



Schalmont
HIGH SCHOOL

Student Handbook 2025-2026

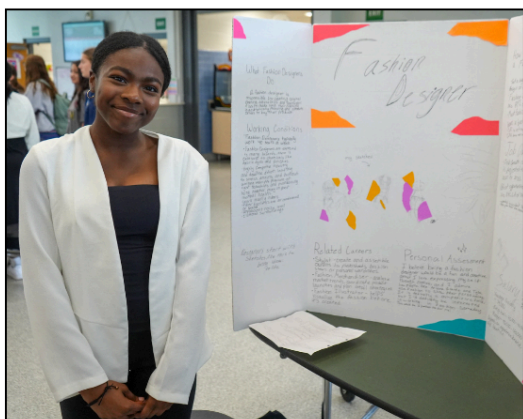


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Building Procedures

Daily Schedule

Classes begin at 7:40 a.m. A warning bell will ring at 7:38 a.m. at which time students must be on their way to their first period class. Classes meet daily and follow a four day rotation. (A,B,C,D). Physical education classes, science laboratories, study halls, and AIS classes will meet every other day. Upon completion of the school day at **2:15 p.m.**, all students are expected to leave the building unless they are remaining for after-school help from a teacher. Students are not permitted in the building after regular hours without scheduled and approved supervision.

Bell Schedule

7:38	Warning Bell
7:40 - 8:30	Period 1/HR (8:22-8:30)
8:34 - 9:15	Period 2
9:19 - 10:00	Period 3
10:04 - 10:45	Period 4
10:45 – 11:15	Period 5 Lunch
10:49 - 11:30	Period 5 Class
11:20 – 12:01	Period 6 Class (For students who have period 5 lunch)
11:30 - 12:01	Period 6 Lunch
11:34 - 12:15	Period 6 Class (For students who have period 7 lunch)
12:05 - 12:46	Period 7 Class
12:15 - 12:46	Period 7 Lunch
12:50 - 1:31	Period 8
1:35 - 2:15	Period 9
2:30 - 3:30	After school activities
3:30	*Late buses leave

*Monday, Tuesday and Thursday late buses are available for all students. Students must present an official late bus pass signed by a teacher to be given to the bus driver.

Passing Between Classes

Four minutes are provided for students to pass from room to room. This provides enough time for students to pass without running. Students are expected to cooperate with teachers and hall monitors who are supervising traffic in the corridors. All passing is done within the corridor of the school. There should be no horseplay, pushing, shoving or yelling in the corridors at any time. Students should be extremely careful when opening lockers while people are passing. Students are not to sit on the floor before school, during class periods and lunch, or between periods.

Loitering on landings and stairs is a safety hazard and is not permitted at any time.

Morning Announcements

At 8:22 a.m. each morning, the Pledge of Allegiance is said and announcements are read.

- Flag Salute Procedure – All students are to show proper respect for the flag during the Pledge of Allegiance each morning.
- All students are to remain seated, quietly, during the morning announcements.
- Announcements must be submitted to the main office on the day before they are to be made.

Student Attendance and Engagement

- Regular class attendance is one of the most important aspects of a student's academic program, and is essential for their success in school.
- The educational process requires a continuity of instruction and active classroom participation.
- The interaction between students and teachers in the classroom is an integral component of learning.
- There is a strong correlation between consistent class attendance, parental involvement and academic success.

These beliefs support the need for daily attendance and are the basis for the compulsory attendance policy.

It is the policy of the Schalmont Board of Education to provide full-time academic instruction to all eligible students and to establish firmly defined parameters of attendance for students in grades 9 through 12 in the following manner:

❖ **Class Attendance**

Students will attend all assigned classes, including BOCES during both the regular and/or extended school day for the entire time the classes are in session. A student will be considered in attendance if that student is (a) physically present in the classroom and/or working under the direction of the classroom teacher, (b) working pursuant to an approved independent study program, (c) receiving homebound instruction, or (d) in one class and a required curricular activity (including testing), and is physically present in the class or activity which the building principal has determined to be the assigned class or activity for that class period.

- Absences from the regular or extended school day or BOCES classes may constitute insubordination and may be the subject of discipline in accordance with the school district policy and pursuant to Section 3214 of the Education Law.
- Students who are legally absent shall be permitted to make up written assignments, quizzes, examinations and other course work missed due to absence. Such opportunity shall not extend to the lecture or other oral instruction provided by the teacher. Opportunities to make up the work shall not alter the attendance record.
- Credit for any given course is contingent upon demonstrating satisfactory understanding of the course standards and earning a passing grade. Chronic absenteeism will hinder a student's ability to learn the course content and meet the established learning standards.
- Students who are absent for 20 consecutive school days may be dropped from enrollment after compliance with the procedures set forth in section 3202 (1-a) of the Education Law.

