

Jasper – Troupsburg Jr./Sr. High School

Student – Parent Handbook

This handbook is published in order to allow us to provide students and their parents with a fuller understanding and appreciation of the school environment as to policy, procedures, expectations, allowances and other routines.

All students are asked to read this handbook thoroughly and share the handbook with their parent(s) so that all concerned will have a working knowledge of school life and of all the factors that go into building operating procedures.

Please be advised that all regulations contained in this handbook will be strictly enforced. Students should feel free to ask questions and seek assistance whether it is from their guidance counselor, a teacher, the main office or the principal. The staff is here to help you and aid you in realizing a rewarding educational experience.

We welcome all students back from the summer recess and look forward to a most pleasant and memorable year.

Alma Mater

Standing Tall and Proud and True
Beneath the Golden Sky
Jasper-Troupsburg Leads Us
Ever Onward Through Our Lives,
J-T-S Our Cry Shall Be
J-T-S Eternally
We Shall Always Honor Thee
Alma Mater, Jasper-Troupsburg High.

Cherished Friendships Keep Us
Ever Mindful Through Our Lives,
Mem'ries Last Far Longer
Than Mere "Halls of Ivy" Bind.
J-T-S Our Cry Shall Be
J-T-S Eternally
We Shall Always Honor Thee
Alma Mater, Jasper-Troupsburg High.

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DAILY SCHEDULES

Regular Day

Home Room	8:10-8:25	
First Period	8:28-9:11	
Second Period	9:14-9:54	
Third Period	9:57-10:37	
Fourth Period	10:40-11:20	(11:00)
Fifth Period	11:23-12:03	(11:43)
Sixth Period	12:06-12:46	(12:25)
Seventh Period	12:49-1:29	(1:09)
Eighth Period	1:32-2:12	
Ninth Period	2:15-2:55	

Troupsburg Students depart at 2:55 p.m.

AM Activity Period

Home Room	8:10 – 8:25	
Activity Period	8:28 – 9:11	
First Period	9:14 – 9:49	
Second Period	9:52 – 10:27	
Third Period	10:30 – 11:05	
Fourth Period	11:08 – 11:44	(11:26)
Fifth Period	11:47 – 12:23	(12:05)
Sixth Period	12:26 – 1:02	(12:44)
Seventh Period	1:05 – 1:41	(1:23)
Eighth Period	1:44 – 2:19	
Ninth Period	2:22 – 2:55	

PM Activity Period

Home Room	8:10 – 8:25	
First Period	8:28 – 9:03	
Second Period	9:06 – 9:41	
Third Period	9:44 – 10:19	
Fourth Period	10:22 – 10:58	(10:40)
Fifth Period	11:01 – 11:37	(11:19)
Sixth Period	11:40 – 12:16	(11:58)
Seventh Period	12:19 – 12:56	(12:37)
Eighth Period	12:59 – 1:34	
Ninth Period	1:37 – 2:12	

Activity Period 2:15 – 2:55

1/2 Day Conference Day

Home Room	8:10 – 8:25	
First Period	8:28 – 8:51	
Second Period	8:54 – 9:17	
Third Period	9:20 – 9:43	
Fourth Period	9:46 – 10:09	
Fifth Period	10:12 – 10:35	
Sixth Period	10:38 – 11:01	
Seventh Period	11:04 – 11:27	
Eighth Period	11:30 – 11:53	
Ninth Period	11:56 – 12:12	

*AM BOCES will not be in JT Classes.
PM BOCES may leave after 4th period.
No lunches will be served on 1/2 days.*

DAILY SCHEDULES

One Hour Delay

Homeroom	9:10 – 9:20	
First Period	9:23 – 9:58	
Second Period	10:01 – 10:36	
Third Period	10:39 – 11:14	
Fourth Period	11:17 – 11:52	(11:34)
Fifth Period	11:55 – 12:30	(12:13)
Sixth Period	12:33 – 1:08	(12:50)
Seventh Period	1:11 – 1:46	(1:29)
Eighth Period	1:49 – 2:22	
Ninth Period	2:25 – 2:55	

Two Hour Delay

Homeroom	10:10 – 10:22	
First Period	ELIMINATE	
Second Period	10:25 – 10:56	
Third Period	10:59 – 11:30	
Fourth Period	11:33 – 12:04	(11:48)
Fifth Period	12:07 – 12:38	(12:23)
Sixth Period	12:41 – 1:12	(12:56)
Seventh Period	1:15 – 1:46	(1:30)
Eighth Period	1:49 – 2:20	
Ninth Period	2:23 – 2:55	

Jr.-Sr. High School Personnel

Pupil Services

Mr. Robert Francischelli - Psychologist
Mrs. Pamela Sonnefeld, Speech Therapist
Mrs. Barbara Leach, School Nurse, CSE Chairperson
Mrs. Kathy Linnan, School Counselor (7 – 12)
Mrs. Renee Carl, Occupational Therapist

Faculty

Teaching Areas

Ms. Wendi Wagner	Art
Mr. Philip Marsh	Agriculture / Technology
Mrs. Kimberly Marciano	Business/Computers
Mrs. Greta Taft	Home & Careers
Mrs. Charlene Fowler	English
Ms. Kathleen Grogan	English
Mr. Scott Helgeland	English
Mrs. Danielle Stebbins	English
Mrs. Sally Lewis	Foreign Lang. (French)
Mr. Gregory Meeks	Foreign Lang. (Spanish)
Mrs. Lisa Howell	Librarian
Miss Amanda Ballum	Resource Room
Mrs. Kerry Davis	Math
Mrs. Sally Scanlon	Math
Mrs. Diana Seeley	Math
Mrs. Erika Sherer	Math
Ms. Lisa Karr	Music (Vocal)
Mr. Jonathon Neff	Music (Instrumental)
Mr. Mike Davis	Physical Educ
Mrs. Gail Ellis	Physical Educ / Health
Mr. Sean Barnes	Science
Mr. Brian Dennison	Science
Mrs. Jean Green	Science
Mr. Charles Painter	Science
Mr. Richard McIntosh	Social Studies
Ms. Penny Newcomb	Social Studies
Mr. Erick Potter	Social Studies
Ms. Jennifer Porter	Social Studies
Mrs. Michelle Kraus	Special Education
Mrs. Angela Leach	Special Education
Ms. Ann Vargeson	Special Education

EXTRA CURRICULAR ADVISORS

Building Leadership Team Members Ginnie Harrington, Beverly Lewis, Diana Seeley
..... Sheila Callahan, Barbara Leach, Christopher Parker
..... (2) Student Council Members

Choral Director..... Lisa Karr

Class Advisors

7th Grade Greg Meeks, Sally Lewis
8th Grade Charlene Fowler
9th Grade Kerry Davis
10th Grade Kathy Grogan
11th Grade Bonita Williams
12th Grade Penny Newcomb / Barb Leach

Drama Club Director..... Sean Barnes

Drama Club Assistant Director Donna DeMun

FFA Advisor Phil Marsh

High School Band Director Jonathon Neff

Honor Society Advisor (Senior) Kerry Davis

Honor Society Advisor (Junior) Diana Seeley

Language Club Advisors Greg Meeks, Sally Lewis

Peer Tutoring.....

Student Council Advisor Mr. Dennison

Yearbook Advisor Patti Gross

COACHING ASSIGMENTS

Boys Varsity Soccer	Herb Baker
Boys JV Soccer	Dan Drake
Boys Modified Soccer	
Girls Varsity Soccer	Nancy Wyant
Girls JV Soccer	
Girls Modified Soccer	
Cross Country.....	Adrian Essigmann
Boys Varsity Basketball	Tom Price
Boys JV Basketball	Brian Adams
Boys Modified Basketball	Ray Seeley
Girls Varsity Basketball	Aaron Button
Girls JV Basketball.....	Adam Button
Girls Jr. High Basketball	Phil Marsh
Cheerleading	
Wrestling.....	Scott Helgeland/Mike Davis
Boys Varsity Baseball	Rich McIntosh
Boys Modified Baseball	Tom Price
Boys Track	Mike Davis
Girls Track	Adrian Essigmann
Modified Track.....	Kerry Davis
Golf	Scott Helgeland/Sean Barnes

Elasticity and Applicability Clauses

Elasticity Clause

The following rules, regulations, and procedures are guidelines for student conduct. It is impossible to cover every possible action that interferes with student learning and safety. Therefore, conduct that deliberately interferes with the educational process safety of staff or students or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct as well as the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety.

Applicability Clause

The Jasper – Troupsburg Central School District reserves the right to apply the following rules, regulations, and procedures for off-campus conduct, on school property, to and from school, at school sponsored events, on school transportation, or any other circumstances that have a connection to school.

I. ATTENDANCE

A. Tardiness

General Rules

- School starts at 8:10 a.m. Any student arriving after 8:10 a.m. is tardy.
- When a student is tardy to school he/she must report to the nurse's office to sign in and to obtain a readmission slip.
- If students are tardy due to a district transportation issue, students will not be penalized.

Consequences

- When a student reaches three (3) unexcused tardy-to school/class, he/she will serve an after school detention. Students will receive an additional ASD for each subsequent tardy.
- Any student who has more than five (5) unexcused tardy-to school will not be considered for Attendance Recognition.
- When a student misses more than ten (10) minutes of a class, he/she will be counted absent from that class.

B. Absences

Returning after an absence

- Upon returning to school, after an absence, student is to go to the nurse's office before homeroom. An excuse from the parent or guardian, specifying the date and reason for absence must be presented to the nurse.
- **A student has five (5) school days to bring in an excuse.** If one is not brought in within 5 days, he/she will be given an unexcused absence. Records are kept for all absences and, when requested, released to college admission offices and future employers.

Excused Absence

- The following absences will be considered excused absences, but **WILL count towards loss of course credit**: personal illness, serious family illness, doctor or dental appointment, obtaining drivers permit and taking road test.
- Excused absences that **DO NOT count towards loss of course credit** are: death in immediate family, religious observance, required court appearances approved college visits, shadowing experiences, work programs, military obligations, music lessons and field trips with the school.

Unexcused absences

- Unexcused absences **WILL count towards loss of course credit**. Examples of unexcused absences are: family vacation, hunting/fishing, babysitting and oversleeping
- A student who has an unexcused absence, for any reason, will be allowed to make up classroom assignments, but making up of any tests administered to the class during the absence will be at the discretion of the teacher.
- Organized "skip days" count as an unexcused absence and will result in school discipline and loss of privileges.

Course Credit

- In order to receive credit for a course, a student must attend 85% of the scheduled class meetings. **More than 27 absences for a full year course or more than 13 absences for a half-year course will result in a loss of credit.**
- If a student has a prolonged illness, the school will make every effort to work with the family to ensure that course credit will be received.

I. Attendance (continued)

C. Students Leaving the Building

Procedure for planned early dismissal:

- Before homeroom student must bring a note to the nurse's office requesting permission to leave. The note must state time leaving, the reason for leaving and bear parent/guardian signature.
- When student is ready to leave, he/she should sign out in the nurse's office.
- Leaving school for lunch is an unacceptable reason.
- The principal reserves the right to refuse permission at any time.

