



"Failure is not an Option"

STUDENT/PARENT HANDBOOK

**2020-2021
Academic Year**

Benjamin Bragg
*High School,
Principal*

Nicole Chaluisan
*High School,
Assistant Principal*

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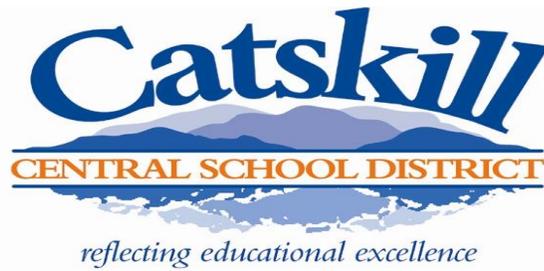
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September 2020

Dear Students and Families:

The information found on the following pages is provided as a resource to help guide you through the upcoming school year, and to make you aware of the policies and procedures that we have in place at Catskill High School to ensure your success.

We understand that these unprecedented times has put forth challenges to our students and our community. Please make sure you read through this material as it relates to the **New Normal** for the Catskill High School and the priority of safety as the primary focus.

Our goal is to provide every student with the educational opportunities leading to a high school diploma and preparing all students to be career/college ready. Working together, completing all schoolwork and following the code of conduct, and safety procedures will ensure reaching this goal. As such, it is extremely important for parents and guardians to review the information within this booklet with their children.

There are several important forms that must be filled out at the rear of this book, including:

- Receipt of Handbook
- Annual Health and Emergency Contact Information Form (**for High School Office use**)

This year, the high school is making its Student Code of Conduct & Discipline Handbook (the Handbook) available online and via email. A copy can be reviewed on the District website. Paper copies will be distributed during specific mentioned pick-up times at the High School. It is required that the student and guardian together complete and submit the Google Form posted on our website to acknowledge their understanding of the information provided and expectations contained within our Code of Conduct.

We wish you all much success in the coming school year.

Sincerely,

Benjamin Bragg
Catskill High School Principal

Nicole Chaluisan
Catskill High School Assistant Principal



CATSKILL HIGH SCHOOL ALMA MATER

In the land of Rip Van Winkle
Nestled near the Hudson's shore
Stands our dear old Catskill High School
Day by day we love thee more!
Love thee as our parents loved thee,
Boastful always of thy fame
Even though we leave thy shelter
We will always shout thy name.

All the friends we meet and live with,
Catskill High we'll ne'er forget
Hallowed halls and walls with ivy
Grant that they be with us yet
When our sons and daughters greet thee,
As the days and years go by
Our future Pride, as always
We will hail thee, Catskill High.

COVID-19 Protocols and Procedures

- *All people who enter school property, which also includes school vehicles, or attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. The Plan and written protocols can be found at www.catskillcsd.org.*
- *This includes, but is not limited to, any requirements to wear face masks, handwashing, maintain social distancing, permit temperature checks, and answer screening questionnaires.*
- *Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event.*
- *It may also result in further consequences as follows:*
 - for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed;*
 - for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;*
 - for school personnel formal discipline, up to and including termination*

Safety Processes During COVID 19
Hybrid Model Expectations

1. All students are required to wear a mask covering their mouth and nose while in transition (walking in hallways, bathroom, etc.) and in the classroom at all times, unless a teacher provides a 5-minute mask break.
2. Students will follow all One-Way hallways and stairways as designated by administration to ensure proper safety and health management is provided
3. All students will follow Social Distancing rules as designated through the Health Department and the CDC. Students will remain a distance of six feet apart during transitions, in the classroom, during lunch, and while entering and leaving the building
4. All students will be required to have their temperature checked prior to entering the building. If the child has signs of a fever, they will not be permitted into the school building or bus.
5. Bus riders will enter the school building through the auditorium entrance and report directly to their first period class. Walkers and car riders will enter through the main entrance of the school and report directly to their first period class
6. Students will be dismissed from school in the following order, 1. Bus riders 2. Car riders 3. Walkers: Students will be expected to leave the building immediately and quickly
7. Student lockers will not be allowed to be utilized until further notice

Students are expected to follow these guidelines or discipline action may occur

Remote – 100% Virtual Instruction

Expectations:

Participation: Students are expected to attend all online meets. Parents/Guardians will receive notification if their child is absent (attendance policy)

Students will arrive to their scheduled classes on-time

Classes will follow schedules developed through School-Tool

Students will be prepared with their necessary materials and supplies

Students will follow teacher directives and protocols with regards to the virtual learning

Students are expected to hand in assignments and take assessments when assigned

Student Schedule – 100% Virtual Model

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	Remote	Remote	Remote	Remote	Remote
Group B	Remote	Remote	Remote	Remote	Remote

100% Virtual Learning Model

Guidelines:

- Students and Staff will follow regular daily Schedules
- Students are expected to attend all Google Meetings and Classes
- Office hours will be available for student assistance
- Student Attendance will be accounted for
- Students are expected to attend classes virtually five days a week

Hybrid Model

Expectations:

Participation: Students are expected to attend all online meets. Parents/Guardians will receive notification if their child is absent (attendance policy)

Students will arrive to their scheduled classes on-time
Virtual if in person

Classes will follow schedules developed through School-Tool

Students will be prepared with their necessary materials and supplies

Students will follow teacher directives and protocols with regards to the virtual learning and in person learning

Students are expected to hand in assignments and take assessments when assigned

Student Schedule - Hybrid Model

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In Person Instruction	Group A In Person Instruction	All Remote	Group B In Person Instruction	Group B In Person Instruction
Group B Remote Instruction	Group B Remote Instruction		Group A Remote Instruction	Group A Remote Instruction

Hybrid Model

Guidelines:

- Students and Staff will follow regular daily Schedules Group A/Group B including Encore/Special Areas
- Students are expected to attend all Google Meetings and Classes assigned
- Office hours will be available for student assistance
- Student Attendance will be accounted for
- Students are expected to attend classes in-person 2 days and virtual 3 days
- The hybrid model involves two days of in-person instruction, and three days of synchronous and/or asynchronous instruction. Students would be grouped accordingly with prioritizing the needs of our families. For example, siblings would attend school on the same days. Smaller class sizes will ensure that appropriate social distancing occurs in classroom and common areas in our buildings.
- Select SPED, ENL, and other identified students come in every school day except for Wednesdays

Hallway Transitions: (Please review video)

- One way hallways
- One way Stairwells
- No use of lockers
- Must wear masks
- Staggered transitions
- Staff to sanitize desks during transitions

Student Entrance/Exit Building (Please review Video)

- All bus riders will enter/exit the auditorium entrance
- All walkers and car riders will enter/exit the main entrance
- All staff will enter/exit through gymnasium area
- All staff/students will have their temperature checked (if fever, student will be isolated in the nurses' office for parent pick-up)
- Students will report directly to their first period classroom
- Breakfast will be provided with social distancing in cafeteria

Lunch Periods (Please review video)

- Two students per table
- Groups of eight students will line-up for lunch while social distancing (Please review Video)
- Three periods of lunch
 - Monitors and staff to sanitize and clean

Benjamin Bragg	CHS Faculty and Staff 2020-2021			Nicole Chaluisan
Principal 9-12				Assistant Principal 9-12
<u>Art</u>	<u>Nurse</u>		<u>Music</u>	<u>Cafeteria Staff</u>
Wendy Doney	Holly Hebb		Seth Dowling	Josephine Greci
			Michelle Storrs-Ryan*	Shi yeu Li
<u>Business/Media</u>	<u>Physical Education</u>			Colleen Palmer
Patrick Hernandez	Stacy Collier-Deieso		<u>Technology</u>	Lydia Pugh
Jaclyn Sirianni	Douglas Lampman*		Brian McDonnell	Manifa Vassell
				Bin Yuan
<u>District Technology</u>	<u>Pupil Personnel Services</u>		<u>TVI</u>	
Ethan Curtis	Kimberly Bushane		Kristie Allen	<u>Courier</u>
Donald Marino	Jean Duncan			Amy Haggerty
	Kelly Konsul*		<u>Teaching Assistant</u>	
<u>English</u>	Bettina Young		AnnaMaria Alvarado	<u>Custodial</u>
Nicole Field	Heather Zacchio		Gina Berzal	Roger Buley
Vanessa Muzzi			Jennifer Engelin	John Caniano
Suzanne Ribsamen*	<u>Science</u>		Ruth Fiske	Karen Fusco
Lucinda Segar	Nancy Bruno		Kimberly Francis	Raymond Hall
	Renee Calvo		Robin Maiuri	Brendan Sheehy
<u>ESL</u>	Jennifer Leibowitz		Kathleen Moore	Douglas Sims
Christa Dedrick*	Stefanie Loomis*		Shelly Steenburn	Dave Teator
	Thomas McNamee			
<u>FACS</u>	Karen Osborn		<u>Teaching Aides</u>	<u>Secretarial</u>
Kelly Marino	Maryellen White		Marvin Burnett, Jr.	Christine Abrahamsen
			Carol Jones	Elizabeth Liberti
<u>Foreign Language</u>	<u>Social Studies</u>		Karina Jones	Rosemarie Norman
Nathaniel Koester	Patricia Gottesman		Amanda Mumby	Brenda Maggio-Guidance
	Tammi Kellenbenz*		Lisa Marie Nieves	
<u>Health</u>	Lee Powell		Meranda O'Connor	
Colleen Clancy	Mary Warden		Alison Rivenburgh	
			Renee Romaine	
<u>Library</u>	<u>Special Education</u>		Deirdre Widden-VanLoan	
Thomas McAlister	Wendy Casalino			
	Danielle Cavalluzzi		<u>Monitors</u>	
<u>Math</u>	Philip Chirkis		Mary Clanton	
Melanie Banks	Didi Corrado		Andy Gonzalez	
Jeffrey Dudzic	Karen Fellows		Heidi Harte	
Erin Holdridge-Carlile*	Jamie Nassar		Tina Klein-Attendance	
Paul Irvis	Bryan Smith		Vicki Smith	
James Maccaline	Elizabeth Vermilyea		Lovechirnise Vega	
	Sheri Whitney*		Kimberly Vela-Copy	

