



2024-2025

CODE OF CONDUCT / STUDENT HANDBOOK

WHITEHALL CENTRAL SCHOOL

NOTICE OF DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants and employment members of public and all unions or professional organizations holding collective bargaining or professional agreements with Whitehall Central School District do not discriminate on the basis of race, color, national origin, sex, age, handicap, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Whitehall Central School District's compliance with the regulations implementing Title VI(discrimination on the basis national origin),Title IX(discrimination on the basis of sex),Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act(discrimination on the basis of handicap or disability) is directed to contact the Coordinator of Special Education, Whitehall School District, who has been designated by Whitehall Central School District to coordinate the District's efforts to comply with this policy and nondiscrimination laws and regulations.

WELCOME

It is a pleasure to welcome you back to school. The information contained in this handbook will familiarize you with the code of conduct, and provide you with other useful information about school life.

SCHOOL COLORS

Maroon and White

SCHOOL EMBLEM

Train

SCHOOL IDENTITY

The Railroaders

SCHOOL SONG

Whitehall High we love your colors
Of Maroon and White
And to keep their place of honor
We will always fight.
High school life is swiftly gliding
Slipping grimly by;
Let us not forget in passing
Love for Whitehall High.
Lift our colors, fling them outward
Show that we are true;
Whitehall High we'll never falter
For we'll fight for you.

STUDENT RIGHTS AND RESPONSIBILITIES:

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsman-ship.

BUILDING CODE OF CONDUCT

The building code of conduct at the Whitehall-Junior Senior High School is based on the discipline policy approved by the Board of Education. This code of conduct incorporates three basic premises:

- 1) Respect yourself
- 2) Respect others
- 3) Respect property

Discipline underlies the whole educational structure and allows teaching and learning to take place. The ultimate goal is for each individual to take responsibility for his/her/their actions and to become a self-disciplined person. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

DISCIPLINE CODE

Whitehall Jr-Sr High School has a series of progressive consequences for inappropriate actions and behaviors aimed at preventing re-occurrences of such behaviors (truancy, insubordination, fighting, etc.). Since the precise nature of infractions of discipline can vary, consequences for an infraction of discipline also vary, and may be determined by an administrator. These consequences include: a warning, reprimand, denial of privileges, conference with teacher, student, parent, counselor and administration, detention, in school suspension, out of school suspension, or Superintendent's Hearing.

DETENTION

Detention is an instructional period assigned because of an offense at school. A teacher is in charge whose function is to maintain a study atmosphere, supervise students, and assist the students when required. Detention operates from 2:05 p.m. to 2:50 p.m.

DISTURBING/DISRUPTIVE BEHAVIOR

An education is a right. Students are developing members of a society who need guidance and help, therefore, school discipline becomes a "constructive" effort. Everyone is affected by disruptive, violent, disrespectful, and misbehaving students. When a student is unable or unwilling to behave in an acceptable manner, it takes away from the educational opportunities for all students. For these consequences to be effective we must have the support of the parents/guardians. Initially, the teacher will handle disturbing/disruptive behavior. Consequences may be determined by administration depending on the behavior(s), and if it warrants a discipline referral. Inability of the student to accept a consequence will be considered an act of insubordination, and the student could be suspended out-of-school pending a parental conference.

HARASSMENT

It is the policy of Whitehall Central School District that harassment of employees, applicants for employment, or students in any form is unacceptable conduct. The purpose of this policy is to clearly state the District's position on this issue; to notify all employees and students of the kinds of activities that constitute improper harassment; and to provide a procedure whereby any victim of harassment can submit a complaint that will be investigated by the District.

SEXUAL HARASSMENT

Sexual Harassment is a serious matter that may require legal intervention. Such actions include, but are not limited to:

1. unwelcome sexual flirtations, advances, or propositions;
2. verbal or written abuse of a sexual nature;
3. graphic verbal comments about the student's body;
4. sexually degrading words used to describe a student;
5. unwelcome and non-consensual physical touching of a sexual nature;
6. subtle pressure for sexual activity;
7. inappropriate patting or pinching;
8. intentional brushing against a student's body;
9. demanding sexual favors accompanied by implied or overt threats concerning a student's educational status;
10. any sexually motivated unwelcome touching or exposure;
11. displaying sexually suggestive objects, picture, or clothing

A separate district policy addresses sexual harassment, and an informal procedure or formal complaint process has been outlined within this policy. Harassment report forms are available in the front office. The Jr. / Sr. High School Compliance Officer is Ona Lindberg, 87 Buckley Road Whitehall, NY 12887 - (518) 499-1770.

