

Red Jacket High School

2017-18 Student Handbook

Student Name: _____
First Period Class: _____

TAKE PRIDE IN OUR SCHOOL

Partnership | Respect | Integrity
Dignity | Excellence

Our Mission

We will challenge all learners and work in partnership with students, parents and community to achieve high standards.

Our Vision

Every employee of the District plays a vital role in the success of our students. With uncompromising commitment in the pursuit of excellence, we will meet the unique needs of every student, regardless of social advantage, race or gender and ensure he or she has a safe learning environment and acquires necessary foundational skills. We will promote healthy habits and provide challenging, real-world learning experiences. We will cultivate student ownership for goal-setting, learning and citizenship by partnering with families and community groups. We will promote a learning environment of critical thinking, creative problem-solving, self-direction and collaboration in order to maximize each student's ability and potential to succeed in an ever-changing, highly technical and diverse world. Together, we will develop and maintain the highest level of ethical and professional practice, demonstrating a culture of respect, cooperation, and pride, with care and dignity for all.

Our Beliefs and Core Values

EXCELLENCE: Challenge and learning are the goals and rewards.

LEADERSHIP: We are all leaders and role models.

DIGNITY for ALL: Everyone is treated with dignity and contributions are heard, valued and encouraged.

COMMUNICATION: Open and honest dialogue ensures that we are all working towards a common goal.

COLLABORATION: Working together is critical to our success.

CONTINUOUS IMPROVEMENT: We are all accountable for continually improving our practice.

STUDENTS FIRST: We are responsive to the needs of *all* students.

RESOURCEFULNESS: We seek out educational opportunities within and beyond the walls of our school.

FISCAL RESPONSIBILITY: We use our resources responsibly.

PRIDE: We respect ourselves, each other and our school.

2017-2018 Daily Schedule

Doors Open	7:40 AM	
Warning Bell	7:45 AM	
Period One	7:48 AM	8:33 AM
Period Two	8:36 AM	9:19 AM
Period Three	9:22 AM	10:05 AM
Period Four	10:08 AM	10:51 AM
Lunch One	10:51 AM	11:21 AM
Period 5	11:23 AM	12:10 PM
Period 5	10:53 AM	11:40 AM
Lunch Two	11:40 AM	12:10 PM
Period Six	12:13 PM	12:58 PM
Period Seven	1:01 PM	1:44 PM
Period Eight	1:47 PM	2:30 PM
Activity Period	2:30 PM	3:15 PM

Telephone Numbers

High School Office: 289-3966

High School Fax: 289-4755

High School Nurse: 289-3968

High School Nurse Fax: 289-2112

High School Guidance Office: 289-3845

High School Guidance Fax: 289-2113

Superintendent's Office: 289-3927

Business Office: 289-3964

Website

www.redjacket.org

Attendance Policy

It is the responsibility of the student and the student's parents (and/or guardians) that the student be in attendance in school from 7:48 a.m. until 2:30 p.m. during regular school days. Students may be required to stay until 3:15 p.m. for such things as make-up work, detention, etc. It is our expectation that all students will be in regular attendance in school and that they will arrive in their homerooms on time where attendance will be taken. All students will also be expected to be in each class and study hall on time as scheduled. Students who are truant (skip school) will be assigned extended detention or in-school suspension. A grade of "zero" will be assigned for any classwork missed due to truancy.

Attendance Policy Guidelines

In order to receive credit for a course, any student enrolled at Red Jacket High School must attend 85 percent of the scheduled class meetings. For a full-year course, this means a student could not be absent from more than 27 classes; and, for a semester course, a student could not be absent from more than 13 classes.

A student will be required to submit a legal excuse for all absences and a written statement from a physician in cases of extended or frequent illnesses.

Students attending an FLTCC program must maintain 85 percent attendance by Dec. 1 or be dropped from the program.

Legal Reasons for Absence

1. Illness
2. Sickness or death in the family
3. Impassable roads due to weather
4. Religious observance that cannot take place outside of regular school hours
5. Required court appearances
6. Quarantine for dangerous disease
7. Doctor's appointment*
8. Approved college visitations
9. Cooperative work programs
10. Military obligations
11. Any other reason for absence may be judged by the attendance office or principal regarding its validity.