*Department Chair
8/26/2020

Telephone Numbers

Name	Title	Phone Number	Fax Number
Dr. Ronel Cook	Superintendent	(518) 943-4696	(518) 943-7116
Yvonne Palmer	Asst. to the Supt./Director of Special Education	(518) 943-0574	(518) 943-5396
Mr. Benjamin Bragg	Principal, High School	(518) 943-2300	
Ms. Nicole Chaluisan	Assistant Principal, H/S	(518) 943-2300	
Mrs. Kerry Overbaugh	Principal, Middle School	(518) 943-5665	(518) 943-3001
Mr. Junait Shah	Assistant Principal, M/S	(518) 943-5665	(518) 943-3001
Mr. John Rivers	Principal, Elementary	(518) 943-0574	(518) 943-5396
Mrs. Lisa Schlenker	Assistant Principal, E/S	(518) 943-0574	(518) 943-5396
Mrs. Kelly Konsul A-L	Guidance Office CHS	(518) 943-2345	(518) 943-7470
Mrs. Jean Duncan M-Z	Guidance Office CHS	(518) 943-2345	(518) 943-7470
Mr. Eric Joyce	Athletic Director	(518) 943-5665	(518) 719-1412
Mr. Patrick Whitt	Head Custodian	(518) 819-9877	(518) 943-7108
Mr. William Muirhead	Director of Transp. & Food Service	(518) 943-4550	(518) 943-7108

Questions About	Contact	Number	Ext.
Athletics	Mr. Joyce	(518) 943-5665	1303
Attendance	Ms. Klein	(518) 943-2300	2174
Bus Schedules / Problems	Mr. Muirhead	(518) 943-4550	1472
Cafeteria	Mr. Muirhead	(518) 943-5775	2124
Chronic Illness Policy	Mrs. Hebb	(518) 943-2300	2111
Courses Guidance Office	Mrs. Duncan/Mrs. Konsul	(518) 943-2345	2180
Extra-Curricular Accounts/Clark Scholarship	Main Office	(518) 943-2300	2170
Health Issues	Mrs. Hebb	(518) 943-2300	2111
Lost & Found	Main Office	(518) 943-2300	
Military Release	Main Office	(518) 943-2300	
Parking Permits	Main Office	(518) 943-2300	2170
School Pictures	Main Office	(518) 943-2300	2170
General Scholarships	Main Office	(518) 943-2300	2171
Clarke Scholarship	Main Office	(518) 943-2300	2170
Text Book Obligations	Main Office	(518) 943-2300	2170
Use of Building	Main Office	(518) 943-2300	2171

Catskill Central School District *Revised 2020 - 2021 School Calendar

September 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Classes Not in Session ■
- Classes Not in Session - District Offices Closed ■
- Workshop Days ■
- Half Day/Early Dismissal for Students
- Regents ■

Instructional Days	Calendar Holidays
<p>September.....13</p> <p>October.....21</p> <p>November.....16</p> <p>December.....17</p> <p>January.....19</p> <p>February.....15</p> <p>March.....23</p> <p>April.....16</p> <p>May.....20</p> <p>June.....18</p> <p>*BOE Approved 7/29/2020</p>	<p style="text-align: center;">2020</p> <p>September 7.....Labor Day</p> <p>September 8-11.....Staff Development Days</p> <p>September 14.....Virtual Classes Begin</p> <p>October 12.....Columbus Day</p> <p>November 3.....Staff Development Day</p> <p>November 11.....Veterans Day</p> <p>November 19 & 20.....Parent/Teacher Conf. Pre-K-12</p> <p>November 19 & 20.....Half Day Dismissal</p> <p>November 24.....Early Release Drill</p> <p>November 25 - 27.....Thanksgiving Recess</p> <p>December 23.....Half Day Dismissal</p> <p>December 30.....District Closed</p> <p>December 24-January 1.....Holiday Recess</p> <p style="text-align: center;">2021</p> <p>January 4.....Classes Resume</p> <p>January 18.....Martin Luther King Jr. Day</p> <p>January 26 - 28.....Regents Testing Days</p> <p>January 29.....Regents Rating Day</p> <p>February 15.....Presidents Day</p> <p>February 16-19.....Winter Recess</p> <p>April 2.....Good Friday</p> <p>April 5-9.....Spring Break</p> <p>April 22 & 23.....Parent/Teacher Conf. Pre-K-12</p> <p>April 22 & 23.....Half Day Dismissal</p> <p>May 28.....Half Day Dismissal</p> <p>May 31.....Memorial Day</p> <p>June 16 - 24.....Regents Examinations</p> <p>June 21 - 24.....Half Day Dismissal</p> <p>June 24.....Last Day of School</p> <p>June 25.....Staff Development Day</p>

2020-2021 Report Periods

October 09, 2020	End of 1 st five-week Interim
October 14, 2020	1 st Quarter Interim reports printed
October 16, 2020	1 st Quarter Interim reports mailed
I1: 9/14 – 10/9	UL: 10/5 Lock: 10/13
November 13, 2020	End of 1 st Quarter Marking Period
November 18, 2020	1 st Quarter Report Cards printed
November 20, 2020	1 st Quarter Report Cards mailed
Q1: 9/14 – 11/3	UL: 11/10 Lock: 11/17
December 18, 2020	End of 2 nd five-week Interim
December 22, 2020	2 nd Quarter Interim reports printed
December 23, 2020	2 nd Quarter Interim reports mailed
I2: 11/16 – 12/22	UL: 12/15 Lock: 12/22
January 22, 2021	End of 2 nd Marking Period
January 27, 2021	2 nd Quarter Report Cards printed
January 29, 2021	2 nd Quarter Report Cards mailed
Q2: 11/16 – 1/22	UL: 1/19 Lock: 1/26
February 26, 2021	End of 3 rd five-week Interim
March 3, 2021	3 rd Quarter Interim reports printed
March 6, 2021	3 rd Quarter Interim reports mailed
I3: 1/25 – 2/26	UL: 2/23 Lock: 3/5
April 02, 2021	End of 3 rd Quarter Marking Period
April 06, 2021	3 rd Quarter Report Cards printed
April 09, 2021	3 rd Quarter Report Cards mailed
Q3: 1/25 – 4/2	UL: 3/30 Lock: 4/6
May 07, 2021	End of 4 th five-week Interim
May 12, 2021	4 th Quarter Interim reports printed
May 14, 2021	4 th Quarter Interim reports mailed
I4: 4/5– 5/7	UL: 5/4 Lock: 5/11
June 14, 2021	End of 4 th Quarter Marking Period
June 23, 2021	4 th Quarter Report Cards printed
June 25, 2021	4 th Quarter Report Cards mailed
Q4: 4/5– 6/11	UL: 6/18 Lock: 6/25

Semester 1: September 14 – January 22

Semester 2: January 25 – June 11

Catskill High School

Bell Schedule

Faculty and Staff in the building: 7:25 a.m.

Teachers report to 1st hour class: 7:33 a.m.

Warning bell-students in class: 7:35 a.m.

Period Time

1	7:35-8:17	
2	8:20-9:02	
3	9:05-9:47	
4	9:50-10:32	
5	10:35-11:17	lunch
6	11:20-12:02	lunch
7	12:05-12:47	lunch
8	12:50-1:32	
9	1:35-2:17	

Extra Help Period 2:19-2:52 Tuesday, Wednesday, and Thursday
(Monday meeting day and Friday leave after busses.)

Late Bus 3:00

Schedule For Inclement Weather

<p><u>2 Hour Delay</u> Faculty and Staff in the building: 9:25 a.m. Teachers report to 1st hour class: 9:33 a.m. Warning bell-students in class: 9:35 a.m.</p>	<p><u>3 Hour Delay</u> Faculty and Staff in the building: 10:25 a.m. Teachers report to 1st hour class: 10:33 a.m. Warning bell-students in class: 10:35 a.m.</p>
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	<i>34 minute classes</i>				<i>22 minute classes</i>	
Period 1	9:35-10:09			Period 1	10:35-10:57	
Period 2	10:12-10:40			Period 2	11:00-11:22	
Period 3	10:43-11:11			Period 3	11:25-1:47	
Period 4	11:14-11:42			Period 4	11:50-12:12	
Period 5	11:45-12:13	lunch		Period 5	12:15-12:37	lunch
Period 6	12:16-12:44	lunch		Period 6	12:40-1:02	lunch
Period 7	12:47-1:15	lunch		Period 7	1:05-1:27	lunch
Period 8	1:18-1:46			Period 8	1:30-1:52	
Period 9	1:49-2:17			Period 9	1:55-2:17	