DIGNITY FOR ALL STUDENTS ACT - DASA

The Whitehall Central School District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action. A separate district policy addresses DASA in full, and is located on the school website under "Legal & Notices."

The Building DASA Coordinators for the Jr./Sr. High School are Ona Lindberg, Vice Principal, and Ethan Burgess, Building Principal.

The District DASA Coordinator is Patrick Dee, Superintendent of Schools.

ATTENDANCE

The Whitehall School District believes that education is the process of educating students which requires a continuity of instruction, including classroom participation, student interaction, and the exchange of ideas among class members. The school district recognizes that poor attendance limits the educational achievement of the individual and impedes normal class progress. Therefore, it is imperative that all students attend class each and every day to obtain the maximum benefit available. The basic responsibility for good attendance rests, of course, with the student and his/her/their parents/guardians. The district believes that a support system that monitors, and limits, the number of absences accumulated by a student will improve student attendance, and result in positive academic benefits. Students will first be referred to their Guidance Counselor when poor attendance hampers academic progress. Then, to administration if improvements in attendance are not made.

Notes to be considered for excused absences must be received **no later than forty-eight hours upon the student's return to school**. The building Principal has the sole decision to accept them beyond that point.

A parent phone call, email, or ParentSquare will not be accepted to excuse an absence. It must be a handwritten note, dated and signed, from a parent or guardian.

Denial of course credit due to non-attendance is based on the recognition that classroom attendance, and participation, plays an important role in academic achievement. For a student to receive course credit, the student must attend regular class sessions. **For a full credit course, twenty days of unexcused absences may result in the student receiving no course credit. For a half credit course, ten days of unexcused absences may result in the student receiving no course credit.** Tardies (ten minutes or more) or early departures shall be counted as an absence.

The following excuses are accepted by the New York State Education Department as legal:

1. Signed doctor's note.
2. Student illness, verified with a note sent in by parent/guardian
3. Death in the family.
4. College visits, field trips, and school related activities.
5. Religious observances.

If a student is out ill for any part of the school day, said student will not be eligible to participate in any after school activity for that day. **Student athletes must be at school no later than 8:00 AM to participate in an athletic event.** However, if a student has a legitimate appointment on a given day he/she/they must bring documentation supporting the appointment and be in attendance for one half of the school day to be eligible to participate after school.

Parents/Guardians will periodically receive letters indicating the number of absences their student has incurred throughout the school year.

Chronic absenteeism could have the potential for an Attendance Hearing, a Superintendent Hearing, CPS reporting (Child Protective Service for Educational Neglect) and/or Washington County Probation for a P.I.N.S. Petition, and may be brought to the attention of the Washington County District Attorney.

CREDIT RECOVERY POLICY

The purpose of Credit Recovery is to guide the High School Student body in the implementations of the districts recovery program. Credit recovery allows students who have been unsuccessful in mastering particular content or skills an opportunity to apply for credit recovery as an alternative to repeating the entire course, and to graduate on time.

Credit recovery is defined as a course-specific, online learning opportunity, for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn a passing grade. To be eligible for credit recovery, a student must have:

- a. *Completed the entire course, and received a failing grade for the course.*
- b. *Accumulated 20 or more unexcused absences in a course resulting in loss of credit (10 days for half credit courses).*

The online program will be offered by Educere, and there is a cost to the student for each course taken. Each class can run between \$195-\$550 per course.