Illegal reasons for absences include oversleeping, visiting friends, hunting, missing the bus, babysitting, vacations, shopping, car trouble, etc.

*Students are requested to refrain from making appointments that conflict with school hours. Appointments should be made for after school or Saturday whenever possible.

Grades 9-12 Attendance Procedures

Students will be expected to turn in excuses for an absence or a tardiness to their homeroom teachers. The first unexcused tardy is a verbal warning. The next unexcused tardy and each subsequent tardy will result in a lunch detention.

Students who will be leaving during the school day for an appointment will turn that excuse into the homeroom teacher before 7:48 a.m. on that day. Students who are tardy should turn their excuse into the high school office and sign in. Students returning from an appointment should also sign in at the high school office.

Absence

On any day when a student is absent or tardy, the parent or guardian will call the school nurse at (585) 289-3968.

Upon return to school, a note of explanation, signed by the parent or guardian, must be submitted to a homeroom teacher. If a note is not forthcoming within three days, the absence/absences will be treated as a truancy. The consequence for truancy is in-school suspension or extended detention.

All work missed as a result of absence from school or class must be made up by the student in accordance with the classroom teacher's make-up procedures. Students will be given a "zero" for any class work, tests, quizzes, etc. missed while truant.

Make-up homework for sickness

When a student is absent from school for two or more days due to an illness, it is advised that the school be notified before 9:30 a.m. and arrangements be made to pick up assignments at the end of the school day.

Family Vacations

Students anticipating a family vacation during scheduled school days should complete and return to the school, at least two weeks prior to the vacation, a "Vacation Form" that is available in each school office.

It is not the responsibility of the school or individual teachers to ensure that missed work is made up. It is the responsibility of the individual student to make up the missed work in a reasonable period of time determined by individual teachers. Teachers will provide reasonable help to complete the assignments.

Tardiness to School

An excuse will be required for any tardy. The first unexcused tardy is a verbal warning. The next unexcused tardy and each subsequent tardy will result in a lunch detention.

Tardiness to Class

Students are allowed three minutes to pass between classes. If a student is detained by a teacher and foresees being late for his or her class, the student must request a pass from the teacher. If a student is late to class without a pass, the classroom teacher has the authority to request that the student return at 2:30 p.m. to explain the reason for the tardiness.

School detention will be assigned upon the third illegal tardy to class and for every illegal tardy thereafter.

Physical Education Excuses

By state regulations, all students must take physical education. The single alternative is a written medical excuse from the student's family doctor. Permanent medical excuses must be renewed annually. The school physician has the final authority regarding students returning to physical activity or athletics after an injury and may override the family doctor. Able students failing to participate in physical education regularly will be subject to reprimand, detention, or suspension. Persistent neglect of the physical educational requirement could result in a loss of credit for the course and may jeopardize graduation. Students who miss physical education class are responsible for

making up missed work. Make-ups can be done during a student's free period or during the ninth period make-up day which is determined weekly by the teacher. Students who have been unprepared for class will not be given the opportunity for make-up.

Forged Notes

Any forged notes turned in by a student will result in disciplinary consequences.

Student Code of Conduct

Red Jacket expects students to behave in a manner that enhances our community, our school, and the student. To be fair, we are outlining our expectations. Students who neglect or deliberately violate these expectations will be reprimanded, assigned detention, in-school suspension, or external suspension (pursuant to Education Law, Section 3214). Parents will be notified of any such disciplinary action. **Please note that this Code of Conduct is abbreviated. The full, BOE-approved version may be found on the District website.**

Dignity for All Students Act (NYS Education Law, Article 2)

Please see code of Conduct for more specific information regarding the enforcement of DASA at Red Jacket. The Dignity for All Act prohibits discrimination and harassment against any student by employees or students on school property or at a school function that creates a hostile environment by conduct, with or without physical contact and/or by verbal threats, intimidation or abuse of such a severe nature that:

- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
- Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

Students who feel they have been bullied or harassed or students who have witnessed bullying or harassment should tell an adult and/or complete a DASA Referral that can be found in the Main Office or on the High School website.

