

**JEFFERSON CENTRAL
SCHOOL
HOME OF THE J-HAWKS**



STUDENT AND PARENT HANDBOOK

2024-2025



Table of Contents

Page

- | | |
|---|-----------------------------|
| 1. Table of Contents | 24. Food Services/ Accounts |
| 2. School Calendar | |
| 3. Superintendent and Principal's Welcome | |
| 4. Community Relations | |
| 5. Emergencies and Safety Plans | |
| 6. Instruction/ Student Programs | |
| 9. Schedule | |
| 11. Guidance Services | |
| 12. Nurse's Office | |
| 13. Code of Conduct | |
| 19. Policy/ Guidelines/ Expectations/ Eligibility | |
| 23. Honors' Pass and Senior Privileges | |
| 25. Clubs and Activities | 26. Student Senate |
| 27. Athletics | |
| 29. CROP | |
| 30. Reporting Concerns | |
| 31. Student and Parent Signature of Receipt | |
| 33. Release of Student Information and Photo Opt-Out Form | |



Dear Jefferson School Families and Students,

Welcome to the 2024-2025 school year! We are excited to begin another year filled with learning, growth, and new opportunities. Our focus on building resilience, determination, empathy, and communication skills will help our students succeed both in and out of the classroom.

At Jefferson Central School, we are committed to providing a wide range of opportunities for academic success. Our dedicated team of educators, administrators, counselors, and staff work hard to create a safe and supportive environment where every student can thrive.

We encourage you to take some time to read through this handbook. It outlines how families can support their child's education and understand the district's rules, policies, and procedures. This handbook is designed to ensure a positive and fair experience for everyone in our school community.

We appreciate your involvement and encourage you to use the Jefferson Central School Handbook as a helpful guide throughout the school year. For more information, please visit our website at www.jeffersoncsd.org.

We look forward to a fantastic school year filled with growth and success!

Best regards,

Dr. Ceng

Mark Muller

Superintendent

Principal



Jefferson Central School 2024-2025 School Year Calendar

August '24				
M	T	W	TH	F
26	27	28	29	30

September '24				
M	T	W	TH	F
2H	3C	4C	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October '24				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11C
14H	15	16	17	18
21	22	23	24	25
28	29	30	31	

November '24				
M	T	W	TH	F
				1
4	5	6	7	8
11H	12	13	14	15
18	19	20	21	22
25	26	27V	28H	29V

December '24				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23V	24V	25H	26V	27V
30V	31V			

January '25				
M	T	W	TH	F
		1H	2V	3V
6	7	8	9	10
13	14	15	16	17
20H	21R	22R	23R	24R
27	28	29H	30	31

- August 28 New Employee Orientation
- September 2 Labor Day
- September 3 & 4 Conference Days
- September 5 First Day of Classes
- October 11 Conference Day
- October 14 Columbus Day
- November 11 Veterans' Day
- November 27-29 Thanksgiving Recess
- Dec 23-Jan 3 Holiday Recess
- January 20 Martin Luther King, Jr. Day
- January 21-24 Regents Exams
- January 29 Lunar New Year
- February 17 Presidents' Day
- February 18-21 Winter Recess
- March 14 Conference Day
- April 14-17 Spring Recess
- April 18 Good Friday
- May 26 Memorial Day
- June 16 Last Day of Classes
- June 17-27 Regents Exams
- June 19 Juneteenth
- June 27 Last Day for Staff
- June 27 Graduation

C--Conference Day V--Vacation Day H--Holiday R--Regents

DAYS IN SESSION

September	20
October	22
November	17
December	15
January	18
February	15
March	21
April	17
May	21
June	19
Total Days	185



Approved by JCS Board
of Education:

February '25				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17H	18V	19V	20V	21V
24	25	26	27	28

March '25				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14C
17	18	19	20	21
24	25	26	27	28
31				

April '25				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14V	15V	16V	17V	18H
21	22	23	24	25
28	29	30		

May '25				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26H	27	28	29	30

June '25				
M	T	W	TH	F
2	3	4R	5	6
9	10R	11	12	13
16	17R	18R	19H	20R
23R	24R	25R	26	27



Mission Statement

"All who enter will be educated to their fullest potential in a safe and healthy environment that allows and encourages each individual to develop the necessary skills to be productive and successful members of society."

Community Relations

Public Information

Parents and members of the community are encouraged to attend and participate at Board of Education meetings. These meetings are generally held on the third Tuesday of each month in the school's library. Please see page 6 for exact dates and times.

Notes and flyers regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the school should inquire through the office or on our district's website.

Board of Education Members

- Jessica Hendrickson- President
- Jessica Terk- Vice President
- Frederick Blumberg
- Marc Lawrence
- Andy Van Glad

Telephone Contacts

The main number for the district is (607) 652-7821. Specific offices may be reached at the extensions noted below:

Athletic Director	Andi Cammer	107
Buildings and Grounds	Fred Loveless	108
Cafeteria Manager	Alesia Eppich	124
Committee on Special Education Chair	Kelly Coons	101
District Office/Superintendent	Dulcie Fowler/Dr. Tarkan Ceng	103
Health Office	Rachel Brandow	106
Main Office/Principal	Barb Anderson/Mark Muller	101
Psychologist	Victoria Blydenburg	101
Receptionist	Donna Barker	105
School Counselor	Alissa Chung	119
Transportation Supervisor	Russ Brovetto	105

Official Newspapers

The Oneonta *Daily Star* and the *Mountain Eagle* are the official newspapers for the Jefferson Central School District.

