

Pittsford

Mendon

High School



**2019 - 2020
Parent/Student
Handbook**

Pittsford Central School District Mission Statement

The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.

The Pittsford Central School District does not discriminate in access, admission, employment or treatment of participants in any of its programs and activities on the basis of race, religion, age, sex, color, handicapping condition or ethnic or national origin. Inquiries regarding concerns, complaints or other compliance issues related to Title IX and/or Section 504 may be addressed to Michael Leone, Director of Human Resources at the District Administration Building, Pittsford, New York, 14534. Telephone: (585)267-1000

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I. General Information

A. Pittsford Mendon High School Telephone Numbers

Mendon High (Switchboard).....	267-1600
Library Fax Number.....	385-2828
District Phone Number (Main Switchboard).....	267-1000
Counseling Fax Number.....	385-2369
Main Office Fax Number.....	385-1679
Health Office Fax Number.....	385-1680
Ms. Melissa Julian, Principal.....	267-1601
Mrs. Karen Joynt, Secretary Principals Office.....	267-1602
Mrs. Kelly Zielke, Asst. Principal (A-L).....	267-1604
Ms. Laura Hefner, Asst. Principal. (M-Z).....	267-1603
Ms. Mary Kay Scarazzo, Attendance Secretary.....	267-1609
Ms. Jackie Morris, Ms. Jan Considine, Nurses.....	267-1640
Ms. Andra Nelkin, Secretary Assistant Principal Office.....	267-1605
Ms. Una Kennedy, Main Office Secretary.....	267-1600
Mr. Eric Domroes, Counselor.....	267-1660
Mr. Vince DiGiacomo, Counselor.....	267-1660
Mr. James Englerth, Counselor.....	267-1660
Mr. Keith Molinich, Counselor.....	267-1660
Ms. Megan Schlageter, School Psychologist.....	267-1607
Ms. Karina Anderson, College and Career Office.....	267-1617
Mrs. Wendy Lista, Secretary Counseling Office.....	267-1660
Mrs. Anne Dunning, Secretary Counseling Office.....	267-1660
Mrs. Kelly Gangloff, SST Assistant.....	267-1610
Mrs. Bridget Stone, Registrar.....	267-1627
Ms. Julie Wittig, Internship Coordinator.....	267-1616
Ms. Sheila Solomon, Faculty Secretary.....	267-1621
Ms. Megan Beck, Audio Visual.....	267-1613
Art Department.....	267-1612
Box Office (Mendon High Student Productions).....	267-1614
Business Department.....	267-1615
Cafeteria.....	267-1675
Custodian.....	267-1655
English Department.....	267-1620
Foreign Language Department.....	267-1624
Health Department.....	267-1622
Library.....	267-1625
Math Department.....	267-1634
Music Department.....	267-1626
Physical Education Department.....	267-1611
Science Department.....	267-1628
Social Studies Department.....	267-1629
Special Education.....	267-1631
Speech Therapist.....	267-1632

II. School Procedures

A. Attendance

All students are expected to arrive to school in time for the beginning of first period class at 7:40 AM. Any arrival after first period has begun is considered to be a late arrival.

In the case of Juniors and Seniors who may not happen to have a class scheduled for first period, and upon completion of the Late Arrival request form with approval by both parent and school administration, permission may be granted for regular late arrival. If such permission is granted, the required arrival time is prior to the beginning of second period, normally 8:25 AM, except on days when a special schedule may be used. Arrival after second period is considered a late arrival to school for these students.

Students are expected to be present and punctual for school each day. On the odd occasion when a student is arriving late to school, as defined above, he or she must report to the Attendance Office to sign in to school. When sickness or family emergency causes a student to be absent, a parent/ guardian should telephone the attendance office secretary by 7:40 AM if at all possible. Doing so will help our attendance office to better ensure accurate records and will eliminate the need for our secretary to contact a parent later in the day. Email notifications are automatically sent when student attendance is an unknown or unexcused event.

Attendance Office - 267-1609

If a call is not received, the attendance office will call the parent/guardian at home or at his/her place of employment. Upon returning to school, the student should bring a written note signed by a parent/guardian or a parent/guardian must make a call or email to the Attendance Office. Absences not covered by a written excuse or phone call are declared unexcused. It is the responsibility of the student to submit an excuse within three days of his/her return to school or detention may be assigned.

