North Collins High School

FORWARD

This handbook is prepared for the use of students, teachers, parents, and others interested in the North Collins Central School District.

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BOARD OF EDUCATION
2026-2027

Mr. Daniel Carl Brenner
Mrs. Jessica Horton
Mrs. Jennifer Pisa
Mr. Aaron Renaldo
Mr. James Sager
Ms. Jennifer Steff
Mrs. Sarah Trovato

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RESPECT FOR SELF, OTHERS, AND PROPERTY

Students are encouraged to make sound, healthy decisions in dealing with life choices and to concentrate on their schoolwork. Students are to treat others as they would like to be treated, and students are to respect the North Collins School property.

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I. NORTH COLLINS CENTRAL SCHOOL
CALENDAR 2025-2026

School Opens - Superintendent's Conference Days ……..	Mon., Aug. 31 and Tues., Sept. 1
Students Report……...	Wed., September 2
Labor Day ……..……	Mon., September 7
Early Dismissal Drill …….	Fri. October 2
Columbus Day/Indigenous People Day …….....	Mon. October 13
Veterans' Day……	Wed., November 11
Thanksgiving Recess …….	Wed.-Fri., November 25-27
Winter Recess - School Closed ……	Thurs., December 24-January 1
School Re-opens ……	Mon., January 4
Martin Luther King, Jr. Day ……..	Mon., January 18
Superintendent's Conference Day……..	Mon., January 25
Regents Examinations ……	Tue.-Fri., January 26-29
Second Term Begins ……	Mon., February 1
Presidents Day – School Closed ……	Mon. February 15
Mid-Winter Recess - School Closed ……..	Tues.-Fri. February 16-19
School Re-opens ……	Mon. February 22
Superintendent's Conference Day……..	Fri., March 12
Spring Recess - School Closed ……..	Fri.-Fri., March 26-April 2
School Closed – Good Friday ……	Fri., March 26
School Closed – Easter Monday ……..…….	Mon., March 29
Memorial Day ……	Mon. May 31
Regents Examinations ……..…….	Tues.-Thurs., June 15-24
School Closed – Juneteenth Holiday ……	Friday, June 18
Rating Days……	Fri., June 25

GRADE REPORTING DATES

Interim Reports ……	October 9
First Quarter Ends ……	November 13
Interim Reports ……	December 18
First Semester Ends …….	January 29
Interim Reports ……	March 5
Third Quarter Ends ……..	April 9
Interim Reports ……	May 14
Second Semester Ends …….	June 18

REPORT CARD ATTENDANCE

First Quarter …….	September 2 - November 13
Second Quarter ……	November 16 - January 29
Third Quarter ……...	February 1 - April 9
Fourth Quarter …….	April 12 - June 18

II. BELL SCHEDULE

Period	Time
Students may enter building	7:18 a.m.
Warning Bell	7:42 a.m.
1	7:45 - 8:26 a.m.
Announcements	8:26 - 8:31 a.m.
2	8:34 - 9:15 a.m.
3	9:18 - 9:59 a.m.
4	10:02 - 10:43 a.m.
5 A 5 B	10:46 - 11:06 a.m. LUNCH 1 11:06 - 11:27 a.m.
6 A 6 B	11:30 - 11:50 a.m. LUNCH 2 11:50 - 12:11 a.m.
7 A 7 B	12:14 - 12:34 p.m. LUNCH 3 12:34 - 12:55 p.m.
8 A 8 B	12:58 - 1:18 p.m. LUNCH 4 1:18 - 1:39 p.m.
Announcements	1:42 - 1:43 p.m.
9	1:43 - 2:24 p.m.
Dismissal 1	
10	2:27 - 2:59 p.m. Remediation/Open Classrooms
Dismissal 2	
Detention	2:27 p.m. - 3:57 p.m.

III. CONSTITUTION OF THE NORTH COLLINS CENTRAL SCHOOL STUDENT GOVERNMENT

Article I: Name

1. The name of this organization shall be North Collins Central Student Government.
2. The Student Government members are representatives of the students of North Collins Junior and Senior High School.

Article II: Mission

1. The goals of this organization shall be to set a high standard of school citizenship, to promote student participation, to promote interest in all recognized school activities, to encourage high scholastic attainment, to cooperate in promoting the general welfare of the school, and to represent the student body in working with the administration and faculty.

Article III: Membership

1. Each class shall be represented by Student Government. If a class does not have any members in Student Government, the class officers shall act as representatives as needed.
2. Any member who misses more than three unexcused meetings may be removed from membership. A legitimate excuse shall be decided upon by the advisor, president and vice president of Student Government. The excuse must be presented to the attendance officer and/or the advisor(s) prior to the meeting barring any emergency.
3. Members are expected to actively participate in Student Government sponsored activities in order to remain a member in good standing. The number of activities will be determined at the beginning of each school year

Article IV: Officers

Officers shall consist of the following rank:

President
Vice President
Secretary (One or two as deemed necessary)
Treasurer (Appointed by Advisor)
Co-Treasurer (Appointed by Advisor)

Article V: Meetings

1. Meetings of the Student Government shall be held twice a month or as necessary.

Article VI: Authority

1. It is understood that the decisions of the Executive Board are

binding.

2. The Executive Board consists of the Student Government advisor(s) and any Student Government officers.
3. It is understood that the acts of this organization are subject to the approval of the High School Principal.

Article VII: Elections

1. Candidates for President and Vice President must be members of grades 11-12 when taking office.
2. All candidates running for office must be members in good standing in Student Government for at least one school year.
3. Candidates must be nominated by Student Government members.
4. Nominations will take place the last meeting date in April.
5. Elections shall be held prior to the end of May.
6. Sixth graders shall be elected as Student Government members in June. Any sixth grader interested in becoming a member of Student Government shall be considered a candidate.

Article VIII: Amendments

1. This constitution may be amended by a proposal of two-thirds of the Government members, the Student Government advisor, and the High School Principal.
2. Proposals for consideration by Student Government should be submitted to the Student Government Executive Board. Proposals can be made by any member of the North Collins Student Body.
3. In the event that any office in Student Government should become vacant, the Officers and Advisor(s) shall nominate up to three successors from eligible members. The successor will be elected by members of Student Government.

PROCEDURE FOR ELECTION OF CLASS OFFICERS

Eligibility: Students must be academically eligible at the time of election and have no Out of School Suspension (OSS) events during that year.

Offices: President, Vice President, Secretary, and Treasurer.

Petitions: A student who wants to be a candidate must be nominated by means of a petition. The student must state on the petition the office that he is seeking and also obtain **10 signatures** of members of his class, which endorse his candidacy for the designated office. Petitions will be filed for the office of president, secretary, and treasurer. Vice-presidents are the runners-up to the students elected for the presidencies.

Petitions may be obtained from social studies teachers before the start of school, during homeroom periods, and after a class. PETITIONS WILL NOT BE GIVEN DURING CLASS TIME. A student MAY NOT SIGN more than one petition for any one office.

PETITIONS MAY NOT BE SIGNED DURING CLASS TIME.