- a. *Students will be scheduled a time within the school day to complete the course work with a teacher. Since this is an online course, students are free to complete work on their own time as well. *** Guidance Counselors will make every attempt to schedule Educere within the academic Day. ****
- b. *Only students who have failed a course may enroll in the credit recovery program, or if they have more than 20 unexcused absences (10 for half credit courses).*
- c. *A student can only take up to 2 Educere courses in any academic school year.*

ADD/DROP POLICY FOR CLASSES

1. Students and/or parents will not be allowed to drop a course after **September 20th, 2024**, for a full year course (or semester one course) and **February 14th, 2025** for a course starting second semester.
2. In order to process a change, students must:
 - a. Schedule an appointment with their guidance counselor before September 20th, 2024 or February 14th, 2025
 - b. Obtain written confirmation from a parent/guardian
 - c. Choose a substitute course (*students will not be allowed to drop a class to gain early release, late in, or study hall privileges*)
3. Final approval of a change is contingent upon whether the change: jeopardizes graduation, negatively affects the prospects of college admission, is logistically possible and does not negatively affect class size.
4. Under no circumstances will schedules be adjusted to change teachers, change lunch periods (unless supported by medical documentation), change to a more convenient and/or desirable period, group friends together in the same class, or to take a study hall or gain early release or late-in privileges. Students must also demonstrate that they have put in effort, and exhausted all resources, to receive additional help if necessary (i.e. staying after school, seeing the teacher during a lunch lab, and so on).

5. The building Principal has the final say on all decisions.

EARLY DISMISSALS

Students who need to be excused early from school must bring a signed note from home stating the time of departure, reason for leaving, and a phone number where parents can be reached. This note must be presented to the Main Office before or after homeroom. Students may also be dismissed by parent/guardian phone call to the Main Office. **Text messages can not and will not be accepted as permission for a student to be dismissed.** Parents are asked to schedule doctor's appointments and other obligations of this nature after school hours if possible. It is the student's responsibility to make up all work that has been missed because of early dismissal.

LATE IN

Students are expected to be in the building no later than 7:29am. If a student arrives at 7:30am or later, they are considered late. If a student arrives at school late, they will have to obtain an Office Late Pass from Ms. Greenough in the Main Office. Late ins will also be reported to the Vice Principal. Students who are regularly "late in" may be assigned detention each time they are late to school unless an acceptable written note is given upon their arrival (see attendance policy). Emergencies happen, as well as accidents, but it should not be chronic. Students who are late unexcused beyond 3 days to school shall fall in the category of being chronic offenders, and they will receive additional consequences.

Parents/Guardians will periodically receive letters indicating the number of unexcused late ins their student has incurred throughout the school year.

Chronic Late Ins could have the potential for an Attendance Hearing, a Superintendent Hearing, CPS reporting (Child Protective Service for Educational Neglect) and/or Washington County Probation for a P.I.N.S. Petition, and may be brought to the attention of the Washington County District Attorney.

TARDINESS TO CLASS

A student may be considered tardy if they are not in class on time. Chronic tardiness to classes will not be tolerated, and will result in school consequences.

For the purpose of this policy the definition of tardy shall be: Students must be in their assigned room prior to the bell/train whistle going off. If a student enters the classroom after the bell/train whistle goes off, they are considered tardy. Tardies are based on individual classes. If a student has more than 3 tardies for a class, the teacher will write a referral. Consequences will be determined, and assigned, by administration.

PROFANITY

The use of inappropriate and profane, lewd, obscene, racist or similar language both verbal and non-verbal language is unacceptable. Students using profanity directed at TEACHERS AND STAFF

members may be suspended from school. All teachers and staff members will notify building administrators who will deal with students who violate this section.

FIGHTING

Regardless of cause, fighting is an inappropriate way to solve one's problem, and will NOT be tolerated under any circumstances. Any students referred for fighting may be suspended from school for up to five days with a potential for a Superintendent's Hearing. The student who is found to have started the fight, and any other participants, may also be subject to suspension. The matter will be turned over to law enforcement agencies when deemed appropriate.

ASSAULT

Assault is a serious offense. Students who commit an assault upon a student or a staff member are subject to an immediate suspension from school for a period of up to five days. They may also be recommended for a Superintendent's Hearing. The matter will be turned over to law enforcement agencies when deemed appropriate.

ILLEGAL/DANGEROUS BEHAVIOR, SALE, POSSESSION AND/OR USE OF ALCOHOL OR CONTROLLED SUBSTANCES

Penalties could include notification of the law enforcement agencies, up to five days suspension, dismissal from extracurriculars, and a recommendation for a Superintendent's Hearing.

If a student violates the Federal Gun Free Schools Act of 1994 by bringing a firearm to school, the student shall be subject to suspension for up to one calendar year. The matter will be turned over to law enforcement agencies when deemed appropriate.