Procedure for unexpected early dismissal:

- Student must obtain a white pass from the nurse's office stating he/she has permission to leave.
- Student must then have the White Pass initialed by each teacher whose class or study hall he/she will be absent.
- Student must bring the White Pass back to the nurse's office and sign out.

Procedure for late admittance or re-admittance:

- Student must come to the nurse's office to sign in and to obtain a pass to be admitted to class or study hall.

D. Attendance Recognition

- Students who have been in attendance for at least part of every school day will be recognized at the end of each school year.
- Any student who has more than 5 unexcused tardy-to school will not be eligible for Attendance Recognition.

E. Perfect Attendance

To be considered as having Perfect Attendance a student must be in attendance each period of every school day.

F. Required Attendance for Course Credit

In order to receive credit for a course, a student must attend 85% of the scheduled class meetings. Any student absent from a class more than 15% of the time, for any reason including excused and unexcused absences, will not receive credit for that course. **For a full-year course, more than 27 absences** will result in a loss of credit. **For a half-year course, more than 13 absences** will result in a loss of credit.

At 10 weeks, 20 weeks, 30 weeks and any other time necessary, the school nurse, will send home an attendance update and a copy of the attendance policy. The teachers will notify the school nurse when the below listed number of absences has been reached:

10 weeks: the student has missed 5 classes

20 weeks: the student has missed 12 classes

30 weeks: the student has missed 17 classes

Students absent from class for educational reasons will not be considered absent from class. Educational reasons include instrumental lessons, field trips, and school sponsored trips. If a student has a question whether or not he/she has a valid educational reason, he/she should consult the school nurse.

I. Attendance (continued)

F. Required Attendance for Course Credit (continued)

1. Family Vacations

Family vacations are considered illegal even though you may be going to educational places. Field trips with teachers are the only legal educational trips.

2. Suspension (in-school/out-of-school)

Students absent from class for disciplinary reasons will not be considered illegally absent.

3. Extenuating circumstances

Extenuating circumstances such as prolonged illness warrants special consideration especially if the student was able to keep up with his/her schoolwork. Such absences may be appealed by the student. The Appeals Committee shall be composed of the superintendent, building principal, guidance counselor, school nurse, and two teachers.

II. Daily Procedures

A. Assemblies

Assemblies are provided for student education and enjoyment. The following conduct applies to all assemblies.

1. Students are to sit with their homerooms or class in the designated section.
2. Students are not to leave the assembly without permission from their homeroom teacher.
3. Students are to be quiet, polite, and respectful during the assembly program. Appropriate applause by clapping is desired.
4. There will be no wearing of hats, whistling of any kind, or impolite remarks or actions during an assembly program.
5. Students not adhering to the rules may be sent to a detention room during the assembly or during future assemblies.

B. Cafeteria

Students may purchase a lunch from the cafeteria or bring their own from home. Once the students enter the cafeteria, they are not to leave without permission from the monitor. Students are expected to display good table manners and cleanliness by taking care of their trays and waste materials. Loud talking, running, shoving, and rowdiness will not be tolerated.

1. Lunch charges - Students may charge a lunch if the need arises. Charges must be paid as soon as possible. A student may accumulate only **3** charged lunches, at which time no additional lunches will be provided until the charges are paid. Parents will be contacted should this situation occur.
2. Morning BOCES Students - BOCES students who return during the noon hour are to go the cafeteria for lunch; a half- period study hall will follow.
3. Afternoon BOCES Students - As soon as BOCES students have completed their meal, they are to wait quietly in the front foyer until the bus arrives. They are not to roam the hallways or go in and out of the cafeteria.

II. Daily Procedures (continued)

C. Class and Club Meetings

Generally, class and club meetings will be held on “Activity Period” days.

D. Classroom Rules

Each student must get to class on time, enter the room quietly, and be ready to work when the teacher calls the class to order. Students should bring all books, pencils, pens, and other material needed for class with them. Students should pay attention to the teacher, and participate in discussions. The student should respect the authority of the teacher who is in charge and responsible for the class. Students should respect the rights of others at all times by not interrupting, distracting, or disturbing each other. Students should wait at the end of the period for the teacher to dismiss the class.

E. Dismissal

At dismissal time, students should:

1. Walk quietly and orderly from the school building to the bus
2. Not linger in the hallways or in front of the building. Students are to board the bus and not cause congestion in the loading area.
3. Not pass between any buses
4. Not run, push, shove or shout (Smaller students may be hurt by rowdiness)
5. Remain seated once boarded on the bus (Do not put heads or arms out of the bus window).

Loitering on School Property

- Presence on school property when school is not in session, or if not participating in or attending an authorized activity is considered to be loitering and is illegal. Any student who is not remaining for an authorized school activity, under the supervision of a teacher, should leave the school building and school grounds promptly after dismissal. Students who walk home should cooperate with the crossing guard, and should avoid walking in the highway.

F. Dress Code

A student’s dress, grooming and appearance, including hair style, hair color, jewelry, make up, nails, etc... will:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back), see through garments and items which expose the midriff are not appropriate. Students are not permitted to wear muscle shirts, tank tops or pajamas.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the school. Exceptions will be made for medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate to other on account of race, color, religion, creed national origin, gender sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of outerwear (coats and jackets) in the classroom and/or in other areas of common assembly.

II. Daily Procedures (continued)

F. Dress Code (continued)

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

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 with an appropriate 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 shall be subject to further discipline, up to and including out-of-school suspension.

G. Dropping Classes

Any student may drop a class during the first five weeks of school. When a student drops a class, parents, teachers, guidance counselor and the building principal will be notified and input from them is required. After the five-week period, students may not drop a class unless extenuating circumstances can be proven. It is the responsibility of the Jr./Sr. high school principal to determine if there are extenuating circumstances, which necessitate the student dropping the class, or if the student will remain in the class.

Regardless of when the student drops the class, the grade will be dropped and will not be included in the student's grade point average. If possible, the student will be placed in another academic class in order to maintain an educationally sound class load.

In the case of twenty-week courses, the students will have ten class days to drop a class. Input from the parent(s), teachers, building principal and guidance counselor is required. After the ten-day period, students may not drop a class unless extenuating circumstances can be proven. It is the responsibility of the Jr./Sr. high school principal to determine if there are extenuating circumstances, which necessitate the student dropping the class, or if the student will remain in the class.

H. Electronic Devices

Personal electronic devices such as MP3 Players, Walkman's, CD Players, electronic games, walkie-talkies, pagers, cellular phones, laser lights, etc. are not to be in a student's possession during the school day. Possession of such devices during the school day will result in confiscation of the device and detention for the first offense. Subsequent reports will result in more severe consequences as outlined by the code of conduct. **After the second offense, parents must come to the school to pick up the electronic device; they will not be released back to the student without the parents coming in to get the device.** Electronic devices may not be used after 8:10 a.m. Students may use their electronic devices after the regular school day ends.

I. Homerooms

Students should report to homeroom in the morning by 8:10. Attendance will be taken at 8:20. Announcements will begin at 8:20 a.m. Students are to participate respectfully in the pledge to the flag and listen attentively to announcements. Students are not to leave their homerooms without permission and a corridor pass.

II. Daily Procedures (continued)

J. Homework

Success is a must and all academic subjects require homework which is meaningful and designed to supplement and reinforce the teaching and learning that takes place in class sessions. Most courses require about 45 minutes of study outside of class each day. Some courses may require more, and some students will find it takes them longer than other students to complete an assignment. The following are suggestions for students to help them have a successful year:

1. Decide at the beginning of the year and live by your resolutions that you are going to get good grades.
2. Recognize that you must do your homework carefully and completely, as well as learning what you can in each class period.
3. Do your homework to learn; not just to get it done.
4. Do your homework on time; do not get behind.
5. You may need to do an assignment twice before understanding it.
6. Try to like your subjects. Be positive. Don't complain. Your interest in a subject will grow as you learn more about it.
7. Ask your teachers for help when you need it.
8. Keep an assignment book.
9. Build regular study habits at school as well as at home.
10. Take notes in class; outline them.
11. Avoid distractions when doing homework and review your notes before going to class.
12. If absent from school due to illness, call the school nurse by 9:30 a.m. She will get your assignments for the day. They can be picked up at the health office after 2:30 p.m., or pinned to the bulletin board or on the table after 3:30 p.m.

K. Academic Integrity

What does "academic integrity" mean?

Academic integrity means honesty and responsibility in scholarship. Here are the basic assumptions about academic work at Jasper-Troupsburg Jr./Sr. High School:

- (1) Students attend J-T in order to learn and grow.
- (2) Academic assignments exist for the sake of this goal.
- (3) Grades exist to show how fully the goal is attained.
- (4) Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic integrity means understanding and respecting these basic truths. Academic misconduct -- "cheating" -- is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between students and teachers. Finally, it is unfair to students who earn their grades honestly.

II. Daily Procedures (continued)

K. Academic Integrity (continued)

How do I know what counts as "academic misconduct"?

CHEATING AND UNAUTHORIZED MATERIAL ON EXAMINATIONS. Tests evaluate how well the student has learned. Therefore, unless the teacher specifies otherwise, all examinations are to be completed by the student alone, without outside assistance of any kind. That means no help is to be given to or received from other persons during the test; no books, notes, calculators, or other materials of any kind are to be consulted; and if a calculator or other hand-held electronic device is permitted to be used for mathematical calculations, no other information may be programmed into or retrieved from the device. Whenever the teacher permits an exception to any part of these rules, the exception applies only as far as specified by the teacher. Such exceptions must be expressly permitted and cannot be presumed from prior exceptions on other tests.

IMPROPER COLLABORATION. Collaboration means working together. Many classes emphasize working with a partner or in groups. Permission from the teacher to "work together" on a homework, project or paper is *not* permission to violate the rules of integrity by presenting another student's work as your own. Unless the teacher specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, etc. When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the teacher to conclude that academic misconduct has occurred.

SUBMITTING THE SAME ASSIGNMENT FOR DIFFERENT CLASSES. Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless another teacher expressly allows it, submitting an assignment already submitted for another class is a form of academic misconduct.

What is PLAGIARISM?

This is J-T's basic assumption about writing: all written assignments show the student's own understanding in the student's own words.

That means all writing assignments, in class or out, are assumed to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such. Including other people's words in your paper is helpful when you do it honestly and correctly. When you don't, it's a form of academic misconduct called plagiarism. Within the academic community and specifically at Jasper-Troupsburg, the following rules apply:

1. **IT IS PLAGIARISM TO COPY WORDS AND PRESENT THEM AS YOUR OWN WRITING.** It is the worst form of plagiarism to copy part or all of a paper from the Internet, from a book, or from another source without indicating in any way that the words are someone else's. To avoid this form of plagiarism, the paper must **BOTH** place the quoted material in quotation marks **AND** use an acceptable form of documentation to indicate where the words come from.
2. **IT IS PLAGIARISM TO COPY WORDS, EVEN IF YOU GIVE THE SOURCE, UNLESS YOU ALSO INDICATE THAT THE COPIED WORDS ARE A DIRECT QUOTATION.** Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. To avoid this form of plagiarism, put all quoted words in quotation marks or use equivalent punctuation.