As adopted in the Pittsford Central Schools Board of Education manual, Policy #7110, the following reasons for absence are excused:

- Sickness
- Sickness in the family
- Death in the family
- Religious observance
- Court attendance
- School music Lesson
- DMV Road Tests
- Impassable roads or bad weather
- Approved school visits
- Medical appointment
- Approved cooperative work program
- School-sponsored activities
- Approved employment visits
- Activities in which students are representing the school or district
- Principal approved educational experiences
- Death of a close friend, military obligation, or other reason as approved by the superintendent

All other reasons for absences and tardiness will be considered unexcused. The following are examples of unexcused for tardiness or absence:

- Oversleeping
- Late ride

- Missing the school bus
- A note which states, "Please excuse _____ for being late" with no legal explanation
- Traffic delay

Consequences for unexcused absence (truancy) are detailed in the [Student Rights and Responsibilities](#) section of this handbook.

B. Tardiness

A student who arrives late to school must report directly to their attendance office to sign in. A note signed by the parent/guardian or a parent phone call, explaining the reason for tardiness should be received to the attendance office secretary. If it is an unexcused tardiness, appropriate action will be taken by the Assistant Principal in accordance with the [Truancy Policy](#) presented later in this handbook.

1. Regular Daily Schedule

Period	Time	Minutes
1	7:40 – 8:21	41
2	8:25 – 9:11	46
3	9:15 – 9:56	41
4	10:00 – 10:41	41
5*	10:45 – 11:25	40
6*	11:29 – 12:09	40
7*	12:13 – 12:53	40
8	12:57 – 1:37	40
9	1:41 – 2:21	40
10	2:25 – 3:05	40

* Lunch Periods

2. Occasional Dismissal

There are occasions when a student must be excused during the day for a medical appointment, driver's test, etc. Students are required to submit written permission from a parent/guardian to the attendance office or a parent/guardian must call the attendance office before or during homeroom. Upon leaving, students are to sign out in the Attendance Office indicating when they are leaving, and/or returning after being excused for part of the day. **School personnel cannot allow a student to leave the building without written parental permission.** These rules apply to the complete student schedule, including 10th period science labs on days when this may apply. In order to keep absences at an absolute minimum, please arrange appointments far enough ahead to be scheduled outside school hours.

3. Late Arrival (Junior/Senior Privilege)

With parental consent students, Juniors and Seniors may request to have permanent late arrival on days when they do not have classes. "Late Arrival" permission forms are available in the main office throughout the year and must be signed by a parent. Individual student ID cards will reflect this permission and students must be able to produce this card when requested.

4. Early Dismissal (Junior/Senior Privilege)

With parental consent students, Juniors and Seniors may request to have permanent early dismissal on days when they do not have classes. "Early Dismissal" permission forms are available in the main office throughout the year and must be signed by a parent. Individual student ID cards will reflect this permission and students must be able to produce this card when requested.

5. Homeroom Attendance

Homeroom is conducted at the beginning of 2nd period for 5 minutes starting at 8:25 a.m. If a student is not enrolled in a 2nd period class, study hall or lab, he/she will be assigned to Homeroom in the Commons. The expectations for student behavior during homeroom follow:

- All students are expected to attend a homeroom.
- Students will stand and participate in the Pledge of Allegiance to the flag in an appropriate manner. Any student who makes a conscious choice not to participate in the Pledge of Allegiance should remain seated and quiet throughout the recitation of the Pledge.
- Students will be seated and quiet during the reading of the daily announcements.
- Students will respond appropriately during attendance procedures as directed by the teacher.
- Students absent or late to homeroom for an unexcused reason may be assigned detention after the third offense and may be assigned in-school suspension for subsequent offenses.
- Students must come prepared to homeroom with materials for 2nd period.
- Students who fail to sign in to school in the Attendance Office when arriving to school after homeroom may be assigned detention after the third offense and may be assigned in-school suspension for subsequent offenses.
- Students who have 1st and/or 2nd periods free will be assigned to Office Homeroom or Commons Homeroom and are required to sign in at their assigned location.