SchoolTool

SchoolTool is our web-based, district-wide student management system. Some of the following applications that SchoolTool will manage are: Demographics, Scheduling, Attendance, Discipline, Parent Access to Student Grades, Progress Reports, Report Cards, Transcripts, Medical Records, Locker Assignments, and State Data Collection. Parents have access to this information through the SchoolTool Home Access Center. Please contact the Main Office for sign-up information.



School Closings

The determination to close school is made by the Superintendent and will be announced on the following radio and TV stations: WDOS/WSRK - Oneonta, WSKG - Binghamton, WZOZ 103.1, WRIP 97.9, WGY, WNYT TV, WRGB TV, and WTEN TV. Each household will receive an automated phone message from our School Messenger System on days of school closings as well as a message being posted on the district's website.

School-wide Evacuation

In the case of an emergency in which an evacuation of the building and grounds is necessary, we will be activating our school-wide evacuation procedures.

Lockdown Drills

Lock down drills are to be held periodically during the school year. The purpose of a school lockdown drill is to protect the children and adults in the building from a potential emergency such as the presence of a school shooter.

Fire Drills

Fire drills are to be held periodically and are announced during the school year. Fire drills are practiced in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet (absolutely no talking) and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a consequence.

As with fire drills and other safety programs, the hope is to acclimate students and teachers to a procedure that they will be able to follow quickly, effectively, and safely. All drills except evacuation drills must be announced as a drill at the time the drill is conducted.



Course Load Requirements

All students in grades 9-12 are required to carry a full schedule (five courses, minimum) and would include no more than one approved independent study. Any exception to this provision will be reviewed on a case by case basis by the Principal.

CSE

The Committee on Special Education (CSE) and the Committee on Preschool Education (CPSE) are multidisciplinary teams established in accordance with the provisions of section 4410 of the Education Law. Students who are suspected of having a disability are referred to one of these multidisciplinary teams upon teacher or parent referral. The Committee on Special Education is responsible for servicing children with disabilities from five to 21 years of age; whereas the Committee on Preschool Education services children from age three to five. Special Education means specifically designed individualized or group instruction, or special services or programs, which meet the unique needs of students with disabilities. The committee meets to establish , placement, appropriate services and most importantly, to write the Individual Education Plan (IEP).

Multi-Tier System of Supports/Response to Intervention

Multi-Tier System of Support/Response to Intervention (commonly abbreviated MTSS/RTI) is a method of academic intervention used to provide early, effective assistance to children who are having difficulty learning. Response to Intervention was also designed to function as a data-based process of diagnosing learning disabilities.

The RTI process brings more clarity to the Specific Learning Disability (SLD) category of the Individuals with Disabilities Education Improvement Act ([IDEA 2004](#)), which has been referred to as a residual category for children with moderate learning problems.

College Credit Coursework

Jefferson Central School has a College in the High School Program (CIHS) with SUNY Cobleskill and College Now Program with Tompkins Cortland Community College TC3. There are several benefits from participating in such a program which include:

1. Students gain a head start on earning college credits prior to enrolling in college and may gain advanced standing.
2. Students transition into college level rigor by engaging in college courses. They can acquire confidence to be successful in college courses.
3. Courses can target a broader range of students within a wider range of academic disciplines.
4. Aspiring students strengthen their college applications and make them more competitive by signaling motivation and preparedness.
5. Close collaboration between high school teachers and college faculty enhances networking and professional development while also increasing understanding of curriculum common to high school and college.

Currently, Jefferson offers credits for college classes. These include:

- Precalculus: results in 1 semester for four credits
- Calcululus: results in 1 semester for four credits
- Western Civilization results in 1 semester 3 credits
- World Geography results in 1 semester 3 credits

Distance Learning

Distance Learning offers students the opportunity to enroll in courses offered in other area high schools and colleges through an on-line platform. Courses are taught by a certified teacher at the host site while students from area schools enroll from their home school. Several of these courses also carry college credit through Hudson Valley Community College.



Jefferson offers credits for college classes via distance learning. These include:

- General Psychology: This course introduces scientific approaches to the study of humans and other organisms including: background, biological basis, development, perception, motivation, learning, states of consciousness, personality, abnormal behavior, and psychotherapy. (HVCC)
- Introduction to Sociology: An introduction to the nature of social organization, culture, socialization, group structure and social process. (HVCC)
- English Composition (101)(102)
- Literature

Graduation

Any student who has not fulfilled the graduation requirements for his/her diploma will not be allowed to participate in the graduation ceremony. The Graduation Rehearsal date and time will be shared with all seniors. Attendance at rehearsal is mandatory. If a senior is not at the graduation rehearsal, he/she will not be allowed to take part or attend the ceremony unless permission is granted by the Principal.

Physical Education/ Health

Each student in grades 9-12 must successfully complete the Physical Education Course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education are required by the Commissioner of Education for a diploma. Students must have the following change of clothing for P.E. classes: sneakers, t-shirt, socks, and shorts/sweats. Clothing for Physical Education must comply with the dress code.