❖ Excused Absences

Our school is permitted to consider the following as excused reasons for absence from school:

- Illness
- Illness or death-in-family
- Approved college visit
- Impassable roads or weather
- Religious observance
- Quarantine
- Military obligations
- Legal obligations
- Approved cooperative work programs
- Attendance at health clinics
- Medical and dental appointments
- Driving tests
- School music lessons
- Education trips

***All other reasons are considered to be unexcused. Regardless of whether absences are excused or unexcused, all absences apply to the Board of Education Policy on attendance.**

In order for students to participate in or attend after school activities they need to be in attendance in school the day of the event. If there are weekend activities, students need to be in attendance on the Friday prior to the weekend event. When students have an unexcused absence (including a class cut) they may not be permitted to submit missed class work or make up assessments due to the absence. This may have a negative impact on the students' grade.

❖ Attendance Procedures

When a student has been absent or late to school, the parent/guardian should provide a written note explaining the reason for the absence the following day. The note should be turned into the Main Office on the day of the return. The parent/guardian may also call the Main Office in lieu of a note. Parents/Guardians are encouraged to contact the school by phone (518-355-6110) if they know the student will be absent.

❖ Daily Attendance

Period by period attendance is taken by the classroom teachers electronically. Students attending music lessons should report to their scheduled class for attendance and then go to their lesson.

If a student is marked absent from class and is determined to be absent from school, home contact will be made by 11:00 by electronic communications (robo calls). The building principal or designee shall investigate reasons for student absences and make parent/guardian contact where appropriate if it is determined that the absence is unexcused or the student is truant.

❖ Late to School

Students who are late to school (after 7:40 a.m.) must sign in at the Main Office and receive a late pass.

- Students tardy 3 times quarterly will be assigned detention.
- Students tardy 4-6, 7-9 times quarterly will be assigned detention. Students may be referred to the Student Support Team for intervention strategies.
- Students tardy 10 or more times quarterly will be assigned to ISS. Students will be referred to the Student Support Team for intervention strategies.
- Students who drive to school on their 10th tardy in a quarter will lose their driving privileges for 5 days. If they exceed 10 tardies in a quarter it will mean an additional 5 days of driving suspension will occur.

***Students who arrive late to school cannot participate in after school activities on that day.**

Students who arrive late to school due to a medical appointment are required to provide a note from the medical provider. The student will be recognized as legally late and will be able to participate in after school activities for that day. A note written by a parent is not acceptable.

❖ Late to Class

- Tardy 1 - Teacher speaks with student and documents the incident.
- Tardy 2 - Teacher speaks with student, documents the incident and contacts the family.
- Tardy 3 - Teacher speaks with student, contacts the family and submits a behavioral referral including all three tardies and family communication, student is assigned ASD.
- All tardies there after are referred to the office with progressive discipline being implemented.
- Tardies are reset at the beginning of the next quarter.

Student Commons and Main Lobby

- The Commons will be open during lunch periods 6-7, when staffing is available, for students to use during lunch period
- Students cannot leave study hall to go to the Student Commons
- The Main Lobby area is not to be used during class time or lunch periods

Hall Passes and Classroom Sign-Out

- Students must have a hall pass in order to leave class
- Students should sign out of class and sign in upon their return
- Only one student at a time should leave class

Study Hall and Cafeteria

- Students must have a pre-signed hall pass in order to leave the cafeteria during lunch to work with a teacher
- Students must have a pre-signed hall pass in order to leave study hall to work with a teacher
- Students must have a pre-signed pass to leave study hall for the library.
- Students cannot leave study hall to go to the cafeteria.
- Students who need accommodations during lunch (alternate location) should speak with their school counselor.

Cell Phones

In accordance with New York State Education Law, all school districts are required to adopt a policy that restricts the use of internet-enabled devices, including cell phones, during the entire school day on school grounds.