Elections: All classes will elect officers during social studies classes of a designated date. Ballots will be cast for each office, with the winner to be determined by plurality vote; the candidate receiving the most votes is the one elected. The candidate for the presidency who receives the second highest number of votes will become the vice president.

Ties: In the event that two or more candidates are tied for the greatest number of votes received, there will be a second ballot for the office in question. The candidate receiving the greatest number of votes will be declared the winner. Should a tie occur again after the second ballot, a third ballot will follow. Successive balloting will be done until one candidate receives the greatest number of those votes cast. The same procedures will be followed if there is a tie for the vice presidency.

Impeachment of Officers: Any officer of a class may be impeached. A petition stating the cause for this action and signed by 10 class members must be presented to the class advisor. A class meeting will then be held to take action. Voting will be done via secret ballot and a minimum of 2/3 vote of those present at the meeting will be required to remove the officer from the office held.

IV. ACADEMICS/ GUIDANCE

COMPUTING FINAL AVERAGES:
Quarter grades are not accumulative. Every quarter is a new beginning. The final average in a semester (20-week) course is computed by adding each quarter grade and the final examination grade and dividing by three (3).

The final average in a full-year (40-week) course is computed by adding the four quarter grades and the final examination grade and dividing by five (5).

DROPPING OR CHANGING COURSES:
A student may drop a 40-week/full year course **only up to the 5-week mark of the first quarter of the school year** with no penalty on his/her transcript. Should a student want to drop after the 5-week mark, he/she must first appeal to the High School Principal/Superintendent, and if necessary, the School Board. Should a drop be granted, a DP (Drop Pass) or a DF (Drop Fail) will be added to the student's transcript.

A student may drop a 20-week/half year course **only up to the 3-week mark of the first or third quarter of the school year** with no penalty on his/her transcript. Should a student want to drop after the 3-week mark has passed, he/she must first appeal to the High School Principal/Superintendent, and if necessary to the School Board. Should a drop be granted, a DP (Drop Pass) or a DF (Drop Fail) will be added to the student's transcript.

NATIONAL HONOR SOCIETY

National Honor Society is an honors club, which serves the school and community in many ways. Selection is made after consideration of each nominated student on the basis of character, service, leadership, and citizenship.

Any student in grade 11 or 12 who has an average of 90 or higher may be considered for the National Honor Society. Any student in grade 8 or 9 who has an average of 90 or higher may be considered for the National Junior Honor Society.

V. GENERAL INFORMATION

NETWORKED INFORMATION RESOURCES

Acceptable Use Policy (AUP) for Students

Purpose

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. The primary purpose of the North Collins School District Internet service is to support the educational objectives of the North Collins Schools and the educational community in general. North Collins Internet service is not a public forum and the North Collins School district reserves the

right to place reasonable limits on materials posted or accessed through the North Collins Internet service.

The North Collins School district offers Internet access to its students, faculty, and staff. Access to the school network and the Internet service is a privilege, not a right. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this Internet service. Parents and guardians are asked to review this policy and discuss it with their students.

While the Internet's possibilities are tremendous, it also has potential for abuse. To use the North Collins Internet service, the user must take full responsibility for his or her own actions. The North Collins Schools shall not be liable for the actions of anyone accessing the Internet through this or any other Internet connection. Users assume full responsibility for any cost, liabilities, or damages arising from the way the user chooses to use his/her access to this Internet service.

Network Usage Guidelines

All use of the North Collins Schools Internet service must be consistent with its purpose as stated above. This policy does not attempt to articulate all required or proscribed behaviors by users to this network. In any specific situation we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered.

1. Users are expected to abide by the generally accepted rules of network etiquette which include, but are bit limited to:

   1.) Be Polite. Use appropriate, non-abrasive language.

   2.) DO NOT reveal personal information such as; last names, addresses, phone numbers, photos, etc. that could identify the user or other students or staff.

   3.) You must immediately disclose to your teacher any message you receive that you believe is inappropriate or makes you feel uncomfortable.

   4.) NO person will make arrangements to meet with anyone that he/she had met on the Internet or North Collins School District Intranet.

   5.) DO NOT use the network in such a way as to disrupt its use by others. ----------Remember, the Internet service is a resource. DO NOT be wasteful.

   6.) Refrain from making defamatory remarks, sexual or racial slurs and from using obscene or profane language.

7.) Internet ID's and passwords are provided for each USER'S use only. Passwords should not be revealed or shared with anyone.

8.) Users must not use another person's password. If you suspect that someone is has discovered your password, you should change it immediately.

9.) Each account owner is responsible for all activity under that account. It is imperative that all users keep their passwords secret so that no one else can use their account.

2. Any use for, or in support of, illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems (computer hacking), arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above

3. Any use for commercial purposes is prohibited. Users may not create web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the North Collins Internet service. This does not include school-approved activities.

4. Any use for political purposes is prohibited except for using the Internet service to communicate with elected or appointed officials.

5. Users should assume that all materials available on the Internet are protected by copyright. Users shall not copy and forward, copy and download, or copy and upload any copyrighted material without prior approval of the supervising teacher, the Director of Technology, or the Superintendent or his designee. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources. See the New York Library Association Guide and the Library Media Center for the proper citation format to follow. North Collins School District and its Internet service make no guarantees, implied or otherwise, regarding the factual reliability of data collected through the Internet.

6. Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments or course work. No students may upload or download material to or from Internet sites without permission from his/her teacher. Students must not access chat rooms. Games must not be played, accessed, or downloaded unless they are approved by the principal of the school and the teacher in charge. The North Collins School District will take reasonable precautions to filter out

controversial materials. However, it is impossible to monitor all materials and controversial information.

7. Users shall neither download nor install any commercial software, shareware, or freeware onto network drives or disks without prior permission of the Director of Technology, or the Superintendent or his designee. Users shall not change settings on the browser or any other application.

8. Users shall not upload, download, distribute pornographic, obscene, sexually explicit, or threatening material of any nature. Users shall not upload, download, or distribute visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

9. Users shall not receive or transit information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

10. Users must not attempt to get unauthorized access to any file servers in the North Collins School District, outside file servers, or go beyond the user's authorized access. This includes logging in through another person's account, accessing another person's files, or attempting to do either. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

11. Users must not vandalize school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses by any other means.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Network storage areas will be treated like school lockers, which may be inspected at any time. The North Collins School District also reserves the right to examine all data stored on diskettes involved in the user's use of the North Collins Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receivers. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system in a responsible manner. The North Collins School District reserves the right to monitor the online activities of users. Electronic mail messages are backed up and may be inspected by appropriate school administrators. North Collins Schools reserves the right to inspect electronic mail and computer generated logs regarding web sites visited by users that the North

Collins School District deems necessary and appropriate to ensure proper use of resources and to conduct routine network maintenance.

Violations
The North Collins School District reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to use of the North Collins School District Internet and Intranet service. In the event that there is a claim that a student has violated any of the guidelines in this policy, she/he will be provided with written notice of the suspected violation and an opportunity to be heard, unless otherwise specified by law. The North Collins School District will advise appropriate law enforcement agencies of illegal activities conducted through the North Collins School District Internet service. The North Collins School District will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the North Collins School District Internet service.