BOCES

BOCES stands for "Board of Cooperative Educational Services." BOCES is a public organization that was created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts. Jefferson Central School is one of 19 component schools associated with the Otsego Northern Catskills BOCES. Otsego Northern Catskills BOCES has two locations throughout the region. The main administrative offices are at the two occupational centers: Northern Catskills Occupational Center (NCOC), located in Grand Gorge, NY, and Otsego Area Occupational Center (OAOC), located in Milford, NY.

Goals of the Otsego Northern Catskills BOCES

- Provide high quality instructional programs that will prepare all students to be responsible, productive, and informed contributors to their community.
- Provide effective leadership and support to assist districts in meeting the needs of all students.
- Develop and enhance partnerships to provide high quality, cost effective collaborative services.
- Develop and enhance communication within ONC BOCES and the region.

Career and Technical Education (CTE)

Students may elect to pursue studies through the Career and Technical Education (CTE) at ONC BOCES. Prior to beginning studies in Occupational Education, students must meet the following prerequisites:

1. You must be **at least a junior** (11 credits) to be considered for BOCES Occupational Education courses.
2. You must be a student in good standing. Good standing means:
 - A student will be current with all of their coursework
 - A student will have credit for their Regents courses by the end of their sophomore year.
 - A student will have passed required grade level Regents exams by the end of their sophomore year.



3. A student will have submitted a letter from his/her parents stating their support for their son/daughter to explore the option of BOCES.

4. A student must submit a written justification that clearly states that the course they wish to take clearly fits within their four-year career plan.

Procedure for awarding credits in CTE Programs

Students who attend CTE programs at BOCES can receive high school credits for Math, Science, and Career and Financial Management courses given the following conditions:

1. Successful completion of the required regents.
2. Successful completion of the CTE program

For more information please visit: www.oncboces.org



Bell Schedule 2024-2025

Period	Time
Breakfast	7:45-8:00
1/Announcements	8:03-8:47
2	8:50-9:32
3	9:35-10:17
4	10:20-11:02
(Grades 7, 10, 12)	
5 A-B	11:05-11:38
C Lunch	11:40-12:00
(Grades 8, 9, 11)	
A Lunch	11:05-11:25
5 B-C	11:27-12:00
6	12:03-12:45
7	12:48-1:30
8	1:33-2:15
9	2:18-3:00

K-6

Start - 8:00

K-6 Breakfast - 8:03-8:25

K-3 Lunch - 11:55-12:20

4-6 Lunch - 12:15-12:35

Dismissal - 3:00



Bell Schedule 2024-2025
**2 Hour Delay

Period - Time

3 10:00-10:40

4 10:43-11:23

5 (10-12 lunch) 11:26-11:46

5 (10-12 activity) 11:49-12:09

5 (7-9 activity) 11:26-11:46

5 (7-9 lunch) 11:49-12:09

6 12:12-12:52

7 12:55-1:35

8 1:38-2:18

9 2:21-3:00

K-6

4/5/6 Lunch - 12:10-12:40

2/3 Lunch - 12:12-12:42

K/1 Lunch - 12:15-12:45

Dismissal 3:00

**11th Grade PM BOCES students lunch 10:55-11:14



**Jefferson Central School
Report Card and Progress Report Schedule
2024-2025**

FIRST QUARTER	
End of 5 weeks Friday, October 11, 2024	Grades posted to SchoolTool by Wednesday, October 16th IPR's sent home on Friday, October 18th
End of 1 st Quarter Friday, November 15th, 2024	Grades posted to SchoolTool by Wednesday, November 20th Report Cards sent home on Friday, November 22nd
SECOND QUARTER	
End of 15 weeks Friday, December 18th	Grades posted to SchoolTool by Wednesday, December 20th IPR's sent home on Friday, December 22nd
End of 2 nd Quarter Friday, January 28th	Grades posted to SchoolTool by Friday, January 31st Report Cards sent home on Monday, February 3rd
THIRD QUARTER	
End of 25 weeks Friday, February 28th	Grades posted to SchoolTool by Wednesday, March 5th IPR's sent home on Friday, March 7th
End of 3 rd Quarter Friday, April 4th	Grades posted to SchoolTool by Wednesday, April 7th Report Cards sent home on Friday, April 9th
FOURTH QUARTER	
End of 35 weeks Friday, May 9th,	Grades posted to SchoolTool by Thursday May 12th IPR's sent home on May 13th
End of 4 th Quarter Monday, June 20th	Grades posted to eSchool by Monday June 23rd (including Regents where applicable) Report Cards mailed home July 3rd



Parent / Teacher Conferences

Parent-teacher conferences are an important element in reporting student progress to parents. Time permits only a limited number of conferences on days set aside for this purpose. Parents may initiate a conference by calling the school office and making an appointment with the teacher or counselor. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Guidance