II. Daily Procedures (continued)

K. Academic Integrity (continued)

3. IT IS PLAGIARISM TO COPY WORDS AND THEN CHANGE THEM A LITTLE, EVEN IF YOU GIVE THE SOURCE. Repeating someone else's writing in different words so it's not a direct quotation is called "paraphrasing." Paraphrasing is fine when you indicate the source and the new expression is actually your own. When it's not -- when the expression remains substantially similar to the source as a whole or in one of its parts -- it's plagiarism.

Even if not specifically prohibited by the teacher, "writing" a paper by copying words and then altering them violates J-T's basic assumption about writing and may easily result in a charge of academic misconduct. To count as "your own words," your paper must be so significantly different from your sources that a reasonable reader would consider it a new piece of writing. If it's not -- if "your writing" is substantially similar to somebody else's where individual variations would be expected, it's plagiarism.

4. EVEN IF YOU EXPRESS THEM IN YOUR OWN WORDS, IT IS PLAGIARISM TO PRESENT SOMEONE ELSE'S IDEAS AS YOUR OWN. It is plagiarism to present someone else's original arguments, lines of reasoning, or factual discoveries as your own, even if you put the material in your own words. To avoid this form of plagiarism, cite the source.

Penalties for Academic Misconduct:

If it can be proved that a student is guilty of academic misconduct, he or she will be subject to a reduced grade or a zero grade for the assignment at the discretion of the teacher. A student guilty of academic misconduct will also have a discipline referral sent to the principal. At the principal's discretion, the student may be subject to being put on the B.A.S.I.C. Ineligible list and/or receive after school detention (ASD).

L. Library media center rules

1. Books/materials may be taken out of the high school library media center for a two-week loan period.
2. Materials may be renewed for consecutive two-week periods provided they are not in demand.
3. Items on reserve are to be acquired through the librarian or library aide.
4. Homework assignments from textbooks are to be done in study hall rather than in the library.
5. The magazines in the library do not circulate. Please handle them with care so that one copy will last through many readings.
6. Copies of magazine articles, encyclopedia articles, and newspaper articles will be made for you to take with you. If you return them to the library, they will be put on file for future use.
7. Borrowing from school libraries throughout the United States is available. The bibliographic information for the material wanted must be filled out on the proper form and given to the library staff. Interlibrary loans do take a certain amount of time, so make requests as soon as possible.
8. Students with overdue, damaged, or lost materials may not borrow additional materials until the problem has been satisfactorily taken care of.
9. Replacement price will be charged for each lost or damaged item.
10. Students will be charged \$5.00 for any materials returned with damaged or missing barcode. In case of reoccurrence, that student will be charged with vandalism of school property.

II. Daily Procedures (continued)

M. Lockers

Students will be assigned hall lockers. Lockers are to be kept neat and clean, and students will be held responsible for any damage to their lockers. Only school-issued locks may be used on a locker. Locks will be distributed on the first day of school and collected on the last. Students must keep the locker assigned to them for the entire school year.

Students are to go to their lockers only between periods or by special permission of a teacher. Please note that students are not to go to their lockers at the midpoint of any lunch period.

Lockers are school owned property and may searched by school administration and/or their designee.

N. Medications

Due to the New York State Law, school nurses are no longer allowed to give over the counter medications, even with parent consent. The school is only able to give over the counter medication with a written order from the Doctor and written permission from the parent/legal guardian. The law also states that the parent/legal guardian must provide the medications to be administered. The medication must be turned into the Nurse's office in the original container and unopened.

The school will provide a permission to administer medication release form. This document, with the doctor's signature and the parent/legal guardian signature, will allow for your child to receive the proper medications that he/she will need throughout the school day.

If the family doctor is not able to complete and sign the permission to administer medication release form, the school physician will be able to sign it.

O. Passes/Corridors

Students are expected to be quiet and orderly in corridors at all times. Students are not to linger in corridors. All students should arrive to class or study hall on time.

1. Corridor passes

Corridor passes enable students to go to the lavatories, lockers, classrooms, or the office.

2. Pink Passes

Pink passes are written by the student's classroom teacher to allow students to go to the library or to see the teacher during a student's study hall. Students are to obtain these in the morning or during class, not in between periods, for which a student needs to do work.

3. White Passes

White passes are issued by the nurse's office. These passes are approval for students leaving school during the day. Students should bring excuses to the nurse in the morning upon arrival.

II. Daily Procedures (continued)

4. Senior Pass

- i. Each senior will be eligible to apply for a senior privilege pass at the beginning of the school year. Petitions for senior privilege passes may be obtained from the main office and will be reviewed by a faculty committee. Students will be required to go through an interview process with the faculty committee before the pass is issued. This is a privilege, not a right, which can be suspended or revoked if the student fails to follow the rules. Students are expected to follow the Code of Conduct at all times.
- ii. Each senior will be assigned a study hall for each free period. Due to the State attendance policy, the student must sign in with the study hall teacher at the beginning of each study hall period. The student will report to this study hall in the event of the pass being revoked.
- iii. The pass must be visible at all times. If a senior commits an act which indicates that the student is irresponsible, his or her pass may be marked by any staff member. The student will lose the pass after three (3) marks. The staff will notify the administration when a student's pass has three (3) marks.
- iv. Any senior who has received a disciplinary referral may lose his or her senior pass for a period of time that will be determined by the administration. The staff will be notified immediately when a senior's privileges are suspended or revoked by the administration. The senior is expected to report to his or her assigned study hall.
- v. Any senior whose name is on the BASIC Ineligible list will lose his or her senior pass for the period of ineligibility. He or she is expected to be in study hall for this time period. The student is expected to follow the BASIC policy rules.
- vi. Any senior who has a failing grade on a report card will lose his senior pass for the next five (5) school weeks. Then the teacher can be asked to calculate a new grade. The senior pass will be reinstated if the grade is passing.
- vii. A student may leave a study hall to go to the following places: senior lounge, restrooms, the library, the nurse's office, the guidance area, the payphone, the drinking fountains, and his or her locker. A student can see a teacher if the student has permission from the teacher or if the teacher has a free period. A student can only be in the gym or weight room with permission from the physical education teachers.
- viii. A senior pass never allows the student to leave a scheduled class or activity without teacher permission. The senior pass does not give the student permission to leave school property without administrative permission. The pass does not give the student permission to wander the halls.
- ix. It is the duty of the seniors to report to the administration any student in the lounge who is not eligible to be there or any students who are violating the rules.

II. Daily Procedures (continued)

P. Physical Exams

New York State mandates that every student in grades 1, 3, 7, & 10 have a physical exam. The school provides a physical free of charge, but if the parent or guardian prefers, the parent or guardian may have it done by the student's personal doctor at the parent/guardian's expense. If a personal doctor conducts the physical, a form must be obtained from the school nurse. The doctor will fill it out and certify that the student is in good health. If a student participates in sports, the physical exam must be done by the school doctor.

The State also mandates that every student ages 8 - 16 years has a hearing and vision test, and a scoliosis check every year.

Sports Physicals and Injuries

1. Once a year all students participating in sports will have a sports physical.
2. Failure to have a sports physical when it is due means that a student is ineligible to continue in athletic participation. No student will be allowed to participate without a physical.
3. It is the athlete's responsibility to tell the coach if he/she is injured in a practice, scrimmage, or contest.
4. Athletes who see a doctor must have a medical release and see the school nurse before he/she can return to participation.
5. Athletes who are excused from physical education class by the school nurse, doctor, or parents cannot play or practice that day.
6. Athletes must return all athletic forms to the coach before they can practice.

Q. Searches

Under special circumstances, school officials may search students, students' cars, and/or their lockers, particularly if there is reasonable suspicion that a student possesses illegal matter such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school related activities. In cooperation with local law enforcement agencies, periodic locker searches may be conducted.

R. Study Halls

Every student needs to supplement and reinforce his/her classroom learning with personal study outside of class. Study halls should provide all students with a good study situation. Every student is expected to use his/her time productively, cooperate with the study hall teacher, and avoid any actions that can interfere with other student's study.

Study Hall Rules and Guidelines

1. Students are expected to be on time.
2. Students are expected to bring adequate study materials with them. Unnecessary trips to lockers should be avoided.
3. Students will sit in seats assigned by the study hall teacher.
4. Attendance will be taken at the beginning of the study hall period.
5. No passes will be signed until all students are seated and quiet.
6. Teachers will not excuse a student to go to see another teacher unless the student has a signed pink pass from that teacher.
7. Students may go to the library only on pre-signed passes written by the teacher involved.
8. Only one boy and one girl should be permitted to leave the room to go to the bathroom at a time. Students leaving the room must have a corridor pass and also their name shall be recorded at the study hall desk.
9. NO talking or whispering is to be done without permission of the study hall teacher.

II. Daily Procedures (continued)

R. Study Halls (continued)

10. Desks and chairs are not to be moved by the students.
11. Studying together does not usually work out well and therefore should not be attempted.
12. No student or group of students will be permitted to interfere with the work of the rest of the group. Students who continually disrupt a study hall would be sent to the main office.
13. Students who are not doing satisfactory class work will not be permitted to use study hall time reading or looking at magazines. See B.A.S.I.C. Guidelines

S. Telephone Calls

Telephone calls initiated by the student are to be made on the pay telephones. Calls concerning extra-curricular activities, etc. may be made in the nurse's office. Phone calls concerning class events, dances, etc., may be made in that class advisor's classroom, under the class advisors supervision. Local telephone calls may be made from the cafeteria phone after 3:10 p.m.

T. Transportation

Students are encouraged to ride the bus to school. No student may drive to school unless he/she fills out a parking permit request form and returns it to the high school office for validation. No student may drive to and from BOCES. No student driver is to transport other students unless all the parents involved have made special requests, and the requests are approved by the principal. Students who wish to car pool for special events outside the regular school day should present a written parental permission slip to the high school principal prior to the event. Blanket permission for the season is acceptable. Any student who misuses his/her right to drive a car on school property will have the parking permit revoked.

1. Motorcycles

Motorcycles are not to be ridden in back of the school building at any time. Motorcycles will be under the same rules and regulations as cars.

2. Bicycles

Bicycles should be very carefully ridden on the school drives. Bicycles are not to be ridden on sidewalks. Bicycles are to be parked neatly in the bicycle stand behind the school.

3. Skateboards

Skateboards are not to be ridden on school property at any time.

U. Working Papers

Working papers are issued in the nurse's office to students who wish to work part or full-time. Labor and education laws govern the issuance of working papers. Before working papers are issued, application forms must be secured in the nurse's office. A student may not work during any time when his attendance in school is required.