CHS Rotating Schedule
2020-21

SEPTEMBER				
	1	2	3	4
7	8	9	10	11
H	C	C	C	C
14	15	16	17	18
1	2	1	2	1
21	22	23	24	25
2	1	2	1	2
28	29	30		
1	2	1		

OCTOBER				
			1	2
			2	1
5	6	7	8	9
2	1	2	1	2
12	13	14	15	16
H	1	2	1	2
19	20	21	22	23
1	2	1	2	1
26	27	28	29	30
2	1	2	1	2

NOVEMBER				
2	3	4	5	6
1	C	2	1	2
9	10	11	12	13
1	2	H	1	2
16	17	18	19	20
1	2	1	2	1
23	24	25	26	27
2	1	N/C	H	H
30				
2				

DECEMBER				
	1	2	3	4
	1	2	1	2
7	8	9	10	11
1	2	1	2	1
14	15	16	17	18
2	1	2	1	2
21	22	23	24	25
1	2	1	H	H
28	29	30	31	
N/C	N/C	H	H	

JANUARY				
				1
				H
4	5	6	7	8
2	1	2	1	2
11	12	13	14	15
1	2	1	2	1
18	19	20	21	22
H	2	1	2	1
25	26	27	28	29
2	R*1	R*2	R*1	R*2

FEBRUARY				
1	2	3	4	5
1	2	1	2	1
8	9	10	11	12
2	1	2	1	2
15	16	17	18	19
H	N/C	N/C	N/C	N/C
22	23	24	25	26
1	2	1	2	1

MARCH				
1	2	3	4	5
2	1	2	1	2
8	9	10	11	12
1	2	1	2	1
15	16	17	18	19
2	1	2	1	2
22	23	24	25	26
1	2	1	2	1
29	30	31		
2	1	2		

APRIL				
			1	2
			1	H
5	6	7	8	9
N/C	N/C	N/C	N/C	N/C
12	13	14	15	16
2	1	2	1	2
19	20	21	22	23
1	2	1	2	1
26	27	28	29	30
2	1	2	1	2

- N/C No Classes
- H Holiday-District Closed
- C Conference Day
- R* Regents
- Half Day Regents*
- / Half Day Students

MAY				
3	4	5	6	7
1	2	1	2	1
10	11	12	13	14
2	1	2	1	2
17	18	19	20	21
1	2	1	2	1
24	25	26	27	28
2	1	2	1	2
31				
H				

JUNE				
	1	2	3	4
	1	2	1	2
7	8	9	10	11
1	2	1	2	1
14	15	16	17	18
2	1	R*2	R*1	R*2
21	22	23	24	25
N/C	N/C	N/C	N/C	C
28	29	30		

Blackboard Connect

Blackboard Connect is a District-Wide phone system and e-mail system that can be used to communicate different types of announcements to families. High School uses for Blackboard Connect will include, but are not limited to:

- student tardiness
- student absences
- emergency situations
- special announcements

It is imperative that the school have updated telephone numbers and e-mail addresses for these purposes. Please update these numbers immediately by contacting Ethan Curtis ecurtis@catskillcsd.org.

Beverages / Snack Foods

Food or beverages, aside from water, may not be consumed in the classroom. Your teacher will advise you of his/her procedures. Advance approval is needed to take food to special areas of the building, i.e., rehearsal rooms. No food or drinks, aside from water, are to be consumed in the hallways. ***Under no circumstances will glass items be permitted in the building.***

All containers need to be plastic material and be clear (see through) in color.

Cafeteria

Catskill Central School District will be implementing the Community Eligibility Provision meal certification program for the 2020-2021 school year.

What does this mean for your child(ren) that are enrolled in Catskill Central School District?

ALL students, Pre-K – 12, enrolled in the Catskill Central School District are eligible to receive a healthy breakfast and lunch at **no charge** to your household each school day of the 2020-2021 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

What is the Community Eligibility Provision?

The Community Eligibility Provision (CEP) is a federal program that provides **free breakfast and lunch** to all students at qualifying school districts, regardless of income. CEP will be replacing the Free and Reduced Lunch Program at Catskill Central School District for the 2020-2021 school year.

Absence Reporting

When a student is going to be absent from school or late beyond 8:00 a.m., the parent or guardian should notify the Attendance Clerk at (518) 943-2300 ext. 2174. This will avoid a further check by the Attendance clerk. The Attendance clerk calls home every day. Students with chronic attendance problems or who are in danger of exceeding the attendance policy will be monitored for absences on a regular basis. This may include home visits. Please review the Attendance policy.

Catskill High School Activities/Extra-Curricular Clubs

Students who are absent from school or arrive after first period the day of any extra-curricular activity are denied attendance at, or participation in, the extra-curricular activity for that day except in the case of administrative approval. A student must make sure that school officials approve the reason for absence or lateness in order to be considered for participation in any activity or event scheduled during the day or after school.

Senior - Class of 2021: elects officers to lead and plan its activities for the year. They have annual fundraising activities. The final planned activity is graduation. **Advisor:** Mrs. Bushane, kbushane@catskillcsd.org

Junior - Class of 2022: elects officers to lead and plan activities for the year. They have annual fundraising activities. In the spring, juniors prepare to celebrate their Junior Prom and begin to make preparations for the yearbook in their senior year. **(Advisor:** Mrs. Dedrick, cdedrick@catskillcsd.org)

Sophomore - Class of 2023: elects officers and begins to plan for the upcoming years. The main activity is a major fundraising drive scheduled for the month of November. Following this, sophomores will spend the rest of the year working on various other fundraising and spirit activities. All interested class members are welcome at the announced after-school planning meetings. **(Advisor:** Mrs. Konsul, kkonsul@catskillcsd.org)

Freshman - Class of 2024: elects officers to lead and plan its activities for the year. They have an annual fundraising activity in the spring and the prepare for the spirit games. **(Advisor:** Mrs. Engelin, jengelin@catskillcsd.org)

Catskill Business Club (DECA Club)

The Distributive Education Clubs of America (DECA) are student-run organizations designed for students enrolled in Occupational Education, Marketing, Business and Management. DECA encourages vocational understanding, civic consciousness, social intelligence and leadership development. Through regional and state competition DECA serves as an avenue of expression for individual talent and abilities. **(Advisor:** Mr. Hernandez, phernand@catskillcsd.org)

FCCLA Family, Career and Community Leaders of America is a student lead organization for students in the 7th - 12th grade. This club focuses on community service but also promotes personal growth and leadership development through family and consumer sciences education. This club is actively involved at the local, state and national levels. For more information contact Mrs. Marino (kmarino@catskillcsd.org) and Mrs. Taylor (ctaylor1@catskillcsd.org)

Interact

Interact is a service club which is sponsored by and modeled after the Catskill Rotary Club. Its main objectives are to perform community service (by volunteering for charity drives, school activities, community organizations, etc.) and international service (exchange student program). In the process of supporting these service activities, the club holds many fundraising events such as dances, car washes, a talent show, and a carnival. Meetings are held twice a month. If students would like to volunteer to help others, they should join this club. **(Advisor: Mrs. Bushane and Mrs. Dedrick, kbushane@catskillcsd.org cdedrick@catskillcsd.org)**

National Honor Society (Catskill Chapter)

You will be informed of membership criteria including academic scholarship, leadership, character and service. During the school year, potential members (along with current members) are encouraged to develop these qualities in order to be nominated for membership in the spring of each school year. Any student who needs advisement regarding any of the criteria should contact the NHS advisor. Information about service related activities, leadership and character development will be made available. **(Advisor: Mrs. Banks, mbanks@catskillcsd.org)**

All faculty members and the administrators will "vote" on nominees after the 3rd quarter. Participation in extra-curricular activities, service related functions, and overall Grade Point Average (G.P.A.) will be provided to those voting. Students will be notified following a faculty committee review of results.

Leadership Greene (Advisor: Mr. Hernandez, phernand@catskillcsd.org)

Odyssey of the Mind

Odyssey of the Mind is a competitive program, but it's nothing like your typical sporting event. The competitive element encourages kids to be the best that they can be, but it's a friendly competition. Kids learn from and even cheer on their competitors. Odyssey of the Mind is not a college bowl or a competition about knowledge. It's all about creativity, an often overlooked element in the growth and development of many students. Kids are rewarded more for how they apply their knowledge, skills and talents, and not for coming up with the right answer. In fact, in Odyssey of the Mind problems, there isn't one right answer. Ever...

(Advisor: TBD)

Spanish Club

The Spanish Club is an organization which promotes the Spanish culture. Its members attend plays, and prepare Spanish dinners. Fundraisers may be organized to support the club's activities. **(Advisor: TBD)**

Stage Crew

Students will learn the fundamentals of working back stage. This group will build sets, work with stage lights and learn to work with others. The Stage Crew assists in major and minor theatrical productions and use of the auditorium. **(Advisor: TBD)**

Student Government

The Student Council is an organization that represents the entire student body and promotes activities which include, as far as possible, every student in the school. One of the main goals of Student Council is to promote "SCHOOL SPIRIT." The Student Council is responsible for sponsoring the Santa's Helpers, the Spirit Games, coordinating special days, and representing the student body. The Student Council meets twice a month on the first and third Tuesdays during school at a time to be posted. Elections are held in the fall. (Advisor: Mrs. Leibowitz and Mrs. Holdridge, jleibowi@catskillcsd.org eholdrid@catskillcsd.org)

Yearbook

The Yearbook Club (the Cat's Paw) begins its preparations each spring for the annual publication. In cooperation with the senior class, editors are selected and fund-raising activities planned. The final deadline for the yearbook is November 1st. Based upon their financial contribution and goals, the senior class designs the yearbook. Undergraduates are encouraged to participate in this activity. (Advisor: Mrs. Maggio, bmaggio@catskillcsd.org)

Yellow Ribbon

The Yellow Ribbon Organization. (Advisor: TBD)

Clarke Scholarship Fund

The Clarke Scholarship Fund was established by the late Rachel Fiero Clarke of Catskill to provide financial aid to students at Catskill High School planning to attend college. All members of the senior class are eligible to apply. Rules and guidelines for the application for the Clarke Scholarship are announced during the school year by the guidance counselors. Annual scholarships are awarded each July to graduating seniors by the Board of Education based on academic scholarship and/or financial need. Attendance at all informational meetings for the Clarke Scholarship is required for students and/or parents if the student wishes to be considered for a scholarship.