Guidance Services

- **Crisis Intervention** – Our counselor can meet individually with a student who is dealing with a crisis situation such as a death, a family issue, abuse, mental health problems, anxiety, substance abuse, extreme anger, etc. Students can come in to speak on their own or can be referred by a staff member. If you know of a student who is dealing with a difficult issue, please let our counselor know and she will make every effort to reach out to that student.
- **Individual Counseling** – Our counselor can meet with students to discuss problems related to academics, personal and social issues; can help students to develop strategies to deal with these problems; and can meet with students on an on-going periodic basis.
- **Group Counseling** – Our counselor can meet with students in small groups to resolve a problem or to aid in the development of a skill. An example would be to create a lunch group for a student to aid in the development of his or her social skills.
- **College/Career Planning** – The school counselor is available to meet with high school students for college and career planning purposes. She can help students to set realistic career and educational goals and to formulate post high school plans and can provide students with college application materials, SAT registration packets, fee waivers, career information, financial aid resources, etc. Our counselor has many college catalogs that students can borrow to research specific programs. She also has a folder containing scholarship information that students can browse through.
- **Scheduling/Report Cards/Transcripts** – Our counselor will meet with high school students to create their schedules for next year. In doing so, she will review requirements for graduation to ensure that each student is on an appropriate educational path and can make adjustments to student schedules as necessary.
- **Parent Communication** – Our school counselor will be in frequent contact with parents for a variety of reasons: providing information about services and programs available to students, assisting parents in tracking student progress or acting as a liaison between parents and teachers.



- **Consultation and collaboration with outside service providers** – For students working with outside service providers, our counselor can communicate and collaborate with these individuals to develop a plan to best meet the needs of the student. For students with diagnosed mental health conditions, she will be in frequent contact with outside counselors and doctors and can also provide a student or parent with information on how to access outside services.

Nurse's Office

Health Services

- If your child is absent due to illness for more than 3 consecutive days, a doctor's note may be requested for re-entry into school.
- If your child is absent, please call the school nurse at 607-652-7821 to inform the school and follow up by sending in a written note. This will help keep our attendance records up to date and avoid having your child marked with an "illegal" absence from school.
- If your child is ill, running a fever, vomiting or has diarrhea, please keep him/her home until symptom free for 24 hours without help of medication. This will significantly help in the spread of contagious illnesses.
- If your child has injuries or is ill and cannot participate in gym, a doctor's note stating "no gym" for a specific amount of time is required.
- If a child becomes ill during school hours the school nurse will make the appropriate contact with the parent or guardian to release him or her. The parent, guardian or emergency contact person must sign the student out at the front desk. Students may not be released to anyone that is not documented on the student information form provided by the parent/guardian.
- The school nurse will provide emergency care for students in accidental or unexpected medical situations. If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedure: contact Health Office staff immediately, submit claims to your own health insurance provider, submit proof of payment or claim denial from your health insurance provider to the business office. The school covers only the cost not covered by your own insurance.

Physicals

Physical Exams of public school students are required for students:

- Entering the school district for the first time and in grades Pre-K or K, 1, 3, 5, 7, 9, and 11.
- To participate in strenuous physical activity/interscholastic athletics
- Requesting an employment certificate (working papers)
- To conduct an evaluation of a student suspected of having a disability.

The documentation of a health exam must be completed on the Required NYS School Health Exam Form. (Mandatory starting the 2019-2020 school year) This may be obtained from the Health Office.

Concussion Injuries

Jefferson Central School shall require the immediate removal from athletic activities of any pupil who has sustained, or who is believed to have sustained, a mild traumatic brain injury. No such pupil shall resume athletic activity until the pupil has been symptom free for not less than 24 hours and has been evaluated by and received written and signed authorization from a licensed physician, and for extra school athletic activities, has received clearance from the medical director for "Return to Play Protocol".

Medication



If prescription or over the counter medications (such as Benadryl, Tylenol or Advil) are to be given at school, a medication authorization form from the health office will need to be signed by a parent/guardian and a written doctor's order will be required. Medication needs to be sent in an original container that will remain at school. The pharmacy will prepare a bottle for the school if asked. All medicine must be brought to the Health Office by a parent or designated adult. Whenever possible, all medicines should be administered at home.

Thank you for your cooperation in these health matters. If you have any questions, contact the Health Office at 607-652-1259.

Code of Conduct

Introduction

The Jefferson Central School Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible range of consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct.

Copies of the code are available for review by all employees, students, parents, and other community members on the school website, main office, library and staff room. A hard copy is available upon request. The code will be reviewed with all 7-12 grade students the first day of school in a general assembly to review and clarify any questions students may have regarding the code.

Student Dress Code

Students shall maintain personal attire and grooming standards that promote health, safety, modesty, and a sense of professionalism. Abide by the following:

1. Dress in a manner that is safe, appropriate and will not disrupt or interfere with the educational process.
2. Wear shirts that are school-appropriate and modest in appearance.
3. Wear pants, shorts, or dresses/skirts that are school-appropriate and modest in appearance.
4. Ensure that underwear is completely covered with outer clothing.
5. Wear appropriate footwear at all times.
6. Refrain from wearing hats, caps, hoods, bandanas, sunglasses, wraps or scarves except for a documented medical or religious purpose.
7. Refrain from wearing apparel or accessories that contain messages deemed vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Refrain from wearing apparel or accessories that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Store coats and other outerwear in student lockers. Sweatshirts or sweaters may be worn by students if weather requires additional layers.

Rights and Responsibilities

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:



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

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems before they lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- 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 sportsmanship.