DRESS/GROOMING

Student dress must remain modest and appropriate for a public, professional setting. The responsibility for the dress and appearance of students rests with individual students and their parents; however, the building principal reserves the right to require adjustments to attire as deemed necessary.

Students' attire must:

1) comply with requirements for health and safety laws;
2) not interfere with the educational process;
3) not contain messages or images related to drugs, alcohol, or tobacco products;
4) not imply or contain any expression, insignia, or phrase, which is lewd, obscene, and libelous or advocates racial or religious prejudice; not condone violence;

- provide proper coverage of the student for an educational setting. Garments may not include see through or sheer clothing, tube tops, halter tops, backless tops, one-shoulder tops, strapless, open-side or low-cut tops. Tank tops must provide appropriate coverage.

5) cover midriff and waistband of pants, skirts or shorts.
6) not reveal undergarments, including but not limited to bra straps and underwear.
7) not include skirts, dresses, rompers or shorts shorter than

fingertip length;

8) not include hats, hoods, sunglasses, coats or backpacks worn inside the building.
9) Attire for dances and prom must be tasteful and appropriate.

Offenders will be subject to consequences issued at the discretion of the building principal.

PASS REGULATIONS

1. Classroom teachers set expectations for leaving the classroom at the beginning of each school year. The culture of our school is one built on trust and respect. The ability to leave classes and study halls is a privilege and can be revoked at any time by teachers or administration.

PARKING LOT USE

Students who wish to receive the privilege to park on school grounds must complete the student driver application available in the office and pay the required non-refundable fee. The principal will review all applications the first week of school. If approved, students must pick up their parking tag and display it properly on their vehicle at all times. If the vehicle registered with the office changes, the new vehicle must be registered with the office and the parking tag must be transferred. Student parking is limited and issued at the discretion of the school principal. Parking in the NUMBERED PARKING SPACES is available to registered students on a first-come, first-served basis. Parking in the NON-NUMBERED PARKING SPACES is reserved for faculty and staff, only. No one has permission to use the overflow parking lot near the softball diamond.

Students using the parking lot must conduct themselves in a safe and responsible way. Any unsafe behavior may result in the immediate revocation of parking privileges.

Minor parking violations will be handled in the following manner:

1st Offense:	Verbal Warning
2nd Offense:	Registration Limited to Side Lot
3rd Offense:	Loss of Parking Registration/Privilege

LOST OR DAMAGED INSTRUCTIONAL MATERIALS (SCHOOL-OWNED)

All students are responsible for school-owned material loaned to them. If these materials are lost, stolen, or damaged while assigned to them, the student will pay the dollar value of such materials. Any such assessed payment will be due at the end of the school year. If any student fails to meet his/her financial responsibilities, the school reserves the right to exclude the student from optional school functions.

LOST AND FOUND

Students who find lost articles are asked to bring them to the High School Office. Lost articles that are not claimed within a reasonable time will be given to charity.

CELL PHONES AND ELECTRONIC DEVICES

Starting in the 2025–2026 school year, **New York State Education Law 2803(2)** requires all schools to **prohibit student use of internet-enabled devices during the school day** on school grounds. This law was designed to reduce distractions and support student learning and engagement.

What Devices Are Included?

Personal internet-enabled devices are prohibited during the school day, including:

- Smartphones
- Smartwatches
- Tablets, iPads
- Laptops
- Gaming devices
- Bluetooth accessories
- VR headsets, iPods, MP3 players

Not included:

- School-issued learning devices
- Non-internet-connected devices
- Devices approved for specific student needs (see exemptions below)

When and Where Does This Apply?

School Day:
From the moment students enter the building until they leave — including homeroom, classes, lunch, recess, study halls, and hallway time.

School Grounds:
All areas of campus: classrooms, hallways, gym, fields, and parking lots.

Student Expectations

- **Grades 7–12:** Phones and internet-enabled devices must be **turned off and stored in lockers** during the entire school day.
- Students are expected to secure their individual lockers.
- Vocational students will be allowed to transport their phones to and from their vocational school, but will need to secure them in accordance with the requirements communicated by each building.

Communication During the Day

- Students may use **designated office phones** for urgent communication.

- Parents may contact students via the **main office or guidance office** during the day. (716-337-0101)
- Email communication for messages can be sent to our **main office (dfrew@northcollinscsd.org)**.

Exemptions (with documentation)

Students may use a personal device **if documented** for:

- **Medical purposes** (e.g., diabetic monitoring)
- **IEP or 504 Plans**
- **Legal requirements**
- **Caregiver responsibilities**, as verified by school support staff

All exemptions will be noted in PowerSchool.

Consequences for Violations

Offense	Action
1st	Device taken, warning issued, parent notified, returned to student at day's end
2nd	Device taken, warning issued, returned to parent/guardian at day's end
3rd	Device must be turned into the office each day for the remainder of the year
Other	Cell phone related misconduct such as refusal to surrender, insubordination, providing "burner" phones for confiscation, etc.. will be treated using the existing code of conduct and may lead to consequences up to and including suspensions.

LOCKERS

1. Each student will be assigned a locker the first day of school.
2. The locker remains the property of the school and may be inspected periodically.
3. Students occupying the assigned locker will pay for any damage to lockers.

4. No student is permitted to change lockers without permission from the High School Principal.
5. Locks for hallway and gym lockers are available for free in the High School Office. **It is the recommendation of school administration to utilize a lock at all times. The school cannot be responsible for stolen or damaged items because you chose not to use a lock.**
6. Do not share your locker combination with anyone. The school may not be held responsible for lost/damaged/stolen items stored in school lockers.

LOITERING

1. No loitering is permitted in the school building. The doors will open at 7:25 a.m. **Students entering the building before 7:35 a.m. must go directly to the cafeteria.** Any students remaining after 2:29 p.m. must be with a teacher or in the Library.
2. Members of athletic teams and cheerleaders, and any after school meetings, must report to Athletic study hall in the cafeteria until 3 p.m. No loitering will be permitted from the time of dismissal to the start of practice.

PROHIBITED VEHICLES

School Board Policy prohibits vehicles such as ATV's, dirt bikes, skateboards, tractors, farm equipment, etc. on school property and grounds as they pose a danger to students and others. The only exception will be on North Collins Tractor Day.

VISITORS

All visitors are to immediately report to the High School Office to obtain permission for their visit. A visitor pass, when issued, must be worn and returned to the office before the visitor leaves the building. Students from local high schools may not visit NCCS classes unless they are part of a formal student exchange program organized by school officials. Other requests may be made to the High School Principal, who may consider each request on its own merits. These requests must be made at least one day in advance. Visitor requests will not be honored in June.