❖ Schalmont Central School District's Policy

- **Devices Must Be Off and Stored:** Students are expected to turn off and securely store their personal devices in their lockers or book bags upon arrival to school. The devices should not be visible or in use during the school day. This includes academic classes, study halls, cafeteria, auditorium, gymnasiums, library and hallways during passing periods.
- **Emergency Communication:** We recognize that there may be times when a student needs to communicate with a parent or guardian. Should this occur, students can request to use a school phone in the classroom or through the main office to contact their family. Families are also welcome to contact the main office directly if there is an emergency.
- **Parent/Guardian-Student Communication:** Parents or guardians can email the student's district email, or can call the office to relay a message to a student or to have the student call the family member.
- **Exceptions for Medical or Educational Purposes:** In cases where a student requires a device for medical reasons or as part of an Individualized Education Plan (IEP) or 504 Plan, exceptions will be made. Documentation from a medical provider will be required for such accommodations. The documentation must be approved by the building administration and/or the Committee on Special Education.

- **Enforcement and Consequences:** Students who do not comply with this policy will have their device confiscated and may face disciplinary action in accordance with the District Code of Conduct. Devices will be returned to students at the end of the school day, and repeated violations may result in further consequences.
- ❖ **Corrective Action Plan**
 - First Offense - 5 days of confiscation (drop off at the main office)
 - Second Offense - 10 days of confiscation (drop off at the main office)
 - Third Offense - 15 days of confiscation (parent meeting to retrieve phone)
 - Fourth Offense - Internal School Suspension/Out of School Suspension

****Failure to comply may result in further disciplinary action****

The school district is not responsible for the loss, theft, or damage of any cell phones or electronic devices that are brought to school.

- ❖ **Prohibited Personal Electronic Devices**
 - **Cell Phones**
 - **Smartwatches**
 - Exceptions- Smartwatches may be used as time pieces and for tracking steps. Messaging or accessing the Internet is prohibited. Smart watches should be put into airplane mode to eliminate notifications and communication. If access to a smartwatch causes a distraction or disruption or is used for communication, students will face corrective action (see above).
 - **Laptops**
 - Exceptions - Laptops (non-issued school Chromebooks) may be used for academic purposes with permission from both school administration and the Information Technology Department.. If access to a laptop causes a distraction or disruption, students will face corrective action.
 - **Portable Gaming Consoles** - Devices like *Nintendo Switch*, *PlayStation Portable (PSP)*, and *PlayStation Vita* are not permitted during school hours.
 - **MP3 Players/Portable Music Devices**
 - **Bluetooth/Wired Earbuds/Headphones**

Video Recording, Audio Recording and Still Images

The audio and/or video recording, as well as picture taking, of students and/or staff members without their consent is prohibited in school, at school events and on school transportation. Students found to be recording others without permission may face disciplinary action.

CTE Students

Students going to a.m. CTE must sign-in at the Main Office prior to boarding the bus at 7:35 a.m. before leaving the high school.

Fundraising

All fundraising activities must be approved by the principal and the Student Council. Forms to submit requests for fund raising activities may be obtained in the Main Office.

School Closings

In the event of school closing and delays due to inclement weather, announcements will be on all local news channels. Closings and delays are also posted on our website at Schalmont.org. and notifications are available by signing up for the SNN (school news notifier) on the school website. When schools are closed or dismissed early due to weather or emergencies ALL after school and evening activities are also canceled.

After School Extra Help

Teachers are available after school from 2:30 to 3:30 for extra help on Mondays, Tuesdays and Thursdays. Students should feel free to request help, whenever the need arises. Teachers have the right to request that students stay between 2:30 and 3:30 p.m. for extra help when necessary. Students should stay with the requesting teacher and remain with a teacher for the entire time after school. In order to take the bus, the student must have a late bus pass from the teacher.

Evening Activities

Students attending an evening activity such as a dance, concert, play, etc. must adhere to all school policies pertaining to conduct and expectations. Once a student decides to leave the activity, he/she will not be allowed to return to the building. Participation in evening activities is a privilege that can be revoked if conduct and behavior are unacceptable.

Lost and Found

All missing or lost items should be reported to the secretary in the main office as soon as possible. A description of the item and the circumstances under which the loss occurred will be recorded. The names of students or staff who may have knowledge of the loss should also be reported.

Student Dress Guidelines

All students should dress appropriately for school and school functions. A student's style of dress may reflect individual preference but must be within the constraints of reasonable guidelines consistent with promoting a learning environment that is appropriate and positive. 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.