Confidentiality of Communications Information received by teachers and other school officials is not privileged and may be revealed whenever it is appropriate to do so.

Corporal Punishment

The use of corporal punishment against students is not acceptable in the school district. Justifiable physical force, however, may be used when the situation warrants it. The following are examples of justifiable situations:

1. To protect anyone from physical injury.
2. To protect the property of the school or others' property.
3. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers, and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

Driving to School/Parking

Students who drive to school are responsible for the guidelines contained in the Catskill High School Rules and Regulations. Students must be in good academic attendance and behavior standing. Student parking is limited to those areas designated by the Administration and will be based on availability and the successful completion of parking registration information. First consideration for available spots will be given to 12th grade students followed by 11th and then 10th grade students. You may **not** park along the sidewalk. That area is reserved for staff. Students should park vehicles within the lines and observe all designated painted areas that restrict student parking. No student parking is permitted in the parking area by the Catskill Creek without Administrative permission. Any vehicle accidents in the parking lot should be reported immediately to the Principal as well as the Catskill Village Police Department. Student's cars driven on school property may be subjected to searches with probable cause. **Parking privileges WILL BE REVOKED for failure to comply with safety rules, ie: speeding; not following procedure; disregarding directives; horseplay, etc.**

Early Dismissal

Students with early dismissal requests should report to the attendance office. Requests for early dismissal must have date, time, reason for dismissal, and if for an appointment with a professional, the name of the professional person, and signed by a parent or guardian. Early dismissals for "personal reasons" will not be approved. Early dismissals will not be granted for such reasons as a haircut or a shopping trip, etc.

Electronics

- Use of cell-phones, IPOD's, and game players during instructional periods is **prohibited**.

Penalty range for this includes confiscation, warnings, detention, ISS. Students' failing to comply with clear directives from staff is unacceptable.

Please refer to the Catskill Central School District's Code of Conduct, section K-d, discipline: confiscation 1, 2, 3, 4, 5.

Extra Help

Teachers are available for extra help from dismissal until 2:55 p.m. three days per week; Tuesday, Wednesday, Thursday. The library will be open after school. Students who wish assistance should inform the teacher of their intent to come after school. No afternoon practices for sports or activities commence until 3:00 p.m. to provide all students the opportunity for extra help. Teachers who have to attend meetings or have appointments will announce their schedule for after-school help ahead of time. Mondays are generally reserved for staff and faculty meetings.

Fire/Evacuation Drills (Education Law 807)

State law requires that every school conduct twelve (12) fire drills during the school year. It is every pupil's responsibility to take these drills seriously and obey instructions completely.

Students will be informed by their classroom teachers where they should exit and what procedures are to be followed. Absolute quiet must be maintained and no talking will be allowed during these drills. This rule must be followed by everyone so that necessary directions can be given and understood.

Discipline ranging from reprimand to suspension may be administered depending upon the degree of infraction.

Food Drop Information-Food Pantry

Please contact Patti Dushane at Matthew 25 Food Pantry at (518) 943-5890.

Guidance Office

The Guidance Office is open every school day from 7:30 a.m. until 3:30 p.m. The purpose of the Guidance program is to assist students to make the best use of their opportunities as they progress through school. Students should feel free to contact their counselor whenever a personal or academic problem exists. In addition to the counselors, who provide a variety of academic and vocational information, the Guidance Office also includes a variety of orientation and testing services.

The Guidance Office also includes individual counseling services provided by the school social workers and school psychologist. Other referral services are available upon student request. Students are encouraged to seek advice and assistance from the counseling services available to them. For more information concerning the wide range of available student services, students should make an appointment with the secretary in the Guidance Office to meet with their counselor.

The Guidance Counselors are assigned the following students by last name:

GRADE

All

MRS. KONSUL

A - L

MRS. DUNCAN

M - Z

Grade Level Placement: Students who enter Catskill High School will be assigned grade levels as follows:

10th Grade Students will be assigned to 10th grade upon completion of four units of credit, which must include English 9 and Social Studies 9.

11th Grade Students will be assigned to 11th grade upon successful completion of eight units of credit, which must include English 9 & 10 and Social Studies 9 & 10.

12th Grade Students will be assigned to 12th grade upon successful completion of thirteen units of credit, which must include English 9, 10, 11 and Social Studies 9, 10, 11. Twelfth grade students must be taking at least the number of subjects required for graduation. Exceptions may be made by the Principal for transfer students.

Grading Systems: The minimum passing grade to receive a unit of credit at Catskill High School is 65%.

Each staff member announces and provides written grading guidelines to the student at the beginning of each course. Grading guidelines are reviewed by the administration. Computation for average usually includes evaluation for unit examinations, quizzes, reports (oral and written), class participation, and completion of homework.

Ten week and final grades in enrolled courses are numerical and may be interpreted as follows:

- 96-100 Outstanding performance
- 86-95 Above-average performance
- 75-85 Average performance
- 65-74 Below average performance, but passing
- 50 Failing
- Inc. Course work not completed

Promotional Grading Policies: Numerical grades are entered on a computerized report card which is distributed quarterly. For all semester courses, no grade below 50 can be entered for the first quarter. For all full year courses, no grade below 50 can be entered for the first two quarters. For all courses where a final exam is administered, the examination including regents will constitute 20 percent of the final average. For all courses of four quarters, each quarter is weighed equally as follows: (Almost all courses at Catskill High School require final examinations.)

Average With Final Exam	Average Without Final Exam
4 quarters = 80% + exam 20%	4 quarters = 100%
2 quarters = 80% + exam 20%	2 quarters = 100%
Number of weeks in course - full year = 4 (10 week) quarters or 40 weeks	
1 semester = 2(10 week) quarters or 20 weeks	

Graduation Requirements - Course Description Manual: Students are required to take the English Regents, Math Regents, and Global and American History Regents.

Each year students receive an updated Course Description manual. The first part of the manual contains specific information such as marking systems and progress reports. The second part of

the manual describes the courses offered at Catskill High School. Students with questions regarding graduation and course programs should contact their guidance counselor. Students should consult the manual regarding the following topics:

- Graduation requirements
- Change of course; procedure to drop or add a course or request a level change
- Early graduation
- Early admission to college
- Bridge Program
- Questar vocational program
- Course descriptions
- AP offerings

(Copies of the course description manual are always available in the Library or Guidance Office.)

In addition, all students will be required to participate in community service in order to qualify for graduation from high school as follows:

- 10 hours per year for a minimum of 40 hours of community service.

Health Office Services

Hours: The high school health office is staffed daily by a Registered Nurse from 7:35 am. to 3:05 pm. She may be reached at 518-943-2300 ext. 2111.

School Nurses prevent barriers to academic success by protecting & promoting student health. They are the bridge between health care & education. The nurse may administer first aid, assess students with symptoms of illness, infection or injury and collaborate with parents & community health care agencies to assist the student with achieving optimal health. Prevention & education of students & families is an important part of maintaining the student's health.

Screening - Vision & hearing screening is done in grade 10. Students are also required to have scoliosis screening done in grades 9 and will be done by the school nurse if not provided by the student's health care provider. Occasionally students other than in 10th grade will be screened for hearing or vision issues if a problem is suspected by the classroom teacher.

Physicals – Students are required, by New York State to have a physical examination done for 10th grade or if he/she is a new student. Students should have this physical done by their own health care provider as they know your child the best. A physical done after September 1st of the previous year is acceptable & parents should submit a copy of that physical to the school nurse by October 1st of the current school year. If the nurse does not receive proof that a physical was done or that an appointment has not been made with the student's health care provider arrangements will be made to have it done in school by the school physician.

Immunizations & Health Records – The school nurse maintains a health record of each student in order to assure that student's medical needs are being met. Immunizations are a part of that record and must indicate that the student has met all New York State requirements for attending school. The School Nurse will keep the parent/guardian informed of any missing immunizations to prevent having to exclude the child from school.

On June 13, 2019, Governor Andrew M. Cuomo signed legislation removing non-medical exemptions from school vaccination requirements for children. The United States is currently experiencing the worst outbreak of measles in more than 25 years, with outbreaks in pockets of

New York primarily driving the crisis. As a result of non-medical vaccination exemptions, many communities across New York have unacceptably low rates of vaccination, and those unvaccinated children can often attend school where they may spread the disease to other unvaccinated students, some of whom cannot receive vaccines due to medical conditions. This new law will help protect the public amid this ongoing outbreak. What did the new law do? As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either: • public, private or parochial school (for students in pre-kindergarten through 12th grade)

Medications – Please be reminded that every effort should be made to administer medications at home. If your child’s health care provider feels that it is necessary for your child to receive prescription or over the counter medication in school, it is required by New York State law that the following be sent to the school nurse:

1. a written request from the student’s health care provider.
2. a written request from the parent/guardian giving permission for the child to take the medication in school.
3. The medication in its original bottle with the pharmacy label attached must be brought to the school nurse by the parent.

At no time may a student have any medication in their possession unless it is cleared through the health office for special circumstances such as asthma or severe allergies.