FALSE ALARMS, BOMB THREATS, THREATS AND WEAPONS

1. 1-5 days out of school suspension, plus a potential recommendation for a Superintendent's hearing.
2. The matter will be turned over to law enforcement agencies when deemed appropriate.

TOBACCO USE AND VAPING

No person (student, staff, visitor, or guest) is permitted to use tobacco or nicotine in any way (smoking, vaping, or chewing) at any time, including non-school hours, while on school grounds/property, or at any school sponsored event or activity on or off campus.

Students may not bring cigarettes, lighters, vapes, or other tobacco products into school buildings. Students who violate this provision, and those students who assist violators, will be subject to disciplinary action.

Vaping will be treated the same as smoking. Vaping is not allowed under any circumstances, and students caught will receive consequences.

VALUABLES/ARTICLES

It is strongly recommended that you do not bring valuable items to school. In the event that it is absolutely necessary to carry money or other items of value, students should leave them in the main office at the start of the school day and pick them up at the close of the school day. **DO NOT LEAVE VALUABLES IN LOCKERS OR IN VEHICLES** parked on school property during any time of the day or night. The school is not responsible for a student's personal belongings (this includes items held in lockers or parked vehicles).

ELECTRONICS/PHONES/COMPUTERS

The evolution of cell phone technology, and listening devices, has resulted in the disruption of the instructional process throughout the school day.

For High School Students (9th - 12th grade), cell phones and listening devices are not permitted during instructional time. These items must NOT be visible during instructional time, and put away by the student prior to entering class. They may be used during passing times and lunch periods, but are NOT an acceptable excuse for being late to class. If a situation arises that causes a disruption for any reason, student usage may be stopped at any time including between classes and lunch. If a teacher or faculty member asks a student for their phone the student **must surrender** it, and they will receive it back at the end of the class period. If a second offense occurs, and the teacher turns it into the Main Office, the student will not receive it back until the end of the school day. Further disruptions will result in a discipline consequence and/or parent meeting.

Phones may NOT be used in place of a calculator or Chromebook.

Students in 7th and 8th grade may not use a cell phone at any time during the school day. It may not be visible in a classroom, or on a student. The only acceptable place is for the student to keep it in their backpack/locker from 7:30 AM -2:00 PM.

Cell phones that are confiscated will be turned off or battery removed by the owner prior to giving it to faculty/staff members.

The use of Chromebooks and Student Rail-net Accounts is a privilege, and not a right. If it is determined by the IT Department or Administration that a student has used either for inappropriate activity, a student may have their accounts restricted/suspended, or lose their Chromebook privilege entirely. If a Chromebook is damaged, parents/guardians may receive a bill for damages.

SCHOOL DRESS CODE

Since the standards, styles of dress, and grooming vary from year to year, it is impossible to establish a set of rules designed to regulate the length of skirts, shorts, pants, etc. There are, however, general principles upon which a dress code can be based. Therefore, a piece of clothing which may be considered as disruptive should not be worn. A sense of modesty defines the philosophy of dress and grooming at Whitehall Junior/Senior High School. Within this context, the students, and parents of students, are expected to assume responsibility. Faculty and all other district personnel should exemplify and reinforce acceptable student dress, and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Fit properly, and adequately cover the body.
3. No hoods or sunglasses inside the building.
4. Hats may be worn as long as they are appropriate in nature, and are not disruptive to the educational climate. Faculty members have the right to ask that hats be removed once a student enters their classroom or educational setting.
5. Recognize that extremely brief garments such as strapless tops, halter tops, crop tops, brief muscle shirts, spandex shorts, short skirts, see through clothing, and cut off/up clothing that has been modified to the point it exposes too much of the body, are not appropriate for ALL STUDENTS. Additionally students must wear clothing that covers their midsection, sides, and back without pulling or tugging. Students who wear items of this nature will be asked to change or wait in the Main Office, or Nurse, until they have an acceptable item brought to them at school.
6. All clothing must completely cover undergarments at all times.
7. Not include items that are deemed to be vulgar, obscene, and/or libelous or denigrate others on account of race, color, religion, creed, national origin, gender, body type, sexual orientation, or disability in an expressed or implied manner.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs (or symbols denoting the same) and/or encourage other illegal or violent activities.
9. Not denote or represent gang related material or affiliation.
10. In the event that a student paints their face, or writes on themselves, in a way that draws unnecessary attention to themselves in class, and becomes a distraction for the teacher or the students, they will be asked to remove the face paint and/or cover the items they have written on their skin/clothing.
11. Not be worn which may be considered hazardous, damaging or threatening. This includes, but is not limited to, gloves, spikes, spiked rings/necklaces, and chains that are 10 inches in length or longer (regardless of material).
12. The Administration reserves the right to expand upon these expectations as necessary.