Student Dress Code (BOE Policy 7312)

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

A student's dress, grooming and appearance, including jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process. Such items that may be disruptive include, but are not limited to: trench coats, overly bulky clothing, etc.
2. Recognize that extremely brief garments such as tube tops (no exposed midriff), net tops, halter tops, spaghetti straps (less than 1.5 inches/approximately the width of 3 fingers), plunging necklines (front and/or back) and see-through garments are not appropriate.

3. Ensure that underwear or undergarments are completely covered with outer clothing. This includes muscle shirts or close fitting knit tank shirts for boys and girls.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, bandanas or sunglasses except for a medical or religious purpose.
6. Hats worn to school must be removed and placed in lockers during school hours (7:45 a.m.-3:15 p.m.)
7. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent or sexual activities; including messages that are innuendos or have double meanings.
9. Shirts, shorts or skirts, whether stocking or leggings are also worn, must be appropriate in length. Appropriate length is defined as mid-thigh. All garments must be below the length of the middle finger when arms extended at the sides. No leggings, spandex garments, jeggings, yoga pants and/or tight exercise pants are to be worn unless appropriate length shirts, shorts or skirt is worn over the top of these items and are the appropriate length as defined above (mid-thigh and below the length of the middle finger when arms are extended at the sides).
10. Not include wearing jewelry that is disruptive to the educational process (spiked jewelry, chains hanging from clothing, etc.).
11. Not include wearing of garments (pants, shorts, skirts) that have holes above the appropriate level (refer to # 9 above).
12. All PE clothes MUST fulfill the dress code requirements.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code or violates the dress code by wearing the same inappropriate article of clothing shall be subject to further discipline, up to and including detention or in school suspension.

Academic Honesty

At Red Jacket we believe in a school climate of academic honesty. Students are expected to take responsibility for their academic achievement. Honesty is required to ensure a correct assessment of a student's academic knowledge. Academic honesty is essential to a successful education and to all other aspects of life.

Academic honesty means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal accountability
- Knowledge for the sake of learning

Engaging in any form of academic dishonesty often has both short and long term consequences. Plagiarism, cheating, copying, and altering records are examples of dishonest behavior that will result in immediate disciplinary action. When incidents like these become part of a student's academic record they impact future opportunities and often limit future choices.

Students who have engaged in academic dishonesty shall be subject to disciplinary and academic penalties. The range of possible consequences for each offense begins with a

zero on the assignment and parent notification but can increase in severity to suspension.

Examples of academic dishonesty include, but are not limited to, the following:

- Copying homework, exams, quizzes, classwork or any other graded assignment
- Submitting for credit work completed in one course to a second course
- Altering another student's assignment without their knowledge
- Plagiarism
- Cheating by accessing information (either in print or electronic) during assessments when such information is prohibited.
- Forging signatures

Prohibited Student Conduct (see BOE Policy #7310b)

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the building principal and, if warranted, shall be administered consistent with the separate requirements for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall be disciplined according to a manifestation determination process.

Although not all-inclusive, the following list of offenses on school property or at a school function may result in disciplinary action, the range of which is further described below.

Offense	Definition
Absence(Unlawful)	An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the student handbook) and/or failure to bring a note by a parent/guardian to verify a lawful absence.
Alcohol and Other Substance Use/Abuse	Possession, distribution, consumption, being under the influence, or sale of illegal drugs, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication when unauthorized or unauthorized non-prescription, over-the-counter medication or any product which, when misused, will result in an impaired or altered state.
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.
Bus Misbehavior	Any violation of bus behavior rules (as listed in the student handbook).
Cheating/ Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or Internet/Intranet account; unauthorized access to internet/intranet, another's e-mail, or an inappropriate website; misuse of a website; unauthorized taping (audio/video), filming or photographing; or any violation of the District's Acceptable Use Policy.
Cutting class/ Skipping	Unauthorized absence from a class or school activity.
Defamation	False or unprivileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group.
Destruction of Property/Vandalism	Damage, destruction, or defacement (graffiti) of property belonging to another or the school.
Bullying/Discrimination/ Harassment	As defined above and the use of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), sex or any other legally protected status.
Disrespect Toward Others	Inappropriate conduct, comment or physical gesture to a student, teacher, staff member, or other adult.
Disorderly Conduct	Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another.
Disruption - Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
Disruption - School Dress	Behavior that interferes with the safe and/or orderly