An exception may be made for certain emergency medications such as asthma inhalers, medication for severe allergies & diabetic medication & supplies if the health care provider & parent sign a medication attestation form, available in the health office. This form states the student has shown the health care provider that he/she knows how to use the medication appropriately & safely & that both the health care provider & parent are both aware that there will be no supervision of the medication being used.

Illness or Injury at School – All students who are ill or injured during school hours must first stop to see their current class teacher and request a pass before going to see the nurse. This assists us in knowing where a student is at all times during the school day. Students should not come between classes without a pass unless it is an emergency. With some rare exceptions, there is always a nurse available in the building. When the health office is not open the student should return to class immediately if the problem can wait. If, however, an emergency exists the student should go to the main office so that the school nurse can be located.

Sports Physicals - All students who are participating in sports are required to have a physical completed by their health care provider or school physician within one year prior to the current sports season. A health history completed by the parent must also be submitted. A private physical will be reviewed by the school physician in order to determine eligibility to participate in sports. No student is permitted to practice or participate in a sport without an approved physical on file in the health office. ***Although the sports physical is good for one year, a health update must be completed for all other sports that the student participates in throughout the year following the physical.***

BMI Reporting - As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to calculate the student’s body mass index or ‘BMI’ which helps the doctor or nurse know if the student’s weight is in a healthy range or is too high or too low. Our school district may be selected to participate in a (BMI) survey that is conducted by the New York State Department of Health. No student names and no other information that can identify the student are sent.

The statistics sent to the Department of Health will help health officials develop programs that can improve children's health. If, for any reason, you do not wish to have your child's BMI weight status included in this survey please contact the school nurse for a form to be completed.

Please feel free to contact the school nurse at any time during the school year for questions or concerns you may have. We are here to help your child remain safe, healthy and ready to learn.

Students Sent Home by Health Office: A student who is allowed to go home because of illness or injury will be dismissed only by the Principal, the Principal's designee, or School Nurse. The procedure is as follows:

1. Student is sent to Health Office with a pass from class teacher.
2. Nurse notifies parent/guardian for permission and to arrange transportation. If unable to reach a parent and a student must be sent home, the person(s) listed on the annual health and emergency contact form may be called. (All students are required to have an emergency card completed at the beginning of each school year to be kept in the health office for this purpose).
3. Student is issued a dismissal pass from the nurse then proceeds to the Attendance or Main Office where he/she signs out on the sign-out sheet.
4. If a student makes his/her own arrangements to go home with a parent then the parent must come in to the attendance office to sign the child out.

Homework Definition and Guideline

Completing homework assignments is important because it provides the student with an opportunity to practice and use newly acquired knowledge and skills.

When a student misses an instructional class, the student should follow the teacher's directions carefully regarding missed work. At the beginning of the school year, all students receive written or posted guidelines from their teachers regarding the procedure for completing missing homework, tests or reports. If a child is out ill or suspended from school contact the attendance monitor **no later than 10:00 a.m.** for his/her homework. **It generally takes 24 hours to get the homework together from the teachers.**

Honor Roll

The honor roll is a quarterly reward and recognition for academic achievement. Outstanding achievement leads to better and future education. Since education is the primary goal of the high school staff, all students should strive to be recognized on one of the three rolls.

Requirements for Merit - Grades 9-12:

- a. Numerical average of **80-84**
- b. No numerical grade below **75**
- c. Successful completion of Physical Education requirement

Requirements for Honor - Grades 9-12:

- a. Numerical average of **85- 89**
- b. No numerical grade below **80**

- c. Successful completion of Physical Education requirement

Requirements for High Honor - Grades 9-12:

- a. Numerical average of **90 - 100**
- b. No numerical grade below **85**
- c. Successful completion of Physical Education requirement.

Report Card INCOMPLETES: An effort must be made to complete all incomplete grades by the end of the marking period. Only students with legitimate and approved reasons will have the incomplete grade carried after the end of the marking period. In most instances, approved cases should be completed by two weeks. **NO INCOMPLETES SHOULD EXIST LONGER THAN TWO WEEKS AFTER THE MARKING PERIOD WITHOUT GUIDANCE OR ADMINISTRATIVE REVIEW.** After two weeks, the incomplete will revert to a 50 unless other approved arrangements have been made.

Interscholastic Athletics

Catskill High School offers a wide variety of interscholastic sports for the students. The interscholastic program provides an opportunity for the students to develop athletic skills and sportsmanship in a number of athletic activities. Catskill High School students are encouraged to participate in at least one interscholastic program.

The interscholastic program consists of the following (subject to availability and Board of Education approval):

Fall Sports	
Girls V Tennis	
Girls V Tennis Ass't Coach	
Girls V Soccer	
Girls V Soccer Ass't Coach	
Varsity Football	
Boys Varsity Soccer	
Boys V Soccer Ass't Coach	
Boys & Girls Varsity Golf	
Boys & Girls V Gold Ass't Coach	
Boys & Girls V Cross Country	
Boys & Girls V Cross Country Ass't Coach	
Boys & Girls Modified Cross Country	
Girls Varsity Volleyball	
Girls Varsity Volleyball Ass't Coach	
Girls JV Volleyball	
Girls JV Soccer	
Modified Football	
Winter Sports	
Boys & Girls Varsity Bowling	
Boys Basketball Varsity	
Boys Basketball Varsity Asst.	
Boys Basketball JV	

Girls Basketball Varsity	
Girls Basketball Varsity Asst.	
Girls Basketball JV	
Boys Volleyball Varsity	
Boys Volleyball Varsity Asst.	
Boys Volleyball JV	
Boys & Girls Varsity Wrestling	
Boys & Girls Varsity Wrestling Ass't Coach	
Boys & Girls JV Wrestling	
Girls Modified Basketball	
Boys Modified Basketball	
JV & V Basketball Game Clock	
Spring Sports	
Boys Varsity Baseball	
Modified Boys Baseball	
Watercraft Coordinator	

Participation in the interscholastic program is subject to the school eligibility code. A copy of the Eligibility Rule is in the Policy Section of this Handbook.

All students who try out and participate in an interscholastic sports program will receive an orientation from the coaches regarding the rules and responsibilities of the student athlete while participating in the program. Included in the orientation is a review of the Eligibility Rule.

Students must have a physical examination before participating in interscholastic sports. Please contact Holly Hebb at extension 2111 with any questions.

Catskill High School is a member of the Patroon Conference. Patroon conference schools are Hudson, Ichabod Crane, Chatham, Maple Hill, Averill Park, Taconic Hills, Rensselaer, and Cairo-Durham.

The Catskill Athletic Booster Club was formed to promote physical fitness, athletics, sportsmanship, and cooperation between students, coaches and parents for the benefit of Catskill's Sports Program. All are welcome! If you have questions about the Booster Club, contact Ellen Shook, elle72@verizon.net.

Interim Reports

Students and parents/guardians will receive between each marking period an Interim Report defining the pupil's present academic status. Interim Reports may also recognize commendable performance. Usually, interim reports are mailed at the end of the five weeks for each report quarter. Seniors who have academic difficulty will meet with their counselor and receive a letter informing their family of any failing courses which are required for graduation.

Late Bus Passes

Students remaining after school from 2:20 p.m. to 2:55 p.m. for detention, extra-curricular activities or academic help may obtain a late bus pass for the **late bus** run at **3:00 p.m.** Monday through Thursday. To be admitted onto the late bus students need to sign up during their lunch periods in the cafeteria. **All students must be signed up by 12:30p.m.** A Student needs a late bus pass completed by their teacher to board the bus. Students who attend extra-curricular activities or stay for additional academic help must remain with the teacher until 2:55. Students who misuse the late-bus privilege are subject to bus rules and guidelines contained in the Catskill High School Code of Conduct.

Library Media Center

A student who wishes to go to the LMC should obtain a pass from the teacher whose assignment they are working on. To attend the LMC during academic seminar a student must report to academic seminar first and then to the LMC. Each academic seminar may send up to **five** students per class period. Students must be in good academic attendance and discipline standing.

Library materials circulate for a period of two weeks. Special arrangements can be made for longer circulation periods. The LMC does not charge fines for late materials; however, LMC privileges will be suspended for materials overdue for more than one month. It is the responsibility of the student to return library materials in a timely fashion out of respect for their peers.

The LMC collection consists of a wide range of media books, periodicals, databases, reference materials, recordings, CD-ROM's- selected to support the curriculum and encourage learning. The library staff is available to assist in any informational needs students may have. The LMC is able to borrow materials from libraries throughout New York State. Students are encouraged to ask for assistance and enjoy their time in the LMC.

Library Rules

An atmosphere conducive to learning will be maintained in the library at all times. Appropriate behavior is expected from each student in order to maintain an appropriate educational environment. Disturbance of other library users, misuse of library materials or deliberate defacing of library equipment will be regarded as unacceptable behavior.

Rules to follow are:

1. Obtain a pass to visit the library.
2. No food, drink or gum chewing.
3. Students are not permitted to leave the library without permission.
4. Refrain from talking.
5. Be polite and courteous in response to requests from the library staff.

Should infractions of these rules occur, after a warning, the student will be returned to study hall, thus losing library privileges except for before or after school.

Lockers

Each student is assigned one hall and one gym locker at the beginning of the school year. Locker combinations should remain confidential. Students are responsible for the working order of their lockers. Maintenance problems and the security of lockers should be reported to the Main Office immediately. If a locker cannot be repaired, another locker will be immediately assigned. Students are reminded that the lockers are the property of the school district.