III. Disciplinary Procedures

A. General Conduct of Students

Education cannot take place effectively when there is not a decent, orderly atmosphere. If the conduct of students in general is disorderly, everyone is denied a fair chance to his/her best learning. Therefore, it is expected that each student will act in such a way that an atmosphere conducive to learning will be maintained. Respect for other students, school property, school employees, and teachers is expected at all times.

The method of discipline used by a teacher, and/or principal, will depend on the seriousness of the offense. All discipline will be handled in a fair and honest manner with the best interest of the students and the student body in mind.

1. Once students arrive on the school property, they are not to leave unless given permission.
2. There will be no smoking, possession or consumption of tobacco products or drugs, or drinking of alcoholic beverages in the school building or on school grounds at any time.
3. Students will show respect to all teaching and non-teaching personnel in the school. Teachers should be addressed as Mr., Mrs., or Miss.
4. Students are to respect school property by using it carefully and by not sitting on desks, tables, or heating registers.
5. Students, who are not in a class because of a field trip, lab, music lesson, etc., will make up any required work they miss.
6. Students are to be in their classes on time. Lateness to class without a good excuse will result in disciplinary action.
7. Lockers are to be kept clean and neat. You will be held responsible for any damage to them.
8. Students are to dress in a manner commensurate with good personal appearance. Hair is to be kept neat and combed.

B. After School Detention - (ASD)

The purpose of ASD is to provide a means of punishment for students whose classroom, hallway, or in-school behavior needs correcting. A student may be assigned to ASD for infractions of the rules stated in the handbook; or infractions of an individual classroom teacher's rules. Individual classroom teachers will explain their classroom rules to students. It is the responsibility of the student to be aware of all rules.

If a student is late to class because of a teacher holding the student, the student should request a pass from that teacher. A student will be placed on ASD if he/she is reported late to any classes three or more times. If a student is more than eight (8) minutes late to class, it is considered to be a "cut" and ASD will be assigned.

ASD will be held as needed on Tuesdays and Thursdays from 3:00 - 4:00 P.M. Parents will be notified in advance of the student's ASD assignment and of the infractions. Students will be notified of the assigned day and room to which they must report. Students are responsible for providing their own transportation home at the conclusion of ASD; there will be no loitering around school permitted

No student will be excused from ASD. Students may arrange, with the principal, a postponement of their ASD assignment if there is a valid reason. If a student fails to appear at an assigned ASD he/she will make up twice the assigned time in the next two ASD sessions, and will be ineligible for all extracurricular activities for five days of student attendance. A second failure to report will result in a parent/principal conference and additional actions, including possible suspension

III. Disciplinary Procedures (continued)

B. After School Detention (continued)

After School Detention Rules

1. No bathroom privileges unless in an extreme emergency.
2. No talking, whispering, sign language, or other forms of communication.
3. No homework, reading, writing, or viewing of material.
4. No gum, candy, food, or beverages.
5. No lounging, reclining, napping, feet on chairs, resting head on hand, etc.
6. No radios, tape players, or other devices.
7. Teachers monitoring ASD may institute other rules as needed.
8. Any infraction will result in a warning. A second or repeated offense will result in the assigning of an additional ASD session which will also include student ineligibility in all extracurricular activities for five days of student attendance.

C. Behavior and Academic Supervision or Ineligibility and Consequences - (B.A.S.I.C.)

The purpose of B.A.S.I.C. is to motivate students to behave properly on school grounds, to participate in class activities, complete assignments on time, and to study in a timely, productive manner.

Teachers will complete the B.A.S.I.C. form for each student with a deficiency and give a copy to the office by 8:00 a.m. each Monday or the first day of the school week. The duration of B.A.S.I.C. will run from at noon on Monday (or the first day of the school week) to noon on Monday (or the first day of the next school week). If the student makes up the necessary deficiency by 3 pm on Friday (or the last day of the school week), he/she will be released from B.A.S.I.C. at noon on the following Monday (or the first day of the next school week).

The student will be placed on Supervised Study for the first week. During this first week the student is expected to remain in study hall to make up the deficiency and stay current with the new work. For the following week, each teacher will determine if the student is to remain on Supervised Study, become Ineligible, or be removed from the list for that particular subject. Any student on Ineligible for any subject will not be able to participate in extra-curricular activities until noon on Monday (or the first day of the school week) of the following week.

Any student who has an overall failing class average or poor/failing test or quiz grades may be reported. A student who is not working to capacity may be reported even though he/she may have a passing class average. On the other hand, a student who is diligent and working to the best of his/her ability might not be reported even though he/she is not receiving passing grades.

The administration can report any student who is not following the Code of Conduct. Placing a student on B.A.S.I.C. should be used as a tool to help correct unwanted behavior after the teacher uses warnings, detentions, and reporting the student to the administration. The administration has the authority to place a student on the Ineligible list at any time for any duration. If the infraction of the Code of Conduct warrants it, a student may be placed on Ineligible effective immediately.

Applicable Extracurricular Activities

1. All interscholastic competitions including athletics, music, and academics.
 2. All school clubs and organizations
 3. Bus trips to away games, dances including the Jr./Sr. Prom
- ***Extended trips:** See trip advisor(s) for trip rules

III. Disciplinary Procedures (continued)

D. Suspension

Suspension of a student may be used as a disciplinary tool by the principal. However, this method will be used only if all other forms of discipline have been exhausted. Reasons for students being suspended would include such things as: smoking on the school grounds; consuming or possessing alcohol or drugs on school grounds or at a school activity; showing a dangerous weapon; or anything which would endanger the education, health, and welfare of the student or the student body. Suspensions may also be used if the student continues improper conduct and ASD has not corrected the behavior. Once suspended, a student is returned to his home, and he/she loses all rights and privileges of the other students during the suspension. The student's parent(s) will be notified and, if needed, will be asked to come in and consult with the school administrator.

A suspended student will be required to make up all homework and tests assigned during the suspension period. It is the student's responsibility to make the arrangements for making up the tests and assignments with the teachers involved. The time for work to be completed will be at the discretion of a teacher, but in no case, more than one week later.

E. Disciplinary Policy

1. Philosophy of Discipline

The intent of this document is to establish standards for discipline that will enable students, teachers, administrations, and parents to know what acceptable behavior is and how deviations from acceptable standards will be handled. Discipline should always be considered in terms of helping students change unacceptable behavior into acceptable social conduct.

Our school is obligated to provide an environment that is conducive to learning. School law of the State of New York grants to teachers and administrators the power of control and discipline in our school. Every student has the right to study and learn to the best of his/her ability. Respect for individual rights and for the rights of society is basic to good discipline. A student has the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline, observing and adhering to legitimate rules and regulations. It is the District belief that, by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and it must be emphasized that lack of responsibility means a weakening of rights.

It is the Board's belief that each student should be treated as a person who can be expected to be responsible for his/her own behavior. The school administration will assist each student to achieve the goal of personal responsibility by having a program of sensible rules of conduct, focusing on safety and respect for the rights and property of others, consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more regulated supervision.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is viewed by the student as fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change of behavior in the classroom. When the teacher has made every effort to bring about positive behavioral change, but has been unsuccessful, the student will be referred to the administration.

III. Disciplinary Procedures (continued)

E. Disciplinary Policy (continued)

Jasper-Troupsburg Central School's Student Behavior Code is predicated upon the following assumptions:

- A. That the safety and welfare of all students must take precedence over the actions of a few.
- B. That no student has a right to interfere with the learning opportunities of others.
- C. In order to be fair and provide due process, students should know what behavior is expected of them.
- D. Only in this way can a measure of self-discipline be affected.
- E. In order to be consistent and in order to provide proper procedures, the code provides for the following elements:
 - a. The student should have prior knowledge of the conduct which is required of, or prohibited to, him/ her.
 - b. The student should be aware of the specific matters giving rise to any proposed penalties and discipline.
 - c. The student should have some opportunity to express or convey his /her views or rebuttals regarding the incident to the decision-making authority.
 - d. The decision-making authority should base its decision on the incidents or matters about which a student has been apprised as indicated above.

2. Students Rights and Responsibilities

It is the student's right to:

Attend school in the district in which his/her parent or legal guardian resides.

Express his/her opinions.

Expect that the school will be a clean and orderly place for all students to gain an education.

Be represented by an active school government selected by free school elections.

It is the student's responsibility to:

Attend school daily, except when ill, and be on time to all classes.

Express his/her opinions and ideas in writing, verbally or in other ways in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.

Be aware of all rules and expectations regulating student behavior, and conduct himself/herself in accordance with these guidelines.

Take an active part in student government by running for office, or conscientiously voting for the best candidates and making his/her problems known to the representatives.

Be afforded equal and appropriate educational opportunities.

Be aware of available educational programs in order to use and develop capabilities to the maximum.

Be afforded the opportunity to participate in extracurricular activities

Be aware of all rules and expectations governing participation, and conduct himself/herself in accordance with these guidelines.

Have access to relevant and objective information concerning drug and alcohol abuse and other health problems, as well as access to individuals or agencies capable of providing direct assistance to students with severe problems.

Be aware of the information and services available to seek assistance in dealing with personal problems.

Have his/her student records available for inspection by his/her parent or legal guardian upon request, or by the student himself/herself if 18 years of age or older.

Be aware of the right to access personal records and guidelines governing such access.

Be free of unreasonable intrusion upon his/her person or property by school personal and/or police agencies

Be aware of actions which constitute serious and dangerous wrong-doing and refrain from such acts (possession of contraband, drugs, etc...)

Be free of discriminatory practices.

Refrain from participating in any discriminatory practices against others (students, teachers, bus drivers, custodians, etc.)

Be respected as an individual entitled to his/her personal dignity and integrity.

Demonstrate appreciation for the dignity and integrity of all.

3. Roles of Individuals Involved with the Maintenance and Enhancement of Positive Student Conduct

A. *Role of the Parents*

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship among themselves, their children, the teachers, and school staff.
3. Teach children self-respect, respect for the law, respect for others, and respect for public property.
4. Insist on prompt and regular attendance.
5. Prepare written excuses for student absences and tardiness.
6. Participate and assist in maintaining communication with the school insisting that their children promptly bring home all communications from school.
7. Cooperate with the school in jointly resolving any school-related problem.

8. Listen to the views and observations of all parties concerned before reaching a decision on a discipline situation.
9. Recognize that school staff deserves consideration and respect afforded their children.
10. Set realistic standards of behavior that are firm, fair and consistent their children.
11. Help their children deal effectively with negative peer pressure.
12. Provide a place conducive for study and ensure the completion of homework assignments.
13. Provide for their children's health, personal cleanliness, acceptable grooming, and suitable dress.
14. Demonstrate desirable standards of behavior through personal example.
15. Work with their family and others in striving to recognize and eliminate prejudice toward race, creed, social class, sex, national origin, and handicapping conditions.