6. Study Halls for Freshmen and Sophomores

Ninth and tenth grade students are assigned to a study hall during non-class periods starting the first day of school. Once student lists stabilize, students may sign out to locations such as the library or computer lab. In all instances, attendance is monitored. Students must report to study halls at the start of each assigned study hall period. Study hall supervisors may retain students in study hall if sign-out procedures are abused.

7. Freshman Seminar

Purpose:

Freshman seminar will provide incoming freshman with skills and information needed for high school success. Five mini-lessons focusing on a variety of topics will be provided by MHS teachers on the first five (5) Fridays in small groups. Possible topics include but are not limited to:

- Technology - A district level technology support group will deliver information on office 365, canvas, turn it in, BYOD, wireless, Infinite Campus, Google Docs and other technological information as appropriate.
- Introduction - Learning Styles and Time Management
- Organization and Note Taking Strategies
- Study Skills and Test Taking Strategies
- Stress Management - Counseling staff will present information on managing stress as related to school, home and extracurricular activities.

Scheduling:

Seminars will be scheduled on Fridays for the first five weeks of school. After the 5th week students will be given a new schedule reflecting a change with an assignment of a study hall.

8. Student Study Hall Expectations

- Arrive on time and plan to work/study.
- Respect the quiet study environment so that all students can be productive; this means quiet talking, ONLY if the teacher permits it. Cell phones, iPods and MP3 players may be used with teacher permission and as long as they do not disturb others or are not noticeably audible.

- Card-playing is NOT permitted.
- No food or drinks are permitted; students are not allowed to go to the Commons to purchase food and bring it back to study hall.
- No visitors.
- Students must have a pass from their classroom teacher or study hall monitor to sign-out for the library, locker, lavatory, computer lab, Testing Center, Counseling Office, or to meet with a teacher. If a student signs out, he or she must go ONLY to the permitted destination and return within an appropriate time depending upon the destination. The exception is the library as students are dismissed from the library at the end of the period. In addition, students must respect and follow the study hall rules and expectations that the teacher or study hall monitor establishes.
- A student may be restricted to study hall for a specific period of time or referred for disciplinary action for not following the rules or expectations.
- Some students may be assigned to a Supported Study Hall (SSH). Those classes have fewer students and have a paraprofessional assigned to help students with organization, completion of assignments, etc.
- Students are expected to remain in SSH, unless they have a pre-signed pass from their classroom teacher.

9. Sophomore Privilege

“Sophomore Privilege” is offered for those students entering tenth grade who have demonstrated their motivation to achieve academically and ability to manage time well. Eligibility is based on the student obtaining a GPA of 90.00 or above using the official transcript average, and maintaining an appropriate discipline record in the previous year. The parents of eligible sophomores will be informed by letter during the summer. This privilege will be provided to the eligible student only with parent permission. Eligibility for this privilege will be re-evaluated for all sophomores at the conclusion of the first semester of their sophomore year. The Sophomore Privilege means that these students will not have assigned study halls during the periods when they do not have classes. Instead of attending assigned study hall, they may choose to go to the library, to see a teacher, or report to the Commons for these class periods in school. Students must remain on school property.

With the Sophomore Privilege, if the student does not have a class during period 2, he or she must report to Commons Homeroom at the beginning of the period for attendance to school.

If the parent has a concern about the student's grades at any point, the parent may request the school counselor to remove the privilege and assign the student to a study hall for the remainder of the semester. This privilege may be revoked at any time by a school administrator for behavioral concerns.

10. Junior and Senior Privilege

Junior and Senior Privilege is an opportunity for 11th and 12th grade students to have one or more free periods if they have demonstrated academic success and are student in good behavioral standing. Junior and Senior Privilege is at the discretion of the administration and may be revoked at any time due to academic or behavioral concerns.

Junior and Senior Privilege means that these students will not have assigned study halls during the periods when they do not have classes. Instead of attending assigned study hall, they may choose to go to the library, to see a teacher, or report to the Commons for these class periods in school. With the Junior and Senior Privilege, if the student does not have a class during period 2, he or she will be assigned to Commons Homeroom and report at the beginning of the period for attendance to school.