Lost and Found

Students who find lost articles are asked to take them to the Main Office where the owners may claim them. Students who lose any article should also check the lost and found area in the cafeteria.

Parent Teacher Conferences

On occasion, the teacher, parent or student may request a parent-teacher-counselor conference to review the student's academic performance. The student's Guidance Counselor will arrange the conference.

Passes

In order to go from one location to another while classes are in session, a student must have a pass. Every student who is in the hall during class will have a pass. A student must obtain a pre-signed pass in order to see a teacher, or go to the library or Guidance Office during a study hall. These passes *should* be obtained during a regular class period or before or after school, but prior to the period in which the student wishes to use the pass. Students aren't allowed to issue passes or to fill in any part of a pass. Pass privileges will be revoked for any student who abuses the privilege. Passes will be issued from music and chorus lessons. Students must obtain a pre-signed pass to move about the building during their lunch period.

Police in the Schools

Police may enter school property if a crime has been committed or suspected, if they have a warrant for an arrest or a search or if they have been invited by the school administration. The police may search a student or his/her locker if they have a valid warrant to do so or if they have "probable cause" to believe that the student is in possession of illegal object(s).

Administration will work with law enforcement to keep our buildings safe.

Personal Appearance

A student will not be excluded from regular instruction because of his/her dress unless it is disruptive or distracting to the learning process, and/or dangerous to health or safety of his/her

self and others. Information regarding appropriate dress and grooming can be found in the **District Code of Conduct**. **Students are not allowed hats and other head gear including hoods and do-rags/wave caps (inside the building) except for religious or medical reasons.**

Protection of Valuables

Students are responsible for their own valuables, such as money or jewelry, etc. Report malfunctioning lockers to school personnel immediately. Students must follow all rules and guidelines with reference to protecting their valuables during P.E. class or extra-curricular activities. If something is stolen, notify the Main Office and fill out a Stolen Property Form. If the recovery of lost valuables is to be achieved, prompt reporting is a must. You are advised **not to bring** valuables, large sums of cash or jewelry, cell phones, Ipods, and other PDA's to school.

Public Address System and Bulletin Boards

The public address system is available to communicate school-related information to teachers and students. Permission and approval of all announcements and posted information must be obtained from the advisor and administration. Announcements will be made in the a.m. daily.

Students are expected to view a recap of the announcements during their lunch periods.

Only emergency announcements will be permitted in the P.M. or during the day.

School Dances and Social Activities

The school district makes the building available to students for a variety of student-related activities, such as dances and fundraisers. All guidelines for specific activities may be obtained from the activity advisor.

Before an event can be held, a building use application must be completed by the authorized representatives of the sponsoring activity and submitted to the principal for approval. Building Use Application forms are available in the High School Main Office. **High School dances will begin at 7:00 p.m. and will end by 10:00 p.m.** Students must have arranged for a ride home from the dance. No school phones will be available.

Guidelines for School Dances & Other Related Activities

1. Dances or activities will be held in the cafeteria.
2. In some cases, students are admitted to certain activities based on pre-sales or tickets only.
3. Ticket sales for all dance activities will be conducted at the entrance to the event. **All other entrances are closed.**
4. Only registered CHS students will be permitted to attend dances and activities unless a guest's name is on the "approved" guest list **with an advance ticket only**. The guest list must be complete by 12:15 p.m. on the day before the event. It must be reviewed by the

activity advisor and an administrator prior to 2:30 p.m. The student sponsor of any guest will be notified prior to 2:30 p.m. if the guest is denied admission. Each student may only sign-in one (1) guest. All guests must be an enrolled high school student elsewhere.

5. Students that are absent or tardy the day of the dance or activity will not be able to attend.

Administration reserves the right to bar and/or remove any student from an after school activity.

School Tardiness

When students arrive tardy to school they should report directly to the Attendance Office to sign in. The classroom teacher will report the student tardy. Each teacher will address these tardies to school as per their classroom tardy plan, and District Policy.

Search by School Personnel

The courts have recognized that public school authorities have a special responsibility and broad power to control school grounds in order to protect students entrusted to them.

1. **Lockers**

School Lockers are the property of the Catskill School District. School authorities have the authority to search any locker assigned to a student without obtaining the student's consent.

2. **Personal Search**

School authorities may conduct a search of a student's person when there is reasonable cause for such a search.

3. **Vehicle Search**

School authorities may conduct a search of a student's vehicle when there is reasonable cause for such a search.

Sign-In/Sign-Out Procedure

It is the student's responsibility, if late to school, to sign-in at the Attendance Office. Students who fail to sign-in may be considered absent or truant and receive phone calls home or detention.

Snow Days and Emergency Closing

If school closes early, or in the event school is closed due to weather or special circumstances, all scheduled student activities are canceled.

High school students are transported home before primary students.

Notice of emergency closing and school opening delays will be sent home via the District's Blackboard Connect phone system. They will also be broadcast on the following television and radio stations:

TV	FM	AM
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WRGB 6	WFLY 92	WGY 810
WTEN 10	WCTW 98.5	
WNYT 13	WYJB 95.5	
WXXA 23	WPDH 101.5	

www.cancellations.com

OR

www.catskillcsd.org

Questar III Students need to listen or watch for the CATSKILL SCHOOL DISTRICT when listening for delays or closings. The Questar Program is **never** closed or delayed due to hazardous weather conditions. You will always follow the Catskill School District schedule. If we are in attendance you are expected to be in attendance at your Questar Program.

Student Inquiry and Expression

Distribution of Literature

Students may distribute literature on school grounds and in school buildings with prior approval of the Principal. The Principal may prohibit the distribution of such material if it does not comply with the school rules for responsible journalism. The Principal will regulate the time, place and manner of distribution of literature.

Symbolic Speech-Buttons, Armbands, etc.

Students have the right to wear or display buttons, armbands, flags, decals or other badges of symbolic expression, where the manner and substance of such expression does not intrude upon the orderly process of the education and the rights of others or is inflammatory, etc.

Patriotic Ceremonies

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag. Those who choose to refrain from such participation must respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may remain seated while his classmates recite the pledge.

Student Obligations

Students are responsible for the payment of damaged or stolen textbooks, equipment and school supplies. The question of payment should be resolved immediately between student and teacher. Students and parents will be notified yearly of outstanding obligations.

Student Records

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work, completed level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest in inventory results, health

data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older must make a request for access to that student's school records, in writing, to the Principal. Upon receipt of such a request, arrangements will be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Summer School Policy

A student in grades 9, 10, 11, or 12 is eligible to attend summer school and successfully complete the course(s) as an alternative to retention. Those students who do not meet the following guidelines will not be eligible for summer school and must repeat the grade the following year.

Summer school is available only for all students who have failed major subjects. Summer school does not offer minor courses. In order to repeat a failed course the following requirements must be met.

1. Students must remain enrolled in the course, attend classes and take the final exam.
2. Final end of the year report card average must be a 50 or above for the failed subject.
3. Students must not have lost credit due to excessive absences by missing over 45 days in a full year or 22 days in a half- year course.

A student who fails to meet the minimum standards on the New York State English Language Arts and Mathematics Assessments must receive academic intervention services during summer school and/or during the academic year.

Students who have failed subjects other than those offered in summer school may be eligible to participate in an approved summer tutorial program, or attend and pass an equivalent college course.

Summer Tutorial Policy

Tutorials are available only for courses not offered in summer school.

The Guidance Counselor and Principal must approve the tutorial program and verify the teacher's certification. Approval must be granted in writing prior to the beginning of the course.

The tutorial program must be a minimum of 90 minutes of instruction per day as per N.Y.S. Education Law guideline and must equal a total of 45 hours for 1 unit of credit with a passing grade of 65.

Student absences may not exceed the summer school attendance policy.

All arrangements must be completed by June 30th. The cost of and arrangements for the tutorial program are the student's and parent's/guardian's responsibility.

Faculty and Staff E-Mail Addresses 2020-2021

Principal 9-12			Assistant Principal 9-12	
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Lydia Pugh	lpugh@catskillcsd.org			
Manifa Vassell	mvassell@catskillcsd.org			
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Telephone

Office phones may only be used in emergencies. Emergency phone messages will be given to the students by office staff. Only parent/guardians may have messages transmitted to students. When the student receives an accepted phone message, the student will also receive a pass to come to the office at the completion of class. Only in extreme emergencies will students be released from class to answer telephone messages.

Visitors to the School

All visitors to our school must sign-in at the Front Desk indicating a clear destination, and date and time of entry. *They will in turn be provided a Visitors Pass. Visitors will then receive an escort to their destination. No visitors will be allowed through our building without clear purpose and supervision. Visitors must sign out and leave their pass upon concluding their visit.

All visitors will have their temperature taken prior to entering the building as well as wearing a mask at all times during the current pandemic.

Parents seeking to meet with their child's teacher or counselor should call the Guidance Office in advance to make an appointment.

**Visitors will be asked to show identification.*

Working Papers (New York State)

Minors under 18 years of age are required by law to have an Employment Certificate (student, non-factory, general or full-time) in order to be employed part or full time in most positions and must follow this procedure:

1. Apply for and receive a Social Security number from your local Social Security office.
2. Pick up an application in the main office. Bring your birth certificate as proof of age if school records are not available.
3. Arrange for a physical exam.
4. Complete the application and have it signed by a parent/guardian. Available in the HS office or online at <http://www.p12.nysed.gov/sss/pps/workingpapers/>
5. Return the application to the Main Office to be issued an employment certificate (a.k.a. work permit). The application must be submitted with a doctor's certificate. If a student is under 18 years of age, he/she must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work done, the hours and the working conditions. Applications and all necessary information may be obtained in the main office.
6. Students must be present to sign the working papers in front of office staff personnel.

