PENFIELD HIGH SCHOOL
25 High School Drive, Penfield, NY 14526
PHONE: 249-6700
FAX: 248-2810

PHS FREQUENTLY CALLED NUMBERS

MAIN OFFICE ........................................................................................................... 249-6700
NURSE’S OFFICE ........................................................................................................ 249-6721 or 249-6780
ATTENDANCE OFFICE .............................................................................................. 249-6707
COUNSELING OFFICE ............................................................................................. 249-6720 or 249-6718
ATHLETIC OFFICE .................................................................................................... 249-6733
STUDENT MANAGEMENT & SUPPORT OFFICE ................................................... 249-6776
TRANSPORTATION .................................................................................................. 249-5650

ADMINISTRATION

Dr. Leslie Maloney, Principal ...................................................................................... 249-6701
Mr. Howard Henick, Associate Principal
Student Management and Support ............................................................................. 249-6776
Dr. Charlie Roods, Assistant Principal, Grade 9 ....................................................... 249-6745
Ms. Michele Sick, Assistant Principal, Grade 10 ..................................................... 249-6702
Mrs. Teri Marsh, Assistant Principal, Grade 11 ...................................................... 249-6818
Ms. Terry Febrey, Assistant Principal, Grade 12 ..................................................... 249-6740
Mrs. Christine Brown, Special Education Administrator ...................................... 249-6777

SCHOOL COUNSELORS

Mrs. Stephanie Dana ................................................................................................. 249-6715
Mr. Brandon Fox ....................................................................................................... 249-6717
Mrs. Teresa Kneezel ................................................................................................. 249-6712
Mrs. Bea Lynch ......................................................................................................... 249-6714
Mr. Nathan Miller ..................................................................................................... 249-6710
Mrs. Leslie Rowe ...................................................................................................... 249-6713
Mrs. Heide Talone .................................................................................................... 249-6774
Mrs. Amy Williams .................................................................................................. 249-6753

SCHOOL SOCIAL WORKER

Mrs. Melissa Green .................................................................................................... 249-6757

SCHOOL PSYCHOLOGISTS

Mrs. Alexandra Herve ............................................................................................... 249-6709
Mrs. Katie Shay ......................................................................................................... 249-6708

SCHOOL HOURS: Penfield High School 7:30 am–2:15 pm
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<td>STUDENT BILL OF RIGHTS AND RESPONSIBILITIES</td>
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Dear Students,

Welcome Back! We hope your summer was relaxing and you are ready for a challenging and productive school year. September is always an exciting time with expectations for a positive and successful school year.

This student planner contains important information to keep you informed of schedules and events. Please take some time to review your planner to become familiar with the Policies, Procedures and the Student Code of Conduct here at PHS.

Penfield High School’s motto is Pride, Honor, Success = PHS. At PHS we believe strongly that students, staff, and parents need to work together closely to ensure all individuals can reach their full potential. We expect students will demonstrate their pride by treating themselves, each other, and our facilities in a respectful and caring manner. Students are encouraged to demonstrate their honor in making positive decisions in and out of the classroom. Success is fostered throughout the school year in a variety of meaningful ways. PHS is dedicated to being a safe learning environment for all students at all times.

Many types of communication between the school, families and the community are being used to help keep everyone informed of the many functions and activities at PHS. Please visit our web site at http://www.penfield.edu for important dates, the District Calendar, and information about instruction, athletics, departments and the monthly high school newsletter, “The Observer”. In addition we encourage you to log-in to Infinite Campus in order to review your child’s academic progress and attendance on a regular basis. If you need assistance with Infinite Campus, please contact Mrs. Debbie Sicker at dsicker@penfield.edu.

We hope you will take advantage of the extra-curricular activities, musical opportunities and sports teams offered at PHS. There are also instructional supports available, such as Departmental Instructional Centers (DICs), the Academic Support Center (ASC) and the Library to help you with your academic progress throughout high school.

On behalf of the high school administrative team, best wishes for a successful and fulfilling school year. We are excited to have you as part of the Penfield High School learning community.

From the Home of the Patriots,

The PHS Administrative Team
ROLE of the school COUNSELOR?

At Penfield High School, the school counselor works with students individually and in classroom and seminar environments:

- Academic/School Support
- Career Counseling
- College Applications
- College Planning
- Course Selection
- Graduation Requirements
- Personal/Social Emotional Issues
- Resume Development
- Scheduling
- Scholarships/Financial Aid
- Special Programs

There are situations that require more in-depth and frequent counseling. Students and families are sometimes referred to an outside agency/support.

HOW DO I SEE MY COUNSELOR?

Counselors are available during regular school hours. Students can make appointments with their school counselor through the Counseling Office secretaries. Additionally, counselors often initiate appointments with students by sending a pass through first period. In the event of an emergency/crisis situation, in which the student needs to see a counselor immediately, students and/or parents need to make this clear to a counseling secretary. If your counselor is not available, one of the other mental health staff members can assist.

Stephanie Dana  
School Counselor and Counseling Department Chair  
Penfield High School  
(585) 249 – 6715  
[PHS Counseling website]
## PENFIELD CENTRAL SCHOOL DISTRICT
### 2018-2019 School Calendar

**SCHOOL HOURS:** Penfield High School 7:30 am–2:15 pm

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2018</td>
<td>3</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Tuesday</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Wednesday</td>
<td>First Day for Students</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>8</td>
<td>Monday</td>
<td>Columbus Day</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Tuesday</td>
<td>Superintendent’s Conference Day (K-12)</td>
</tr>
<tr>
<td>Nov 2018</td>
<td>12</td>
<td>Monday</td>
<td>Veterans Day (observed)</td>
</tr>
<tr>
<td></td>
<td>21-23</td>
<td>Wednesday – Friday</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec 2018</td>
<td>24-31</td>
<td>Monday-Monday</td>
<td>Holiday Recess</td>
</tr>
<tr>
<td>Jan 2019</td>
<td>1</td>
<td>Tuesday</td>
<td>New Year’s Day Holiday</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Monday</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td></td>
<td>22-25</td>
<td>Tuesday-Friday</td>
<td>Regents Exams</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Monday</td>
<td>Superintendent’s Conference Day (K-12)</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>18-22</td>
<td>Monday-Friday</td>
<td>February Recess</td>
</tr>
<tr>
<td>March 2019</td>
<td>22</td>
<td>Friday</td>
<td>March Recess</td>
</tr>
<tr>
<td>April 2019</td>
<td>15-19</td>
<td>Monday-Friday</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>May 2019</td>
<td>24</td>
<td>Friday</td>
<td>Memorial Day Recess</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 2019</td>
<td>17</td>
<td>Monday</td>
<td>Last Day of Regular Classes</td>
</tr>
<tr>
<td></td>
<td>18-25</td>
<td>Tuesday-Tuesday</td>
<td>Regents Exams</td>
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<tr>
<td></td>
<td>27</td>
<td>Thursday</td>
<td>Graduation</td>
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# 2018-2019 MARKING PERIODS

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<th>INTERIM REPORTS</th>
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<tr>
<td><strong>INTERIM 1</strong></td>
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<tr>
<td>Five week period ends</td>
<td>Quarter 1 Wednesday, September 5, 2018 through Tuesday, November 6, 2018 43 days</td>
</tr>
<tr>
<td>Thursday, October 4, 2018 22 days</td>
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<tr>
<td><strong>Interim 2</strong></td>
<td></td>
</tr>
<tr>
<td>Five week period ends</td>
<td>Quarter 2 Wednesday, November 7, 2018 through Monday, January 28, 2019 42 days + 4 exam days</td>
</tr>
<tr>
<td>Tuesday, December 11, 2018 21 days</td>
<td></td>
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<tr>
<td><strong>Interim 3</strong></td>
<td></td>
</tr>
<tr>
<td>Five week period ends</td>
<td>Quarter 3 Tuesday, January 29, 2019 through Monday, April 8, 2019 43 days</td>
</tr>
<tr>
<td>Thursday, March 7, 2019 22 days</td>
<td></td>
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<tr>
<td><strong>Interim 4</strong></td>
<td></td>
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<tr>
<td>Five week period ends</td>
<td>Quarter 4 Tuesday, April 9, 2019 through Wednesday, June 26, 2019 43 days + 7 exam days</td>
</tr>
<tr>
<td>Tuesday, May 14, 2019 22 days</td>
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</table>
### JANUARY 2019 Exam schedule

<table>
<thead>
<tr>
<th>AM</th>
<th>TUESDAY JANUARY 22 8:00 AM</th>
<th>WEDNESDAY JANUARY 23 8:00 AM</th>
<th>THURSDAY JANUARY 24 8:00 AM</th>
<th>FRIDAY JANUARY 25 8:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROOM #</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATERIALS NEEDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PM</th>
<th>TUESDAY JANUARY 22 12:00 PM</th>
<th>WEDNESDAY JANUARY 23 12:00 PM</th>
<th>THURSDAY JANUARY 24 12:00 PM</th>
<th>FRIDAY JANUARY 25 12:00 PM</th>
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<tbody>
<tr>
<td>EXAM NAME</td>
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</tr>
<tr>
<td>ROOM #</td>
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<td></td>
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<tr>
<td>MATERIALS NEEDED</td>
<td></td>
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</table>