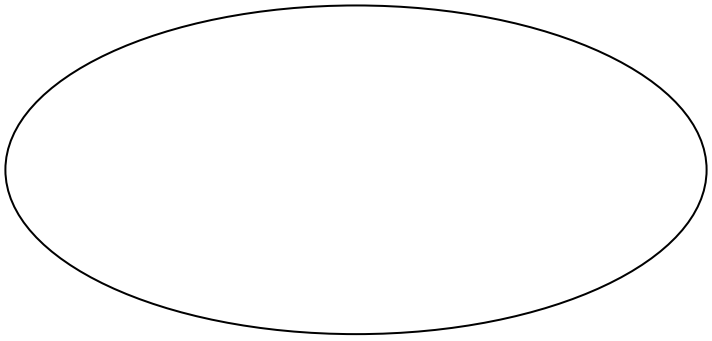
STUDY HALL REGULATIONS

1. Students should arrive and be in the room before the period starts. Students are expected to work until the end of the period.

2. Students may speak to other students only with the permission of the study hall supervisor. Students are to raise a hand to secure permission and only one person is to speak for a minimum time.
3. Only one student at a time should be allowed to leave the study hall to go to the lavatory, as a general rule.
4. Students are not to be permitted to work together on assignments unless given permission by the study hall teacher. Each student is to do his own individual work and speaking privilege will be given to secure books and assignments.
5. Students will be permitted to leave the study hall and be admitted to the library with a reasonable assurance they are going there to work productively. The school librarian has the right to send students back to class who are disruptive or not working quietly.

HEALTH SERVICES

1. Students who are ill should be sent to the clinic with a pass signed by the teacher.
2. Injuries received on the bus, in the school, or on the school grounds must be reported to the school nurse. If the nurse is not available, call and leave a message on voice mail, and report the injury to the Principal.
3. When a child is ill, parents are expected to pick up the child at the school. In emergencies only, school transportation will be provided. Emergency contact forms must be completed on every child.
4. The school health examination is only a screening measure. Students electing physical examinations by a private physician must pick up the health examination form from the school nurse and return the written results to the clinic.
5. Vision and hearing tests, heights and weights, health counseling, and referrals to proper health agencies are all part of the health services.
6. A complete health record is kept on all students, in compliance with NYS FERPA laws.
7. Students who require medication administration during school hours need to contact the school nurse for the required forms/consents.
8. Medication administration may only occur with a Physician's order and parental/guardian consent.
9. The nurse may NOT administer over-the-counter medications without a physician's order and parental/guardian consent.



North Collins Jr.-Sr. High School Laboratory Guidelines for Regents Science Courses

1. Students are responsible for all of the laboratory work conducted during the course. Lab grades make up a portion of each quarterly grade.
2. According to the New York State Education Law, all students enrolled in a Regents science course must have a completed and satisfactory laboratory report for each activity. These reports must be kept by the School for a minimum of 6 months beyond the completion of the course and submitted to The State Education Department if requested.
3. The criteria for a satisfactory laboratory report includes but is not limited to:
   - The student must attend and participate in the lab activity.
   - The lab report must be complete.
   - Diagrams and/or graphs must be completed and labeled as required.
   - All calculations must be shown.
   - Complete sentences must be used to answer questions.
   - Answers to questions must show effort on the part of the student and demonstrate an understanding of the purpose of the lab activity.
4. The written report must be turned in on the date assigned by the lab instructor. A late lab is a lab that is turned in after the assigned date, or a lab that is incomplete, regardless of the time it is turned in. The highest grade a late lab can receive is 64.
5. Any student who is absent on their assigned lab date must make up the lab time within one week of their return to class. Any student absent on the date a lab report is due must turn in the lab report the day of their return or it will be considered late. (see #4)
6. A letter describing this policy will be sent home to the parent/guardian of each student enrolled in a Regents Science class at the beginning of the school year. This letter will be

signed by the parents, returned to the school, and kept on file.

7. Students will be placed on the ineligible list if they are missing lab reports.
8. Students in the North Collins Central Schools may, without penalty or criticism, choose an alternative to participating in activities requiring the use or dissection of organisms in science instruction. Students should inform the instructor of their request for alternative activities at least two days prior to scheduled dissections. Alternatives to participating in dissection can include: observing other students performing dissection, research assignments.
9. Note: If a student does not meet the lab requirement they cannot take the final examination in that course. The last day to turn in all labs is the last Friday in May.

LIBRARY MEDIA CENTER

Library Media Center Hours

Monday-thru-Friday: 7:45 a.m. – 2:59 p.m.

Morning announcements will inform students when the LMC will be closed for classes.

The Library Media Center is to be used for one or more of the following purposes:

1. Research work for reports or other similar assignments
2. Use of computers—for school work only
3. Use of reference material
4. Checkout / return library books
5. Recreational reading / Quiet study time

Once a student has reported to the LMC, they will not be permitted to leave during that period except to use the lavatory. Students must come prepared with their work, pens/pencils, calculators, etc. Students are expected to remain quietly in their seats until the bell rings.

Library Media Center Rules/Conduct

1. Students will sign themselves in and out of the LMC.
2. Students will conduct themselves in a quiet and orderly manner at all times.

3. Students will be respectful to others.
4. Students will be responsible for all materials.
5. Students will not eat or drink in the Library Media Center (including candy/gum).
6. Students will not move any furniture - 4 chairs/students per table.
7. Students must ask the library staff for permission to print from a computer.
8. Any game or social network use will result in detention. Academic games will be permitted at the discretion of the librarian

Any student that abuses these rules, library materials, disrupts other students, or fails to work quietly will be sent back to their classroom/study hall or to the high school office.

Library Media Center Resources
The LMC has a variety of print resources, including magazines and newspapers. If we do not have a particular book title or information on a specific subject, we offer interlibrary loan service. Providing the title/subject is available through a school district within our interlibrary loan region, the item usually arrives within three to five days.

In addition to print resources, we also offer many electronic databases. These resources are useful for all subject areas and contain authoritative and credible information: World Book Encyclopedia Online, Gale Databases, and more. Please ask Mrs. Luther how these databases can be accessed outside of school.

VOCATIONAL SCHOOL REGULATIONS

1. Vocational school students are to report directly to the Vocational bus in the morning and should sign in upon boarding the school bus.
2. Students may not drive to vocational school, with the exception of special permission from the vocational principal, a parent, and the home school principal. This permission will be given on a per diem, case by case basis.
3. Students **ARE NEVER ALLOWED** to take passengers to vocational school.
4. Students may not go to the parking lot for any reason prior to boarding the bus for vocational school or upon departure from the bus after vocational school.
5. Students who have **excessive absences** from vocational or high school **may be removed** from the program.

6. Students who miss the vocational bus will be assigned to a study hall. If the student continues to miss the vocational bus, ISD will be assigned.
7. Vocational students are to follow their regular schedule every day, including days when there are special events, such as special bell schedule, unless otherwise announced by the High School office.
8. Vocational students missing NC classes due to a field trip, MUST have a pre-approved absence form filled out prior to the Field Trip to be an excused absence.