- ❖ All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. A student's style of dress may reflect individual preference but must be within the constraints of reasonable rules and procedures consistent with promoting a learning environment that is positive and free from disruptions and distractions. Teachers and all other district personnel should exemplify, model and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

- ❖ A student's attire, grooming and appearance, including hair style/color, jewelry, make-up, nails and piercings shall:
 - Be safe, cover private parts of the body and be covered so as to not disrupt or interfere with the educational process.
 - Ensure that underwear is completely covered with outer clothing. Pajamas are not allowed in school unless specified as a "spirit day" by school administration.
 - Footwear must be worn at all times that allows for the safe participation in school activities.
 - Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, body type, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression. Gang affiliated clothing and bandanas are not allowed.
 - Not promote and/or endorse the use of alcohol, tobacco, vape or illegal drugs and/or encourage other illegal or violent activities.
- ❖ Students are permitted to wear hats at the High School.
- ❖ The wearing of hoods during the school day is prohibited.
- ❖ Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it. 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 shall be subject to further discipline, up to and including out of school suspension.

Computer and Internet Use

Students are responsible for the appropriate use of school computer networks. Communications On the network are often public in nature. General school rules for behavior and communications apply.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Students and their parents will be required to sign an Acceptable User Agreement each year before being allowed to use the school computers. Access is a privilege - not a right. Access entails responsibility.

Study Hall Guidelines

Study hall is intended to be a quiet time for students to complete academic work. If your study hall is during periods when breakfast is served students may attend for 10 minutes with a pass from the study hall teacher. Students may obtain a pre-signed pass from one of their teachers in order to use the library for quiet study or see a teacher.

Seniors assigned to a Study Hall – Study hall will be in the cafeteria or classroom. A student must have a pre-signed pass from one of their teachers in order to go to the library. If a student is failing one or more classes at the five- week mark, they will be placed in a restricted study hall.

Senior Late Arrival and Early Release

Early dismissal and late arrival are an option only in the senior year. Criteria for this is as follows:

1. A senior may apply for early dismissal if they are in good academic standing, and have parent approval.
2. Seniors must have transportation and must arrive on time or leave school promptly at the time of dismissal. Failure to leave promptly may result in the removal of the Early Dismissal privilege. If a student chooses to stay on campus after their dismissal time they must be signed in with a teacher.
3. Seniors must adhere to all school rules and regulations outlined in the Student Code of Conduct including good attendance and promptness to classes, etc.
4. Seniors leaving early are not to return to school before dismissal.
5. The high school administration may suspend or cancel early dismissal or late arrival privileges for disciplinary reasons. The student will be assigned to study halls.
Schedules will not be adjusted to accommodate an early dismissal.
6. Seniors who do not meet the above-mentioned conditions at all times may lose early dismissal or late arrival privileges.

Application Process for Late Arrival and Early Dismissal

1. Seniors must complete the necessary forms outlining the rules for late arrival or early dismissal. Parents must sign this form giving permission.
2. Senior meets with their guidance counselor to have schedule adjusted to reflect late arrival and/or early dismissal status.

The Senior Class School Counselor will review the forms before a final approval is given.

Student schedules will not be adjusted to allow for late arrival and/or early dismissal.

Application Process for Early Dismissal

1. The senior must present a parental permission letter to his/her guidance counselor.
2. The senior and their parent must sign a written agreement on the conditions of early dismissal.
3. A building administrator will review the material in steps 1 and 2 before a final approval is given.
4. Seniors approved for early dismissal will be expected to sign out in the Main Office everyday. Failure to sign out may result in removal of Early Dismissal privilege.

Student Vehicles and Parking

Student motor vehicle parking on campus is a privilege granted through a permit system to students in 11th and 12th grade only. Students park on campus at their own risk. The following rules will apply to those students who drive and park vehicles on school property.

1. All students must apply for a parking pass prior to driving to school.
2. All applications must be approved by the HS Administration.
3. The parking sticker issued must be applied to the rear driver's side window.
4. Student parking is located on the side of the building, in the numbered spots. Students are not allowed to park in the lot near the new gym.
5. All traffic signs and regulations are to be followed.
6. All students must drive safely and prudently.
7. The speed limit on school property is 15 miles per hour.
8. Loaded buses have the right of way.
9. Students are allowed in the parking lot only when arriving or leaving school. We are a closed campus, students are not allowed to leave campus during any free time.
10. It is Board policy that all vehicles, which are towed away at the request of school administration, will be towed at the owner's expense.
11. Vehicles may be subject to search if there exists reasonable grounds to suspect that drugs, alcohol, weapons, stolen property, or other contraband might be present.
12. The driver of the vehicle is responsible for the behavior and conduct of all passengers in the vehicle.
13. Chronic lateness, use of vehicles during unapproved times and other school rule infractions will result in loss of parking privilege for between ten (10) weeks and the remainder of the school year.
14. If a student needs to get something from their vehicle, the student must get permission from an administrator and be escorted by a school Security Guard to the parking lot.