The Principal or his/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 dress code made during the school year.

Faculty, Staff, and Administration have the responsibility to monitor the dress code. 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 acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out-of-school suspension for the day.

Prohibited Student Conduct

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

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

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

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - ✓ Running in hallways.
 - ✓ Making unreasonable noise.



- ✓ Using language or gestures that are profane, lewd, vulgar or abusive.
- ✓ Obstructing vehicular or pedestrian traffic.
- ✓ Engaging in any willful act which disrupts the normal operation of the school community.
- ✓ Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- ✓ Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

- Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - ✓ Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - ✓ Lateness for, missing or leaving school without permission.
 - ✓ Skipping detention.
- Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - ✓ Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- Engage in conduct that is violent. Examples of violent conduct include:
 - ✓ Committing or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee.
 - ✓ Committing or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.
 - ✓ Possessing or attempting to possess a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - ✓ Displaying or attempting to display what appears to be a weapon.
 - ✓ Threatening or attempting to threaten to use any weapon.
 - ✓ Intentionally damaging or destroying or attempting to damage or destroy the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - ✓ Intentionally damaging or destroying or attempting to damage or destroy school district property.
- Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
 - ✓ Lying to school personnel.
 - ✓ Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - ✓ Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - ✓ Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - ✓ Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 - ✓ Intimidation or bullying, which includes engaging in actions or statements that put an individual in fear of bodily harm.



- ✓ Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 - ✓ Selling, using or possessing obscene material.
 - ✓ Using vulgar or abusive language, cursing or swearing.
 - ✓ Smoking a cigarette, cigar, pipe, using chewing or smokeless tobacco, or using electronic cigarettes and/or nicotine products.
 - ✓ Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic drugs, and any substances commonly referred to as "designer drugs."
 - ✓ Inappropriately using or sharing prescription and over-the-counter drugs.
 - ✓ Gambling.
 - ✓ Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
-
- ✓ Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
-
- Engage in misconduct while on a school bus.
 - ✓ It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver.
 - ✓ Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
 - ✓ Excessive noise, pushing, shoving and fighting will not be tolerated. Any misconduct on the bus could lead to suspension from riding the bus.

 - Engage in any form of academic misconduct. Examples of academic misconduct include:
 - ✓ Cheating
 - ✓ Copying
 - ✓ Altering records
 - ✓ Assisting another student in any of the above actions
 - ✓ Plagiarism

This material has been excerpted from our district's CODE of CONDUCT. All students in grades 7-12 shall receive a written summary of the code each fall. Parents and other interested persons may view a full copy of our district's CODE of CONDUCT in the Main Office or online at www.jeffersoncs.org.

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, principal, superintendent or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Guidance counselor, or the Superintendent of Schools.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Superintendent or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made



by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

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

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations unless the violation is substantial in nature.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability as determined by a review of the CSE.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principal, school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.



Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent

Visitors to the School

The Board encourages parents and other district citizens to visit the district's school and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for

such visits. The Superintendent or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the district office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Superintendent or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Students from other schools who are not on school recognized business that wish to visit a student may do so with the Superintendent's approval for one lunch period. District transportation will not be provided to the student and the student must leave school property at the conclusion of the designated lunch period.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.



Policy/Guidelines/Expectations

Eligibility

The Board of Education recognizes that athletics, co-curricular, and extracurricular activities are a vital part of a student's overall education. This policy is intended to provide guidelines to ensure that students are aware that their participation in all athletic, co-curricular, and extracurricular activities is predicated on their meeting ambitious academic requirements.

Students in grades 7-12 not performing satisfactorily (passing grade: 65%) in one or more academic courses shall be required to develop an academic improvement plan (for each failing course) and show consistent academic improvement as a condition for continued participation in all athletic, co-curricular, and extracurricular activities.

Procedures for administration of this policy will be developed by a committee appointed by the Superintendent and subject to the Superintendent's final approval.

Any parent or student who feels that one or more teachers have improperly withheld verification of a student's academic improvement plan or satisfactory academic progress may appeal the teacher's decision. Prior to appeal, the student and/or parent must have alerted the teacher to his/her concerns and afforded the teacher with an opportunity to justify his/her actions. If the student/parent is still dissatisfied, he/she may request (in writing) that the building principal conduct an informal review of the student's progress. The principal, upon review of the student's progress, may uphold the teacher's decision or facilitate a conference including the parent, student, and teacher to discuss alternative remedies. Following the conference, the principal shall respond to the student and his/her parent in writing with a formal decision on their appeal. The principal shall deliver his/her decision within two school days following the parent/student/teacher conference. During the student's appeal, the student shall remain ineligible.

All decisions of the building principal (regarding appeals) are final.

Refer to School Board Policy # 0046 for full Eligibility Policy

Internet Usage

- The use of any Jefferson Central School District computer which provides access to the Internet/Network is a privilege which may be revoked by teachers, staff, or administrators at any time for abusive or inappropriate conduct.
- I agree to use the Internet for appropriate educational purposes and research only as directed by my teachers.
- I agree to be considerate of other users on the Internet/network and use appropriate language for school situations. This includes never sending or encouraging others to send abusive, threatening, or "bullying" messages to other users.
- I understand that the district owned and managed email account distributed to me is the only acceptable email permissible on the school network.
- I understand that the only school and/or business material is acceptable for use using school owned and managed email accounts.
- I agree not to intentionally degrade or disrupt Internet/Network services or equipment.