SCHOOL DANCES, PROMS, AND ACTIVITIES

Attendance at North Collins Jr.-Sr. High School dances and proms shall be limited to students who are currently eligible at the North Collins High School Building. **Please see Eligibility for Athletics and Extracurricular Activities Based on Attendance on page 25.**

1. Students entering the dance or prom will be required to present identification, if requested by the faculty chaperone.
2. No student will be allowed to enter a school function one hour after the scheduled beginning of said event.
3. All students who are planning to attend a school function with a non-North Collins student must obtain a permission form and have it signed by the visiting student's building principal. This form must be submitted to the North Collins Principal at least one day prior to the function.
4. Any student who is absent from school on the day of the scheduled event will not be permitted to attend the function.
5. Students leaving the event after once entering shall not be permitted to return, and must inform a chaperone.
6. Any student who is found to be in possession of an alcoholic beverage or narcotic substance of any kind, or creates a civil disturbance at the dance or prom, shall be banned for the remainder of the school year from attendance at all school dances. The student also faces legal and disciplinary action the following day.
7. The above penalties are subject to review by the Board of Education and the administration and further penalties may be imposed as relate to suspension from school.
8. **The Jr.-Sr. Prom is open to students in grades 11 and 12 only.**

The above rules and regulations apply for all school activities that are not usually opened to the public.

VI. ATHLETICS/ EXTRACURRICULAR ACTIVITIES

Eligibility of Athletes Interscholastic

If you are interested in athletics, you are eligible:

1. If you are a Jr.-Sr. high school student in regular attendance in grades 7- 12.
2. Between 12 and 19 years old on or after July 1.
   If your parents and the school doctor approve. Proof of an approved school physical is mandatory before a student may try out.
   If you are enrolled during the first 15 days of the semester.
3. Two weeks after transferring from another school and you are living with your legal guardian.
4. For eight consecutive semesters beginning with the semester in which you entered grade 9.
5. If you have undivided loyalty to your high school team (if you participate only in interschool competition during the season in that sport except in bowling, golf, riflery, skiing, and tennis).
6. If you have not played or practiced with a college team.
7. If you have not violated the all-star game rule.
8. If you are an amateur, having never used your athletic skill for gain, and if you have never competed under an assumed name.
9. If you are familiar with the rules of the game and the standards of sportsmanship.

Section 135.4 of the Regulations of the Commissioner of Education was amended as follows, effective March 1971:
"A pupil is eligible for interscholastic competition only when he is a bona fide student enrolled during the first 15 days of the semester registered, in three classes and physical education, and has been in regular attendance 80% of the school time. Bona fide absences caused by personal illness accepted."

ATHLETIC TEAM POLICY

The Athletic Team Policy applies to all cheerleaders and athletes in all sports. The Athletic Team Policy will be reviewed annually by the Building Principal, Athletic Director, and Coaches.

1. Leaving or quitting a team after the first scheduled game, <u>without informing the coach</u>, makes that player ineligible for any other sport during the next sport season. (A player who quits soccer after the first scheduled game, without informing the coach, is ineligible for basketball. Or, a player who quits

baseball during the season, without informing the coach, would then be ineligible for the following sports season: soccer or volleyball). NOTIFY the coach if your status with the team has changed.

2. Leaving or quitting a team before the first scheduled game, without informing the coach, makes the student ineligible for any sport during the next sport season.
3. All athletes will sign and abide by the Drug and Alcohol Policy for All Athletic Participation, a copy of which is available in the High School Office.
4. Athletes are expected to demonstrate good sportsmanship. Failure to act in a sportsmanlike manner will result in a suspension from the remainder of the contest being participated in and for the following contest. Further violation results in dismissal from that sport (provoking a fight, cursing, on/off the field conduct, bench conduct, attitude, red card violation, double technical expulsion, etc.)
5. Equipment: All equipment charged to a player shall be returned or satisfactorily accounted for, or the player shall be assessed its cost. Payment will be made for unreturned or unaccounted-for equipment, or there will be a loss of athletic eligibility for the following sports season. No letter or certificate shall be awarded if any athletic equipment is not satisfactorily accounted for (failure to return soccer equipment or failure to pay for such unreturned equipment makes the athlete ineligible for the school year with no awards being given to that athlete).
6. The Athletic Review Board is to handle any serious violations of the above Athletic Team Policy where and when the athlete or Coach requests such action. The Athletic Review Board consists of the High School Principal, the Athletic Director, the coach involved, and one other non-coaching member of the faculty. This non-coaching member will be selected by the Review Board and involved athlete. Any athlete who feels the Athletic Team Policy has been unjustly applied to his/her situation shall have the right to appeal.
7. Players riding to and from a game must ride on the team bus unless riding with their own parents. In this case, the parent must have signed the "Drive Home Permission Sheet" and turned it in to the coach.

CONDUCT AT AN ATHLETIC EVENT

North Collins Central High School subscribes to the code of conduct prescribed by the New York State Athletic Association and is based on the premise that good sportsmanship is important. One of the fundamental reasons for having an athletic program is to develop

good sportsmanship, whether a team wins or loses a game.

You can help build good sportsmanship as an athlete or as a spectator by following this conduct code:

1. Remember that as a spectator, you represent your school as much as any team member.
2. Remember that the good name of the school is worth much more than winning a game.
3. Learn the rules of the game so you can be an intelligent spectator and critic.
4. Be familiar with state and local rules of eligibility, and insist on their strict enforcement.
5. Be courteous and friendly to visiting team members and spectators before, during, and after the game, in the school and in the community. Leave the parking areas carefully and be aware of pedestrians.
6. Be mature in your behavior. Throwing things, pushing people, and making loud and meaningless noises may be excusable for small children, but are not for high school students.
7. Support your team enthusiastically but with consideration and respect for the opponents, whether you are winning or losing.
8. Applaud fine play or good sportsmanship by the visiting team as well as your team.
9. Be considerate of an injured visiting team member.
10. Accept the decision of the game officials as final and not to be questioned.
11. Express disapproval of rough play or poor sportsmanship by the players representing the school.
12. Express disapproval of any discourteous or abusive remarks from sidelines.
13. Be considerate of your fellow spectators. Remain in your bleacher area until the game is finished.
14. Work through the Student Council and other school organizations in building good sportsmanship.
15. Acquaint adults and others in your community with the ideals of sportsmanship that your school is trying to follow.
16. Try to make good sportsmanship a habit in your school.

Eligibility for Athletics and Extracurricular Activities Based on Attendance

Participation in athletics and extracurricular activities at North Collins Junior-Senior High School is a privilege that carries the expectation of consistent attendance, academic effort, and responsible behavior. Regular attendance is essential for both academic success and participation in school-sponsored events.

1. Daily Attendance Requirement

- To be eligible to participate in any extracurricular activity, athletic event, practice, rehearsal, or performance on a given day, a student must be in attendance on that day.
- **Exceptions** may be made for verified and excused absences such as medical appointments, college visits, funerals, or other approved circumstances, provided documentation is submitted and the absence is approved in advance by the principal or designee.