*IF TAKING 2 EXAMS AT THE SAME TIME, COMPLETE A CONFLICT CARD. IF TAKING 3 EXAMS IN ONE DAY, LIST ALL 3 EXAMS ON THE CONFLICT CARD.*

*CONFLICT CARDS ARE LOCATED IN YOUR ADMINISTRATOR’S OFFICE*
DIPLOMA TYPES

GRADUATION REQUIREMENTS:
All students must take a minimum of 5.5 credits, including PE, each year of high school.
For graduation, students must complete a total of 22 credits & pass the required Regents Exams outlined below:

Regents Diploma

22 credits required, including:
4 credits English
4 credits Social Studies
3 credits Math
3 credits Science
2 credits P.E.
1 credit LOTE
.5 credit Health I, .5 credit Health II
1 credit Commencement Art/Music

5 Regents Exams ≥ 65:
1 Math
1 Science
English
Global History
U.S. History

With Honors:
Average of 90 on the 5 required Regents Exams

REGENTS WITH ADVANCED DESIGNATION

22 credits required, including:
4 credits English
4 credits Social Studies
3 credits Math
3 credits Science
2 credits P.E.
3 credits LOTE (or a 5 unit sequence in the Arts or CTE)
.5 credit Health I, .5 credit Health II
1 credit Commencement Art/Music

9 Regents exams ≥ 65:
Regents Exams:
3 Math (Algebra, Geometry, Alg 2/Trig)
2 Science (Living Env, 1 Physical Setting)
English
Global History
U.S. History
Local Exams:
LOTE Checkpoint B

With Annotation of Mastery in Math:
≥ 85 on each of the Regents exams:
Algebra, Geometry, & Alg 2/Trig

With Annotation of Mastery in Science:
≥ 85 on each of 3 Regents exams in Science

With Honors:
Average of ≥ 90 on the 8 required Regents exams

ACADEMIC PROGRAM:
Grading System
Grades are calculated based on a 100-point numeric scale.

Report Cards are issued every 10 weeks.
- There will be a safety net of 55 for the first half of any course for students who are failing. In the second half of any course, students receive the actual numeric grade for their work.

Honor roll is determined every 10 weeks based on the quarterly average of all courses.
- Honor roll status: 85 – 89.9
- High Honor roll status: 90 and above

A mark of “Incomplete” may not remain on a student’s report card for longer than one marking period without authorization by the grade level administrator.

Students who do not take a final exam, or complete a final project, will receive a zero, which may be calculated as 20% of their final average.

Penfield High School will honor the grades earned at another school or program as reported on an official transcript.

Students are eligible to “test-out” of a course that they are repeating provided that they:
- Earn a grade of 65 or above for the first two marking periods
- Pass a final exam at the end of the second marking period.

Transcripts
- The final grade reported on the transcript reflects the grade the student earned in the class; it does not include any additional weighting.
- The transcript shows both a weighted and an un-weighted cumulative GPA.
  - The un-weighted cumulative GPA is calculated by the course grade listed on the transcript.
  - The weighted cumulative GPA is calculated by adding 3.5 points to the final course grade for each Honors or AP course.

Transcript/GPA Procedures Regarding Withdrawals
- An approved withdrawal before the first five weeks in a half year course or the first ten weeks in a full year course will not be recorded on the transcript.
- An approved withdrawal from a half year course after five weeks or after ten weeks in a full year course will have a W noted on the transcript.
- An approved withdrawal after ten weeks from a half year course or after twenty weeks from a full year course will be recorded as a W if the student is passing or a WF on the transcript if the student is failing at the time of the withdrawal.

Course Changes

Changes for year-long courses will be considered the first two weeks of the course
Changes for semester long courses will be considered after the first week of class

During the first 2 weeks of each semester there are no schedule changes unless a student is:
- requesting to add a class
- requesting to move to a more rigorous class
- missing a graduation requirement
- not at the minimum 5.5 credits per year

Changes cannot be accommodated to obtain a certain class period including PE, lunch, and study hall

If, after the third week of the semester, a student still has a course request change, an “Applica-
tion for Program Change” form will need to be completed.

- Forms are available from a student’s school counselor.
- During this time a student must continue to attend all scheduled courses, including any that may be under review, until a formal change has been approved by the grade level administrator and counselor, and a revised schedule has been given to the student.

- When a student has an approved change in the level of course, the grade will not follow if the change occurs within the first ten weeks of the class. There will be a one-week time period allowed for the schedule change to be finalized if necessary.
- If a student has an approved change in the level of a course after ten weeks, the initial course level and quarterly grade(s) will remain on the report card followed by a W at the time the student changed the level. The grades earned in the original level will be carried over to the new level and will be included in the determination of the final average.
- In the event a student’s program is changed by CSE action requiring a change in level, the CSE will determine if grades will follow to the new placement.

Classroom Concerns

- Any questions or concerns should first be communicated directly from the student or parent to the teacher. If issues remain unresolved, parents should contact the student’s school counselor.
- School Counselor will work directly with student to:
  - Help student identify and articulate concerns and/or needs
  - Help student gain skills to discuss questions and/or concerns with teacher
- Counselor may facilitate a meeting with student and teacher (or student and parent and teacher) for:
  - Interpersonal issues or a conflict between student and teacher that may require mediation
  - Developing strategies to improve student performance
- Counselor may refer student and/or parent to department chairperson or administrator

Independent Study

- Students interested in completing an Independent Study need to complete a written contract available in the Counseling Office.

Online Learning

Hybrid and Online classes taught through Penfield High School will utilize a Learning Management System. An LMS is an interactive website that allows for learning experiences, activities and communication between students and teachers.

The LMS is an extension of a PHS classroom. All rules regarding appropriate conduct and behavior apply to the LMS, including those found in the Code of Conduct.

These additional rules also apply to the LMS environment:

1. **Tone**
   
   *This is an academic (not social) environment and the tone of all communication should reflect this.*

2. **Appropriate Language and Behavior**
   
   *Appropriate use of language is even more important when that language is written and care should be taken to exclude any inappropriate language.*

3. **Respect for Peers and Teachers**
   
   *All communication within the LMS must reflect respect for all peers and teachers*

4. **No Bullying or Personal Attacks**
Bullying or personal attacks, in any form, are prohibited at all school locations, including the LMS.

5. The LMS may only be used for class-related activities and communication

6. All information and communication on the LSM is viewable by your teacher and administrator

7. Honesty
   All learners must adhere to a strict policy of honesty. All work must be your work. Cheating and plagiarism in any form is strictly prohibited.

8. Access safeguarded
   All users of the LMS are given a login and course key. This information may not be shared with others (except for your parents).

Summer School
• Students have the opportunity to take the following during summer school:
  • Repeat Courses – for students who have failed a course during the regular school year having earned a final average of at least 50.
  • New Courses – for students wanting to complete a requirement during the summer session. There are limited new course offerings.
  • Exam Review Courses – for students who have failed a Regents Exam and want to prepare for retaking the exam at the end of summer school. These are not credit bearing.
  • If a student has an average below 50, he or she will have to take the course as a new course if offered during the summer, or repeat the course the following school year.
  • When a student repeats a course during summer school, both grades will remain on the transcript. However, the higher of the two grades will be used in the calculation of the GPA.

ATTENDANCE POLICIES AND PROCEDURES:
Attendance Philosophy
Penfield Central Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Emphasis on the importance of regular attendance as it relates to student achievement means that the school and the student’s family should intervene with students whose absences are interfering with their academic and personal growth.

What to do if an Absence Occurs
The Parent/Guardian should call the ATTENDANCE OFFICE at 249-6707 before 10:00 AM on the date of absence.

What to Do When Returning to School After an Absence
A note from a Parent/Guardian which contains the following information is to be provided to the ATTENDANCE OFFICE within one school day of the student’s return to school following an absence:
• Date(s) of absence
• Reason
• Parent/Guardian Signature
• Telephone number(s) where Parent/Guardian may be contacted

Failure to follow these attendance procedures may result in disciplinary action.

Missed Assignments
It is the student’s responsibility to obtain missed assignments and work when absences occur. Failure to do so may result in loss of credit for the course.

The normal work deadline may be extended by the teacher if there are extenuating circumstances. All make up work is decided upon by the teacher.
When make-up work is completed on time and in a manner satisfactory to the teacher, the excused absence will not count towards the number of absences that result in the loss of credit.

When a student fails to make up work on a repeated basis, he/she will progress through the stages of attendance intervention as outlined in Board Policy #7110 & #7110R.1.

A student cannot earn credit for assignments missed due to class cuts, truancies or attendance in Tardy Restricted Study Hall (TRSH).

**Attendance Requirements for Participation in Co-Curricular/Sporting Events**

Students must be present by the end of period 2 in order to participate in co-curricular activities/sporting events on that day.

**Attendance Requirements**

Figure 1:

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<th>Course Length</th>
<th>Frequency Per Week</th>
<th>Number of Absences at Each Stage</th>
</tr>
</thead>
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<td></td>
<td></td>
<td>(When the work is made up for an excused absence, the absence does NOT count toward this number)</td>
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<tr>
<td></td>
<td></td>
<td>STAGE 1</td>
</tr>
<tr>
<td>Full Year</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Full Year</td>
<td>4</td>
<td>4</td>
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<td>Full Year</td>
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<td>Full Year</td>
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</tr>
<tr>
<td>Half Year</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Half Year (P.E.)</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Half Year (P.E.)</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Attendance Intervention Stages & Actions:**

**Stage 1**

Absences range from 1 - 6, depending on course length and frequency of class sessions.