- I agree not to give out personal information such as my name, address, telephone number, or the name and location of my school without the permission of my parents and/or teachers.
- I understand that computer screens are randomly monitored by staff to ensure that students are not accessing inappropriate content.
- I understand that web content is filtered to block inappropriate content and I agree not to attempt to override the web filter settings.
- The Jefferson Central School District's computers are intended for the exclusive use of registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Student use of personal laptops in the school is not allowed without permission.

Public Displays of Affection

Personal or intimate actions other than hand holding prove distracting to both the participants and those sharing the building with them. Such public displays of affection are not permitted. Students are asked to use good judgment and avoid the embarrassment that may be involved when a teacher, administrator, or other school employee has to speak to you about your behavior. Parents of repeat offenders will be called and the Administration will take appropriate disciplinary action.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

Any student with more than nine unexcused ATEDs for one-half year or 18 unexcused ATEDs for a full year may not receive credit for that course. However, students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching nine or 18 unexcused ATEDs.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

Refer to School Board Policy #0026 for full Attendance Policy

Securing Assignments



When students miss 1-2 days of school they are expected to contact teachers for the assignment. If a parent becomes aware that a student will miss 3 or more consecutive days, they may contact the Main Office to request assignments. Teachers will be asked to submit assignments to the Main Office by 3:00 p.m. for pick up by parents.

School Property and Materials on Loan

While at Jefferson Central, students are loaned textbooks, instruments, calculators and other school materials. These materials will be the student's responsibility to take care of until they are returned at the end of the semester/school year. Parents will be billed for lost or damaged materials and the school may require a security deposit. All students must show respect for school property. Any damage of property should be reported to the Main Office or the appropriate teacher. Acts of vandalism are crimes against the school district and the community. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the law.

If a student damages school property, such student and/or his/her parent or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

Study Hall

The purpose of the study hall is to provide a quiet time for study and homework, as well as an opportunity to receive academic assistance. To achieve this focus:

- Students are expected to come with work to do
- Students are expected to work quietly
- Students will be permitted to work in small groups for assignments with approval from monitor
- Students can sign-out Chromebooks and laptops for academic assignments
- All credit-bearing classwork is allowed to be worked on
- Any students failing a course or on the Blue Card list must prioritize those class assignments
- Students are expected to limit locker and bathroom use

Lockers

Lockers will be assigned to each student and may not be changed without permission. The locker is the property of the school. Keep your locker clean and neat; it may be inspected periodically without notice. Students are to note the following:

- Memorize locker combinations, and do NOT share the combination with anyone. This will prevent things from being stolen from your locker.
- If students are having a problem with their locker (combination or jam), please come to the office.
- Be prepared for class or study hall so that you do not have to go to your locker.
- Refrain from placing large sums of money or items with great value in the locker.
- Be sure your locker is closed and locked when leaving your locker area.

Proper care of lockers is expected. There should be no markings, decals or defacement of any kind inside or outside the locker. Magnets may be displayed inside one's locker.

Lockers are school property and may be subject for search at any time.

Backpacks

Students may carry backpacks to and from school, but during school hours' backpacks must be stored in your hall or gym locker.

Non-essential Electronic Devices



Non-essential electronic devices are often disruptions to the learning process, however can be used as educational tools in certain situations. These items are prohibited in school and in the classrooms unless they are permitted by a faculty and/or staff member for a specific educational purpose. Use of these devices will result in confiscation and held until a parent comes in to pick it up, or until the end of the day and/or school year.

Classroom Cell Phone and Device Use Procedures

- Cell phones and other personal communication devices (***) must be placed in classroom designated area or locker during all classes, including study hall
 - First offense - teacher holds device until end of period
 - Second offense - teacher holds device until end of day and calls home
 - Third offense - device given to principal and parent is called

- Cell phones are NOT permitted in bathrooms

**Honor Pass students will be permitted to use their devices during study hall periods in designated areas ONLY!

***Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras, other photographic equipment, and personal scanning devices
- Wearable devices/smart wearables, including smartwatches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

Field Trips

The Board of Education recognizes that field trips enhance the school’s instructional and student development programs. Field trips are defined as any off-campus travel by a group of students, under the supervision of a teacher, which is conducted for the purposes of affording students a first-hand educational experience not available in the regular classroom setting.

Field trips are a part of the broader curriculum of the school and student attendance and conduct on field trips are governed by the same policies and rules that govern all other classroom activities.

The school shall obtain written parent/guardian permission for all students attending school-sponsored field trips.



Honors' Pass and Senior Privileges

Eligibility:

Seniors Privilege: Students must have passing grades in all classes at each 5-week interval. If seniors are listed as not passing 1 or more classes at a 5-week progress report, senior privileges are suspended until the next cycle of progress reports (typically 5 weeks) are issued.