B. Role of the Teacher

Teachers recognize their charge in educating children of the community. To meet this responsibility the teachers are to:

1. Promote a climate of mutual respect and dignity that will strengthen the student's positive self-image.
2. Plan and conduct a program of instruction that will make learning challenging and stimulating.
3. Seek to develop close cooperative relationships with parents for the educational benefit of the student by keeping open communication with parents through approaches and services available.
4. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
5. Teach the common courtesies by rule and example.
6. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
7. Help students cope with negative peer pressure.
8. Be aware of changing behavior patterns of students.
9. Enable students to discuss their problems by listening to students and remaining open-minded.
10. Report to the building administrator any students who jeopardize their own safety, the safety of other students, the safety of staff, or who seriously interfere with the instructional program of the school.
11. Guide students to attain their full potential.
12. Serve as a surrogate parent in matters of behavior and discipline as may be required by New York State Education Law.
13. Demonstrate desirable standards of behavior through personal example.
14. Strive to recognize and eliminate prejudice toward race, creed, social class, sex, national origin, and handicapping conditions within the school building.

C. Role of the Principal

As one of the educational leaders of the school, the principal sets the disciplinary climate. He/she is to:

1. Ensure fairness, reasonableness, and consistency in the policies of the school.
2. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
3. Evaluate the program of instruction in the school to achieve a meaningful education program.
4. Assume responsibility for the dissemination and enforcement of the District discipline policy and ensure that all cases are resolved promptly.
5. Help the staff evaluate their own procedures and attitudes in relation to the interactions within their classroom.
6. Work closely with parents to establish a wholesome relationship between home and school by sending communications home promptly.
7. Assist staff members in resolving problems that may occur and, as necessary, communicate with them concerning the action taken by the principal on discipline matters.
8. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
9. Respect the feelings of all students, parents, and school personnel.
10. Comply with pertinent State Laws governing hearings, suspensions, and student's rights.

11. Obtain suggestions from students, school personnel, and parents regarding the formulation of building rules and regulations.
12. Demonstrate desirable standards of behavior through personal example.
13. Strive to recognize and eliminate prejudice toward race, creed, social class, sex, national origin, and handicapping conditions within the school building.

D. Role of the Superintendent

As the chief executive officer of the School District and the educational system, the Superintendent has the responsibility to define, coordinate, interpret and implement the educational policies of the District. To meet these responsibilities he/she is to:

1. Be well informed on the programs and the problems in the schools and work with the staff in offering leadership.
2. Review with the staff the policies of the Board of Education and State Laws relating to discipline.
3. Work with the building principal, law enforcement officials, and other agencies to make certain that the rules and responsibilities of each are understood and make plans for cooperative working arrangements.
4. Listen and react to the views of the community.
5. Inform the Board of Education of educational trends relating to discipline.
6. Be available to staff and advise them on serious discipline matters and support them so long as the latter has acted in accordance with the discipline policies of the School District and the laws of the State of New York.
7. Demonstrate desirable standards of behavior through personal example.
8. Strive to recognize and eliminate prejudice toward race, creed, social class, sex, national origin, and handicapping conditions, throughout the school system.

E. Role of the Board of Education

1. To promulgate the policies and regulations needed to implement and enforce this code.
2. To review the code on an annual basis and to amend it when appropriate

4. Administrative Guidelines for Student Violations

For administrative purposes student violations of the behavior code will be classified into 3 levels according to the seriousness of the violations as follows:

Level I

Disruptive in class
Tardy to school/class
Inappropriate display of affection
Dress Code Violation
Unprepared for class
Lack of cooperation
Insubordination
Inappropriate language
Cell Phone

Level III

Fighting/Physical abuse
Drugs, alcohol, and tobacco
Harassment (physical, verbal, sexual, or written)
Stealing
Possession, use, or transfer of a weapon or fireworks
Physical attack on any member of the school staff
Obscene behavior
Vandalism

Level II

Continuation of Level I violations
Skipping ASD
Skipping school/class
Academic Integrity Violations

****Parents/Guardians will be notified in writing when their student(s) violate the code of conduct. In severe cases, parents/guardians will be contacted via the telephone.**

**Please be advised that any behavior which is deemed as unacceptable or illegal by school authorities, and not specifically identified here, will be dealt with at the discretion of the High School Principal and the Superintendent of Schools.*

Level I

Infraction	Range of Possible Disciplinary Responses:
<ol style="list-style-type: none"> 1. Disruptive in Class 2. Tardy to School/Class 3. Inappropriate display of affection 4. Dress Code Violation 5. Unprepared for class 6. Lack of Cooperation 7. Insubordination 8. Inappropriate Language 9. Cell Phone Violation 	<ol style="list-style-type: none"> a. Verbal Warning b. Parent Notification/Parent Conference c. Lunch Detention d. ASD - After School Detention e. Parent Conference f. In School Suspension <p>** Students who violate the dress code will be required to modify their appearance and may have additional disciplinary responses.</p>

Level II

Infraction	Range of Possible Disciplinary Responses:
<ol style="list-style-type: none"> 1. Continuation of Level I 2. Skipping ASD 3. Skipping Class 4. **Academic Integrity Violations/Plagiarism 	<ol style="list-style-type: none"> a. Half day of In School Suspension b. Two Days of ASD c. One Day of In School Suspension <p><i>**Students may receive a reduced grade or zero for the assignment that violated the Academic Integrity Policy. Students may also be placed on the B.A.S.I.C. Ineligible List and/or receive after school detention (ASD).</i></p>

Level III

Infraction	Range of Possible Disciplinary Procedures
<p>1. Fighting/Physical Abuse</p>	<p>a. Two days of Out of School Suspension</p> <p>b. Five days of OSS</p> <p>c. Five days of OSS and a potential Superintendent's Hearing.</p>
<p>2. Vandalism</p>	<p>Consequences will be determined based on the severity of the vandalism. Consequences can range from ASD to OSS.</p> <p><i>**Please note that students may be brought to a Superintendent's Hearing at anytime in cases involving vandalism, depending on the severity of the vandalism.</i></p> <p>** Students and their parents or legal guardians are responsible to make restitution for district owned property which is damaged or destroyed by students. Such compensation shall be pursued through civil action when necessary.</p>
<p>3. Drugs, Alcohol and Tobacco</p> <p><i>If you are involved in extra-curriculars or athletics, please refer to sections IV and V of the student handbook in regards to policies that govern continued participation in extra-curricular activities or athletics.</i></p>	<p>a. Three days of Out of School Suspension</p> <p>b. Five days of OSS</p> <p>c. Five days of OSS and a potential Superintendent's Hearing.</p> <p>** The out of school suspension may be reduced if the student: 1) Signs a written contract to meet with a substance abuse counselor for an assessment of his/her drug use, 2) The student agrees to attend all sessions deemed necessary and will comply with all reasonable requests.</p> <p>**This option is not available to a student who is caught selling or giving away any substance covered under this policy.</p>

Level III - continued

Infraction	Range of Possible Disciplinary Procedures
<p>4. Harassment</p> <p>(Physical, verbal, sexual or written)</p>	<p>a. Discipline may range from one day of ISS up to five days of OSS, depending on the severity of the offense.</p> <p>b. Discipline may include a Superintendent's Hearing and charges filed when appropriate.</p>
<p>5. Stealing</p>	<p>a. Two days OSS, charges filed when appropriate.</p> <p>b. Superintendent's Hearing and charges filed.</p>
<p>6. Possession, Use or Transfer of a Weapon or Fireworks</p>	<p>Possession or use of a weapon is subject to a one year suspension, pursuant to Section 3214 of the New York State Educational Law. Suspension for a period of less than one year is subject to the rights of the Superintendent.</p>
<p>7. Physical Attack on any Member the School Staff</p>	<p>Five days of OSS, parent conference, Superintendent's Hearing and charges filed with the police.</p> <p><i>Acts of physical force to punish students for disciplinary infractions are not permitted. This does not prevent an employee from protecting himself/herself, a student, a teacher or any other person from injury; preventing destruction of school property or any other property; restricting or removing a student whose behavior interferes with orderly school function. If the student refuses to comply with a request to refrain from further disruptive acts, use of force is acceptable only if other reasonable alternatives have failed.</i></p>
<p>8. Obscene Behavior</p> <p><i>Obscene behavior may be defined as indecent, grossly inconsiderate behavior, obscene gestures, exposing others to highly offensive conditions, and the complete disregard for the privacy of others or yourself.</i></p>	<p>a. Two days of OSS</p> <p>b. Five days of OSS and Superintendent's Hearing. When appropriate charges may be filed with the police.</p>

Statement on Harassment

The Board of Education is committed to safeguarding the rights of all students within the School District to learn in an environment that is free from all forms of sexual harassment. The Board recognizes that sexual harassment and sexual violence in school or at school supervised activities, whether or not occurring on School District premises, is adverse to the health, safety and welfare of students. The Board, therefore, prohibits any form of sexual harassment of students, whether by a member of District staff or by another student. Sexual harassment refers to unwelcome and/or unwarranted sexual activity that creates a hostile, intimidating or offensive academic environment, including unwelcome remarks, gestures, writings, pictures, and posters of a sexually explicit nature. Sexual violence refers to unwelcome and/or unwarranted sexual touching, fondling, and/or sexual acts.

Any student who believes that she/he has been the subject of sexual harassment or sexual violence shall be encouraged to communicate such fact to one of the following individuals, either in writing or verbally:

1. The Building Principal
2. The School Nurse
3. The School Guidance Counselor
4. A Teacher or Staff Member

The complaining student shall be assured that there will be no retaliation against him/her for making a complaint which she/he reasonably believes constitutes sexual harassment or sexual violence.

The individual who receives the complaint shall refer the matter to the principal who shall promptly investigate the matter. The outcome of the investigation shall be related to the student and his/her parent. The report shall be reviewed and considered for disciplinary action, if any, against the offending party whether a student, staff member or other individual.

If the complaining student and his/her parent are dissatisfied with the disposition of the matter following the investigation and action, if any, an appeal may be filed, in writing, within 10 days of the ruling, with the Board of Education for its consideration.

The School District shall provide appropriate training to staff and students in grades 5-12 regarding sensitivity to issues involving sexual harassment and sexual violence.

Whenever a staff member or student is found guilty of an act(s) of sexual harassment and/or sexual violence, disciplinary action shall be taken. This may range from a reprimand in a minor case to dismissal of an employee or permanent suspension of a student.

The Superintendent of Schools shall assure that a copy of this policy is issued to all staff members, students in grades 5-12, as well as to the parents of all students.

Harassment takes place when an individual engages in a course of conduct or repeatedly commits acts that alarm or seriously offends any other individual(s) and which serve no legitimate purpose.

Statement on Discipline Procedures for Students with Disabilities

When a handicapped student violates the discipline code of the school which he or she attends, the building administrator and the special education teacher shall meet to determine:

- a) Whether the student is capable of following the school discipline code.
 - i. Was the behavior the result of an inability to understand the rules?
 - ii. Was the behavior the result of an inability to control inappropriate behavior?
- b) If the student is capable of following the school discipline code despite his or her handicap, then

the appropriate school regulations will be followed.