See figure 1 for exact numbers.

**Action**

- Parental notification by teacher
- Teacher meets with student and writes a referral to the administrator
- Teacher and student design a plan for making up the work when applicable
- Counseling interventions as needed

**Stage 2**

Absences range from 2 - 12, depending on course length and frequency of class sessions.

See figure 1 for exact numbers.

**Action**

- Parental notification by teacher
- Referral sent to administrator
- Privileges and eligibility may be removed
- Teacher and student design a plan for making up the work when applicable
- Counseling interventions as needed
Stage 3
Absences range from 3 - 18, depending on course length and frequency of class sessions.
See figure 1 for exact numbers.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral sent to administrator</td>
</tr>
<tr>
<td>Parental notification by administrator</td>
</tr>
<tr>
<td>Administrator meets with parent, student, teacher, school counselor, and/or school psychologist, and/or school social worker</td>
</tr>
<tr>
<td>Privileges and eligibility may be removed</td>
</tr>
</tbody>
</table>

Stage 4
(Maximum number of class absences)

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral sent to administrator</td>
</tr>
<tr>
<td>Parental notification by administrator/Due Process</td>
</tr>
<tr>
<td>Denial of credit and withdrawal from course</td>
</tr>
<tr>
<td>The student may audit the class with approval of the teacher and administrator</td>
</tr>
</tbody>
</table>

What to Do if a Student is Late to School
Upon a tardy arrival to school, a student must report immediately to the attendance office and sign in.

1. If a student has a note for the tardy arrival, he or she will receive an “admit” to class pass. Notes must include the following information:
   • Time of arrival
   • Date of tardiness
   • Reason for tardiness
   • Parent/guardian signature and phone number where parent/guardian can be reached during the school day

2. If a student does not have a note, he or she will be directed to Tardy Restricted Study Hall (TRSH) to remain for the duration of the period. Student attendance in TRSH will result in consequences being assigned.

*Failure to follow these procedures may result in disciplinary action.*

What to Do if a Student Needs to Leave School Early
Upon arrival to school, a student needing to leave school before the end of the regular school day should bring a note to the attendance office indicating the following:

• Time of dismissal
• Date for dismissal
• Reason(s) for dismissal
• Parent/guardian signature and phone number where parent/guardian can be reached during the school day

The student shall also follow the sign-out instructions of the Attendance Clerk.

*Failure to follow these procedures may result in disciplinary action.*

Excusable absences include: (per NYSED Guidelines)

| Sickness | Religious observance | In-School Suspension |
### TARDY RESTRICTED STUDY HALL (TRSH) POLICY AND PROCEDURES:

1. All students are expected to be in all classes and assigned areas at the start of each period.
2. If a student is to be legitimately late to class, the student shall secure a signed pass in their planners from the faculty/staff member who was in direct supervision of the student during the time that made the student late to class.
3. Failure to produce an appropriate pass after the start of a period will result in the student being directed to TRSH.
4. Student attendance in TRSH, for any reason, will constitute an unexcused absence from class and the teacher shall issue a referral indicating the student present in TRSH during that particular period.
5. A student cannot earn credit for assignments, quizzes or tests missed due to an unexcused absence.
6. Chronic absenteeism and/or tardiness will be monitored. Teachers are asked to alert the student’s parents and administrator if a student is frequently late to class and/or regularly missing class.
7. Students can only be assigned to Tardy Restricted Study Hall (TRSH) by a staff member.
8. Students throwing food in either the cafeteria or commons will be assigned 30 days of Tardy Restricted Study Hall (TRSH) during their lunch period.

Students who have been in Tardy Restricted Study Hall (TRSH) will be assigned the following consequences:

<table>
<thead>
<tr>
<th>Time in TRSH</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time in TRSH = One Warning</td>
<td></td>
</tr>
<tr>
<td>2nd Time in TRSH = One (1) After School Detention</td>
<td></td>
</tr>
<tr>
<td>3rd Time in TRSH = Two (2) After School Detentions</td>
<td></td>
</tr>
<tr>
<td>4th Time in TRSH = Saturday Detention 2 Hour Session</td>
<td></td>
</tr>
<tr>
<td>5th Time in TRSH = Saturday Detention 4 Hour Session</td>
<td></td>
</tr>
<tr>
<td>6th Time or more in TRSH = 1 Day In-School Suspension</td>
<td></td>
</tr>
</tbody>
</table>

### TRUANCY FROM CLASS:

- **First Truancy From a Class** - When a teacher determines a student has cut, the teacher will inform the parents by the conclusion of the next school day. A record of the action taken by the teacher will be filed with the student’s administrator on a referral form. The administrator will meet with the student and issue a two hour Saturday detention consequence. A copy of the referral form containing this information will be sent to the parent. A copy will also be retained in the student’s disciplinary file.

- **Second Truancy From a Class** - Upon confirmation of the second truancy from class, the teacher will inform the parents by the conclusion of the next school day. A record of the action taken by the teacher will be filed with the student’s administrator on a referral form. The administrator will meet with the student and may assign one session (4 hours) Saturday Detention. The parent will be contacted by the administrator. A copy of the referral form containing this information will be sent to the parent. A copy of the referral will be retained in the student’s disciplinary file.
• **Third Truancy From a Class** - Upon confirmation of the third truancy from class, the teacher will inform the parents by the conclusion of the next school day. A record of the action taken by the teacher will be filed with the student’s administrator on a referral form. The administrator will meet with the student and may assign one day of In-School-Suspension. The parent will be contacted by the administrator. A copy of the referral form containing this information will be sent to the parent. A copy of the referral will be retained in the student’s disciplinary file.

• **Fourth Truancy From a Class** - Upon confirmation of the fourth truancy from class, the teacher will inform the parents by the conclusion of the next school day. A record of the action taken by the teacher will be filed with the student’s administrator on a referral form. The administrator will meet with the student and may assign In-School-Suspension. The parent will be contacted by the administrator. A copy of the referral form containing this information will be sent to the parent. A copy of the referral will be retained in the student’s disciplinary file. According to the circumstances, the administrator or principal may take appropriate action which can include any or all of the following:
  1. Suspension from all extra-curricular activities, sports teams, and other privileges, and/or other appropriate discipline.
  2. Referral for counseling.
  3. A student who repeatedly cuts a class may be considered insubordinate. As a result a Building Administrator may request a hearing before an impartial hearing officer to determine whether a long-term suspension should be imposed.

**SCHOOL CLOSING INFORMATION:**

If school must be closed because of weather conditions or other emergencies, the District will make the decision to close schools as early as possible. This information will be posted on the district website (www.penfield.edu) and communicated to parents through our Connect-Ed phone system and through local media.

**EMERGENCY DRILLS:**

Fire drills are scheduled at various times throughout the school year to help prepare for an actual evacuation emergency.

In the event of a planned drill, the principal or designee will make an announcement that an evacuation drill will be conducted and that all faculty, staff and students are to leave the building as soon as the fire alarm is activated. If you hear the alarm and there is no announcement, you should follow staff directions and evacuate the building immediately. Emergency evacuation exit route directions are displayed near the door(s) in each room.

In an emergency evacuation situation, students should:

1. Wait for teacher directions.
2. Quietly leave the room and quickly walk towards that classroom’s designated exit.
3. Do not use elevators. A student with special needs; on crutches, in a wheelchair, or with special accommodations on the 2nd floor only, will go to the Emergency Evacuation Room G24 and wait for the “All Clear” announcement or be rescued by the Fire Department through the Emergency Escape Window (if it is a true emergency).
4. Walk out of the building in an orderly fashion; no talking or running. Some directions may have to be given while exiting so being quiet is important.
5. Move away from the building as directed by your teachers and remain with your class and your teacher so that attendance may be taken.
6. Remain at the safe distance of 300 feet from the building until directed by your teacher to re-enter the building.
7. Do not use cell phones and remove all ear buds.
8. When the signal is given, return quietly to your classrooms.

9. If you are out of the room during an emergency drill, please find the nearest exit and leave by that route. Do not try to return to your own classroom! Your safety is our primary concern. Upon exiting the building, contact the nearest adult and explain your circumstances.

HEALTH SERVICES:
249-6808, 249-6721 or 249-6780

The Health Office coordinates the delivery of health services to students. The school nurses administer first aid for accidents and emergencies occurring at school, assess each student who comes into the office with an illness, dispense medications and perform all screenings listed below.

It is crucial that each student has emergency information on file. Please return the new emergency information forms promptly to the Main Office and update any changes during the year by calling 249-6872. This confidential information is now computerized and only authorized personnel have access. If your child is injured or ill, this may be our only way of contacting you.

A student who feels ill during the school day should report to the Health Office with a signed pass from his/her teacher. Between periods, students should check in with the up-coming teacher and bring a pass. After an assessment is made, the student will either return to class, be allowed to lie down for a period, or the parent or guardian will be contacted. If the student needs to be dismissed from school, the nurse must speak with the parent or guardian to confirm plans for transportation, and to convey any pertinent medical information; only then may a student be picked up by a parent, a parent designee, or be given permission to drive themselves home. No student is allowed to drive a friend home without authorization from each student’s administrator and each student’s parents.