Other Dress Guidelines:

- Faces may not be covered at any time; expectations to be made for religious requirements.
- Students are expected to remove hoods, and sunglasses upon entering the building.
- Student attire should be appropriate for the season and weather.

- Swimwear and/or pajamas may not be worn to school.
- Items that do not have the primary function of clothing may not be worn as such (examples would be, but are not limited to, blankets, flags, or capes).
- Students may not write on themselves, or others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. This includes hairstyles. The CROWN Act, which stands for Creating a Respectful and Open World for Natural Hair, prohibits racial discrimination based on hair texture and protective hairstyles. While DASA already protects the right of all students to learn in schools free of discrimination, harassment, and bullying, it is now clarified that those rights include self-expression through hairstyle the CROWN Act protects students' rights to wear or treat their hair however they desire, without the threat of racial discrimination or loss of access to school, participation in activities, and inclusion in opportunities inside and beyond typical classrooms. School administrators can work to create a culturally responsive and sustaining school environment that reflects the diversity of its students, including their hairstyles, and supports student self-expression.

Each building Principal, or 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 dress 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, replace it with an acceptable item. Any student who refuses to do so shall be subject to consequences. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary action, up to and including multiple days of out of school suspension.

LOCKERS

Each student is assigned an individual locker. Students are encouraged to use their lockers to store their items. Student lockers must be maintained neatly, and should be cleaned periodically. Please use the lockers correctly. They are the property of the school, and are loaned to the students for their use. As such, they are subject to supervision and periodic inspection by school authorities. Students who have problems with their lockers should report to the office for assistance. Do not give out combinations to lockers, and please do not leave valuables in lockers. If you are worried about valuables being in your locker, it is best to leave them at home. Lockers must be cleaned out at the close of the school year, or personal property will be removed. Remember lockers are subject to search by school administration, and law enforcement, at any time.

ACADEMIC ELIGIBILITY POLICY

The Board of Education and Administration recognize that extracurricular activities and interscholastic sports are an important part of the educational program and an integral part of becoming a well-rounded young adult. However, academic achievement is our primary goal as an educational institution and should be the primary goal of all students. Students who choose to be involved in school-sponsored athletic and extracurricular activities undertake a responsibility to the school, to themselves, and to the other members of the team or club. As a member of a team or club, students represent themselves, their families, their club or team, and the school, as a whole. Therefore, in order for students to have the privilege of participating in these activities, a student must maintain satisfactory grades in his/her/their academic work. **Failure to maintain satisfactory grades will result in the student being declared ineligible to participate in extracurricular activities (including clubs) and athletic competitions.** Students may attend field trips because they are a part of the students' educational day. However, a student may be denied the opportunity to go on college visits.

Our student information system gives us the ability to have regularly updated grades. With that in mind, administration reserves the right to declare a student eligible or ineligible for extracurricular activities immediately.

The following non-cumulative policy has been approved in order to determine a student's eligibility for participation in extracurricular activities (including clubs) and athletic competitions:

A. Reports

- a. Formal grade reports are issued every five weeks (five week progress reports, 10 week report cards) and will be evaluated on the Friday after teacher grades are due.
- b. During all other weeks, grade reports will be evaluated on Fridays for eligibility purposes.
- c. See calendar for specific report dates.

B. Declaration

- a. Students failing two or more classes will be identified and their status will be classified as At-Risk, Probationary, or Ineligible. See chart below for requirements for each Tier.