Driving To CTE

Students are NOT allowed to drive to the CTE campuses. Accommodations can be made for appointments, college visits or other situations that may require a student to have a vehicle on the CTE campus. Other students are not allowed to ride in another student's vehicle to or from Vo-Tech. If this rule is violated the driver *may* lose their driving privileges immediately.

Lockers

Hall Lockers: All students are issued lockers based on their homeroom location. Each student is responsible for the condition of their locker.

❖ **Gym Lockers**

Students will be issued a gym locker the first day they have physical education class. For security purposes students' combinations and lockers are not to be shared with other students.

***All lockers belong to the school and school authorities have the right to search all school lockers when sufficient cause is present.**

- ❖ Care of Personal Belongings: Students should take special care in protecting their personal belongings and valuables. Money or other valuables should never be left in a desk, locker or unattended.

***The school district does not assume responsibility for a student's personal items nor items borrowed by a student from the school. The responsibility lies totally with the student.**

Poster and Advertising

Students wishing to display posters in the building must have the permission of the Principal, indicated by his/her initials in the lower right corner. Posters are restricted to designated bulletin boards placed in the hallways. Digital copies of posters/signs can be sent to the main office staff to be displayed on the digital screens in the cafeteria and office.

School Safety Procedures

Our school is required by law to have twelve safety drills during the school year. The following rules are to be followed when the fire alarm sounds.

1. All students will leave the building quickly and quietly, following the teacher's directions.
2. Once outside, students should move well away from the building, keeping the driveways clear for use by fire apparatus and report to the teacher for an attendance check.
3. Everyone should remain quiet and attentive, being alert to further instructions.
4. Students must not return to the building until the building administrator has given the proper instructions.
5. If a fire drill occurs during one of the lunch periods, students are to exit the cafeteria via the posted exits within the cafeteria.

- ❖ Evacuation Procedures

Following the fire alarm evacuation, should it then become necessary to stay out of the school, students will be directed to a safe location. Once inside, students will report to designated areas according to classroom numbers. Students will then be expected to remain with their teacher who will take attendance. Under no circumstances may students leave the campus during a building evacuation.

- ❖ Lock Down Drills

Our school is required by law to have four lock down drills a year. Teachers will review procedures with students in September.

- ❖ Visitors

Visitors must show a driver's license for identification, sign in at the main office and receive a visitor's pass. As a general rule, visitors are not permitted to visit the school as guests or friends of students. Students from other schools and young children will not be received as guests and are not permitted on school property. Alumni are not allowed to visit during the school day without permission from School Administration and/or Teacher. Any scheduled visit must be approved by the School Administration.

- ❖ Food Orders

Students cannot order food and have it delivered to school.

Home to School Communication

When concerns arise with classroom situations, families are encouraged to follow the progression of contact below.

1. Classroom Teacher or School Counselor
2. Assistant Principal
3. Building Principal
4. Superintendent of Schools

Classroom Teacher: If there is a concern about something in the classroom, parents/guardians should contact the teacher first. Communication at this level will often resolve the situation.

Building Principal: If there is a concern about general school operations and policies, or if the communication with the teacher is unsatisfactory, the family should then contact the building Principal or Assistant Principal.

Superintendent of Schools: If the concern involves school district operations or District Policies, or if the teacher and the Principal are not able to resolve the problem satisfactorily, the parent/guardian should contact the Superintendent's office to address the concern.

Academic Program

High School Planning Guide

The Curriculum and Planning Guide is a resource used to identify a course of study, graduation requirements and other building procedures related to the academic program. The link below can be used to access the planning guide, which is also available on the District website.

[HS Curriculum and Planning Guide](#)

Course Offerings and Electives

The High School offers an academic program to meet all of our students' interests and needs. With over 85 courses offered, electives in all academic areas, and the opportunity for Honors, AP and College in the High School course, along with a full menu of academic supports, our students are able to plan their academic plan with their post high school goals in mind.

Graduation Requirements

Students must earn 22 course credits in order to earn their high school diploma. In addition students must earn Regents Exam credits to earn their diploma, as indicated below.