Screening Evaluations
New York State mandates the following screening evaluations:
1. Annual near and distance vision for all grade 11 students.
2. Hearing evaluation for all grade 11 students.
3. Annual scoliosis evaluation for all grade 9 boys.
4. New student to the district screening including distance and near vision, color perception, hearing.

Physical Exam Requirements for High School Students
New York State law requires parents/guardians to furnish a certificate of physical examination for all students in grades 9 and 11, any student new to the district, yearly physical exams for students participating in sports, and students seeking work permits. Students who are new to the school district must supply the district with a certificate of physical examination conducted with one year of the date the student enters the district. Students entering from out of the country must supply a translated copy of immunizations, including a PPD, and proof of a physical examination done not more than one year prior to enrollment. Free physicals are done each year, usually in June, which are valid for the entire up-coming year. However, students are strongly encouraged to schedule physicals with their own physicians.

Sports Certification
Students who wish to participate in sports must have an updated physical exam, good for 12 months, and a tetanus vaccine, less than 10 years old, on file in the Health Office. The parent and student must also complete an Athletic Program Permission Slip/Medical Recertification in Family ID (www.FamilyID.com) for each sport season in which he/she participates. The “Code of Conduct” policy must be read and signed in FamilyID by both the parent and student.

Dispensing Medication
School personnel may not dispense ANY medication (prescription OR over-the-counter) to any stu-
dent without specific written authorization and instruction from the student’s parent and physician. All prescription and non-prescription medications require a doctor’s order. All medications must be in the original containers and properly labeled with specific directions and current dosage. A small picture of the student should be taped to the bottle and the number of pills contained in the bottle should be noted for the nurse. A new doctor and parent authorization form is required each year. A new form is also required if the dosage changes or is discontinued. 1/2 pill doses must be sent in with pills already cut. Nurses will administer prescription medication at the time noted (within an hour variance) that is required. All prescription medication must be brought in by a parent or guardian. At the end of the school year the parent or guardian must pick up the medication.

Students are permitted to self-carry, inhalers and/or epipens ONLY when compliant with ALL of the following:

1. All medication MUST be in the original container.
2. All students must have a signed consent form on file in the health office from both the parent/guardian AND healthcare provider stating they are self-directed and permitted to self-carry the medication.
3. The school nurse reserves the right (upon assessment) to deny any student the privilege to self-carry and administer medication.
4. Students may NOT give any medication to anyone else at any time – doing so will result in medication confiscation, loss of self-carry privilege AND parent and administrator notification.

If you have any questions regarding health services, please feel free to contact the school nurse at 249-6721 or 249-6780 or the office secretary at 249-6808.

Parents as Medical Providers

The New York State Education Department, Office of the Professions, Division of Medical Licensing, does not recommend and strongly discourages medical providers from treating family members. Accordingly, because the district follows a “best practice” standard of care in our health offices, please be advised that the district will not accept medical clearances, requests, forms, documents, certificates, or any other medical notice, etc. from a parent who is acting as their child’s health care provider. All medical orders, certificates, or other required statements or forms must be written by the child’s private primary care physician, or health care provider. A parent who is also a health care provider must complete all required parent documentation/permission to supplement the treating physician or other health care provider’s information, the same as any other parent. Your failure to cooperate may delay the processing of your child’s information resulting in delays in your child’s ability to participate in various activities.

FOOD SERVICES:

Breakfast and lunch are provided in the Cafeteria and Commons. Daily lunch choices include the main entree, pizza, hamburgers, hot dogs, a self-serve salad bar, plus different types of sandwiches. Fruits, vegetables, juice and milk complete the menu. We also provide a large variety of a la carte items, including homemade soups, assorted chips and ice cream.

Tentative Prices for the 2018 - 2019 School Year:

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast - assorted items, juice &amp; milk</td>
<td>$ 1.35*</td>
</tr>
<tr>
<td>Lunch – main entrée, bread, vegetable, fruit &amp; milk</td>
<td>$ 2.65*</td>
</tr>
</tbody>
</table>

*prices subject to change

A price list for additional items is posted by the cashiers in the cafeteria. Add tax to adult meal prices. Students who are eligible may receive meals at free or reduced prices. Applications for this program are sent home at the beginning of each school year or may be obtained at any time in the Main Office.
LUNCH:
Student lunches are served during periods 4 through 7. Students using the Cafeteria and Commons during their lunch period are to arrive at those locations by the start of the period. Freshmen and Sophomores are to use the Cafeteria for lunch. Juniors and Seniors are to use the Commons. Students wishing to work with teachers or attend a Departmental Instructional Center (DIC) must arrange this prior to (not during) their lunch period by receiving a pass in their planner from the teacher. The student is to report to the designated lunch area first, sign out with the lunch monitor, then report to the DIC area.

TRANSPORTATION RELATED EXPECTATIONS:
The District’s School Bus Rules (These rules are posted in all buses.)
• Be on time
• Wait for the Driver’s Signal, cross road 10 ft. in front of bus
• The driver has full authority and may assign seats if necessary
• Stay in seats while bus is in motion
• Keep bus clean - No Eating - No Smoking - No Drinking
• Keep Heads - Hands - Arms inside bus
• Be courteous - no loud talking or disturbance of any kind
• Laser lights are not allowed on school property or school buses at any time
• Skateboards are not permitted on the school bus unless they are secured in a back pack or duffle bag and not visible

It is the responsibility of all students to conduct themselves in a safe and orderly manner. Lack of cooperation with the bus driver may result in loss of bus privileges as well as other penalties. You must be a Penfield student in order to ride a Penfield bus. **Bus Schedules will not be mailed home. You can access your bussing information on Infinite Campus under the Transportation tab starting late August.**

Staying for the Late Bus
Late buses are provided on Monday through Thursday for students staying after school for legitimate reasons such as test make-up, extra help, intramurals, etc. Any student who stays after school must obtain a late bus pass from the staff member with whom they are staying. Staying after school for the express reason of socializing with friends or leaving school property and then returning to take the late bus is not allowed. The front desk does not issue late bus passes.

BOOK FINES & FEES:
According to Board of Education Policy 7311 R.1, if a textbook is lost or not returned within a reasonable amount of time, a student will be required to pay for this book. In the case of a lost book, a new book will not be issued until such payment is made (copies of all books will be made available for use in the library only). If at the end of the year it is determined that a student has a lost book, no books will be issued the following year until the problem is resolved. In the case of lost library materials, a student will be allowed to use the library facilities but would not be allowed to check out materials (or receive any textbooks) until the problem is resolved.

If any library material or textbook is lost or not returned, the student will be charged the replacement cost of the material or textbook.

GUESTS:
1. School Day - No guests are allowed during the school day.
2. School Dances - A student wishing to bring a guest to the Junior Prom or the Senior Ball only must complete a guest request form at least two weeks in advance of the event. Only one guest will be allowed per student. Background checks will be made on all guests. Requesting a guest does not automatically mean that he or she will be permitted to attend the Penfield High School
event. Decisions will be made by the administrative team for each event. Students will be informed if the guest can or cannot attend the event. Background information obtained will not be shared with students. In some cases there will be a limited number of guests allowed. No one 21 years of age or older will be allowed to attend any school dances, proms or balls.

3. Homecoming Dance and Sophomore Semi-Formal – No guests are allowed

LOCKERS:
Lockers are considered school property and may be searched or inspected without notice. Each student is assigned a locker for his/her use only and is responsible for the contents and condition of the locker. Students are prohibited from sharing lockers with other students. Lockers in need of repair should be reported to the secretary in the counseling office. Locker decorations must be removed at the end of the year.

HALL PASSES:
Students in the hallway other than passing times must have a planner or hall pass signed by a Penfield High School staff member and present it upon request. Abuse of hall pass privileges may result in hall pass revocation or other disciplinary actions. No passes are to be issued during the last ten minutes of the period. Exceptions can be made for emergencies or discipline. “No Planner, No Pass.”

STUDENT ID CARDS:
Students are expected to carry their ID cards while in school or attending school events. Student identification is required to check out library materials, textbooks, laptops, obtain lunch, enter school dances, the prom and ball, and to enter the building during exam week. Students in need of ID cards should see their administrator. Replacement ID cards cost $5.00.

LOST AND FOUND:
Any articles found in the building should be brought to a security desk. These items will be placed in Lost & Found in the Café or Commons. Individuals wanting to claim lost items need to contact the Associate Principal for Student Management and Support located in the main office (249-6776).

SCHOOL PICTURES:
School pictures for the fall of 2018 will be taken on Thursday & Friday, September 6th & 7th, during P.E. classes in the east gym. Picture retake day will be Monday, October 16th. If you have any questions about school pictures, please contact Michael Antonio at 585-617-3126 or email: michael@mcaststudios.com

POSITIVE REFERRALS:
The Positive Referral recognizes students for displaying one or more of the Core Values. It is a “pat on the back” that lets students know that their teachers have noticed their positive behaviors. Staff members can use this to recognize students who improve their behavior or those who adhere to the Core Values every day. Their administrator can also add their comments when they meet with the student. A copy of the referral is sent home and a copy is placed in the student’s file. The student’s name will be put into a drawing and once a month a name is drawn on the morning announcements. The winning students will receive a catered lunch for themselves, a friend, the referring teacher and their administrator. Referrals stay in the box all year unless drawn. Multiple referrals equal multiple
chances.