Code	environment of the school or school activity. Violation of dress code.
Driving/Parking Violations	Failure to obey all state, district, and campus traffic and parking signs and rules.
Failure to Serve Assigned Consequences	Failure to serve detention, Saturday detention, suspension, or other assigned consequences.
False Alarms/ Bomb Threats	Initiating a report or warning of fire, or catastrophe, without valid cause; misuse of 911; discharging a fire extinguisher; or tampering with or removing from its compartment an automated external defibrillator (AED).
Fighting	Hostile confrontation with physical contact involving two or more students.
Fireworks or Explosives	Possession, use, and/or threat to use a firework, smoke bomb, flare, or combustible or explosive substance.
Gambling	Wagering money or property.
Harassment/ Bullying/Cyber- Bullying	As defined in the Code of Conduct.
Hazing	As defined in the Code of Conduct.
Indecent Exposure	Exposing the private parts of the body in a lewd or indecent manner.
Insubordination	Refusing to follow reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information.
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written or verbal permission from an administrator.
Loitering	Idle presence in an area without authorization.
Physical Attack on Staff/ Students/Others	Assault, or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.
Possession of Disruptive Items	Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon, or any other disruptive item.
Misuse of Portable Electronic Communication or Recording Devices	Unauthorized possession and/or use of cellular phone, pager, camera, video device, or audio device.
Possession of Skateboards/ Rollerblades/ Scooters/ATVs/ Snowmobiles	Unauthorized possession or use of a skateboard, scooter, rollerblades, all-terrain vehicle or snowmobile on school property.
Profanity	Using vulgar or abusive language, cursing, or swearing.
Refusal to submit to alcohol/drug test	Refusing to take a saliva based drug test, AlcoSensor test, or Breathalyzer test, or refusing to permit a staff member perform field sobriety tests.
Retaliation	As defined above.
Sexual Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature directed toward another person.
Tardiness	Lateness to school or class.
Theft	Taking or obtaining property of another without permission of the owner. Possession of stolen property and attempted theft.
Threat to Staff, Student or	Expression, conveyed by word or action, of intent to

Other Person	abuse, intimidate, coerce, or injure a staff member, student, or other person.
Tobacco/Electronic Cigarette Violation	Possession, distribution or use of any tobacco or nicotine product or paraphernalia.
Trespassing	Unauthorized presence on school property, including while on suspension.
Truancy	Unlawful absence without parental knowledge and/or permission.
Weapon Possession	Possession of a weapon.

Students who are found to have violated the district’s code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student’s right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, support staff, coaches, guidance counselors, teachers, principal, superintendent
3. Written notification to parent (referrals) – can be initiated by bus driver, support staff, coaches, guidance counselors, teachers, principal, superintendent
4. Detention – support staff, teachers, principal, superintendent
5. Extended Detention – principal or designee
6. Suspension from transportation –principal, superintendent
7. Suspension from athletic participation – coaches, Athletic Director, principal, superintendent/designee
8. Suspension from social or extracurricular activities – activity advisor, principal, superintendent/ designee
9. Suspension of other privileges – principal, superintendent/designee
10. In-school suspension – principal, superintendent/designee
11. Removal from classroom by teacher – teachers, principal/designee
12. Short-term (five days or less) suspension from school (see Board Policy #7313) – principal, superintendent
13. Long-term (more than five days) suspension from school (see Board Policy #7313) –superintendent, board of education
14. Permanent suspension from school (expulsion) – superintendent, board of education

Guidelines for Everyday Activity

The following rules are designed to help allow daily activities to run smoothly and efficiently for everyone’s benefit.