Regents Diploma

Five Exams

- 1 English Exam
- 1 Math Exam
- 1 Social Studies
- 1 Science Exam
- 1 Additional Exam (Math, Science, SS)

Advanced Regents Diploma

Nine Exams

- Algebra I, Geometry, Algebra II Exams
- Living Environment Exam
- 1 Additional Science Exam
- Global Studies and US History Exams
- English Exam
- Spanish Checkpoint B Exam

Related Services

Student Support Team

School Counseling Office

- ❖ Secretary, Mrs. McKeon: 355-6110 ext.3047

School Counselors

- ❖ Mrs. Choi, Mrs. Gibbs, Mr. Loiacono

School counselors provide an organized program of counseling, instruction and consultation to all students. This includes an annual review of each student's progress, college and career guidance and planning, academic counseling services and opportunities for family involvement. Students are informed of the visitations of college admissions staff, armed services recruiters and prospective employers through the daily bulletin.

[School Counseling Plan](#)

Social Workers

- ❖ Ms. Lupinski and Mrs. Williams

Our social workers are available to students and families to assist with issues, which may interfere with a student's education. This offers confidential services including referral to community agencies as desired. Any social worker may be reached by contacting the Counseling Office. (518) 355-6110 ext 3047

School Psychologist

- ❖ Ms. Shapiro, (518) 355-6110 ext 3202

Our school psychologist is available to students and families to assist with problems, which may interfere with a student's education. The school psychologist may conduct educational testing as agreed to by the parents to assess a student's learning ability. The school psychologist may be reached by contacting the Main Office.

Working Papers:

Students under 18 years of age need working papers to be employed. The school counseling secretary will supply the forms and information needed.

If students plan to work during the summer, they should obtain their working papers before school ends in June.

Homework Requests for Absent Students

When a student is absent for more than three days, it is recommended that a request for homework be made through the Main Office. Arrangements may be made with the student's teacher the next school day.

Health Services**Health Office**

The Health Office has many functions, most of which center around the health, safety, and well-being of the student body. These functions include:

- Attending to the daily medical needs of the student body.
- Screening student's vision, hearing and scoliosis
- Administering prescription medications to students
- Maintaining student medical records

Students who have working parents must file the parents' work phone numbers or that of a close relative with the Health Office and Main Office each September as requested. Emergency contact cards must be completed and returned to the nurse every year.

Illness

If a student becomes ill at school should report to the Health Office immediately after obtaining permission from the staff member in charge. When students arrive at the nurse's office they must sign in the log book. This is the only proof that you were in the Health Office.

Medication

Students who are required to take medication of any kind during school hours are to report this fact to the Health Office by a note from the parent stating specifics about the use of the medication. This requirement is prescribed by New York State Education Law and is inclusive of aspirin, vitamins and cough medications. Such medication is to be stored and administered in the Health Office under the supervision of the school nurse.

❖ **Dispensing of Medication in the School Setting**

In order for the school nurse to give your child medication (prescription or over the counter) during school hours, all of the following requirements must be met:

1. All medications must be in their original pharmacy containers, which are properly labeled with the following information:
 - a. Student's name
 - b. Name of medication
 - c. Prescribing doctor's name
 - d. Dose
 - e. Time of dose to be given
2. An **ORIGINAL SIGNED NOTE** from the prescribing physician containing all of the information below:
 - a. Student's name
 - b. Name of medication
 - c. Dose and time to be administered
 - d. Reason for prescribing the medication
 - e. Adverse reactions that need to be observed and reported

3. A signed note from the parent giving the school nurse permission to dispense the medication as prescribed by the doctor with the same information as the physician's note.
4. All medication must be hand delivered to the school nurse by a parent or other responsible adult. Students are not allowed to carry medications to and from school, have medications with them during the school day or in their lockers, backpacks or pocketbooks.

Immunization Policy

New students and transfer students are required by state law to produce evidence of immunization for the following diseases: measles, rubella (German or 3 day measles), polio, diphtheria and mumps. They will not be admitted to school until such evidence is produced.

Accidents

All injuries to students or staff while at school must be reported to the Health Office as soon as possible after the occurrence. The school nurse will inspect the injury and take the necessary steps, including the filing of an accident report.

In emergencies, Rotterdam ambulance service will be called and the parent will be notified along with the family physician, if necessary.

Food Services

Food Service Director: Mrs. Zarillo 355-1342 ext 5069

Breakfast Program

Breakfast items may be purchased from 7:25 to 7:35. Students may access the cafeteria during homeroom (8:20-8:30). Students who have study halls may request permission for a pass from their study hall teacher to purchase breakfast items during periods 2 (8:40 – 8:55) and 3 (9:40 to 9:50).