**SENIOR PRIVILEGES:**

Seniors are eligible for a variety of privileges that are directly related and dependent upon their academic standing, attendance record, and behavior.

**Open Lunch**

Open lunch is a privilege granted to seniors only. Seniors applying for the open lunch privilege must complete the application form available in their administrative office and submit it (with signed parental permission) to their administrator for approval.

This privilege is not automatically given to every senior. Seniors leaving for approved open lunches must exit under the front clock tower door exit and may do so only if they show their ID card to the monitor.

**Late Arrival and Early Dismissal**

1. Seniors applying for either Early Dismissal or Late Arrival must fill out the form requesting permission. This is available from the student’s administrator. This privilege, as with all others at PHS, may be revoked or denied for unsatisfactory academic work, behavior or attendance.

2. The form should be presented to the student’s building administrator when completed by student, parent and school counselor. If the request is approved, the administrator will notify the school counselor and student. If the request is not approved, the administrator will notify the student.

3. If the counselor does not support the request, the counselor will inform the student and the student may appeal to his/her administrator.

**STUDENT PARKING:**

**Application Process**

Only seniors are eligible to apply for permission to park in the student lot. Seniors wishing to drive to school must obtain a parking permit from the Student Management & Support Office. In order to register for parking privileges, a completed application form must be submitted accompanied by a photocopy of the student’s driver’s license and registration of the vehicle to be driven on school property. “Students must also complete the on-line Distracted Driving course at [www.urthatdistraacting.org](http://www.urthatdistraacting.org) to be eligible to receive a parking permit.” All parking permits must be approved by the senior grade level administrator.

**Parking Enforcement**

Parking on the PHS campus is limited to staff, visitors, and students who have been granted the privilege. Students are only allowed to park in the designated student parking lot. The Associate Principal for Student Management and Support manages all campus parking lots to ensure that all parking regulations are being followed. Monroe County Sheriff’s Deputies also patrol the campus regularly to ensure that there are no illegally parked vehicles. Those vehicles improperly or illegally parked on campus may be ticketed and/or towed. The following enforcement actions will be taken for improperly or illegally parked vehicles:

- 1st Violation: A warning notice is placed on the vehicle. Student will be spoken to. Parents may be notified.
- 2nd Violation: A warning notice is placed on the vehicle. Student will be spoken to. Parent is notified of violation.
- 3rd or subsequent Violations: Vehicle is subject to tow.

*Vehicles may be towed at any time at the discretion of the Principal or the designee. All towed vehicles will be towed by Barth’s Towing Service to 871-A Ridge Road, Webster, NY 14580. Fees are set by Barth’s Towing Service and may change without notice.

PHS staff has no authority over tickets issued by the Monroe County Sheriff’s Department. These
tickets must be answered to at the Penfield Town Court. Students in grades 9-11 who park on campus without permission may have the privilege denied to them in their senior year.

**PHYSICAL EDUCATION:**

All students must take Physical Education for four years. Physical Education (P.E.) is given on a semester basis. P.E. earns .25 credits per semester and counts towards a student’s GPA (1/2 credit for the year). A student must have a total of two units of credit in order to graduate.

**Unit of Instruction**

The Penfield High School Physical Education program is based upon the New York State Learning Standards and the Physical Education Profile; Commencement Level Assessments. Students will strive to achieve competency and the proficiency throughout their four years at Penfield High School. 9th and 10th graders will have a core program while 11th and 12th graders will have an elective based program.

**Medical Excuses**

Documentation of injury/illness should be brought to the Health Office, along with a clearance note, for the student to return to full participation. Students with temporary illness or injury will participate in a modified program as approved by the student’s physician.

**P.E. Locks**

Students will each have a Physical Education locker assigned to them at the start of every school year. It will be the responsibility of each student to provide a lock for the locker. Locks may be purchased at the PHS bookstore. Students are responsible for all of their belongings and should not bring money, jewelry, or other valuable items to their class.

**EXTRACURRICULAR ACTIVITIES AND ATHLETICS:**

**Attendance Requirements for Participation in Co-Curricular and Sporting Events**

- Students must arrive to school by 9:00 a.m.

**Academic Eligibility for all Extracurricular Activities**

1. Every student’s eligibility/probation status is determined by report cards and interim reports at the end of every five-week period during the school year and begins when the eligibility report is published and distributed.

2. If the student has two or more failures at the interim or the end of the marking period, the student is ineligible for extra-curricular activities. If ineligible, the student cannot play in athletic contests but may continue to practice. The student cannot attend the club meetings or intramurals when they are ineligible. If the student is in a club with a major event or competition, the student can attend the club meetings but cannot participate in the major events or competition. If the student is in an extra-curricular drama or musical performance, they may attend rehearsals but cannot participate in the actual performances. Ineligible students may audition/try out for athletic and extra-curricular activities. An ineligible notification letter is mailed home.

3. If the student has one failure, the student is on probation. The student can still fully participate in extra-curricular activities. A probation notification letter is mailed home. Students remain on probation if they continue to have one failure.

4. Fourth quarter grades determine eligibility for the fall. Eligibility is not based on whether the student passed or failed a course.

5. If a student fails a class and then passes the class in Summer School, the Summer School grade is used to determine eligibility.

6. All questions about eligibility must go to the student’s grade level administrator. If a student, parent, or teacher wishes to appeal a student’s status after contacting the grade level
administrator, he/she must contact the Associate Principal, Mr. Howard Henick. In extraordinary circumstances, decisions about eligibility may be appealed to the building principal. The decision is made by administration.

7. Additional grounds for a student to be declared ineligible for a period of time are cases of extreme or repeated unacceptable behavior (e.g., truancy or illegal absences from school or classes; insubordination; fighting; vandalism; lack of cooperation with school personnel; violations of the rights of others; violation of necessary regulations to safeguard the well-being of people and the safe operation of the school.) In such instances, the student is referred to their administrator for review. These behavioral expectations comprise a Code of Conduct that further governs student privileges that carry with them both academic and personal behavior standards. The Code of Conduct applies to all students.

8. Eligibility Report:
   a. The eligibility report will be done once at the end of each marking period. Any changes or updates to grades will be entered into infinite campus when the next eligibility report is completed.
   b. Students who are currently ineligible can complete an administrative grade report sheet on the last day of the current marking period. The sheets are available in the grade level administrative office. All classes on the student’s current schedule must appear on the administrative grade report sheet indicating the teacher will be giving a passing grade for that marking period.
   c. The student will submit the completed administrative grade report sheet to Mr. Henick. After it is reviewed, and if the student is declared eligible, the Athletic Director will be notified. The Athletic Director will notify the coaches. The student will then be eligible at the time determined eligible.

Extracurricular Clubs and Athletic Opportunities

Students are also encouraged to consider participation in the athletic program.

Listed below are sports available to students:

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football: JV,V</td>
<td>Ice Hockey: V</td>
<td>Boys’ Tennis: JV,V</td>
</tr>
<tr>
<td>Gymnastics: V</td>
<td>Coed Nordic Skiing: JV,V</td>
<td>Girls’ Track: JV,V</td>
</tr>
<tr>
<td>Boys’ Soccer: Mod.A, JV,V</td>
<td>Boys’ Swimming: JV,V</td>
<td>Softball: JV,V</td>
</tr>
<tr>
<td>Girls’ Soccer: Mod.A, JV,V</td>
<td>Boys’ Indoor Track: JV,V</td>
<td></td>
</tr>
<tr>
<td>Girls’ Swimming: JV,V</td>
<td>Girls’ Indoor Track: JV,V</td>
<td></td>
</tr>
<tr>
<td>Girls’ Tennis: JV,V</td>
<td>Wrestling: JV,V</td>
<td></td>
</tr>
<tr>
<td>Boys’ Volleyball: JV,V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls’ Volleyball: JV,V</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Below is a list of clubs and activities offered at Penfield High School:

<table>
<thead>
<tr>
<th>Ambassadors Club</th>
<th>Jazz Democracy</th>
<th>Robotics Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Rights Club</td>
<td>Jazz Rock Ensemble</td>
<td>SADD Club</td>
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<tr>
<td>Book Club</td>
<td>Jewelry Club</td>
<td>Science Competition Club</td>
</tr>
<tr>
<td>Ceramics Club</td>
<td>Key Club</td>
<td>Science Olympiad</td>
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<tr>
<td>Chemistry Club</td>
<td>Leo’s Club</td>
<td>Select Women’s Choir</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Malarkey Club</td>
<td>Seniors for Seniors</td>
</tr>
<tr>
<td>Cool 2 Be Kind Club</td>
<td>Masterminds Club</td>
<td>Show Choir</td>
</tr>
<tr>
<td>Dance Club</td>
<td>Math League Club</td>
<td>Ski Club</td>
</tr>
<tr>
<td>DECA</td>
<td>Media Club</td>
<td>Sources of Strength</td>
</tr>
<tr>
<td>Drama Club</td>
<td>Minecraft Club</td>
<td>Strategy Games</td>
</tr>
<tr>
<td>English Club</td>
<td>Mock Trial</td>
<td>Student Government</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Model UN Club</td>
<td>Tranquility Club</td>
</tr>
<tr>
<td>FCA (Fellowship of Christian Athletes)</td>
<td>Mosaic</td>
<td>Ultimate Frisbee Club</td>
</tr>
<tr>
<td>Fishing Club</td>
<td>Music Club</td>
<td>Uptown Express Club</td>
</tr>
<tr>
<td>French Club</td>
<td>Musician’s Seminar</td>
<td>Varsity Club</td>
</tr>
<tr>
<td>Gay Straight Alliance (GSA) Club</td>
<td>National Honor Society</td>
<td>Wellness Club</td>
</tr>
<tr>
<td>Japanese Club</td>
<td>Patriots Supporting Patriots</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Jazz Choir</td>
<td>Pendulum-School Newspaper</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Penharmonics</td>
<td></td>
</tr>
</tbody>
</table>

LIBRARY/MEDIA CENTER:

The Library/Media Center (Room D-26) is an open and welcoming space for research, study, recreational reading and quiet discourse. There is an atmosphere of mutual respect among students and staff. By promoting responsible user behavior, this policy attempts to achieve a balance between our users’ social needs and the preservation and protection of our collections, furniture and other equipment. The resources of the library include copies of most textbooks, carefully selected, curriculum based subscription databases and a collection of nearly 15,000 print resources. The library is open from 7:00 to 3:45 Monday through Thursday and 7:00 to 2:30 on Fridays.