Good judgment must be exercised in seeking employment. A student's first responsibility is his/her school work. If a job deprives a student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

COMPREHENSIVE ATTENDANCE POLICY

Updated Attendance Policy- Effective July 2, 2019- Abbreviated Version

The Catskill Central School District maintains an attendance and absence data system. On July 2, 2019, the Board of Education revised the Attendance Policy. The language in the revised policy is aligned to other Greene County Schools. Interventions have been instituted to support students and families. The new policy includes incremental notifications of unexcused absences. The District recognizes that there is a strong correlation between a student's class attendance, their academic success and their opportunity for post-high school success. The Board of Education in conjunction with the Greene County Truancy Task Force, have established the following as the Comprehensive Student Attendance Policy. This policy has been developed to meet the following objectives:

- Set the expectation that students will attend school each day for the full day;
- Instill cooperation among all members of the education community, inclusive of parents, students, teachers, administrators and support staff to uphold the expectation of regular school attendance;
- Recognize that regular class participation and contact between students and teachers is an essential part of the educational process;
- Provide for early identification of attendance problems and the implementation of effective methods of intervention to address issues in order to reduce dropout rates and increase graduation rates;
- Identify the daily whereabouts of every student for safety and accountability;
- Verify that individual students are complying with education laws pertaining to compulsory attendance;
- Calculate the District's average daily attendance for state aid and school

improvement purposes.

- a. A student whose instances of tardiness in a class have accumulated to constitute an instance of class absence shall promptly be so notified by his/her *teacher*. Each five (5) unexcused class tardy incidents will equal one (1) class absence.
- b. Notification of unexcused absences shall be sent to the parent or guardian of a student. All absences are indicated on interim / grading reports.

A written excuse, signed by a parent/person in parental relations, or guardian, needs to be presented by the student when returning to school following each absence or within the next consecutive 5 (five) school days.

- c. Any excuse submitted for a student's absence for part of a school day or a whole school day shall give:

1. *The reason for the absence*
2. *The date and time of absence (whole day / part of day)*
3. *Shall be signed by the student's parent / guardian or themselves if legally emancipated*

2. Actions Taken for Unexcused Absences/Tardies

The Catskill Central School District will use a checklist of school level interventions to address students with attendance concerns aligned to the new guidelines below. Whenever a student exhibits the pattern of unexcused absence, tardiness or early departure, notice will be given to the parents in writing and /or by telephone and email communication in an effort to remediate the underlying problem. (Note: Cumulative absence totals will follow the student throughout the County.)

- a. After five (5) unexcused absences/tardies a letter will be sent home and the student will be assigned an after-school detention.
- b. After ten (10) unexcused absences/tardies, a letter will be sent home and the student will be assigned one day of In School Suspension (ISS). A parent conference may be requested.
- c. After twenty (20) unexcused absences, a referral may be made to outside agencies such as CPS, SPOA, Greene County Mental Health, Pre-PINS, and the District Attorney's Office. A parent conference may be requested.

In addition, a student who is absent from school for an unexcused absence will **NOT** be permitted to participate in extracurricular activities or school events on the day of the absence.

Denial of course credit may occur for a student who has exceeded the allowable number of class absences for a particular course. Students must maintain a 90% attendance rate for half-year and full year courses.

Lastly, senior students who have the privilege of “*late arrival*” must arrive on time for their first scheduled class. *Students with “late arrival” privilege who are tardy to their first scheduled class will not be eligible to participate in extracurricular activities, athletic practice, club practices or events for that day.* Students with ten (10) tardies to their first scheduled class will lose the “late arrival privilege”. The building principal will provide written notification to the parent and the student of this action.

Catskill Central School District Code of Conduct Summary 2020-2021

The Catskill Central School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and disciplining are essential to being educated effectively, The District is also committed to creating and maintaining high behavioral standards and expectations. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of discipline that clearly defines individual responsibilities, describes unacceptable behavior and provides for appropriate disciplinary options and responses.

Essential Partners: The District believes that order and discipline must be a shared responsibility between “Essential Partners” those individuals who contribute directly to a student’s success. The partners include parents, teachers, guidance counselors, other school personnel, principals, the superintendent, and the Board of Education.

Bystander Misconduct: Students who engage in misconduct when they do not initiate or directly participate in prohibited; but rather by their action and / or inaction they allow damage or injury which could have prevented and / or encourage prohibited conduct.

Harassment and Intimidation: The Board of Education is committed to providing a safe and productive learning environment within the District. Harassment and intimidation of or by students, faculty, staff, or visitors are strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus.

- *The Responsibility of Faculty and Who Witness Acts of Bullying
- *Definition of Bullying Behavior
- *Cyber Bullying
- *List of DASA Coordinators by Building

Social Media:

Social Media such as Facebook, Twitter, and Youtube have increased the ability for communication between and among school community constituent groups. The use of such media can create an increase in communication and access to information and interaction. With the popularity of Social Media as a means of staying connected in today’s world, faculty, staff, students, and parents are advised to clearly distinguish between personal and professional communications in order to maintain confidentiality and professionalism and in order to avoid potential conflicts or the appearance of impropriety. Students while performing classes virtually will be held accountable for their behaviors on-line.

Dress Code: Students are expected to dress and groom themselves in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education

classes, participation in athletics, science laboratories and home and career skills classes. Any dress or appearance which constitutes a disruption to the educational process is not acceptable. Hats and other head gear including hoods and do-rags/wave caps (inside the building) except for religious or medical reasons. Pants/trousers worn off waist or the pants crotch at knees are prohibited if undergarments not covered or if it presents a health and safety issue.

Code of Conduct Summary-cont.

Cell Phones & Other Communication Devices: The District recognizes that there are personnel electronic devices that have educational applications such as calculators, voice records, digital cameras, and musical listening devices. In some instances a “smart phone” may include applications that permit these functions. These devices shall be allowed to be used in classrooms only when they are included as part of a lesson under the direction of a teacher. Therefore to prevent such disruption, the display and/or use by students of cellular phones (including “smart phones”), pagers, 2-way communication systems other electronic devices, and/or their accessories shall be prohibited from the time students arrive at school until the end of the regular school day, unless specifically permitted to be used by a teacher or administrator.

Cell Phones and State Assessments: In order to ensure the integrity of testing, in accordance with state guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during state assessments. Test proctors, monitors, and school officials shall have the right to collect cell phones and other prohibited devices prior to the start of the assessment and hold them for the duration of the test taking time.

Prohibited Student Conduct: The Code of Conduct outlines in detail areas of prohibited student conduct. These include disorderly conduct, insubordination; disruptive behavior, violent conduct, or any other behavior which endangers the safety, morals, health or welfare of others. This includes student behavior on a school bus as well as academic misconduct, (e.g. plagiarism, cheating). The code also provides detailed information to incidents involving weapons, students who commit violent acts and students who are repeatedly and substantially disruptive to the educational process.

Penalties: When penalties are imposed, administrators must take into account various issues, which include the age of the student, the circumstances surrounding the offence, prior disciplinary record, information received from the sources, as well as any extenuating circumstances. Penalties include verbal warnings, counseling/mediation, detention, class removal, suspension from activities or privileges, in school suspension, out of school suspension, referrals to family court or other agencies may also be part of the disciplinary action.

Student Searches and Interrogations: Students may be questioned by school officials regarding alleged violation of law or the Code of Conduct. Furthermore, searches of students and their belongings according to specific guidelines are also authorized whenever there is reasonable suspicion that the student violated the law or the code of conduct, or where safety may be threatened. Students have no reasonable expectation of privacy with respect to computer files, student lockers, desks and other school storage places and student vehicles while on school property. These may be searched at any time without prior notice of consent. The Board of Education has also authorized the intermittent use of a drug sniffing dog.

Public Conduct on School Property: All persons on school property or at school functions are expected to conduct themselves in a respectful and orderly manner. Specifically prohibited conduct includes intentional injury or threat; damaging school property; disruptive conduct; wearing materials or objects that are obscene, libelous, advocate illegal action or obstruct the rights of others; smoking or use of tobacco products on school property; possession, consumption, sale or distribution of alcoholic beverages or controlled substances or being under the influence of either; possession of weapons; loitering, or refusing to comply with any reasonable request of recognizable school officials while performing their duties.

- *All people who enter school property, which also includes school vehicles, or attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. The Plan and written protocols can be found at www.catskillcsd.org.*
- *This includes, but is not limited to, any requirements to wear face masks, handwashing, maintain social distancing, permit temperature checks, and answer screening questionnaires.*
- Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event.
- It may also result in further consequences as follows:

for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed;

for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;

for school personnel formal discipline, up to and including termination

(A full copy of the Catskill District Code of Conduct is available at www.catskillcsd.org.)

Eligibility Policy

Eligibility for Extra Curricular Activities

The Catskill Central School District Board of Education views participation in extracurricular activities as a privilege rather than a right. Students who would represent the District in extracurricular activities shall therefore be required to maintain an acceptable level of academic achievement, and to exhibit conduct that is acceptable. The Board therefore establishes the following criteria and procedures related to student participation in extracurricular activities in grades 7-12.

Activities Considered to be Extracurricular

The following activities are considered to be extracurricular activities for purpose of this policy:

- Interscholastic Sports
- Music Festivals
- Student Committee Meetings

- Student Council Membership (including status as an officer thereof)
- Class Office (e.g., class president)
- Field Trips
- Musical or Theatrical Productions of the School
- Intramural Sports

If any of the aforementioned activities is part of a given student's curriculum, then that student shall be deemed eligible to participate simply by that fact.