11. Supported Study Hall

At times, the Instructional Support Team (IST) or a student's school counselor may assign a student to a "Supported Study Hall" (SSH). This is a smaller, academic study hall to assist students with homework completion, projects, organization, or communication with teachers. Students are expected to remain in SSH for the duration of the period and complete necessary work or can sign out to take a test or meet with a teacher with a pre-signed pass. Students assigned to SSH are reviewed on a regular basis for academic progress and may be added or removed as needed.

12. Testing Center Procedures

The Testing Center is available from 7:40 AM – 3:05 p.m. daily and is located next to the LGI. When a student has been absent and missed a test or quiz, the teacher may arrange to have the test or quiz taken in the Testing Center. A cover sheet on the test or quiz will show the teacher's requirements and conditions to be followed for the make-up test or quiz. Teachers will inform students about the deadlines for making up tests or quizzes. Students must arrive at the beginning of the period and will not be permitted to miss other classes to make up tests.

Students may use the Testing Center during unassigned periods, including lunch periods. Students in study halls may sign-out to use the Testing Center. Upon completing the make-up, the student will return to study hall. Students in any grade may use the Testing Center after school as long as they do not have an assigned science lab at the time. Expectations for student behavior in the Testing Center include:

- Following the expectations for Academic Honesty
- Maintaining a quiet atmosphere needed for testing
- Showing student ID to the supervisor when arriving at the Testing Center if the supervisor does not know the student
- Leaving cell phones in a basket and all other personal belongings in the front of the room during testing.
- Signing in and out of the Testing Center – this applies to students in ALL grades
- Following the teacher's testing conditions regarding the use of any calculators, notes, and formula sheets. For science tests, students must use the Reference Sheet available in the Testing Center, not the student's personal copy.
- Time stamp each paper at the start and end of each test/quiz.

13. High School Homework Guidelines

a) Rationale

Homework is an important component of learning. It creates an academic opportunity for all students. It is designed to serve a variety of purposes in the education of our students including:

- preparing for and reinforcing classroom learning
- preparing for post high school opportunities
- increasing the likelihood of academic success
- providing opportunities for application of skills and content
- promoting the development of life skills:
 - critical thinking
 - time management
 - independent work habits
 - responsibility
 - self-discipline
 - academic integrity

b) Guidelines

Homework is given to create a learning opportunity for all students.

These guidelines should provide a reference point. It is difficult to estimate how much time should be spent on homework. However, on average, we expect a high school student to spend approximately ten to twelve hours per week completing out of class assignments. The time may vary based on course load, level of difficulty, individual abilities and learning styles, and time management skills. As the student progresses through high school time spent on assignments may increase. If excess amounts of time are needed to complete homework, parents and/or students should talk with the teacher.

Homework is checked as a measure of accountability. Grading will vary according to subject area, course expectations (Regents, Honors, Advanced Placement etc.), the unit being studied, and the level of mastery expected.

Many religious observances prohibit students from spending any time on schoolwork. Students *will* be given a reasonable time to make up the missed class work and *will not* be penalized for missing classes. Even if class work was provided before the absence, teachers realize that many holy day observances do not allow students to complete any schoolwork while they are out due to considerable family obligations. Therefore, teachers *will not* expect students to return ready to take missed tests or quizzes or to have completed assignments on the first day back to school.

Any assignments over an extended school vacation will reflect sensitivity to the students' need for recreation and family time.

c) Responsibilities

Student

- Record all assignments in the planner/agenda.
- Be sure assignment directions are understood before leaving class.
- Complete assignments on your own unless otherwise instructed by your teacher.
- Budget time properly for long-term assignments.
- Be responsible for completing home assignments on time for classes missed due to music lessons, field trips, etc.
- Recognize that homework is not limited to written assignments, but includes studying, reading, and/or researching.
- Request make-up work for classes missed due to absences.
- Make up missed homework within the time frame designated by the teacher.
- Check the teacher's/classroom websites/Office365 for updates and information.

Faculty

- Establish and communicate homework guidelines.
- Explain methods used to monitor, review, and assess/grade homework to students and parents.
- Communicate consequences for not completing homework within the established time frame
- Schedule "check points" for long-term assignments.
- Clearly explain the make-up policy for students who are absent from class.
- Communicate with students and parents when problems arise regarding assignments.
- Communicate to parents a description of the types of parental involvement that are acceptable.