When using the resources of the library, students should be mindful of the following policies:

Loan Privileges

A Student ID card is required to borrow any of the library’s materials.

Library Passes

Students must have a pass to be in the library. Hall Passes are located in the back of your planner. Upon arrival at the library, students must sign in at the podium just inside the door. Students must obtain a pass from library staff to leave the library. No passes are issued during the last ten minutes of the period.

Students who regularly use the library for appropriate purposes may apply for a Semester Library Pass for periods when they are in a study hall or not assigned to a course. The passes are issued at the discretion of the librarians and may be revoked for failure to abide by the policies and procedures of the library. Students assigned to academic study hall or restricted study hall may NOT use a Semester Pass to come to the library.
Library Computer Access
Scheduled classes always have first priority for computer access and resources. Students using computers for non-school-related activities may be asked to relinquish them for students needing computers for schoolwork. A Student ID card is required to borrow any of the library’s laptops.

Personal Electronic Devices
IPods, MP3 players and other personal listening and gaming devices are permitted in the library, if headphones are used and the volume is at a level that does not disturb other library users. Use of cell phones for calls is prohibited, but texting is permitted in the library.

Library Food and Drink Policy
By promoting responsible user behavior, this policy attempts to achieve a balance between our users’ social needs and the need to preserve and protect our collections, furniture and other equipment. Since food and drink pose a potential risk to our resources, we ask that you act responsibly when consuming food and drink in the library. Food is limited to small snack items that are generally consumed individually while seated at tables or carrels. No food is allowed in the library during lunch periods. Beverages in covered containers and water bottles are allowed. Please dispose of or recycle all trash responsibly.

Courtyard Access
The library courtyard is an extension of the library and all rules and behavioral expectations of the library apply. Students should stay on the patio (paved area), off the grass and away from classrooms that face the courtyard.

COUNSELING DEPARTMENT:
The Counseling Department is available to assist every student with career planning, college placement, educational planning, testing, social, and academic needs. Students may stop by the counseling office before school, between classes, during non-instructional time, or after school to make an appointment to see their counselor.

All PHS students have a Naviance Account to assist them in managing the college and career planning process. Naviance is a comprehensive website that students and parents can use as a tool in planning for their future. In addition, the Counseling Department offers provides student workshops and parent evenings on various topics including transitioning to the high school, college planning, financial aid, and transitioning to college.

ACADEMIC SUPPORT CENTER:
Students are invited to use the Academic Support Center (Rooms D20 & D22) offering content support. Teachers, teaching assistants, peer tutors, textbooks, computers, and reference materials are available to students for help in homework, test preparation, vocabulary study, and research reading and writing.

DEPARTMENTAL INSTRUCTION CENTER (DIC):
Students may receive academic support in a variety of content areas including, English, Languages Other Than English (LOTE), Math, Science and Social Studies through the DIC. Content-area teachers supervise, provide assistance to students, on an as-needed basis, and administer make-up tests/quizzes. Those students wishing to use a DIC during their lunch periods must obtain and show the Café/Commons monitor a pre-signed pass from a teacher to do so. The locations for DICs will be made available at the start of the school year.
STATEMENT OF PHILOSOPHY

The Penfield Central School District 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, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. It is also our right according to New York State Education Law to impose disciplinary sanctions for incidents occurring off school property that substantially disrupt the educational process or that constitute threats of violence. To this end, the Board has adopted this Code of Conduct.

UNLESS OTHERWISE INDICATED, THIS CODE APPLIES TO ALL STUDENTS, SCHOOL PERSONNEL, PARENTS AND OTHER VISITORS WHEN ON SCHOOL PROPERTY OR ATTENDING A SCHOOL FUNCTION.

DIGNITY ACT COORDINATORS – 2018-19 SCHOOL YEAR

Prevention is the cornerstone of the District’s effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

• Professional development for staff members;
• The complaint process; and
• Management of the Dignity Act’s civility curriculum components.

The District’s designated Dignity Act Coordinators are:

**ESY – Summer School**
Mr. Richard Boerman  
Phone: 585-249-5717  
Email: rboerman@penfield.edu

**District Coordinator**  
Mr. James Peiffer  
Phone: 585-249-5708  
Email: jpeiffer@penfield.edu  
PO Box 900  
Penfield, NY 14526

**Penfield High School**  
Mrs. Katie Shay  
Phone: 585-249-6708  
Email: kshay@penfield.edu  
25 High School Drive  
Penfield, NY 14526

**SEXUAL HARASSMENT OF STUDENTS**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of sexual harassment and intimidation. Sexual harassment, including acts of sexual violence such as rape, sexual assault, sexual battery,
and sexual coercion are acts of discrimination and as such are a violation of law and stand in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature which creates an intimidating, hostile or offensive educational environment.

SEXUAL HARASSMENT COMPLAINT PROCEDURES

Students who believe they are victims of sexual harassment by an employee of the District, school volunteer, fellow student or non-employee on school grounds, should report their beliefs to the principal, assistant principal or district administrator. The complaining student should notify the administration of his or her concerns by first meeting with the principal or school administrator. Following his or her meeting with the principal or administrator, the student will be asked to summarize his or her sexual harassment complaints in writing on the appropriate reporting form.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Every student has the right to attend a safe, healthy, orderly and civil school environment safeguarding the rights given all students under state and federal law.

**With every right comes a responsibility.**

<table>
<thead>
<tr>
<th>It is the student’s right:</th>
<th>It is the student’s responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) To attend school in the District in which one’s parent or legal guardian resides. To be granted the opportunity to receive a good education.</td>
<td>→ To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible.</td>
</tr>
<tr>
<td>3) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.</td>
<td>→ To be aware of all rules and expectations regulating student’s behavior and conduct oneself in accordance with these guidelines.</td>
</tr>
<tr>
<td>4) To be respected as an individual.</td>
<td>→ To respect one another and to treat others in the manner that one would want to be treated.</td>
</tr>
<tr>
<td>5) To express one’s opinions verbally or in writing.</td>
<td>→ To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.</td>
</tr>
<tr>
<td>5) To dress in such a way as to express one’s personality.</td>
<td>→ To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.</td>
</tr>
<tr>
<td>7) To be afforded equal and appropriate educational opportunities.</td>
<td>→ To be aware of available educational programs in order to use and develop one’s capabilities to their maximum.</td>
</tr>
</tbody>
</table>
To take part in all school activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

→ To work to the best of one’s ability in all academic and extracurricular activities, as well as being fair and supportive of others.

To report incidents of discrimination, harassment and bullying that are experienced or witnessed to the Building Administrator and Dignity Act Coordinator in a timely manner.

To have access to relevant and objective information concerning drug and alcohol abuse, and resources for victims of sexual violence as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

→ To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, disability or any other legally protected status, by employees or students on school property or at a school-sponsored event, function or activity.

→ To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

**Student Dress Code**

The following dress code is based on the idea that learning to select attire appropriate to specific occasions and activities is an important part of the total educational process.

At PHS we believe each student needs a safe, nurturing, and supportive environment and a culture of mutual respect that promotes learning. In order to promote these values, students are expected to wear clothing which is appropriate for the school setting. While students are encouraged to express their individuality through their clothing, attire must not distract from the academic environment or interfere with the educational process.

**All students must wear:**
- Shirt/top covering chest/abdomen
- Bottoms not exposing buttocks or genital area
- Shoes
- Clothing & footwear appropriate for safe classroom participation

**Students cannot wear:**
- Clothing referencing drugs, alcohol, sex, or violence
- Attire including visuals/language which creates a hostile or intimidating environment
- Visible undergarments (visible straps on undergarments worn under other clothing are acceptable)
- Shirts/tops without straps
- Items, including make-up, that obscures the face (except as a religious observance)

Teachers may ask students to remove hats/hoods/coats in the classroom. Students wearing anything deemed inappropriate for school will be asked to change or put something on over their clothes.
PROHIBITED STUDENT CONDUCT

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

Students may be subject to disciplinary action, up to and including suspension from school when rules of the Code of Conduct are broken. The rules of conduct below are intended to provide examples of behaviors that jeopardize the District’s focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

A. Engage in conduct that is disorderly and disruptive. Examples of disorderly conduct include:
   1. Using language or gestures that are profane, lewd, vulgar or abusive.
   2. Engaging in any willful act that disrupts the normal operation of the school community.
   3. 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. In addition, students who are suspended from school are not permitted to be on school grounds or at school related activities during the period of suspension.
   4. Entering any portion of the school premises without authorization or remaining in the building after it is normally closed.
   5. 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. (Policy # 7314)
   6. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
   1. Failing to comply with the reasonable behavior management directions of teachers, school administrators or other school employees in charge of students.
   2. Demonstrating disrespectful behavior toward school employees in charge of students.
   3. Lateness for, missing or leaving school without permission.
   4. Not serving an assigned consequence.