Academic Eligibility Policy for Athletics and Extra-Curricular Activities

Philosophy

The Board of Education in conjunction with the Superintendent, Administration and Faculty of the Catskill Central School District encourages student participation in athletics and extracurricular activities while recognizing the importance of maintaining academic standards. This policy reflects the common goals of sustaining academic achievement while participating in extracurricular activities.

It is the intention that this policy support education and serve as a guide to help participating students remain focused, maintain academic standards and remain eligible. Students who become academically ineligible will be given the opportunity to regain full eligibility status through adherence to the guidelines outlined in this policy. In the event that a student feels that he or she has been inappropriately deemed ineligible, he or she can appeal this decision as set forth in this policy.

General Academic Eligibility Statement

This policy applies to all extracurricular activities and includes all clubs and athletic teams. Participation in extracurricular activities is a privilege, not a right; therefore, students are expected to maintain a certain level of academic performance in order to participate in extracurricular programs. Academic performance will be monitored during the entire school year and students must meet the following criteria in order to participate in extra-curricular activities.

Academic Standard

- The student is expected to attend school regularly, be in attendance for all classes scheduled and perform regular course work in all of his/her classes for each marking period. Students who are absent **for more than half a day**, will be ineligible to participate in the practice, activity, or game scheduled that day. A legitimate excuse must be signed and dated by a guardian for the partial day absence.

Student performance will be reviewed at the end of each marking period (further known as Eligibility Period). An eligibility list will be published after each progress report or marking period report.

Eligibility Standards

1. Academic Eligibility Determination

- a. A student must maintain a 70 average and passing at least 4 courses each marking period.
- b. Determination for fall participation rests upon the previous year's performance.
- c. A student who does not meet eligibility requirements has until the next 5 week interim report period conclusion to meet the requirements and is placed on academic probation.
- d. During the academic probation period the student may fully participate on the team.
- e. During the academic probation period the student will attend and participate in a minimum of three after school study sessions. In addition, other school assigned interventions may be required if deemed necessary for student success.
- f. If the students does not participate in the after-school program or show improvement at the 5 week interim report time, he/she will become "Ineligible to Compete." (See 2.a)

2. **Ineligible to Compete**

- a. If student does not receive an indicator of passing the subjects in question at the 5 week interim report period, he/she will be ineligible to participate in any extra- curricular activity for the next five weeks. It is expected that the student will attend the after-school study session outlined in 1b. If the student's situation improves within the five week period, the student may request reconsideration of his/her ineligibility status.
- b. To request reconsideration, a student must complete a status form, signed by each teacher, and present it to the principal. The Principal will then clear the student for practice and play, and notify the coach.

Appeals

A student or his/her parent/guardian may request reconsideration or appeal the determination regarding the student's ineligibility status to the Academic Eligibility Committee. The Academic Eligibility Committee will be comprised of Administrators, Coaches or Advisors, Teachers and Guidance Counselors, but shall not include the student's coach/advisor for the particular sport or activity from which declared ineligible. At least five individuals must be present to make a determination.

If a student wishes to appeal a determination he/she must complete the "Appeal Form" in the principal's office.

It is the sole responsibility of the student or his/her parent/guardian to present specific facts and circumstances regarding the student's academic performance and provide proof that his/her academic performance has improved sufficiently to meet the standards as set forth in this policy.

The committee shall examine the specific facts of each case, reach a consensus and render a decision within three school days of the appeal. During the appeal process, the student may not practice or play and/or participate in extracurricular activities. The decision of the appeals committee is final.

Adoption date: July 2003
 Revised/Adopted: I 1/29/06
 Revised/Adopted: I/24/07
 Revised/Adopted :5/11/1 I
 Revised/Adopted: 12/16/15

Contract for Eligibility

I, _____, would like to regain my eligibility by working after school with the following teachers.

	Date	Teacher	Teacher Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that the first time I fail to appear my status will revert to ineligible and I may not participate until the 5 week review.

Signed: _____ Date _____
Student

Signed _____ Date _____
Coach/Advisor

Signed _____ Date _____

This form can be obtained in the Main Office

2 or 3 Week Eligibility Review

The following Student _____

has their work “up-to-date” and is currently passing/failing my course.

	Course	Teacher	Pass	Fail
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				
Period 9				

Coach/Advisor _____

Eligibility Reinstated

Yes	No

Principal/Athletic Director signature required

Date

This form can be obtained in the Main Office

TITLE VI CIVIL RIGHTS ACT NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOLS

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by Federal and state law. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment on the basis of race, color, creed, religion and national origin by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding pursuant to Title VI of the Civil Rights Act, 42 U.S.C. Section 2000d, et seq. and 34 C.F.R. Part 100. This policy of nondiscrimination and anti-harassment will be enforced on School District premises, vehicles, in school buildings and at all school-sponsored events, programs and activities, including those that take place at locations off school premises and in another state.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, and guests. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion and national origin, that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the students access to an educational opportunity or benefit;
- c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

District staff who observes any such harassment should intervene to stop the harassment and thereafter report the matter to a District Compliance Officer.

Complaints and Grievances by Employees

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Complaints and Grievances by Students and Other Third Parties

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints or grievances through proper administration channels. In addition, the District shall develop an appeals process, ensuring that students, employees, volunteers, vendors/contractors, visitors and guests have full understanding and access to these regulations and procedure, and providing prompt, thorough and equitable consideration and determination of student complaints and grievances.

Investigation of Complaints and Grievances

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The District will designate, at a minimum, two (2) Compliance Officers.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to a District designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that a

Compliance Officer is the alleged offender, the report will be directed to another Compliance Officer.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a prompt, fair and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidential and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a “need to know” basis. The Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Based upon the results of this investigation, if the District determines that an employee, vendor/contractor, volunteer, guest, visitor or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender’s employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors/contractors or guests) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

Prohibition of Retaliatory Behavior

The Board, consistent with the prohibition set forth in Title VI of the Civil Rights Act, prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District regulation referenced in this policy.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate student and/or staff awareness

and training, as applicable, to help ensure that the school environment is not conducive to fostering harassment.

In all cases, the Superintendent will inform the Board of Education of his/her findings regarding an informal or formal complaint.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of discrimination or harassment may also face appropriate disciplinary action.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Compliance Officer

The District's Compliance Officers are the District's Assistant Superintendent of Curriculum and Instruction, the Director of Special Services and such other individuals as may be designated by the Board of Education in the event of the unavailability of the Compliance Officers. The Compliance Officers shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to harassment for any student, parent, employee or third parties as described in this policy.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardian, employees and the general public of this Policy and its grievance procedures for resolving complaints of harassment. Included in such announcement will be the name, address and telephone number of the Compliance Officers.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigation, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided therein to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

Training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools as addressed in

this Policy, and to disseminate information about preventative measures to help reduce such incidents of prohibited conduct. Training will be provided to all designated Compliance Officers regarding the investigation of said harassment complaints.

A copy of information about this Policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks and on the District's website.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination and, inappropriate behaviors. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities.

Ref: Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) §2000d et seq. (Prohibits discrimination on the basis of race, color or national origin) and 34 C.F.R. Part 100.
Education Law §2801(1)
Executive Law §290 et seq. (Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status).

Adoption Date: July 2003
Revised/Adopted: 2/08/12

ANNUAL HEALTH AND EMERGENCY CONTACT INFORMATION 2020-2021

Student Name _____ Birthdate ____/____/____
Homeroom _____ Teacher _____ Bus #: _____ Grade _____

Parent/Guardian Information

Who does the student live with? Both Parents Mother Father Shared custody Guardian

Guardian Name _____

Guardian Address _____ City _____ State _____

Should mailings be sent to this address YES NO Email Address: _____

Telephone/ Home _____ Work _____ Cell _____

Guardian Name _____

Guardian Address _____ City _____ State _____

Should mailings be sent to this address YES NO **E-Mail Address:** _____

Telephone/ Home _____ Work _____ Cell _____

Security Information

In order to insure the safety and security of our children, please indicate the names of persons who do **NOT** have the legal right to contact your child during the school day. Copies of legal documentation **MUST** be in the school office to enforce this rule.

Once legal documentation is on file, such persons will **NOT** be permitted to have your child released to them for **ANY** reason.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Emergency Information

Please list at least two nearby relatives, neighbors or friends who are willing and able to be contacted to assume temporary care of your child when you cannot be reached. They may also pick up your child with a signed note from the parent/guardian.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Emergency Plan

My family has a plan for an emergency early dismissal from school and my child knows where to go if I am not at home at dismissal time. YES Parent/Guardian Signature _____

Current Health Information

Allergies _____

Medications taken currently _____

Please call School Nurse for procedures to be followed before sending any medications to school!

Illness, operations or serious injuries in the past year _____

Does he/she wear glasses contact lenses?

Does your child have braces or dental appliances? _____

Catskill School District

September 2020 Parent and Student Handbook

I/We have received a copy of the Catskill High Parent/Student Handbook for the 2020-2021 school year which, includes the Catskill School District Code of Conduct, Eligibility and Attendance Policy. I/We have read and discussed the entire handbook with my/our child. We are committed to maintaining high standards of education for students in our schools, and encourage you to call us if you have any questions.

Student Name (print)

Student Signature

Date

Parent/Guardian (print)

Parent/Guardian Signature

Date

Virtual Signature page is available on Catskill High School Website.