Lunch Program

There are three lunch periods designated as Lunch 5, Lunch 6 and Lunch 7. The lunch periods run from 10:45 to 11:16; 11:30 to 12:01; and from 12:15 to 12:46. A student is allowed only one lunch period daily. All students have access to the free lunch program.

Cafeteria Expectations and Conduct

Each student is expected to practice the general rules of good manners. Students are expected to:

1. Leave the table and the surrounding area clean and orderly.
2. Place trash in the proper containers.
3. Food should remain in the cafeteria.
4. All food must be eaten in the cafeteria only.
 - Students Are Not Allowed To Purchase Food Or Drinks From The Vending Machines Or Cafeteria Between Classes.
 - Food and Drink Is Not To Be Taken From The Cafeteria.

Library Media Center

School Library Media Specialist: **Mrs. Jensen**

Hours

- Monday - Periods 1-4; Periods 8-9
- Tuesday - Periods 1-4; Periods 8-9
 - After school until 3:20
- Wednesday - Periods 1-4; Periods 8-9
- Thursday - Periods 1-4; Periods 8-9
 - After school until 3:20
- Friday - Periods 1-4; Periods 8-9

Procedures and Expectations

During the school day and after school, students must have a pass to use the library and are expected to remain in the library for the entire period. Passes must state the academic material that the student will be completing while in the library. Students may stay after school in the library only if they have a pre-signed pass from a teacher, or prior permission from the librarian. Students must sign into the library in order to be counted as being in attendance.

❖ Library Expectations

- Food and drink are not permitted in the Library, except water bottles with lids.
- Students must have a pre-signed pass from a teacher to utilize the library for quiet study.
- Students must come to the library with a purpose (study, read, or school work).
- Students must sign in and out of the library.
- Students must be respectful of the library as well as other students in the library.
- Students who demonstrate misconduct will be asked to leave the library.

School Resource Officer

The School Resource Officer (SRO) program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment on several different levels. The officer is involved in a variety of functions.

- As a visible, active law enforcement figure on campus dealing with any law related issues.
- As a classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, alcohol and drug prevention, crime prevention and other areas.
- As a member of the faculty and administration team working hand in hand to solve problems in the school community.
- As a resource for the students, which will enable students to be associated with a law enforcement figure in the student's community.
- As a resource to teachers, parents and the students for conferences on an individual basis, dealing with individual problems or questions.
- As a counseling resource in areas which may affect the educational environment but may be of a law related nature.

The officers are in the schools to serve as resources to students, teachers, parents, non-instructional staff, administrators and the community at large. A major part of their school day is spent walking through the halls, dropping into the cafeteria, visiting classrooms by invitation, and visiting the library, study halls and in-school suspension rooms. The SRO may also chaperone dances, concerts, assist with school club activities, and assist instructional and support staff in reviewing and improving security procedures. Officers will respond to non-student trespassers on campus, responding to a direct request for help that results in averting potential problems, assist in the drug and alcohol unit in health class and provide career information regarding law enforcement related areas.

Student Conduct

District Code of Conduct

Please follow the link below to view the District Code of Conduct that outlines student expectations, infractions, and disciplinary and due process procedures.

[District Code of Conduct](#)

Dignity Act for All Students

In accordance with the Dignity for All Students (DASA) Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

[Dignity for All Students \(DASA\) Policy](#)

[DASA Complaint Form](#)

❖ **Hazing of Students**

Schalmont High School interprets hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person

❖ **Harassment and Bullying**

Is the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law 11[7]).



- ❖ Material Incident of Harassment, Bullying, and/or Discrimination – is defined in 8NYCRR 100.2(kk)(1)(ix) as a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. This term includes a verified incident or a series of related verified incidents of harassment or bullying that occur off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property, and is the subject of a written or oral complaint to the superintendent, principal, or their designee, or other school employee. Material incidents of harassment, bullying, and/or discrimination would include, but are 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.

Bullying often includes the following characteristics:

1. Power Imbalance – occurs when a bully uses his/her physical or social power over a target.
2. Intent to harm – the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
3. Threat of further aggression – the bully and the target believe the bullying will continue.
4. Terror – when any bullying increases, it becomes a “systematic violence or harassment used to intimidate and maintain dominance.”

There are at least three kinds of bullying: verbal, physical and social/relational.