C. Engage in conduct that is violent. Examples of violent conduct include:
   1. Committing an act of violence, including sexual violence, or attempting to do so (including but not limited to hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, student or other person lawfully on school property.
   2. Possessing 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.
   3. Displaying a weapon*.
   4. Threatening to use any weapon*.
   5. Possessing any instrument that has the potential for causing harm to others.
   6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
   7. Intentionally damaging or destroying School District property.
   8. *Weapons, as defined by the New York State Education Department in the Glossary of Terms Used in Reporting Violent and Disruptive Incidents, include the following:
      a. a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electron-
ic dart gun, stun gun, machine gun, air gun, or spring gun;

b. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;

c. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;

d. a sandbag or sandclub;

e. a sling shot or slungshot;

f. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nunchuck, or shirken;

g. an explosive, including, but not limited to, a firecracker or other fireworks;

h. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;

i. an imitation gun;

j. loaded or blank cartridges or other ammunition; or

k. any other deadly or dangerous instrument.

D. Engage in or prepare to engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Engaging in misconduct while on a school bus. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

2. Stealing the property of the Penfield Central School District, other students, school personnel or any other person lawfully on school property or attending a school function.

3. Accessing, without permission, the property of the Penfield Central School District, other students, school personnel or any other person lawfully on school property or attending a school function.

4. Defamation, which includes, but is not limited to, making false or unprivileged defamatory statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.

5. Discrimination, which includes the use of age, sex, race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.

6. Harassment or bullying, as defined above. Panhandling is also considered to be a form of harassment.

7. Cyber-bullying, as defined above, which includes, but is not limited to, inflicting willful and or repeated harm through the use of electronic media.

8. Intimidation, which includes, but is not limited to, engaging in actions or statements that put an individual in fear of harm.

9. Hazing as defined above.

10. Selling, using or possessing obscene material.

11. Using vulgar or abusive language, cursing or swearing.

12. Possessing or smoking a cigarette, cigar, pipe, electronic cigarette, personal vaporizer, or electronic nicotine delivery system, including the liquid, or using chewing or smokeless tobacco.

13. Possessing a fire starting device such as matches or a lighter or incendiary or explosive devices.

14. Possessing or being in the presence of, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Being in the presence of” is defined as: having the knowledge that alcohol or other drugs are present, having the
means/opportunity to remove themselves, and choosing not to leave. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-like drugs, synthetic cannabinoids and any substances commonly referred to as “designer drugs.”

15. Possessing drug-related paraphernalia.

16. Inappropriately possessing, using, or sharing prescription and/or over-the-counter drugs.

17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher, or tampering with fire alarms, security cameras, light switches or other electronic and/or security systems of the school.

18. Dishonesty – including intentionally misrepresenting or omitting facts when questioned.

19. Engaging in any form of academic misconduct. Examples of academic misconduct include: plagiarism, cheating, copying, altering records or documents, and/or assisting another in any of the above actions.

20. Violating the traffic laws, parking regulations or other restrictions on motor vehicles.


22. Inciting others to commit any of the acts prohibited by the Code of Conduct.

**CHEATING AND PLAGIARISM**

**Intention:**
At Penfield High School, we believe strongly in the importance of academic integrity. It is expected that all school work submitted for the purpose of student assessment represents the original efforts of the individual student. Penfield High School is a community focused on academic excellence and therefore, all stakeholders play a role in ensuring students meet this expectation. The purpose of this statement is to stimulate intellectual development among the community and its members.

**What Does Academic Integrity Mean?**
From Charles Lipson, *Doing Honest Work in College* (Chicago, 2004), p. 3:

- “When you say you did the work itself, you actually did it.”
- “When you rely on someone else’s work, you cite it. When you use their words, you quote them openly and accurately, and you cite them too.”
- “When you present research materials, you present them fairly and truthfully. That’s true whether the research involves data, documents, or the writings of other scholars.”

**Two Types of Plagiarism:**

1. **Intentional Plagiarism** is defined as, but not limited to:
   a. Obvious copying and/or reproduction of information/homework/assignments.
   b. Submission of others’ work as the students’ own.

2. **Technical Plagiarism** is defined as, but not limited to:
   a. Poor paraphrasing of researched sources.
   b. Improper citations and/or failure to document works cited.
   c. Insufficient citation of factual information not held to be common knowledge.
   d. Poor integration of direct quotations with the student’s own writing.
Impact of Academic Dishonesty:

** Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and denies the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to consequences. Academic honesty on the part of all students is fundamental to their ethical development.

Academic Integrity is a Partnership:

We believe that all stakeholders play a role in educating and maintaining academic integrity at Penfield High School. Specifically:

Students Should:
- Be prepared. Try to be realistic and manage time effectively to complete all assignments on time;
- Make sure you understand the assignment and ask for assistance if needed;
- Seek help from your teacher when you have questions;
- Keep current with long-term assignments. Do not save everything for the last minute;
- Accept the fact that some learning requires serious effort, and even time consuming effort; and
- Understand that assignments should be considered individual unless the instructor states otherwise.

PHS Staff Should:
- Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that include, but are not limited to, homework completion, test taking, lab write-ups, research strategies, and documentation of sources;
- Provide clear directions and expectations for all assignments;
- Provide an atmosphere that promotes academic integrity during assessments;
- Be aware and responsible of cheating/copying homework during class, administrative duties, and before or after school;
- Consider the purpose of assignments and how they will be assessed;
- Encourage integrity and lead by example; and
- PHS Staff is highly encouraged to utilize tools such as Noodle Tools and plagiarism software such as turnitin.com. These resources should be used as an instructional tool for students and never as a “gotcha”. For example, students should be able to resubmit their rough draft through turnitin.com after receiving feedback from the site, such as the % found to be “plagiarized”.

Parents/Guardians Should:
- Assess child’s abilities realistically. Assist him/her to choose courses in which he/she will be successful and challenged without undue stress;
- Encourage child to seek extra help from the teacher when necessary;
- Discuss the importance of academic integrity with child;
- Work in a partnership with the school to educate students on the importance of making positive choices in regard to submitting their own work; and
- Understand that if their child is caught cheating, it should be viewed as a learning experience with accountable consequences.

Students Should Not Plagiarize the Work of Others. This Includes, But is Not Limited to:
- Submitting work that is not original;
- Copying from another source or person is not appropriate;
- Giving or receiving unauthorized assistance on exams;
- Submitting identical work in more than one course without the prior approval of the teacher; and
- Copying homework from another student or providing your own work to be copied.

**Determination of Academic Dishonesty:**
Parents should be informed immediately when a student is suspected of intentional plagiarism/cheating. Through the use of turnitin.com and other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism.

**Consequences for Academic Dishonesty:**

*Intentional Plagiarism (as defined on page 1)* –
1. Classroom teacher will address concern with student, call parents, and generate a disciplinary referral for documentation purposes.
2. A grade of zero will be entered for the assignment. Classroom teacher has the discretion to assign additional steps such as redoing the assignment.
3. Repeat offenses will result in additional administrative consequences.
4. Documented evidence of intentional plagiarism may impact future opportunities such as induction into National Honor Society.

*Technical Plagiarism (as defined on page 1)* –
1. Classroom teacher will address concern with student and call home if necessary.
2. Deduction of points may be applied to the assignment. The number of points deducted will be determined by the teacher based on the severity, number of occurrences, specific assignment directions, and other factors. The teacher has the discretion to require the student to redo the assignment.

**Works Referenced:** Portions of this policy are based on the academic integrity policies of Arroyo High School (CA), Cedarburg School District (WI), Ledyard High School (CT), North Hunterdon High School (NJ), The School for Ethical Education, Syracuse University, and York High School (WA).

**EXPECTATIONS FOR STUDENT BEHAVIOR**
The Board of Education is committed to maintaining a School District that provides students and staff with productive, satisfying, and wholesome learning environments.

The Board of Education is also committed to protecting First Amendment freedoms within the School District; however, lawlessness in any form will not be tolerated.

The District will not permit students to engage in any conduct intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any District-sponsored or approved activity.

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.

It is understood that the expectation for student behavior while in attendance at school as well as school functions, needs to be clearly stated and modeled.

As a general rule, discipline will be progressive. This means that a student’s first violation may merit a lighter consequence than subsequent violations.

It is important to note that there are some differences in the Code of Conduct for each particular level. These differences are due to the unique nature of the development of the students at each level as well as the dynamics within specific buildings. Individual Building Principals will publish, age-appropriate, plain language Codes of Conduct for their schools in their student handbooks.