2. Attendance Requirement for School Dances and club/extracurricular field trips (90% Rule)

- To be eligible to attend any school-sponsored dance or club field trip, students must maintain a **minimum attendance rate of 90%** for the designated eligibility period prior to the event.
- The eligibility period will be calculated by using the number of student attendance days available from the first day of student attendance up to and including the date of the event.
- Both excused and unexcused absences, late arrivals and early dismissals count toward the attendance percentage; however, students may appeal based on documented extenuating circumstances.
- Students who do not meet the 90% attendance requirement will be ineligible to attend the event unless an appeal is approved.

3. Tardiness and Early Dismissals

- Students who arrive **after the start of 1st period** without an excused reason will be ineligible for extracurricular participation that day.

- Students who leave school early without prior administrative approval will also forfeit eligibility for that day.

4. Extended Absences

- Students who are **absent for three or more consecutive school days** due to illness or injury must provide a **medical clearance** before resuming participation in extracurricular activities.

5. Appeals for Extenuating Circumstances

- Students or parents/guardians may submit a **written appeal** for attendance-based ineligibility when extenuating circumstances exist.
- Appeals must be submitted to the principal or designee within **two school days** of the eligibility determination and should include supporting documentation when available.
- The principal, in consultation with the athletic director or activity advisor when appropriate, will review the appeal and issue a decision.
- The decision of the principal or designee is **final**.

6. Administrative Discretion

- The administration reserves the right to interpret and apply this policy on a case-by-case basis to ensure fairness, consistency, and alignment with the intent of promoting regular attendance while supporting student engagement.

ACADEMIC ELIGIBILITY SANDARDS EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS: GRADES 7-12

The number one priority of the North Collins Jr.-Sr. High School is to educate the whole child, first by stimulating the child intellectually and then by providing a number of common experiences designed to develop the social, emotional, physical and ethical values necessary to be a productive member of society. Co-curricular programs help to provide such experiences and are, therefore, considered an integral part of the total educational program. Involvement in co-curricular activities can have a positive influence on the academic achievement of students. However, "academics" must always come first. To accomplish this objective, an eligibility standard has been established.

PROCEDURES:

1. The school will ensure that students can get academic help from 2:27 PM until 2:59 PM Monday through Thursday. Transportation will be provided.
2. Students will be obligated to stay during this period at their teachers request to make up missing work or receive remediation.
3. At the end of each 5 weeks, a list of students failing one or more classes will be generated and distributed to all faculty, advisors and coaches.
4. School Counselors will meet with any student who is failing two or more subjects.
5. Teachers are encouraged to contact the parent/guardian by phone when a student's grade(s) fall below passing.
6. Students failing two or more academic subjects for 3 consecutive 5-week periods, will be referred to the Child Study Team by the teacher.

FACULTY RESPONSIBILITY

TEACHERS: Teachers with students on the list will inform their students as to what work is not completed and will provide the opportunity for students to complete their work. Teachers are to keep track of dates and meetings with students informing them of their academic status and how they can bring their grades up. Students are encouraged to remain after school for academic help.

COACHES/ADVISORS: Coaches and extra-curricular advisors will work with faculty to ensure academic success. Any student who is not meeting academic standards is subject to ineligibility for extra-curricular activities. Appropriate actions may include sitting out for athletic games or parts of games or suspensions from club activities.

VII. CODE OF CONDUCT

(North Collins Code of Conduct is fully aligned with the Dignity For All Students Act of 2010)

The Students' Rights and Responsibilities

IT IS THE STUDENT'S RIGHT TO:	IT IS THE STUDENT'S RESPONSIBILITY TO:
Attend school in the district in which the parent or legal guardian resides.	Attend school daily, except in the case of legal excuse.
Expect that the school will be a safe and orderly place for all students to pursue an education.	Follow classroom, hall, bus, and school rules and procedures. Encourage other students to conduct themselves in accordance with these rules.
Expect their school and community to provide clean, safe, and functional school facilities.	Do all that can be done to maintain such an environment and not engage in such activities that detract from school facilities.
Express opinions verbally or in writing.	Express thoughts in a manner that is not slanderous or obscene. The expression should not incite others to damage property, do physical harm, break school rules or criminal laws.
Be afforded an opportunity to develop school publications such as school newspapers and the yearbook.	Refrain from libelous and obscene statements and observe the rules of responsible journalism.
To express oneself as it relates to dress and physical appearance.	Refrain from dressing in a manner which causes distraction with regard to the educational process.

Be represented by an active student government.	Take an active part in student government through informed participation.
Participate in after school activities, clubs, student government, athletics, dances and other school functions.	Follow rules governing participation and eligibility.
Be afforded an opportunity to respond (due process) in the event of a disciplinary action.	Be aware of and abide by all rules and regulations that govern the student body in order to avoid disciplinary action.
Be provided protection of personal property.	Secure possessions in a locked hall or gym locker. Refrain from giving out locker combinations or sharing lockers with others.

This code of conduct is an expression of the behavior patterns that are expected of students at North Collins High School. We believe that by accepting and fulfilling appropriate responsibilities, students will value the resulting privileges. This code of conduct is meant to be preventative in nature. In the event of unacceptable behavior, students will be required to accept penalties, or loss of privileges. We will maintain contact with parents and guardians to ensure that the policies and consequences of the code are understood and successfully implemented**.**

The common core of our instruction teaches civility, citizenship, and character education by expanding the concepts of tolerance, respect for others, and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientation, gender identity or expression, and sexes.

Our North Collins Central School Discipline Code is comprised of the following major actions, which may be taken by administrators for those who violate school regulations: after-school detention, ISD, loss of privileges, OSS at an alternative educational site, or in extreme situations out of school suspension at home.

The disciplinary code outlines student conduct in the major areas of a student's daily life at school. As a guideline, the code may not cover every situation that occurs, or every degree of behavior, or every variation in every given disciplinary encounter. It is noted that any behavior that is illegal, which interferes with the learning

of others, or that compromises the safety of any member of the school community is considered a violation of the code, whether or not mentioned in the code.

This code shall apply to all school settings and functions during, before, and after the normal school day, including classrooms, hallways, lavatories, cafeterias, parking lots, school buses, and school-sponsored athletic events, field trips, and social activities, as well as any digital communication and social media sites. To ensure against the presence of weapons, contraband, and otherwise prohibited items on the district's property or in its school, including alcohol, the administration may, based on reasonable suspicion conduct screenings of students and their belongings, including, but not limited to, backpacks and purses. Handheld metal detectors or wands may be used to conduct these searches.

Any inappropriate electronic communications which compromise students' ability to learn or meet high academic standards, or compromise the school's ability to educate students, will be subject to disciplinary action, whether the incident occurred on school property or not.

Depending on the nature of the violation, student discipline would be progressive in nature, i.e., a student's first violation may merit a lighter penalty than subsequent violations, except in those cases where a "zero tolerance" policy has been established, or where a specific consequence has been indicated.

Range of disciplinary actions is not listed in any order of progression. Some specific types of misconduct may warrant specific, automatic disciplinary actions.