- c) If the student's handicapped condition prevents understanding of the school discipline code, appropriate actions to ensure understanding will be attempted.

Statement on Discipline Procedures for Students with Disabilities (continued)

- d) If the student is found to be incapable of following the school discipline code, after reasonable efforts have been made to obtain cooperation, because he or she cannot control his or her inappropriate behavior, then the teacher or administrator will refer the student to the Committee on Special Education.
- e) The Committee on Special Education can modify the student's Individual Education Program, if appropriate, to include alternatives and options for dealing with inappropriate behavior, such as being sent to a "time-out" area, in-school suspension, being sent home, loss of privileges, etc.
- f) If a handicapped student's behavior is determined to be dangerous to him/ herself or others, then the building administrator must take immediate and appropriate action with a referral to the Committee on Special Education. If such action includes suspension of student, all legal procedures must be followed.

IV. Extra-Curricular Activities

A. Attendance at Dances

Students Must Comply With The Following Rules:

1. Smoking is prohibited on school grounds.
2. Alcoholic beverages and controlled substances are prohibited.
3. Dances will be limited to current J-T students and one guest. Any guest must be signed in by Wednesday of the week of the dance. The school reserves the right to prohibit any guest. The host is responsible for the behavior of their guest while on school property.
4. No one will be allowed into the dance after 9:00 p.m. Once a student leaves a dance he/she will not be permitted to re-enter.
5. Any student who is disorderly, has been drinking, or does not comply with the rules may be asked to leave. If a disruptive student is removed from the dance, the student may lose the right to attend any future dances.

B. Attendance at Sporting Events

1. Spectators should be seated on the bleachers, and are requested to remain seated throughout the event.
2. Spectators will not be allowed on the court during half-time, intermission, or after the event.
3. No food or pop will be allowed in the gymnasium.
4. There will be no smoking, use of alcoholic beverages, or use of controlled substances on school grounds.
5. Once a spectator has left the building, he/she cannot come back in.
6. Everyone should strive at all times to maintain and advance our tradition of good sportsmanship.

C. Disciplinary Actions at Night Activities

1. Smoking - students smoking in the building or on school grounds will be immediately ejected from that school function and will be suspended for the equivalent of three (3) weeks of school functions.

IV. Extra-Curricular Activities (continued)

C. Disciplinary Actions at Night Activities (continued)

2. Alcoholic Beverages and Drugs - students possessing alcoholic beverages or drugs or students using alcohol or drugs on school property will be ejected immediately and will be suspended or the equivalent of six (6) weeks of school functions. Please note that individuals who possess alcohol and/or illegal drugs may be subject to arrest and prosecution for possession of the substance.
3. Students who are disorderly (fighting, quarrelsome, using profane language, etc.) not following established school rules while attending school functions, will be immediately ejected from the activity and will be suspended for the equivalent of three (3) weeks of school functions.
4. A student who vandalizes school property or equipment will be ejected immediately from school property and his name turned into the main office by the advisor or chaperon.
5. Student's who are in violation of the above and in any way resist the school supervisor's authority, will face twice the length of suspension.

D. Use of/and or Possession of Alcohol, Drugs or Tobacco

Significant findings in health research have confirmed the undesirability of using tobacco, alcohol, marijuana and other controlled substances. Unfortunately, education and reasoning alone are not always sufficient to deter youngsters from the use of those substances. Therefore, the school must deal with its students who fail to abstain.

1. First Offense

The first offense involving possession of, or documented use of tobacco, smokeless tobacco, marijuana, alcohol, or other controlled substances, or being in the presence of illegal possession/consumption of the aforementioned substances will result in a **60 day** suspension from all extra curricular activities.

2. Second Offense

The second offense involving the possession of, or documented use of tobacco, smokeless tobacco, marijuana, alcohol, or other controlled substances, or being in the presence of illegal Possession/consumption of the aforementioned a substances will result in a **one year** suspension from all extra curricular activities.

3. Third Offense

The third offense involving the possession of, or documented use of tobacco, smokeless tobacco, marijuana, alcohol, or other controlled substances, or being in the presence of illegal Possession/consumption of the aforementioned a substances will result in a suspension of all extra curricular activities for the remainder of the student's high school career.

V. Extra-Curricular Athletics

PHILOSOPHY OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

The Jasper-Troupsburg Central School District Interscholastic Athletic Program is a natural extension of the high school curriculum that provides activities for the growth and development of our students. The program includes experiences in human relations as well as opportunities for developing each student physically and emotionally.

We view the Interscholastic Athletic Program as a very important part of education.

At Jasper-Troupsburg Junior-Senior High School, we believe that the interscholastic athletic program contributes significantly to preparing our students for becoming productive, contributing citizens of our community and society. A comprehensive program of athletic activities expresses our commitment to ensure the development of physical fitness and personal health, the acquisition of competent performances, and the achievement of excellence in the student's chosen sport.

In addition, our aim is to develop a student with an improved self-image, the ability to learn a new skill, and an intrinsic motivation for growth and development. We want to see a student who will demonstrate a willingness to accept responsibility for his/her actions, measure him/herself against standards of quality, express ideas and solutions to problems, and value fair play, honesty, and cooperation.

Participation in the athletic program is a privilege one in which a student-athlete enters into voluntarily. It is understood that with the privilege comes responsibility to one's self, one's team, and one's school. Continued involvement in the athletic program is contingent upon dedication, hard work, respect, and a commitment to the academic and athletic programs.

Pre – Season Meeting

*In order for students to participate in the athletic program at Jasper – Troupsburg Jr./Sr. High School, all students and their parent/guardian must attend a **Pre – Season** meeting with the Athletic Director to review the Athletic Handbook and policies pertaining to athletics.*

COMPLIANCE

The Jasper-Troupsburg Interscholastic Athletic Program will comply with all regulations as stated in the Handbook established by the New York State Public High School Athletic Association. These include Regulations set forth by the Commissioner of Education. Jasper-Troupsburg will also comply with any regulation

LEVELS OF PLAY FOR ATHLETES

Athletes participating in sports are expected to play at the level appropriate for their grade, age, and ability. Varsity coaches will serve as the heads of their respected programs. The head coach, along with other coaches within their sport, will determine the appropriate level of play for student-athletes. When appropriate, the Director of Athletics may be consulted to determine an appropriate level of play for an athlete.

V. Extra-Curricular Athletics (continued)

Modified

This level of play is primarily for seventh and eighth grade students. Ninth grade students may play on a modified team if it is appropriate for the student to play at the modified level and league rules allow for such participation. The coach and Director of Athletics shall determine the size of a team.

The purpose of a modified program is to have:

1. sportsmanship promoted as a function of the athletic experience;
2. coaches focusing on the fundamentals of the sport, and the experience for the athlete learning the game;
3. participation being promoted, with all athletes expecting playing time. The goal for the coach when considering playing time for each athlete is 50% of a contest, although this may not always be possible for every contest;
4. the experience of competing, and exploration of the sport being more important at this level than winning.

Junior Varsity

This level of play is primarily for students in grades 9 and 10. Juniors who are not capable of varsity play may be recommended by the Varsity coach to play JV. Teams may be limited in size as determined by the coach.

The purpose of a JV program is to have:

1. sportsmanship promoted as the primary goal of the program;
2. an emphasis on individual and team development;
3. participation based on competition for playing time. While adequate playing time for all athletes is an important goal, team members may not receive equal playing time;
4. an increased emphasis on winning;
5. preparation of the athletes and the team to compete at the Varsity level.

Varsity

This level of play is primarily for students in grades 11 and 12. Students in grades 9 & 10 are eligible and may be selected for a varsity team if their level of play is consistent with the expectations of the Varsity coach. Teams may be limited in size as determined by the coach.

The purpose of a Varsity program is to have:

1. sportsmanship displayed at all times;
2. playing time that is earned, not granted;
3. winning as one of the goals;
4. athletes showing a commitment to the team, and teamwork expected from varsity athletes. These athletes serve as role models for younger athletes.

V. Extra-Curricular Athletics (continued)

Selective Classification

The Selection/Classification Program is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness and skill. The intent of this program is to provide for students in grades 7 through 12 to safely participate at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness and skill, so the student may be placed at a level of competition which should result in increased opportunity, a fairer competitive environment, reduced injury and greater personal satisfaction.

The Selection/Classification Program was designed for mature and exceptionally skilled students to advance to an upper level and less developed students to participate at an appropriate lower level that is suited to their development and ability. The program is not to be used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified program is offered, or to reward a student. It is aimed at the few select students who can benefit from such placement because of their level of readiness. It will also be more fair to the other students on the modified teams.

Under Selective Classification guidelines, any 8th grader interested in JV or Varsity play must have parental permission, receive clearance from the school physician, approval from the JT Selective Classification Committee, and then be tested for athletic ability by the Director of Athletics or another faculty member with permission from the Superintendent. Athletic ability is determined through the administration of the "Athletic Performance & Development Standards" of the Selective Classification process. If an athlete demonstrates appropriate athletic ability, he/she will then be able to try out at the JV or Varsity level for three practice sessions. At the end of the third practice, the higher level coach and Director of Athletics will determine the appropriate placement of the athlete.

Seventh graders will only be allowed to test up for the JV level for team sports such as soccer, basketball, or baseball. A 7th grader will only be able to test up for Varsity sports if they are considered individual sports, such as track, wrestling, and cross country.

PROVISIONS REGARDING STUDENT-ATHLETES

1. Membership

Members will attend all activities unless excused by the coach. Members are expected to follow all rules as outlined in this document and/or the student handbook. Coaches may establish additional rules specific to their activity provided that: 1) the rules are in written form and distributed to all participants prior to the initiation of the activity, 2) such rules have the approval of the Director of Athletics.

2. Appearance

Student-Athletes are to act like ladies and gentlemen and dress neatly and cleanly when representing Jasper-Troupsburg Central School.

V. Extra-Curricular Athletics (continued)

3. Sportsmanship

All participants should adhere to the characteristics of good sportsmanship in reference to teammates, opponents, officials and spectators.

- a. Students who are ejected from activities/games will be suspended from the next regularly scheduled event for that activity.
- b. A student that continues to display poor sportsmanship, (i.e. physically or verbally showing disagreement with officials, trash talk, attempting to do or doing bodily harm to anyone), will be referred to the Athletic Advisory Committee which will decide all further penalties to be imposed. Such penalties could include dismissal from the sport for the remainder of the season, or dismissal from all sports teams for one year from the starting date of the specific activity involved.
- c. The Athletic Advisory Committee will consist of the Director of Athletics (chair), principal, coach, and the Guidance Counselor. All decisions by this committee are final and not subject to appeal.

4. Attendance Eligibility

Students must be in school by 8:10 a.m. the day of an activity.