Any student observing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Building Principal or the Superintendent.
Any weapons, alcohol, or illegal substances found shall be confiscated immediately by a District employee, followed by notification to the parent of the student involved. Appropriate disciplinary action will be taken, up to and including permanent suspension and referral for prosecution.

The Building Principal must notify the appropriate local law enforcement agency of those violations of this Code of Conduct 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 Building Principal 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(s) and explain the conduct that violated the Code of Conduct and constituted a crime.

I. Violations of the Criminal Code

This school is a place where other students, District personnel and other members of the school community have a right to feel safe from verbal or physical attack, and acts of prejudice and discrimination. Any violation of criminal code including, but not limited to, the following will results in referral to the appropriate law enforcement agency.

- Threat to, or intimidation of, any staff members or students
- Sexual misconduct
- Gambling
- Extortion
- Forgery
- Arson
- Bomb Threat
- False reporting to 911
- Possession, sale or use of a weapon
- Possession, sale, manufacture or use of drugs or alcohol
- Possession, sale or use of fireworks or other substance that endangers the health and safety of students and/or staff
- Assault on a staff member or student
- Vandalism (District may seek restitution)
- Cyberbullying
- Hate crimes

DISCIPLINARY PROCEDURES AND PENALTIES

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 student’s 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 when making the determination:

- The student’s age.
- The nature of the offense and the circumstances that led to the offense
• The student’s prior disciplinary record.
• The effectiveness of other forms of discipline
• Information from parents, teachers and/or others, as appropriate.
• Other extenuating circumstances.

In order to ensure the effectiveness of this student discipline Code, the Board of Education requests the continuing assistance of parent(s) or guardian(s) in explaining and enforcing the Code.

**DISCIPLINARY AND REMEDIAL CONSEQUENCES**

A range of consequences may be imposed for violations of the student disciplinary Code. The following list of possible consequences are advisory and, as a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations; however, the District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.

Violations may subject the student to one or more of the following:

1. Verbal warning;
2. Written warning;
3. Written notification to parent(s) or guardian(s);
4. Conference;
5. Probation;
6. Closely monitored behavioral management plans with benchmarks;
7. Detention;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extracurricular activities;
11. Suspension of other privileges;
12. Exclusion from a particular class or area;
13. In-School Suspension;
14. Involuntary Transfer;
15. Restricted Study Hall;
16. Saturday School;
17. Suspension not in excess of 5 days;
18. Suspension in excess of 5 days pending Superintendent's Hearing; Permanent Suspension;
19. Peer support groups; corrective instruction or other relevant learning or service experience;
20. Supportive intervention;
21. Behavioral assessment or evaluation;
22. Counseling and parent conferences.

Beyond these responses, school-wide or environmental remediation may also be utilized. These strategies may include, but are not limited to:

• school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
• adoption of research-based prevention programs;
• modification of schedules;
• adjustment in hallway traffic and other student routes of travel;
• targeted use of monitors;
• staff professional development;
• parent conferences;
• involvement of parent-teacher organizations; and/or
• peer support groups.

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, electronic files and other school storage. 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, computer files and other school storage may be subject to search at any time by school officials, without prior notice to students and without their consent.

VISITORS TO SCHOOLS AND PUBLIC CONDUCT
The Building Administrator or his or her designee is responsible for all persons visiting the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Any person who is not a staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Building Administrator or the security station upon arrival at the school. There they will be required to complete the visitor registration protocol 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 Building Administrator’s office or the security station before leaving the building.
3. Visitors attending after school hours functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance and with the approval of the Building Administrator.
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 Building Administrator 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 the Code of Conduct and these accompanying rules and regulations.

USE GUIDELINES FOR ELECTRONIC DEVICES
The following regulations have been developed to guide the use of electronic devices at all District schools:

• USE IN THE LIBRARY, STUDY HALLS OR CLASSROOMS IS NOT ALLOWED UNLESS IT IS APPROPRIATE AND PERMISSION IS GRANTED BY THE TEACHER/SUPERVISOR.
• FREE USE ZONES ARE DESIGNATED WITHIN THE SCHOOL CAFETERIA, COMMONS, OFFICES AND COMMON AREAS OF THE BUILDING.
• STUDENTS MUST FOLLOW THE ELECTRONIC ETIQUETTE GUIDELINES AND ALWAYS USE ELECTRONICS IN A SAFE MANNER.

Electronic devices (audio and visual) may not be used in a manner that will jeopardize the privacy or safety of either staff or students. The use of audio or video recording devices in restrooms and locker rooms is strictly forbidden. Students who use electronic devices in an inappropriate manner will be subject to disciplinary action, up to and including suspension from school. Electronic devices may also be confiscated and require parent pickup.

Additionally, electronic devices (audio and visual) are not to be used in any manner that will jeopardize the integrity of any assignment, assessment or testing situation. Any violation of this provision will
be subject to appropriate disciplinary action. Students should also reference the “Academic Integrity” policy.

The safe keeping of all electronic devices is the sole responsibility of the student. The District will assume no responsibility for their loss, damage or theft.

During an emergency situation, electronic devices are not to be used unless otherwise directed by the administration.

**ELECTRONIC COMMUNICATION DEVICES ETIQUETTE**

Be respectful of staff members and peers while using electronic communication devices.

Make sure it is an appropriate time to answer or view a call or a text message. Appropriate examples would include:

- After Class
- Café and Commons
- Common Areas in the Building

Be sure to use your electronic device in a safe manner: Walking or driving while texting is not safe.

Be sure your electronic communication device is on silent mode during class time.

Don’t allow your electronic communications device to interfere with active listening.

Make sure you have a person’s permission prior to taking a picture/video of them.

The use of audio or video recording devices in restrooms and locker rooms is strictly forbidden.

Students must have teacher/supervisor permission prior to using an electronic communication device in the library, study hall or classroom.

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**EXTRA-CURRICULAR AND ATHLETIC CODE OF CONDUCT**

**PHILOSOPHY**

We believe that participation in extracurricular and athletic activities contributes to the development of health, physical skills, emotional maturity, responsibility and social competence in our students. We believe that participation in extra-curricular activities and athletics is a privilege that carries with it responsibilities to the school, to the club or team, to the student body, and to the community. Because participation is voluntary and is considered a privilege, when a student accepts this privilege he/she must also live up to a code of conduct beyond that of the general student body, on and off school property, during and outside of participation times, during the season and off season. This is particularly true of conduct in academics requirements, honesty, school citizenship and sportsmanship.

This code outlines conduct expectations for students who participate in extracurricular activities and athletics in addition to the regular student Code of Conduct (Policy # 7300). In addition, club advisors and coaches may issue specific participation rules and consequences for their own activities and sports unrelated to behaviors addressed in this code.

**DEFINITIONS**

Student Participant. This means any student enrolled in grades 6 – 12 at Bay Trail Middle School and Penfield High School who participates in any extracurricular activity or sport sponsored by the Penfield Central School District.
Extracurricular Activity and Sport. This means any Penfield Central School District sponsored activity or sport that occurs beyond the scope of the school day for which a grade is not given. This includes, but is not limited to clubs, performances, plays, sports tryouts, practices, games, and contests. Extracurricular activities include, but are not limited to all sports, all clubs, school plays, Student Council, National Honor Society and Class Officers.

Code Coverage and Effective Dates. The provisions set forth in this code are in effect throughout the entire year, including weekends and holidays. Violations that occur while a student is in Middle School will accumulate over the course of the student’s middle school career. All high school students will begin their high school careers with a clean record at the beginning of their freshman year. Violations will accumulate then over the course of the student’s high school career. If a student plays on a high school sports team while still a middle school student, any violation will carry over into the student’s high school career.

GENERAL PROVISIONS
Extracurricular Code of Conduct Acknowledgement Form. All extracurricular participants must have an Extracurricular Code of Conduct Acknowledgement Form signed by both the student participant and the parent on file in the athletic or building office prior to participation in any extracurricular activity or sport. The consequences for violating this agreement are confined to extra-curricular activities and athletics.

Student Eligibility for Participation. All students participating in extracurricular activities and sports will follow academic and physical eligibility requirements as stipulated by school board policies and building procedures (Policies # 7320; 7420).

CODE OF CONDUCT PROVISIONS
Good Citizenship and Sportsmanship. Students will live by the laws of the country, state, county and town and also follow the rules and policies of the school district and athletic department. A few examples of unacceptable behavior both on and off school property are: truancy or illegal absence from school or classes; insubordination; fighting; lack of cooperation with school personnel; vandalism; violation of the rights of others; stealing; assault; bullying; hazing; harassment; and, filing a false report of behavior.

Tobacco, Alcohol and Drug Use. Students participating in extra-curricular and/or athletics are not allowed to use, be in the presence of, and/or engage in tobacco and alcohol and other drug activities, including performance enhancing drugs. (“Alcohol and other drug activities” refers to sale, purchase, possession, consumption, being under the influence, or in the presence of alcohol and/or other drugs on school grounds, at school functions or at underage student activities off of school grounds.) “In the presence of” is defined as going to and/or being at an underage student activity or function and not leaving immediately where illegal alcohol or drug activity occurs. This does not refer to family, religious or social events (including dining at restaurants) where alcohol is being served legally.

A student’s code of conduct data will be maintained in a separate file by the student’s administrator or the athletic director. This information will not be included in a student’s permanent record file.