1. Verbal bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting gossip, spreading rumors, racist slurs, threatening electronic communications (“Cyberbullying”), anonymous notes, etc.
 2. Physical bullying includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, or threatening gestures.
 3. Social or relational bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks, giving dirty looks, aggressive stares, etc.
- ❖ Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)
Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

Assembly Conduct

Assemblies are for students' education and enjoyment. Students should remain quiet out of consideration for other students in the audience and for the people performing. Students will stay with their class once inside the auditorium. Cell phones and/or electronic devices of any kind must be turned off.

Transportation Conduct

The bus driver is in charge of all his/her passengers and will maintain discipline on the bus at all times. All student riders are to obey all directions from the bus driver. Bus drivers will not allow disorderly conduct or disruptions of any kind, which may endanger the safety of passengers. Bus drivers are allowed to assign students to certain seats on the bus.

All bus-riding pupils must observe the following safety precautions:

1. Approach the bus safely.
2. Board the bus in an orderly manner and immediately take a seat.
3. Remain seated at all times when the bus is moving.
4. Keep the aisle free of clutter
5. Keep arms, hands, and other parts of the body inside the bus
6. Never throw objects of any kind from the bus
7. Use appropriate language and keep hands and feet to yourself while on the bus.
8. When leaving the bus, step 5 to 10 feet in front of the stopped bus so as to be seen by the driver at all times; look to be sure that no traffic is moving from either direction and; cross only after the bus driver signals you to cross.

Conduct at School Events

Any student who appears to be under the influence of drugs and/or alcohol or who is disruptive during school-sponsored events, either at home or an away site, will be disciplined as follows:

1. The parent/guardian will be contacted and asked to remove the child from the activity.
2. If the student is in violation of the drug/alcohol policy the student will be suspended for 5 days and is subject to a superintendent's hearing.
3. Students may be suspended from attending any school activities for a period of time or the remainder of the year.

Athletic and Extracurricular Activities**School Dances**

High School students and guests from other high schools are permitted to attend dances. All students must submit a guest dance form in order to purchase tickets for their guest. Middle School students are not permitted to attend High School dances, proms or balls. Students will conduct themselves in a socially acceptable manner. Students who give the impression that they are under the influence of alcohol or any other illegal substance, or who are not properly dressed will be denied entrance to, or will be removed from the dance. All discipline procedures will be enforced at school dances.

Students who are absent from school or late without an approved excuse, may not attend dances on the day they are absent or late to school. A student illegally absent on Friday may not attend a dance on Saturday. Students may be excluded from school dances as a result of disciplinary action or excessive absences or tardies.

Students will not be admitted to a school dance an hour after the start of the dance unless prior permission from the administration has been given.

Student Attendance and Participation in Co-Curricular Activities/Athletics:

The following guidelines will apply to students participating in interscholastic and co-curricular activities with respect to their eligibility and their attendance.

1. A student who has been suspended from school will be ineligible for participation in all school activities including practice sessions during the term of their suspension. *This includes In-School Suspension.*
2. A student who has been suspended from school will be ineligible to attend athletic competitions as a spectator, as well as during the term of their suspension. *This includes In-School Suspension.*
3. A student must be in attendance in all classes the day of a co-curricular event in order to participate or be a spectator. Exceptions to this are to be cleared in advance through the principal. Students will not be able to practice if they are absent from school that day. In order to participate that day, students must be present, on time, (7:40).
4. Should the event or practice session occur on a non-school day, the full-day attendance rule will apply to the preceding school day, i.e., if a student is absent on Friday, he/she cannot participate on Saturday unless it is a legal absence approved by the principal.
5. It will be the coach-advisor's responsibility to check on items 1, 2 and 3 above and to take the appropriate action.
6. When an attendance problem arises resulting in disciplinary action, which is not a suspension from school, the Administrators will deal with the matter in the manner, which they deem to be appropriate.
7. All students involved in interscholastic and co-curricular activities are expected to be doing satisfactory work in all subjects. Course grades will be reviewed every five (5) weeks.
8. If a student is failing two (2) subjects in any five (5) week marking period, he/she has two (2) weeks to bring at least one of the grades up to passing. If this does not occur, the student will be suspended from the activity until the required improvement is made.
9. If a student is failing more than two (2) subjects, he/she will be declared ineligible to participate in the activity for at least two weeks. At that time if he/she is failing one subject he/she will be eligible to participate.

Board of Education Policies

[Board of Education Policy Manual](#)