- a. Illegal absences and/or tardiness will prohibit a student from participation in an activity/contest on the day of the infraction.
- b. Excused absences (doctor's appointments, college visits, etc.) will be left to the discretion of the coach and/or Director of Athletics. For an absence to be considered excused, a note from a doctor, college recruiter, etc. must accompany the student upon arrival to school.
- c. Students are expected to be in school the day before and the day after an activity. One such incident will be left to the discretion of the coach. Any subsequent incidents will result in a meeting with the Director of Athletics, followed by a suspension of participation in the next scheduled contest. Frequent abusers will meet with the Director of Athletics and may be suspended from scholastic athletics indefinitely.

5. Transportation

All student-athletes will ride to and from all activities in transportation provided by the school. Students can only ride home with their parents after written permission from the parent has been secured by the coach of the sport. Special arrangements must be made prior to the contest with the athletic director and administration.

6. Leaving An Activity

If a student-athlete quits a sports team he/she will have 48 hours to request in writing to the coach for reinstatement. Upon receipt of the request, the coach will forward the request to the Director of Athletics within one school day. The Director of Athletics will make a decision within one school day of receipt of the request.

7. Curfew Hours

A reasonable curfew may be set by coaches with regard to evenings that precede a regular school day or activity. However, it shall be the responsibility of the participants to get proper rest so as not to hamper their performance both in the classroom and in the activity.

V. Extra-Curricular Athletics (continued)

8. Behavior

A. General Expectations

All student-athletes are expected to exercise appropriate behavior in school and in the community. Participants must refrain from profane and abusive language and/or gestures at all times. Students are to respect and be considerate of others, personal belongings in our and other schools. All inappropriate behavior is to be dealt with in a manner consistent with the consequences listed in the student handbook. If the behavior is outside the realm of the handbook, the coach is to consult with the high school principal or his/her designee.

1. In-Class: Students are expected to complete all assignments and to be courteous and considerate to teachers and other students.
2. Students will not be permitted back into the building after 3:20 unless they are being supervised by a coach or are participating in a practice or game. Therefore, all books and personal belongings that are needed that evening should be taken by the athletes when they exit the building at the end of the regular school day.
3. A student that leaves the building during an after school/evening activity will not be allowed to re-enter.
4. Hallways: Students must display appropriate behavior in regard to the following: horseplay, open affection, language, fighting and verbal assaults on others.
5. Cafeteria: Students must use the cafeteria in a neat and orderly manner, and should display the same behavior as outlined above.

B. After School Detention (ASD)

1. The purpose of ASD is to provide a means of consequence for students whose classroom, hallway, or other in-school behavior needs correcting. A student may be assigned to ASD for infractions of student handbook rules, or infractions of individual classroom teacher's rules.
2. Students assigned ASD on a specific day will be expected to serve their time in ASD before they are to participate in a practice or contest.

9. Academic Eligibility

Since the primary function of the school is to provide learning, the B.A.S.I.C. system has been instituted to prevent extracurricular activities from interfering with student academic performance. B.A.S.I.C. is also used to motivate students to complete assignments, and to study in a timely and productive manner.

- A. As such, any student who does not work to capacity will be reported to the system even though he/she may be passing. On the other hand, a student who is diligent and working to the best of his/her ability might not be reported even though he/she is not receiving passing grades. Academic infractions may include, but are not limited to: incomplete or inadequate assignments, low quality class or homework, low quiz or test scores, unsatisfactory classroom participation, etc.
- B. Teachers will accept work until the end of the day on Friday or the last day of the school week. Teachers will turn in a list of students not doing satisfactory work to the office by 8:00 A.M. each Monday. The principal will post the B.A.S.I.C. list in hallways by 12:00 noon on Monday.
- C. The duration of B.A.S.I.C. will run Monday 12:00 p.m. to the next Monday at 12:00 p.m. See B.A.S.I.C. for more details. Students who are on B.A.S.I.C. will remain on the list for the duration of one week with no exceptions.

V. Extra-Curricular Athletics (continued)

9. Academic Eligibility (continued)

- D. Students may also be placed on the B.A.S.I.C. List by the principal as a consequence for inappropriate behavior during the school day.
- E. Student-Athletes who are placed on B.A.S.I.C. will be required to contact their teachers for the subjects that they are on the list and secure work to be done during the first 30 minutes of practice after school every day throughout the week. Students who are INELIGIBLE under B.A.S.I.C. guidelines will be permitted to practice, but will not be allowed to participate in contests.

10. Chemical Health

Significant findings in health research have confirmed the undesirability of using tobacco, alcohol, marijuana and other controlled substances. Unfortunately, education and reasoning alone are not always sufficient to deter youngsters from the use of those substances. Therefore, the school must deal with its students who fail to abstain.

A. First Offense

Serious accusation of a **first offense** involving possession of, or documented use of tobacco, smokeless tobacco, marijuana, alcohol, or other controlled substances, or being in the presence of illegal possession/consumption of the aforementioned substances during any season of participation will result in the accused meeting with a the Athletic Advisory Committee, consisting of the Director of Athletics, principal, guidance counselor, and/or school nurse. The coach of the sport may also be asked to be a member of the committee. If the student is found to be guilty, strict penalties will be imposed.

Penalties for a **First Offense** are as follows:

1. Student will serve a **60** day suspension from the sport. If the sport has less than 60 days left in the season, the athlete will finish the suspension during the season immediately following the season in which the violation occurred. The 60 days will count days that fall within the dates of any particular sport season. Therefore, down-time between sport seasons will not count toward the 60 days. If the infraction occurs with less than 60 days remaining during a spring sport, the suspension will carry over to the first sport season that the athlete participates in during the next school year. Within one day of the hearing, the Director of Athletics will provide in writing to the athlete the date that the athlete will be able to resume participation in a sport.
2. Students found to be in violation of the chemical health policy in regards to illegal substances will be required to pass a drug screening before returning to any sports team. The screening shall be administered by a licensed physician at the expense of the parent or guardian.

V. Extra-Curricular Athletics (continued)

B. Second Offense

Serious documented accusations of a **second offense** of the chemical health policy by the same student during the same or any subsequent period of eligibility will result in the offending student meeting again with the Athletic Advisory Committee. If the student is found to be guilty, more stringent penalties will be imposed.

Penalties for a **Second Offense** are as follows:

- 1) Student will be suspended from all interscholastic athletics for the period of **ONE YEAR**. The suspension will begin the day of the hearing and end one year from that particular date.
- 2) Students found to be in violation of the chemical health policy in regards to illegal substances will be required to pass a drug screening before returning to any sports team. The screening shall be administered by a licensed physician at the expense of the parent or guardian.

C. Third Offense

Serious documented accusations of a **third offense** of the chemical health policy by the same student during any subsequent period of eligibility will result in the offending student meeting again with the Athletic Advisory Committee. If the student is found guilty, a no tolerance penalty will be imposed.

Penalties for a **Third Offense** are as follows:

Student will be **BANNED** from all interscholastic athletics for the duration of their high school career. The banishment will begin the day of the hearing and continue through graduation or until the student is no longer enrolled at Jasper-Troupsburg.

NOTE: At the conclusion of any hearing held by the Athletic Advisory Committee, such Committee shall prepare its finding of fact and determination of penalties within one (1) school day of the conclusion of such Hearing, it will provide this information to the student, and shall file the same with the Superintendent.

D. Appeal Process

Students have the right to appeal the decision of the Athletic Advisory Committee to the Superintendent (in writing, within five (5) school days) for review of the procedures, findings, and penalties imposed by any Hearing Committee. If the appeal is granted, an Appeal Committee, chaired by the Superintendent or his designee and consisting of four or more of the following (excluding members who served on the Hearing Committee), will consider the matter and issue a written report:

1. Administrative Assistant
2. Elementary Principal
3. Members of the Board of Education (non-related)
4. Substance Abuse Committee Members
5. Other Coaches/Activity Advisors

V. Extra-Curricular Athletics (continued)

Appeal Process (Continued)

Such Appeal Committee convened by the Superintendent shall have the authority to confirm the findings of fact and penalty of the Hearing Committee, or make its own findings of fact and decision concerning the penalty. Any student that believes he/she was adversely affected by such a final decision of the Superintendent's Committee may appeal the findings of fact and penalty to the Board of Education (in writing and within five (5) school days). The Board of Education will meet as soon as reasonably possible after filing such appeal to review the case and either confirm the Superintendent's Committee's decision or modify the same, as the Board of Education shall deem appropriate.

11. Participation

Students will be permitted to participate in only one interscholastic sport per season. Those who quit one team to join another team, or join a team that has competed in the first scheduled contest, must have the approval of the Director of Athletics.

12. Eligibility

No boy or girl may participate in an interscholastic sports activity (including try-outs and practices):

1. Until a Pre-season Health Update form has been filed with the school nurse,
2. Until the student receives a physical examination from the school physician,
3. Without abiding by all the regulations set forth in the NYSPHSSA handbook,
4. Following an injury that requires a physician's care, until a doctor's release form (countersigned by a parent) is presented to the school nurse,
5. Until uniforms and/or equipment from previous participation are returned or arrangements made to pay for such equipment with five (5) days following the completion of a sport.

13. Awards

Aside from the personal satisfaction achieved by student-athletes through competition, the district also feels it is important to recognize student-athletes for their participation in its many sports programs. The awards and criteria are as follows:

1. An athlete earns a Varsity letter after he/she has completed at least one season at the varsity level in which he/she has played at least 50% of the time. If a question arises concerning an individual athlete, coach's discretion will come into play.
2. When a student is first eligible for more than one letter, he/she will receive a sports pin for the second sport.
3. If a student already has a letter and a sports pin, he/she will receive a service bar.
4. For a senior to be eligible for a Senior Award, he/she will have had to have played varsity sports for three seasons in each of three years.

14. Health and Wellness

1. A student must be of good health to participate in a sport practice or contest. Therefore, if a student is ill and spends two periods or more in the health office during a school day he/she will not be eligible to participate in any sports activities on that particular day.
2. A student must be prepared for and participate in physical education class in order to participate in interscholastic athletics. Any unexcused offense of this rule will prohibit a student from participation in an activity/ contest on the day of the infraction.

Jasper-Troupsburg Athletics
Consent Form

(STUDENT)

Name of Student-Athlete _____ Year _____

As a student- athlete participating voluntarily in interscholastic athletics at Jasper-Troupsburg, I understand that:

1. I will abide by the Jasper-Troupsburg's code of Conduct, the school's Athletics Handbook, and the coach's team rules, and the laws of the N.Y.S.P.H.S.A.A. and Section V.
2. I will conduct myself in an exemplary social manner at all times.
3. I will be responsible for all athletic equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
4. I will not use or be in possession of tobacco, alcohol, or narcotics. If I do use any of these substances, or am in possession of such substance, or suspended from school for use of possession of these substances, I will be subject to disciplinary action as outlined in the handbook.
5. I will be dropped from the team and receive no award should I be suspended from school for gross misbehavior (i.e., student code of conduct violations).

I know what is expected from an athlete who represents the Jasper-Troupsburg Central School District, and I am prepared to so distinguish myself.