In School and at School Events

1. Student Agendas

It is strongly recommended that students carry their Agendas with them at all times. No student will be allowed in the corridor during regular class time without their agenda or a pass signed by a teacher. In any event, no student should be in the corridors for more than three minutes.

2. Backpacks

Upon arrival, backpacks must immediately be brought to, and stored in their locker during the school day. Students may only carry drawstring bookbags to the classrooms.

3. Study Lab Expectations

Students are expected to report to study lab prepared to work on assignments. Study lab will remain quiet, and students are expected to show courtesy to other students in

taking advantage of this time to work and study. Students with pre-signed passes may sign out of study halls (To go to the library, or get help from a teacher, etc. Students with GPA's below 75 will not be allowed to sign themselves out of study halls.)

4. Activity Period

Ninth period is a part of the school day that is designated for students to participate in school activities such as clubs and/or to receive extra help from teachers. If students ride the bus home they can do so at 3:15 p.m., except on Friday when there is only a 2:30 bus run. During 9th period, High School students are not to leave the building and then return for practice. Students who are waiting for practice must wait in a room with a teacher or coach. In any event, students will not be in the halls between 2:35 p.m. and the time practice begins. Students who loiter will be escorted to detention.

5. Food and Drink

Water in clear, plastic containers can be consumed in classrooms and hallways. Containers with any other liquid (ie. soda, coffee, milk, juice) are not allowed outside of the cafeteria after First Period. Students may be allowed food in classrooms at the discretion of faculty and staff. Glass containers are not allowed in the school building at any time. Energy drinks such as Monster and RedBull are specifically prohibited.

6. Cellular Phones

Students are not allowed to make calls on cellular phones during the school day. Students are allowed to use cellular phones for other purposes in lunch, study halls, and certain other times during the day at the discretion of faculty and staff. Students who need to make phone calls during the day may do so in the main office.

7. Other Electronic Devices

Students are only permitted to use personal music devices, laptops, and eReaders in school with faculty and staff permission. Students who abuse this privilege will lose the right to use these items in school and face disciplinary consequences. Laser pens and electronic games are not allowed.

8. Personal Displays of Affection

School is not the appropriate place for personal displays of affection. We expect that students will refrain from kissing or embracing while at school or at school functions. Disciplinary measures, including detention, may be taken if students violate this rule.

9. Lockers

It is recommended that lockers be locked at all times in order to secure personal items. Locker combinations should not be shared with other students. Locks for 9th grade and 10th grade lockers are optional, and must be rented at the main office. All School lockers are school property and therefore subject to inspection by school authorities.

10. Vehicles

Vehicles parked in the school parking lot must register for a parking permit annually. All vehicles are subject to inspection by school authorities if there is "reasonable suspicion" that a school rule has been violated.

11. Skateboards

The use of skateboards, roller blades, scooters, bicycles or similar devices are prohibited on the sidewalks of the district buildings. There shall be no usage of the above items in Bus Lanes, Fire Zones or parking areas. Appropriate recommended State and Federally approved safety equipment must be worn at all times.

During Extracurricular Activities

Please note that we have full codes of conduct for both Athletic Activities and Co-Curricular Activities on our website, www.redjacket.org. These can be found in the documents section on the High School page.

Students are encouraged to participate in and attend extracurricular events. In order for students to attend a school sponsored function it is necessary that they attend classes for at least half of the school day on the day of the activity. One-half of the school day

is defined as follows: from 7:45 a.m. until 10:51 a.m. or from 10:51 a.m. until the end of the school day.

In order that these events can be offered and shared by everyone, certain rules must be observed:

1. Those students leaving the school during an event will not be re-admitted.
2. Refreshments are to remain in the designated areas only.
3. Students are expected to exhibit sportsmanship and fair play at all events.

It is important to remember that we represent our school and community, and the impressions we make to others are lasting. Students who insist on breaking these rules and guidelines will be dealt with appropriately and may be barred from all extracurricular activities. The normal "Rules of Behavior" for Red Jacket students also apply to extracurricular activities.