- 1) Purpose
 - To provide members of the senior class with the opportunity for increased freedom.
 - To entrust the member of the senior class with increased responsibility.
 - To reward the senior class members for their positive impact at Jefferson Central School.
- 2) Privileges
 - Seniors may come to school late if he or she has a study hall 1st period.
 - Seniors may leave early from school if they have a study hall 9th period (exception is if students have sports after school).
 - Seniors may eat outside, the atrium or in a teacher's room with permission from the teacher.
 - Seniors are allowed to go to a designated area, including the atrium, outside courts, after letting the study hall teacher know where they are going.
- 3) Requirements
 - All students who partake in the aforementioned privileges must be a member of the graduating senior class, must be passing all their classes and must be free and clear of all disciplinary issues.
 - Any student who does not meet these requirements lose these privileges.
 - All students must sign, and have their parent/guardian sign, a senior privilege consent form in order to partake in the senior privileges listed above.

Honors Pass:

(Grades 7-11): Students must have a quarterly average of 90% and must have passing grades in all classes.

- Students are permitted to sign out of study hall to benches in front of trophy cases.
- Students are permitted to sign out of study hall to the library.
- Students are permitted to visit a teacher with their permission and prior arrangements made.

Expectations and Procedures:

- Students must report to the study hall at the beginning of the period to have attendance taken. Students must alert the study hall supervisor of the desired location before leaving.
- Students must remain in location for the remainder of the period.



- Appropriate conduct must be abided by students in each location.
- Students should report directly to their desired location. Wandering the halls is not permitted.
- 7th grade students will be eligible for Honors privileges after the 1st quarter.
- School administration holds the right to revoke privileges for academic or behavioral misconduct and/or abuse of current privileges.

Student Driving and Parking Privileges

Student parking spaces are limited and will be limited to designated areas. Access to parking goes first to seniors, then juniors, etc. Students will be required to register their cars in the Office. Students who abuse driving privileges by being late, visiting the parking lot during school time, driving in an unsafe manner, transporting other students without permission, or leaving school without permission face the loss of driving privileges. Once a car is driven onto school property, it may not be driven off until the student leaves for the day. Exceptions may be granted upon written request from a parent or guardian. Once the car is parked, students are to enter and remain in the building until dismissed. Special circumstances must be discussed and approved by the principal.

Food Services

Accounts

All students are given an account with the School Meals Programs. Each account will have a secure three to four digit PIN that students are required to memorize. All snacks and extras need to be paid with cash on the day of purchase.

The Community Eligibility Provision (CEP) offers breakfast and lunch to every student at no charge to the families.

Visit the following website for more information:

<http://www.cn.nysed.gov/content/community-eligibility-provision-cep>

Breakfast

Breakfast is available to all student's grades K-12. Students in grades 7-12 have an opportunity for breakfast from 7:45-8:14, while K-6 have an opportunity for breakfast between 8:15 a.m. - 8:45a.m.

Cafeteria

All students are REQUIRED to attend the cafeteria for lunch. Students are to form a line in the hall, remain quiet and respectful. All students are required to enter their personal identification number (pin) at the cashier's table. Parents are required to fill out a CEP form that is available on the district website.

Once they have passed through the serving station and enter their PIN, students are to find a seat and remain seated while consuming their lunch. Students may quietly socialize and are required to clean up after themselves when finished.



Clubs and Activities

Co-Curricular and Extracurricular Activities

Jefferson Central School recognizes the educational values inherent in student participation in the co-curricular life of the school for such purposes as building social relationships, developing interests in an academic area, and ongoing understanding of the responsibilities of good citizenship.

The following activities are available to students:

Art Club
Yearbook
Student Senate

Varsity Club
Music Club
Colorguard

National Honor Society
Junior National Honor Society

Student Fundraising

All clubs, classes, and organizations must have prior approval through the Principal for any fundraising efforts. No fundraising activities will be allowed to take place without this approval.

Posters/Postings in School

The Main Office will approve posters and their placement before they are put on display. Posters, both in school and out must be collected as soon as the event which they announce has taken place. At all times, posters must be neat, of good taste and design, and grammatically correct.



Student Senate

Jefferson Central School's Student Senate is a student run service organization, made up of two representatives per class, grades 7-12. Our mission is to serve as liaison between the student body and the school administration regarding issues of concern to both groups.

We also promote several projects each year for grades K-6, such as our annual Halloween Party and Haunted House. Student Senate sponsors one American Red Cross Blood Drives per school year as a service to the community. Students learn more about the democratic process in their quest for elected office as a class representative, and in the cooperative spirit of the Student Senate meetings.

If a student chooses to run for one of the four major offices of the organization, he or she will campaign, give a speech before the student body, and participate in the voting process. These activities are designed to facilitate a better understanding of our democratic system and how it works; and to encourage positive participation in society, now and in the future.



Athletics

Responsibilities

The privilege of participation in the inner-scholastic athletic program at Jefferson Central School will carry with it the following responsibilities:

1. An athlete is expected to attend every practice and game except those where sickness or a legitimate excuse occurs. The coach should be notified of the reason as soon as possible.
2. An athlete is expected to be supportive of all teammates and respectful to coaches, opposing players, and officials.
3. An athlete is expected to use appropriate language at all times.
4. An athlete is responsible for any damage to equipment and uniforms, which are assigned.
5. An athlete is expected to return their uniform to our coaches within two weeks following the season.

Eligibility

An athlete is expected to report to all classes to remain eligible to practice or play in a game on that day. The student should notify the school nurse and coach, as soon as possible, prior to any exception.

