will be sent home at the 5-week midpoint of the marking period.

Numerical grades are used. The following grades represent accepted achievement levels:

65	Passing
85-89	Honorable Mention
90 and above	Principal's List

An incomplete (I) is not given unless circumstances beyond your control, as determined by the principal, warrant an extension of time to make up work. An "F" represents a grade below a 50.

### **SCHEDULE CHANGES**

You may adjust your schedule by discussing changes with your school counselor. All schedule changes should be made before the beginning of the school year. Only changes of an emergency nature will be allowed after school starts.

Schedules for students will be available each June for the following school year. Schedule changes are to be made before August 1st. Requests for schedule changes or course drops after the first week of school will be discouraged and parents may be required to attend a conference with the principal, counselor, and teacher in order to complete any such request. In all cases, students are still required to maintain at least the minimum number of courses.

### **SCHOOL COUNSELORS**

School counselors will assist you and your parents in making decisions about your course of study. They review your educational program to make sure you are meeting the requirements for graduation. They assist you in the decision-making process for college and/or a career and guide you through the proper preparatory program.

School counselors have a masters degree or higher in counseling. They are trained helping professionals able to assist students in academic, career, and personal/social development. School counselors are able to assist families in finding appropriate mental health services in the community when the need arises.

Likewise, any of the faculty or administration is here for your well being and will help you in any way they can or direct you to the

appropriate person for help.

### **SENIOR PRIVILEGES**

Seniors may apply and be considered for early dismissal privileges that allow them to leave after their last class. The eligibility requirements are as follows:

1. Seniors must take at least 4 subjects including physical education.
2. Application must be made at the School Counseling office.
3. Application will be considered for approval by the principal.
4. Seniors must have permission of their parent or guardian.
5. Early dismissal privileges should start at the beginning of the school year or the beginning of the second semester.
6. Seniors must sign an agreement stipulating the provisions of early dismissal privileges.

This privilege may be taken away if a senior violates the provisions of the agreement that is signed. Privileges will also be revoked if a student is failing classes that are required for graduation.

### **STUDY HALLS**

When not scheduled for a class, you will be assigned to a study hall. The study hall will provide an environment in which you may study without unnecessary distractions. You may also use this period to work in the library, the computer lab, or other approved places with permission. The following procedures should be observed in all study halls:

1. Bring books, pencils, paper, and other materials so that you have 40 minutes of uninterrupted work when you arrive. If you have no homework, bring a book to read. You may not return to your locker.
2. If you need to spend time in the library, computer lab, another accepted work area, or visit your school counselor, obtain a pass from the teacher supervising those areas before going to study hall. (This is not an acceptable excuse for being late to study hall.)
3. No students will be allowed to leave study hall before all are seated and quiet and attendance is taken.
4. There should be no talking without permission.
5. Lavatory privileges are granted to only one student at a time for no more than 5 minutes.
6. Games are not allowed.
7. Students failing one or more subjects must remain in study

hall for the entire period.

### **STUDENT COUNCIL**

The student council will serve as a liaison between the student body and the administration.

### **SWITCHING TEACHERS**

If a student asks to change from one teacher to another in the same course during the year, generally the request will be rejected. However, the student's parents may arrange an interview with the teacher to discuss the issue leading to the request. If, as a result of this conference, the parents wish to pursue a change then a conference between the parents, the school counselor and the principal will be arranged. After the conference is completed the administration will then make a decision concerning the change.

### **TAKING COURSES AT TWO LEVELS**

1. Students are allowed to take courses at two different grade levels (such as English 2 and English 3) only if they have previously failed the lower level course. Students failing either of the two courses they are taking when mid-term grades are release will be removed from the higher-level course.
2. Students who fail a course must repeat the course for a full year. However, if the student is a senior who is taking courses at two levels, the student may be granted full credit at the end of the first semester if the student earns an average of 70% or better based upon an average of grades earned during the third and fourth quarter of the previous year, the first and second quarter of the current year, and the final average from the previous year.

### **TECHNOLOGY POLICY**

Canajoharie High School provides students access to computer networks, software, word processing, printing, and wireless computing. These technologies allow students to explore the world outside our school's walls and are provided for three reasons:

1. The completion of academic work,
2. Enhancing the teaching capabilities of faculty and the learning capabilities of students, and
3. Communication among members of our school community and with those outside the school.

The school reserves the right to restrict access to its computer system, including placing restrictions on material accessed or posted, to

require training material is used, and to enforce the district's technology policy. A copy of that policy is available in the school office upon request.

#### **TRANSFER STUDENTS**

Students that transfer into the district from out of state will have their transcript evaluated by the school counselor and high school principal to determine credits to be transferred and New York State requirements that must be met.

All transfer students will be allowed a reasonable amount of time to adjust their schedule to meet Canajoharie requirements.

#### **VISITORS**

Visitors to the school should report to the main office. If you wish to invite someone to attend classes, you must request permission from the principal at least one day in advance. You should accompany your guest at all times during his/her visit. During the lunch period, no visitors may enter school property without permission of the administration.

#### **WORK PERMIT**

You may apply for a work permit in the superintendent's office. You must have a copy of your birth certificate.

#### **WITHDRAWAL/TRANSFER**

Before withdrawing or transferring from school, report to the school counselor to discuss the reason for leaving and your future plans. The school counselor will request that you ask each teacher to initial your withdrawal form that signifies all books and other school property in your care have been returned. When this form is completed, return it to the office. No withdrawals from Canajoharie High School will be made without permission of the principal.