In Our Cafeteria

Red Jacket has an excellent cafeteria that provides breakfast and hot lunches. Students may purchase their lunch or bring it from home.

- Outside food deliveries are prohibited.
- Students are expected to be courteous, well-behaved, and responsible for returning their trays and disposing of waste.
- Students may not leave the cafeteria without permission of a monitor, the exception being afternoon BOCES students (who may leave at 11:45 a.m., not before).
- Disruption during the lunch period may result in loss of cafeteria privileges, detention, or further disciplinary measures.

In the School/Community Library

The Library facility offers students, staff and community members a variety of sources on topics of both classroom and personal interest. Resources include print materials, on-line reference sources, and services such as inter-library loans. Computers are available for word processing and the Internet for educational purposes only. Students must obtain a pass to use the library and are required to sign in upon entry. Behavior in the library is expected to be appropriate and will be held to the same standard as in any other classroom. Eating, Drinking and Hats are prohibited in the library. Use of the Internet in the library will require a signed Internet permission slip. Please note that no loans will be made to a student who has materials that are overdue. Students may not sign out videos during the school day. After 3:00 p.m. students must use a Community Library Card and use of the computer requires a separate computer/internet permission form.

After Hours

Students are not to be in the school buildings before or after the instructional day unless under the direct supervision of a teacher or other staff member.

On the School Bus

A. Student Discipline Procedures

Students who receive more than one "Bus Conduct" report may be denied bus privileges for at least two days. Further reports will result in longer suspension of transportation and/or other disciplinary action as might be appropriate.

B. Safety Guidelines for Student Riders

1. Be on time at the bus stop. Stay out of the road.
2. Cross in front of the bus at the driver's signal only.
3. Take a seat on the bus and remain there until you arrive safely at school/home.
4. Keep head, hands, and arms inside the bus at all times.
5. Keep the bus clean. No eating on the bus at any time.
6. Be courteous. Talk quietly.

7. Treat the bus and equipment with respect.
8. No animals or reptiles on the bus at any time.
9. Musical instruments will be in the seat with you.
10. Do not distract the bus driver.
11. Obey the bus driver at all times.
12. Do not bring skateboards or bicycles on the bus.

Academics

The Board of Education minimum standards and the New York Regents minimum standards are required for graduation from high school. They are as follows:

Manchester-Shortsville School District Graduation Requirements

COURSES	REGENTS	ADVANCED
English	4	4
Social Studies	4	4
Mathematics	3	3
Science	3	3
Health	.5	.5
The Arts	1	1*
Foreign Language	1	1*
Physical Education	2	2
Sequence Courses/Electives	3.5	4.5*
Service Learning Project	Pass	Pass

EXAMINATIONS	REGENTS	ADVANCED ***
English Regents	Yes	Yes
Math Regents	Yes	Yes
2nd Math Regents	Pathway Dependent**	Yes
3 rd Math Regents	No	Yes, or 3 rd Sci.
Global History Regents	Pathway Dependent**	Pathway Dependent**
U.S. History Regents	Pathway Dependent**	Pathway Dependent**
Science Regents	Yes	Yes
2nd Science Regents	Pathway Dependent**	Yes
3 rd Science Regents	No	Yes, or 3 rd Math

*Students pursuing Regents Diplomas with Advanced Designation need to obtain one of the following sequences: 3 Foreign Language credits, 5 Career and Technical Ed. classes, or 5 Arts credits.

**Pathways include: 1) Humanities—Both Social Studies Regents Exams 2)STEM— One Social Studies and one additional Science or Math Regents Exam 3)CTE-- One Social Studies and one SED-approved certification exam 4)Arts-- One Social Studies and one SED-approved art exam and 5)Bi-Literacy-- One Social Studies and one SED-approved LOTE exam.

***8 SED-approved exams required

Mrs. Ryan, High School Guidance Counselor, is available to answer any schedule and/or graduation requirement concerns. You can reach her at 289-3845.

Service Learning

All students are required to complete a Service Learning Project with a passing grade of 80% or better.