Tier	Situation	Requirement
N/A	Failing 1 class (any grade)	Full Eligibility
Tier I: At-Risk	Failing 2+ classes (all grades = 55-64)	Eligible for Extra-curriculars, Pass Restriction ¹ , Recommended for Academic Assistance

Tier II: Probationary	Failing 2+ classes (1 grade <55)	Ineligible for Extracurriculars ² , Pass Restriction, Assigned mandatory Academic Assistance
Tier III: Ineligible	Failing 2+ classes (2 grades <55)	Ineligible for Extracurriculars ³ , Pass Restriction, Assigned mandatory Academic Assistance
<p>¹ Students on Pass Restriction may not leave study halls nor learning labs without a presigned pass from a teacher and for academic reasons. These students are also restricted from the library unless it is with/for a specific class in which the student is enrolled</p> <p>² Can become eligible after week 1 (see Procedures section below)</p> <p>³ Cannot become eligible until new report is evaluated unless a current, at the time, member of a team or extracurricular club/organization (see Procedures section below)</p>		

C. Notification

- a. Notification to Extra-Curricular Supervisors
 - i. A report will typically be generated every other Friday (see calendar below for specific dates) and sent to Administration, the Extracurricular Advisor, the High School Faculty, and Athletic Director. The Athletic Director will notify all out-of-district coaches. The Extracurricular Advisor will notify all out-of-district advisors. All supervisors (coaches, advisors, etc.) are responsible for knowing the current eligibility status of their participants.
- b. Notification to Students
 - i. Identified students will be emailed on the Fridays outlined on the calendar below, informing them of their ineligibility status. Students are responsible for knowing their current eligibility status. Questions should be directed to Administration, the Athletic Director, or the Eligibility Coordinator.

D. Procedure

- a. Ineligibility will begin on Mondays and last for two weeks.
- b. Academic Assistance
 - i. It is strongly advised that all students who are identified as ineligible, regardless of Tier, avail themselves of any and all extra help opportunities. Academic Assistance will be available during lunch lab (ISS Room) and after school, but arrangements with another teacher should be made if specific help is needed.
 - ii. Students on Tiers II and III must attend two (2) Academic Assistance sessions during Week 1 of ineligibility (Monday-Friday). Students on Tier III must also attend two (2) Academic Assistance sessions during Week 2 of ineligibility (Monday-Friday).
 1. Ineligible students should coordinate the dates with teachers' schedules, meaning there are no designated days. The Eligibility Coordinator will also be available if specific help from a teacher is not needed or that teacher is unavailable.
 2. Failure to attend mandatory Academic Assistance sessions will result in disciplinary action.

- c. Re-Eligibility
 - i. Students participating in a sport or extracurricular at the time
 - 1. Tier II: These students must attend two (2) Academic Assistance sessions during week 1 to become eligible during week 2.
 - a. Two lunch lab sessions (ISS Room) will count as 1 after-school session.
 - b. These students can also become eligible if all grades (even for classes not identified on the original report) are 65 or above.
 - 2. Tier III: These students can only become eligible if all grades (even for classes not identified on the original report) are 65 or above.
 - ii. Students NOT participating in a sport or extracurricular at the time
 - 1. Tier II: These students must attend two (2) Academic Assistance sessions during week 1 to become eligible during week 2.
 - 2. Tier III: These students cannot become eligible during this report period.

E. General Regulations

- a. Once the official ineligibility list is printed, all grades are final.
- b. There will be no change of grades unless bookkeeping or an arithmetic error is discovered. This will reduce the possibility of coercion or pressure on a teacher to change grades.
- c. All students on the ineligibility list will be on pass restriction during the school day.
 - i. Students on Pass Restriction may not leave study halls nor learning labs without a presigned pass from a teacher and for academic reasons. These students are also restricted from the library unless it is with/for a specific class in which the student is enrolled.
- d. All extracurricular activities, interscholastic sports, and driving privileges will be governed by this policy; including semi-formals, clubs, sports, etc. Administration reserves the right to make any event (Pep Rally, Prom, Class Trip, etc.) subject to the ineligibility policy at their discretion.
 - i. Athletes who are classified as either Tier II or Tier III ineligible, may participate in practices, but may not attend games or scrimmages that involve other schools unless re-eligibility requirements are met.
 - ii. Non-athlete students who are ineligible may not attend athletic events without a parent/guardian chaperone.
- e. Attendance: Please refer to the Attendance section of the Student Handbook/Code of Conduct for further information regarding attendance.
- f. Lateness: Students must be in school by 8:00 AM to be eligible to participate in extracurricular events, including athletic competitions, taking place on that day unless an acceptable note has been received and approved by administration.
- g. Suspension: Any student under suspension (either after-school, in-school, alternative instruction site, or out of school suspension) MAY NOT practice, participate, or represent the school in any activity until he or she completes his/her/their suspension period.