Exceptions:

- Medical Appointments
- Legal Appointments
- College Visitations (Approved by the school counselor)
- Family Emergencies
- School Sponsored Events
- Other Exceptions Approved by the Administration

A student that doesn't report to class due to illness is not eligible to practice or play in a game on that day.

Athletes must meet all standards of eligibility as outlined in the NYSPHSAA Handbook. This Handbook can be viewed online at www.nysphsaa.org. Copies of this Handbook may be obtained from:

New York State Public High School Athletic Association, Inc
8 Airport Perk Blvd.
Latham, NY 12110

Transportation

Athletes are expected to ride the bus to and from games. If an athlete is in a situation that prevents them from riding the team bus, they must present:

- written parental request to leave with the student's parent or legal guardian presented to the coach
- written parental request to leave with anyone other than the student's parent or legal guardian approved by the administration.

Substance Abuse Violation

Students participating in athletics are expected: not use or possess tobacco products, alcohol, or drugs. Any athlete that violates this expectation will be penalized as prescribed by the Substance Abuse Violation:



Participants in athletics must not use or possess tobacco products, alcohol or drugs. Any athlete that violates the above statement will be subject to the following penalties:

1. Tobacco products

First offense - A minimum suspension for the next two games

Second offense - A minimum suspension for the next four games and a minimum of three sessions with a drug and alcohol counselor or expulsion for the remainder of the sport's season

Third offense - Automatic expulsion for the remainder of the school year

2. Alcohol

First offense - A minimum suspension for the next four games and a minimum of three sessions with a drug and alcohol counselor or expulsion for the remainder of the sport's season

Second offense- automatic expulsion for the remainder of the school year

3. Drugs

First offense - automatic expulsion for the remainder of the school year.

Any athlete expelled for the remainder of the sports year may appeal following intensive drug and alcohol counseling. Following the counseling sessions, the athlete and their parents or legal guardian will meet with the following people who will rule on their case: superintendent, drug and alcohol counselor, and athletic director.

Athletes are permitted to practice during suspension periods. Athletes are permitted to attend games with the team but are not allowed to be in uniform.

Any athlete that has been penalized by the substance abuse policy will not be eligible for individual post season awards or honors.



CROP

Jefferson Central School's **CROP** is a grant funded program affording students in grades kindergarten through eighth a well supervised, safe environment with academic and recreational activities. If you are interested in the K-8 component, contact the CROP supervisor for more information and an application.

CROP (K-8) meets daily from 3:00 to 5:00 on most days that school is in session. Students will be bused home at 5:00 unless other arrangements are made. A healthy snack will be available each day.



Reporting Concerns

If you have a concern that you would like addressed, please use the following chart in order to have the appropriate staff member help to solve your concern. Please begin with the 1st contact. If your concern has not been addressed, please forward to the next contact.

Department	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	Principal	Superintendent	BOE
Special Education	Teacher	CSE Chairperson	Principal	Superintendent
Transportation	Driver	Transportation Supervisor	Principal	Superintendent
Health/Attendance	Nurse	Principal/ Guidance Counselor	Superintendent	BOE
Finance	Treasurer	Superintendent	BOE	
Buildings and Grounds	Director of Facilities	Superintendent	BOE	
Guidance/Scheduling	Guidance Counselor	Principal	Superintendent	BOE
Athletics	Coach	Athletic Director	Principal	Superintendent
CROP	Teacher	CROP Supervisor	Principal	Superintendent
Extra-Curricular Activities	Activity Leader	Principal	Superintendent	BOE
Nutrition Program	Cafeteria Manager	Principal	Superintendent	BOE



Student and Parent Signature of Receipt:

I have received and reviewed the **Student and Parent Handbook** for 2022-2023. Specifically, I have read the contents of the **Code of Conduct Summary, Attendance Policy, the Internet Use Agreement, Athletic Guidelines and other school guidelines and expectations**. If I have questions regarding any information in this handbook, I may contact the school for further clarification.

Student Name: (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE RETURN TO YOUR FIRST PERIOD TEACHER BY SEPTEMBER 23rd.



Notes



Release of Student Information & Photo Release "Opt Out" Form

This form should be filled out **ANNUALLY** and kept on file with the child's school

ONLY IF PARENTS CHOOSE AN OPT-OUT OPTION.

Student's Name: _____

Grade: _____

School: Jefferson Central School

School Year: 2023-2024

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. **If you wish to opt out**, you must check the box(es) below and return this form no later than **September 23** or ten days following the student's enrollment in the District, whichever is later. This election is good for the remainder of the current school year.

Parent, please check all that apply:

_____ PLEASE DO NOT INCLUDE MY STUDENT'S INFORMATION IN **DIRECTORY INFORMATION** THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO:

- _____ YEARBOOKS
- _____ NEWSLETTERS
- _____ BROCHURES
- _____ AWARDS
- _____ DISTRICT CALENDAR

_____ PLEASE DO NOT RELEASE MY STUDENT'S DIRECTORY INFORMATION TO THE **ARMED FORCES**.

_____ PLEASE DO NOT PUBLISH MY STUDENT'S **PHOTO/IMAGE AND STUDENT WORK**.

Parent/Guardian's Name (Please Print)

Date:

Parent/Guardian's Signature