Doubling Policy

No student will be allowed to “double” up in any course he/she fails without departmental permission. A student must pass their current level of course before they will be allowed to go on to take the next level course in any sequence.

Honor Roll Requirements

High Honor Roll: 95% average or higher; Honor Roll: 90%-94% average; Merit Roll: 85%-89% average; Passing: 65% average or higher. The names of students who attain High Honor, Honor, and Merit designations will be published in local newspapers shortly after the rolls are announced at the end of each marking period.

National Honor Society

The National Honor Society is an organization designed to give special honor to outstanding high school students. Selection (by the faculty) to this prestigious organization is based upon excellent scholarship, character, leadership, and service to the school and community. To be eligible for induction, a student must have a cumulative average of 90 percent.

Full Schedule

All students are required to follow a “full schedule” with a minimum of study labs. Accordingly, once a student schedule has been agreed upon between the student, guidance counselor, and parent NO drops will be allowed after the class has been in session for 5 class periods and then the drop must be approved by the principal and guidance counselor after an initial meeting between parent, student and teacher.

Early Graduation

A written request for early graduation clearly and concisely stating the reasons for such a request should be given in the spring of the sophomore year to the guidance director for review/recommendation. The guidance director will forward it for final action to the principal for approval by the Board of Education.

Early/Late Dismissal or Arrival

Occasionally, there are circumstances which may require an individual’s arrival or dismissal time to be altered. Approval of early or late dismissal or arrival will be handled on a case-by-case basis and will only be considered in the case of seniors who have strong academic standing and good attendance. Approval may be rescinded if changes in academics and attendance occur.

Academic Eligibility for Extra-Curricular Activities

(Please see the Athletic and Co-Curricular Codes of Conduct on www.redjacket.org for all information on Academic Eligibility). At each five-week progress period and at the end of every marking period, grades will be checked for every participant in athletics. If a student is failing two or more classes at the five-week grade check or at the end of the marking period, he/she will be placed on academic probation. The Athletic Director will notify the student and parent of the probation in writing, within a reasonable time period. The probation period will be from Friday to Thursday.

1:1 Chromebook Program

Please see the 1:1 Chromebook Program handbook on the school website for specific information related to this program.

General Information

Parent-Teacher Communication

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone or email. If you call during the school day, the office will leave the teacher a note to return your call. Parents are encouraged to use the Parent Portal. If you are not signed up to access the parent portal, please call the main office at 289-3966. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as teachers' schedules do not allow time for drop-in conferences.

School Visitors

All visitors are asked to report to the High School office when they arrive at the building to sign in.

Lost and Found

The main office will provide lost and found services. If you have lost anything of value, please report it to the office as soon as possible. If you find anything of value that should be returned to the rightful owner, please bring it to the office. Your cooperation is greatly appreciated.

Lockers and Locks

Locks for 9th grade and 10th grade lockers are optional and must be rented from the main office. A \$5 deposit is required but will be returned when the lock is turned in (at the end of the school year). All lockers are school property and are subject to inspection by administration if necessary.

Accidents

Any accidental injury in the buildings or on the school grounds at Red Jacket must be promptly reported to the nurse. Students may not leave the school for medical reasons without first reporting to the nurse.

Damaged or Stolen Property

Please report personal or school property that has been damaged or stolen to the office promptly. Every effort will be made to resolve the problem.

Parking

Student drivers are requested to park their automobiles or motorcycles at the north end of the front parking lot. The back and elementary parking lots are reserved for teachers. Students must obtain a parking permit from the main office to park on school grounds. Students are not to go back to the parking area during the regular school day without a pass from the main office. Students should recognize that driving to school is a privilege, not a right. Violation of safety procedures may result in loss of driving privileges on school grounds and/or other disciplinary actions as may be appropriate.

Elementary and Middle School Building

High School students are not to enter the Elementary or Middle School building at any time unless accompanied by a teacher or attending a class. High School athletes practicing in the elementary gymnasium are not to go to that building until 3:30 p.m., and then, only when accompanied by their coach.

BOCES Wing

Red Jacket High School students are **not** to enter the BOCES wing at any time.