- h. Dropping a class to avoid ineligibility will not result in immediate removal from the ineligibility list. That class will be removed on the next formal ineligibility report.
- F. Appeals Process
- a. All appeals and concerns regarding ineligibility should be directed to the Intelligibility Coordinator. He/She/They will consult with administration and other parties involved to determine a decision. This decision will be final.
- G. Progress Report/Report Card Dates

	Progress Report	Report Card
Quarter 1	October 11	November 8
Quarter 2	December 20	January 24
Quarter 3	March 7	April 11
Quarter 4	May 16	June 26

H. Ineligibility Report Schedule

List #	Dates Effective	Printed & Evaluated Date
1	9/30 - 10/13	Friday, 9/27
2	10/14 - 10/27	Friday, 10/11
3	10/28 - 11/10	Friday, 10/25
Free Week: 11/11 - 11/17		
4	11/18 - 12/01	Friday, 11/15
5	12/02 - 12/15	Friday, 11/29
6	12/16 - 12/29	Friday, 12/13
7	12/30 - 1/12	Friday, 12/27
8	1/13 - 1/26	Friday, 1/10
Free Week: 1/27 - 2/02		
9	2/03 - 2/16	Friday, 1/31
10	2/17 - 3/02	Friday, 2/14

11	3/03 - 3/16	Friday, 2/28
12	3/17 - 3/30	Friday, 3/14
13	3/31 - 4/13	Friday, 3/28
Free Week: 4/14 - 4/20		
14	4/21 - 5/04	Friday, 4/18
15	5/05 - 5/18	Friday, 5/02
16	5/19 - 6/01	Friday, 5/16
17	6/02 - 6/15	Friday, 5/30

STUDENT DRIVING

The Whitehall Central School Board of Education recognizes a student's right to drive but the privilege of driving to school has criteria which will be closely adhered to. Violation of this criteria will result in loss of driving privileges for a period of time.

1. Students MUST have a completed driving permission form approved by administration.
2. Students are not to remain in parked cars on school property at any time.
3. Once a student comes on school property, whether by bus or car, he/she/they cannot leave school without authorization by school authorities. The school adheres to a closed campus policy. You may not leave for lunch.
4. Students are not to drive ATV's, dirt bikes, tractors, or snowmobiles on school grounds. These vehicles are in violation of village and county laws.
5. Vehicles parked on school property are subject to search at any time, and must comply with all NY state laws.
6. Any violations of New York State Motor Vehicle Law may result in a suspension or loss of driving privileges.
7. Students who are excessively tardy/absent from school, as deemed by administration, may have their driving privilege revoked or suspended.
8. Students are NOT permitted to drive other students off campus during the school day. Bringing students to school or home after school is a parental decision. However, the administration may make the final determination in all cases if a situation is in question.
9. Students may NOT park behind the building near the athletic fields or in the front three rows of the parking lot.
10. Students may NOT drive themselves to a school event. This includes but not limited to athletic contests, field trips, academic trips, college visits during the school day, etc. Administration shall make all final determinations in this matter.

BOCES STUDENTS

Under NO circumstances will a student be allowed to drive/ride to BOCES other than on transportation provided by the school district, unless authorized by the school Principal **and** the BOCES Principal. Under NO circumstance will a student be allowed to drive another student. If that violation does occur, the student may lose their driving privilege completely. BOCES students may NOT sit in their cars waiting for a bus nor will they be allowed to leave campus for lunch. Students who are Seniors will maintain their signed Senior Privilege that is given to them accordingly. Students who break any of these criteria are subject to being removed from BOCES, and permanent loss of driving privileges. BOCES students must stay in the cafeteria or main lobby while waiting for the bus. Going outside is prohibited without permission from administration.

SCHOOL CLOSING

Occasionally weather conditions or other emergencies will warrant the decision to close school for the day. Information regarding school closing will be posted on the school website, and a robo call / text message will go out as well. In the event school is closed, all activities will be canceled and exceptions may only be granted by the Superintendent of Schools.