LEVEL I

- ACADEMIC MISCONDUCT
  - Type of Misconduct
    - Cheating:
      - Plagiarism
      - Forgery
      - Copying
      - Sending or receiving electronic information
    - Violation of acceptable use policy
    - Truancy
    - Tardiness to school
    - Tardiness to class
    - Illegal absences from class
    - Leaving the building without permission

- Skipping detention
- In the hall without a pass

Range of Appropriate Disciplinary Actions (may include one or more of the following):

- conference with student
- conference with parent
- appropriate academic penalty
- withdrawal of technology use privileges
- detention
- in-school detention
- suspension
- referral to National Honor Society for consideration

LEVEL II

- DISRUPTIVE BEHAVIOR
  - Type of Misconduct
    - Property theft or damage
    - Use of violent or profane language
    - Bus misconduct
    - Violation of driving and parking regulations
    - Lying to school personnel
    - Inappropriate behavior in the cafeteria
    - Overt display of affection
    - Student dress that is disruptive, obscene, suggestive, or promotes the use of tobacco, alcohol, or drugs
    - Cell phone visible, heard, or in use during class time
    - Creating disturbances or hazardous conditions
    - Interfering with the rights of others
    - Any willful act that disrupts the normal operation of the school
    - Littering
    - Gambling
    - Insubordination/Refusing the reasonable request of a staff member

Range of Appropriate Disciplinary Actions (may include one or more of the following):

- conference with student
- conference with parent
- detention
- remuneration
- in-school detention
- Out of school suspension at an alternate educational placement
- suspension
- cell phone will be confiscated by staff and held in the office for parent pick-up
- revocation of parking privilege

LEVEL III

- ENDANGERMENT (A)
  - Type of Misconduct
    - Smoking/use of/possession of/sharing of tobacco products, including chewing tobacco, electronic cigarettes, or vapes, on school grounds, or at a school sponsored event
    - Harassment
    - Stealing
    - Sexual harassment
    - Hazing
    - Bullying, including cyber-bulling
    - Posting pictures and/or video online of school personnel or students without permission

Range of Appropriate Disciplinary Actions (may include one or more of the following):

- conference with student
- conference with parent
- detention
- in-school detention
- in-school detention at an alternate educational placement
- suspension

ENDANGERMENT (B)*

- Type of Misconduct
  - Possession, display or use of firearms or other weapons
  - Possession of fireworks, incendiary devices, arson
  - Possession, use, sale, or being under the influence of drugs or alcohol
  - Displaying symptoms of substance abuse
  - Possession of drug or alcohol paraphernalia
  - Bomb threats, false alarms, etc.
  - Tampering with fire system, false 911 calls, etc.
  - Fighting
  - Verbally threatening an act of violence against other students and/or school personnel
  - Aggressive behavior toward school personnel
  - Aggressive behavior toward students

*All above listed infractions carry an automatic 5-day suspension, parent conference to return, and prosecution through the legal system where applicable.

Where drugs, alcohol or violence are involved, an assessment by qualified personnel to determine extent of problem will be recommended.

-Superintendent's hearing

-Removal to an alternative placement

All paraphernalia or weapons will be confiscated. Drug and/or tobacco (including e-cigs) paraphernalia will never be returned.

A student will be assigned either to the alternative learning program or to out-of-school suspension for the appropriate number of days, depending on the infraction. At the discretion of the principal, the number of days at the alternative learning program may also be limited.

SUSPENSION

A student may be suspended according to the rules and regulations of the Commissioner of Education of the State of New York. A student who is subject to suspension shall be informed of the reason(s) for the suspension and shall be given an opportunity to respond to the reason(s). Students may be suspended either in school or at the Alternative Suspension Site. In severe cases, a student may be suspended at home. A student who has been suspended out of school may not, during the period of suspension, trespass upon school property. All students who are suspended may not participate in or attend school functions, including co-curricular and athletic activities, until they are reinstated or receive authorization in writing from the principal.

A student who has been suspended in school will be assigned to the In-school Suspension Room. During this assignment, the student will be allowed no privileges, including early release.

A student who has been suspended to the Alternative Suspension Site will be provided work while in attendance there, and will receive grades for that work. If a student is suspended to the alternative suspension site and does not attend, there will be no work or grades provided for the time spent at home. This will result in zeroes for that period of time.

Students suspended from the home school are also suspended from the BOCES occupational centers. The reverse is also true.

IN-SCHOOL DETENTION (ISD)

Students who have been suspended from classes because of violations of the discipline policies stated herein may be assigned to the In-School Detention (ISD) Room for a maximum of five days. Students assigned to this room are to report promptly by the start of 1st period, prepared to begin work as first period begins. Students are to be working the entire time spent in ISD. If students do not have work, the teacher will make an assignment. Failure to comply

with the teacher in charge of ISD or be gainfully employed while in ISD will result in further disciplinary action. Students will not have privileges during the time assigned to this room. There will be no early dismissal privileges while in ISD. Students are allowed lav privileges only when accompanied by a teacher. Repeated offenders will also be assigned after-school detention and will be escorted after ISD to the detention room, where they will remain until 2:59 p.m. Reassignment to the regular classroom will depend upon the student's willingness to accept responsibility outlined by the teacher/administrator. ANY STUDENT WHO EXCEEDS 10 DAYS CUMULATIVE FOR THE YEAR IN ISD COULD BE SUSPENDED OUT OF SCHOOL.

TOBACCO PRODUCTS/ ALCOHOL/ DRUGS

The North Collins School District is committed to educating our students on a healthy lifestyle. The misuse of tobacco, alcohol, or other psychoactive chemicals inhibits the realization of a healthy lifestyle. Primary and secondary prevention and educational efforts are significant parts of our school policy and procedures.

The possession, use, distribution or being under the influence of tobacco, alcohol, or other "drugs" are prohibited on school premises, at school-sponsored activities, in school-related vehicles or surrounding areas.

Consequences for violation of this policy are found on Pages 30-31 under "Endangerment (A)" and "Endangerment (B)."

Should any student, under a doctor's care, have to take prescription medication(s), the school nurse must be notified and the medication held secure in the clinic, and dispensed under the supervision of the nurse. A parental written notification must also be made.

LUNCH ROOM RULES AND REGULATIONS

1. All students are to report to the cafeteria as individually assigned for lunch on time.
2. All students are to remain seated throughout the lunch period, except when trays are returned to the kitchen. No standing or walking around will be permitted.
3. Each student is responsible for the cleanliness of the area where he/she sits. He/she should collect all refuse and deposit it with his/her tray.
4. Throwing of papers, straws, food or any other materials will not be permitted.

5. All students are expected to go to the lavatory or get a drink either before or after lunch.
6. If a student defies the teacher in charge of the cafeteria lunchroom, he/she will be sent to the principal immediately. A student may be moved to lunch detention for any inappropriate behavior.
7. No food or drink will be removed from the cafeteria, with the exception of afternoon vocational students or any student without a scheduled lunch period with permission of the principal.