Student Signature: _____ Date _____

(PARENT)

As the parent/guardian of _____, I have reviewed the Rules and Regulations of the Jasper-Troupsburg Athletic Handbook and understand that academics in school and safety of student-athletes are an integral part of interscholastic athletics. Therefore, I understand the importance of rules enforcement by the Administrative and coaching members of the J.T. Athletic Program. I also realize that participation in athletic activities could result in serious injury, paralysis, or even death and that as a parent, I am a part of a team with the school to ensure that safety will be the main goal of all persons involved.

Parent Signature: _____ Date _____

VI. Computer Policy

We at Jasper Troupsburg Central School are proud of our new computer network. Use of computers and educational software will enhance the learning process and help watch child to become more productive and creative. Computer technology will help develop communications skills and provide excellent learning experiences to prepare our students for the 21st Century when virtually every mob will require the use of technology.

Student Use of Computerized Information Resources

The Board of Education of the Jasper Troupsburg Central School District will provide access to various computerized information resources through the district's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy.

One purpose of this policy is to provide notice to students, parents and guardians that, unlike most traditional instructional or library materials, the DCS will allow students access to external computer networks not controlled by the school district where it is impossible for the district to screen or review all of the available materials. Some available materials may be deemed unsuitable by parents or guardians for student use or access. This policy is intended to establish guidelines and regulations for acceptable student use where there will be access to external computer networks. Despite the existence of such guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, student may be able to access such information from their home or other locations off school promises. Parents and guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The district respects the right of each family to decide whether to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students and their parents or guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS.

Generally, the same standards of acceptable student conduct that apply to any school activity shall apply to the use of the DCS. Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the district's school conduct and discipline policy. The district reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the district. Further, the district may bring suit in civil court against the parents or guardians of any student who willfully, maliciously, or unlawfully damages or destroys district property pursuant to Education Law 1709 (36).

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered school district property subject to control and inspection. The system administrator may access all such files and communication s to ensure system integrity and to ensure that users are complying with the requirements of this policy. Students should NOT expect that information stored on the DCS will be private.

VI. Computer Policy (continued)

In addition to the general requirements of acceptable student behavior expected under the district's school conduct and discipline policy, students shall be prohibited from engaging in any of the following activities:

- Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, abusive;
- Use of obscene or vulgar language;
- Harassing, insulting or attacking others;
- Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means;
- Using unauthorized software on the DCS;
- Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the system administrator;
- Violating copyright law or employing the DCS for commercial purposes;
- Disclosing an individual password to others or using others' passwords.

The superintendent is authorized to establish regulations and procedures as necessary to implement the terms of this policy.

Student Code of Ethics Violations

FIRST VIOLATION

- There is a loss of network privileges for 20 school days.
- Student will meet with Technology Committee members sometime during the school day to read and review the school policy and rules.
- Members of the committee will volunteer for these meetings as necessary and two members should meet with the student.

SECOND VIOLATION

- There is a loss of network privileges for 40 school days.
- Student and parents will meet with J-T Technology Committee after school to read and review the school policy and rules.
- As many committee members as possible should attend this review.

THIRD VIOLATION

- There is a loss of network privileges.
- Student will meet with the Superintendent - penalty to be determined.
- The Technology Coordinator will arrange logistics of meetings for the First and Second violations.

The above recommendations would be for major violations of the district policy and rules. Minor violations will be handled by the teacher or referred to the committee for action. These violations include:

1. Playing unauthorized or inappropriate games.
2. Using the computer resources for non-academic activities.
3. Disturbing others.

VI. Computer Policy (continued)

Third Violation (continued)

Penalties incurred at end of school year will carry into the next year.

The district computer committee will be responsible for reestablishing computer privileges.

Students and parents will be asked to sign an agreement before the student will be allowed to use the computer network.

VII. Graduation Policies

Early Graduation

The Board of Education considers a four-year program of high school education appropriate for most students, but will consider application for early graduation in accordance with the terms of this policy.

Requests for early graduation may be made on or before June 30th of the sophomore year and no later than September 30th of the junior year. Such request will be done on a form made available to the student from the student's guidance counselor.

In considering requests for early graduation, attention shall be given to the student's grades, performance in school, his/her plans for the future, and the benefits that would accrue to the student if the request for early graduation was approved. The final decision on whether to grant permission shall be made by the Board of Education upon the recommendations of the building principal, guidance counselor, and superintendent of schools. No student shall be considered a candidate for early graduation until his/her application is approved by the building principal, guidance counselor, and superintendent of schools.

A student making application for early graduation must:

1. Have a seriousness of purpose regarding future plans
2. Have the ability to simultaneously handle multiple course offerings in the same sequence
3. Have a conference with his/her principal, guidance counselor and parent;
4. Complete the application for early graduation as stipulated in this policy including approval by parents and its return to the guidance counselor; and
5. Successfully complete all course work for the local or regents diploma.

Each student approved for early graduation shall be notified of acceptance by the Superintendent of Schools.

VII. Graduation Policies (continued)

The following policy will be in effect for the graduating Classes of 2009 & 2010

Rank in class for prospective graduates of a traditional four-year school program will be computed at the end of the junior year, and at the end of the third quarter of the senior year. Initial Class rank will be distributed the first week of October. Final class rank will be distributed after the first week of May. An accelerated student who is eligible to graduate early will not be denied an exact rank if he/she is able to complete the traditional four-year course of studies in three years.

Each calculation for class rank will be based upon a weighted academic average. This weighted academic average will be calculated by adding or subtracting bonus points to each student's unweighted cumulative academic average. Each credit bearing course will be used to determine the unweighted cumulative academic average.

The guidelines for adding and subtracting bonus points are listed below.

A. Bonus Points for Academic Credits

1. Students will receive bonus points for credits achieved beyond 22.0.
 - For example – 27.5 total credits = 5.5 bonus points
2. Students graduating in three years will receive bonus points for credits achieved beyond 22.0, with an additional calculation.
 - For example – 23.5 total credits = 1.5 bonus points
 - 1.5 will then be multiplied by 4/3 (1.33) = 1.995 bonus points

B. Bonus Points for Particular Courses

1. Students will be awarded bonus points for achieving a passing final average in the courses listed below.
2. Courses taken during the senior year (or final year for accelerated students) will be given bonus points at the 30 week marking period, if the student has a passing average in the courses.

College/AP Classes Points	Bonus Points	Local Classes	Bonus
College English	2.0	Pre-Calculus	1.0
College Psychology	1.0	Chemistry	1.0
College Sociology	1.0	Physics	1.0
College Calculus	2.0	French 5	1.0
College Chemistry	2.0	Spanish 5	1.0
College French	2.0		
College Spanish	2.0		
College U.S. History	2.0		

VII. Graduation Policies (continued)

B. Bonus Points for Particular Courses (cont.)

Special Programs	Bonus Points
New Visions Health Care	1.0
Anatomy & Physiology	2.0
New Visions Education	1.0
1 st semester college course	1.0
2 nd semester college course	1.0
BOCES Vocational Programs <i>*cumulative grade average must be 90 or higher to achieve points</i>	2.0 per year

C. Bonus Point Penalties

1. Bonus points will be subtracted for courses dropped after the 10 week marking period, unless special arrangements have been made with the high school principal and guidance counselor.
2. Bonus points subtracted will coincide with the amount of credit offered for the course.
3. Any bonus points that could have been granted for a course (as listed above) will be forfeited.
4. However, if a student completes the dropped course in a subsequent academic year, the penalty points will be disregarded. Any applicable bonus points will be added for passing the course.

D. Any student who completes a certified foreign exchange program will be awarded two (2) bonus points as part of a “life experience” credit. Prior arrangements must be made with the administration.

Top Honors

The Valedictorian and the Salutatorian of the graduating class shall be the highest ranking class members. ***A tie in either of these honor positions will be based upon having the exact weighted average to three decimal places.*** Transfer students who enter the Jasper-Troupsburg CSD must be enrolled in our school district for at least two (2) years immediately preceding graduation to be considered for top honors.

VII. Graduation Policies (continued)

The following policy will be in effect beginning with the graduating Class of 2011
 (class entering 9th grade in the fall of 2007)

Rank in class for prospective graduates of a traditional four-year school program will be computed at the end of the junior year, and at the end of the third quarter of the senior year. An accelerated student who is eligible to graduate early will not be denied an exact rank if he/she is able to complete the traditional four-year course of studies in three years.

Each calculation for class rank will be based upon a weighted academic average. This weighted academic average will be calculated by adding or subtracting bonus points to each student's unweighted cumulative academic average. Each credit bearing course will be used to determine the unweighted cumulative academic average.

The guidelines for adding and subtracting bonus points are listed below.

A. Bonus Points for Particular Courses

1. Students will be awarded bonus points for achieving a passing final average in the courses listed below.
2. Courses taken during the senior year (or final year for accelerated students) will be given bonus points at the 30 week marking period, if the student has a passing average in the courses.

College/AP Classes Points	Bonus Points	Local Classes	Bonus
College English	2.0	Pre-Calculus	1.0
College Psychology	1.0	Chemistry	1.0
College Sociology	1.0	Physics	1.0
College Calculus	2.0	French 5	1.0
College Chemistry	2.0	Spanish 5	1.0
College French	2.0		
College Spanish	2.0		
College U.S. History	2.0		

	Bonus Points
Special Programs	
New Visions Health Care	1.0
Anatomy & Physiology	2.0
New Visions Education	1.0
1 st semester college course	1.0
2 nd semester college course	1.0
BOCES Vocational Programs	2.0 per year

VII. Graduation Policies (continued)

B. Bonus Point Penalties

1. Bonus points will be subtracted for courses dropped after the 10 week marking period, unless special arrangements have been made with the high school principal and guidance counselor.
2. Bonus points subtracted will coincide with the amount of credit offered for the course.
3. Any bonus points that could have been granted for a course (as listed above) will be forfeited.
4. However, if a student completes the dropped course in a subsequent academic year, the penalty points will be disregarded. Any applicable bonus points will be added for passing the course.

- C. Any student who completes a certified foreign exchange program will be awarded two (2) bonus points as part of a “life experience” credit. Prior arrangements must be made with the administration.

Top Honors

The Valedictorian and the Salutatorian of the graduating class shall be the highest ranking class members. A tie in either of these honor positions will be based upon having the exact weighted average to three decimal places. Transfer students who enter the Jasper-Troupsburg CSD must be enrolled in our school district for at least two (2) years immediately preceding graduation to be considered for top honors.

VIII. School Resource Officer

The Jasper – Troupsburg Central School District partners with the New York State Police Department to provide a State Trooper who acts as the School Resource Officer. The Administration as the School Resource Officer work together on preventative activities, educational programs and the resolution of student issues when necessary.

The School Resource Officer shall be contacted when students violate the Code of Conduct which also constitutes a crime. If the School Resource Officer is unavailable, local law enforcement will be contacted.

IX. Contacting Human Service Agencies

Human Service Agencies will be contacted by school personnel when students require services that are outside the scope of the Jasper – Troupsburg School District. Administration will be notified of such reports to outside agencies.