CARE OF THE BUILDING

The school district strives to maintain facilities for you to enjoy while in school. We ask that you help keep our school clean and in good condition. Students may not bring outside drinks such as soda, or energy drinks into the building or have them delivered. Snacks may also not be allowed in classrooms if they are deemed a distraction.

TEXTBOOKS

You will be issued textbooks. Each text is inspected by the teacher who records its number and condition when issued to you. You are obligated to return it in a condition which, in the teacher's opinion, indicates reasonable wear and tear. Any loss or damage incurred is the sole responsibility of the student.

CAFETERIA

Students should help keep the cafeteria neat and clean by keeping food on their trays, and putting uneaten food in garbage cans. Food from the cafeteria must remain in the cafeteria. Grab and Go Breakfast are provided in the morning, and it is acceptable for students to eat first period if necessary. Students shall not be permitted to eat or take items from lunch to a classroom and eat. This has caused problems with cleanliness, and insects. Students are to remain in the cafeteria during the entire lunch period. No one will be allowed to leave school property for lunch. Students may not order from a place other than the school cafeteria and have it delivered to school.

ASSEMBLY PROGRAMS

School assemblies are part of the school curriculum, and are included in the school program because of the educational value. High standards of courtesy and student cooperation are to be practiced to ensure successful assembly programs.

SCHOOL ACTIVITIES

All rules and regulations are enforced at school activities that will help ensure good conduct at the events.

TRANSPORTATION ON BUSES

It is the responsibility of the student to:

1. Maintain courteous, responsible behavior.
2. Sit, and remain seated while the bus is in motion.
3. Refrain from any action that may cause damage to the bus.
4. Be prompt to report so you can board the bus when it arrives to take you to your destination.
5. Pass 15 feet in front of the bus when crossing.
6. Seats may be assigned by drivers, or administrators.
7. In general, you will not be able to ride a different bus other than the one you are assigned to.
8. You must have a late bus pass signed by the office, or a teacher, to ride a late bus home.

Riding a school bus is a privilege. A student may lose his/her privilege to ride a school bus for non-adherence to the safety rules, or creating a disturbance on the bus.

DRILLS

Fire and safety drills are required by law. Drills give you practice in responding quickly and intelligently in case of emergency. Each room is provided with instructions and procedures which should be posted in a prominent location in the room. Learn what to do! Assume that each alert is the real thing.

MEDICATION POLICY

Only a School Nurse may administer any medication approved by a physician. Please bring medication to the Nurse to keep in her office.

PHYSICALS

All students participating in interscholastic athletics shall be required to have a physical examination before participating during the school year. Participants who may experience an injury or illness will be required to verify good health for participation.

HONOR ROLL

There shall be three levels of honors:

Honor Roll	---	average of 84.5 - 89.4
High Honors	---	average of 89.5 - 94.4
Highest Honors	---	average of 94.5 or above

1. Grades will be averaged to establish the cumulative average for honor roll placement.
2. Regardless of average, no student having a failing grade in one or more subjects will be placed on the honors list.
3. Subjects will be weighted as per their Carnegie units of credit; i.e. one unit of credit carries full weight, one-half unit of credit carries 50 percent, etc.
4. All subjects in the 7th and 8th grades will be used for honors averaging.
5. A student must be considered a full time student in order for his/her average to be considered for the honor roll. A full time student is one who is enrolled in a minimum of five and a half credits throughout the school year.

REPORT CARDS / FIVE WEEK REPORT

At the mid-point during each of the four quarters, teachers will inform parents of student progress, particularly those whose academic performance would indicate that the student may receive a failing grade for the quarter. These reports will be mailed home, and will also be visible electronically on SchoolTool. At the end of each ten-week quarter, report cards will be mailed home (and also be visible electronically on SchoolTool).

It is highly recommended that parents contact the guidance department, and/or their student's teachers to request a conference in an effort to improve the child's academic performance.

PLAGIARISM/CHEATING

If a student is caught cheating/plagiarizing he/she/they will automatically receive a zero for that assignment/project/exam, and will not receive the opportunity to make it up. Parents/Guardians will be notified by the teacher, and the student may be subject to suspension depending on the number of offenses, and the student's discipline history.

Definition of Plagiarize: to steal and pass off as one's own: use without crediting the source: to commit literary theft: present as new or original an idea or product derived from an existing source.