SCHOOL BUS CONDUCT

1. Be on time; the bus must be kept on schedule. Plan to be at your assigned stop 5 minutes early.
2. Remain in the seat.
3. Be courteous to the driver and fellow students.
4. Do not open bus windows without permission of the driver.
5. Do not extend head or arms out of windows.
6. Do not damage or abuse bus equipment.
7. Obey the driver as you would a teacher.
8. Cross the road in front of the bus, not behind it.
9. Make sure the road is clear, and get the driver's signal when you must cross the road to and from the bus.
10. When crossing the street or highway, look both to the right and left; walk, do not run.

SCHOOL EMAIL

All North Collins students have access to a school email account. You may communicate with both teachers and students through this email account. You may also submit electronic assignments to teachers as attachments. Students are expected to use this educational tool in a professional manner using proper grammar and complete sentences.

VIII. ATTENDANCE

ATTENDANCE POLICY

The educational program offered by North Collins Central Schools is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom

and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Therefore, the Board of Education urges all parents/guardians and students to make every effort to enjoy the fullest benefits from the educational program.

A. Excused and Unexcused Absences: A student who is absent from school must provide a valid written explanation or a phone call from a parent or guardian must be made to the attendance office including the date and a specific reason for the absence when he/she returns. A student who is absent for an appointment is encouraged to be in attendance for as much of the day as possible.

   a. The Board of Education recognizes absences from school for the following reasons as **EXCUSED**:
      (1) Student illness
      (2) Serious illness or death in the family
      (3) Medical or dental appointments
      (4) Pre-approved educational trips, conferences, lessons, labs, tests, and assessments
      (5) Impassible roads or extreme weather conditions
      (6) Late bus
      (7) Approved religious observances
      (8) Quarantine
      (9) Required court appearances
      (10) Incarceration
      (11) Scheduled counselor or administrator appointment
      (12) Pre-approved college visits
      (13) Pre-approved family vacation
      (14) Appointment for road test
      (15) Military obligations
      (16) Out-of-School Suspensions
      (17) Emergency situations as approved by the building principal or Superintendent

   b. The Board of Education recognizes absences from school for the following reasons as **UNEXCUSED:**
      (1) Visiting
      (2) Non-pre-approved trips, vacations, and conferences
      (3) Employment
      (4) Obtaining a learner's permit
      (5) Overslept
      (6) Missed bus

(7) Shopping
(8) Babysitting
(9) Hunting/fishing
(10) "Skip Day"
(11) Truancy (absence from school without knowledge or permission of a parent/guardian)
(12) Car trouble

B. Course Credit: The North Collins Board of Education requires that students attend all scheduled classes every day.

a. All **EXCUSED** class absences must be made up as directed by the classroom teacher. In addition to the excused absences listed, an absence authorized by an administrator will be considered excused. Twenty (20) minutes or more missed from any class (either through tardiness or early dismissal) will count as an absence. Students assigned to a designated academic center for in-school suspension or out-of-school suspension will not be considered to be absent from class.

(1) Students absent from class have the obligation to contact their teachers within five school days of their return to class concerning the make-up work. Failure to contact the teacher will result in a "zero" grade being assigned to the work missed and retention of the absence.
(2) Teachers will require that the make-up consist of class work and/or other instructional practices.
(3) After-school instructional sessions take precedence over extracurricular and non-school activities.
(4) Failure to meet reasonable deadlines established by the teacher will result in a "zero" grade being given to work missed. Although teachers will consider extenuating circumstances, completed make-up work will normally be required within one week of the student's return to class.

b. Class absences as a result of unexcused absences from class as defined in Section A(b) of this policy may not be made up. Class absences other than those noted in subsection (a) above may not be made up.

C. Disciplinary Procedure:

Students will have **three (3) school days**, beginning with the subsequent return date from school, to submit written documentation to verify all absences (excused and unexcused).

Disciplinary measures will be taken to discourage truancy, according to the following responses to unexcused absence:

5 Unexcused Absences:	4 PM Detention
8 Unexcused Absences:	4 PM Detention
Each Subsequent Unexcused Absence:	4 PM Detention

Denial of Credit Procedure:

The teacher will submit the appropriate warning level Form to the principal's office. The principal will meet with the student and the school will send written communication to the parent/guardian informing them of the absences and reminding them of the policy and potential consequences. The following chart is a list of each notification level.

	Full-year course	20-week course	10-week course
Level I Notification	10	5	4
Level II Notification	14	7	5
Level III Notification	18	9	6
Final Notification Credit Withheld	20	10	7

Final Notification - When a student has accumulated twenty (20) retained absences in a full-year course, ten (10) retained absences in a one-semester course, or seven (7) retained absences in a 10-week course, which have not been made up, the teacher will submit an Attendance Form to the principal's office. The principal will meet with the student and schedule the student for a meeting with the Attendance Committee. The school will send

written communication to the parent/guardian encouraging their attendance at this meeting. Student attendance is required. At the meeting, the process will be reviewed to assure that due process has been observed. The Committee will render a decision regarding removal from course, denial of course credit and/or other appropriate measures to address the pattern of absence. This decision will be documented in a letter to the parent/guardian.

Home Instruction - A District-approved tutor may be assigned to provide at-home instruction for a long-term illness. Absences during a period of home instruction will not be counted in the application of this policy.

D. The building principal reserves the right to assign appropriate consequences for unexcused tardiness and/or absence.

FIELD TRIPS

Unless a student has an excused absence, they will be expected to attend academic field trips with their class.

TRUANCY

A child sent to school, whose parents expect him to be in school, who does not attend school for other than lawful reasons, is a truant.

TARDINESS FOR SCHOOL

Any student who is tardy for school must have a written, legal excuse indicating illness or an appointment. Tardiness without such an excuse will be considered unexcused and students will be assigned a detention the same day.

EARLY DISMISSAL

Requests for early dismissal from school are to be written by parents and presented to the attendance clerk, with the reason for the dismissal specified. Dismissal for personal reasons will be considered an unexcused absence. Phone requests for early dismissal are not appropriate except in emergency or unusual conditions.

VOCATIONAL SCHOOL ATTENDANCE

Consequences for students who are truant from vocational school will be the same as other students in the regular NCCS program receive.

LATE ARRIVAL & EARLY DISMISSALS FOR SENIORS

Members of the senior class may arrive late to school or be excused early under these conditions:

1. The student is scheduled for sufficient credits to graduate. This must be certified by the school counselor.
2. Consecutive study halls from a given period to the end of the day constitute an early dismissal. Example: a student may leave school at the end of the 5th period if the student has consecutive study halls 6th, 7th, 8th, and 9th periods. Late Arrival will only be allowed where consecutive study halls appear in a student's schedules from the beginning of the school day until a given period. For example, a student may come in to school for 4th period if the student has study halls 1st, 2nd, and 3rd periods.
3. The student must be academically eligible as specified in the Academic Eligibility for Extracurricular Activities and Interscholastic Athletics (see page 23). Although Late Arrival & Early Dismissal are not extracurricular activities, the minimum academic standard set in this policy are to be met to continue the privilege.
4. The student must not be in school or on school property during the time of late arrival/early dismissal. Loitering around school will result in the suspension of this privilege.

The student must complete and sign the necessary permission form. A parent signature is necessary.