Parent

- Communicate with the teacher when problems or difficulties arise.
- Promote a positive attitude towards homework by encouraging and motivating your child.
- Promote independence, academic integrity, and self-advocacy.
- Provide assistance to the degree appropriate as instructed by the teacher.
- Monitor progress and time management with regard to long-term assignments and projects.
- Be aware of the district guidelines with regard to absenteeism and make-up of schoolwork.

- Help your child by planning trips and doctor appointments when school is *not* in session. Do not ask teachers to provide assignments in anticipation of children being absent from school because of family pleasure trips or for other unexcused absences.

d) Homework Requests

When a student is absent for more than two days for an excused reason, the school will honor homework requests. Requests must be made to the Attendance Office, 267-1609 before 9:00 a.m. for homework to be either emailed or if necessary picked up between 3:00 and 4:00 from the Main Office. Homework requests for a single day of absence will not be honored as experience has shown that the student is usually back in school by the time we are able to process the request.

14. Guest Procedure for School Day Visitors

Students desiring to have a guest come to school and attend classes must submit the appropriate completed request form to their assistant principal at least two days in advance. The request form may be obtained from the assistant principal and must be signed by all the student's current teachers and parent. Students are not permitted to have more than one guest on a given day. **Under no circumstances will a visitor be allowed if this procedure has not been followed. Visitors are not allowed during homecoming week, mid-year or final exams, the last day before any vacation or holiday, or when the visitor's home school is in session.** Any visitor who violates a school policy or procedure will be removed from school grounds immediately.

The above procedures apply equally to students who attend Pittsford Sutherland High School. In addition, it is important to note that our students are not permitted to visit Pittsford Sutherland High School without permission from the Sutherland administration as well.

The single exception to the rules for guests at Mendon may occur when a student is considering enrollment in our school within the next year and either currently lives outside of the Pittsford School District or attends a private school. In such cases it is expected that the prospective student and a parent/guardian will first meet with a counselor in order to learn about our school and programs. Once this meeting has occurred, the parent may request an exemption to our rules in order to provide their child with a one day opportunity to shadow a current MHS student. All other normal procedures and expectations for an approved guest visit will be applied, and shall be initiated with the office of the Director of Student Services.

15. Procedures for School Dances

a) General

Students and parents should recognize that school dances are school-sponsored events, and all school rules and expectations apply regarding student behavior. Any violations of these rules and expectations at school dances may result in disciplinary action as outlined in the ***Parent/Student Handbook, Section VI***. In order to attend any dance at MHS a student must obtain a ticket during the advertised pre-sale period. Absolutely no dance tickets will be sold at the door.

b) Arrival at Dances

Each dance will have a specific time for latest arrival. This time will be communicated to students at the time of the ticket sale. Students will not be admitted after the specified time. Also, any student leaving a dance before the designated ending time will not be admitted back into the dance. Students may not bring food, beverages, or other containers into the dance.

c) Departure from Dances

Once students arrive at a dance, they must stay for the duration of the dance, until the ending time that is advertised at the time of ticket sales. Students cannot leave early unless they have a permission slip to do so, signed by a parent, on file with their Assistant Principal prior to the dance. Exceptions to this

rule are during the Junior Prom and Senior Ball, at which students will be allowed to leave after the designated time.

d) Guest Passes

When guests are allowed at a dance guest passes are required for all non-members of the MHS student body. Guest passes must be faxed to the MHS Main Office in advance of dance. **All** information on the Guest Pass must be complete. Guests of MHS students who fail to complete a Guest Pass will not be permitted to attend an MHS dance. Guests must also produce photo I.D. at the admission to the dance. Guests must be currently enrolled at a high school for any dance. There is an exception for the Junior Prom and Senior Ball; guests for these two events must be enrolled in a high school and/or under the age of 21 at the time of the event. The MHS student is responsible for the behavior of the guest and will be asked to leave with the guest if behavior problems occur. The school administration of the guest who behaves inappropriately will be informed by the MHS administration. The guest is expected to adhere to all MHS rules/ expectations for student conduct.

e) Dress for Dances

The Board of Education sets guidelines for student dress, but all dress is subject to the administration's judgment of appropriateness for the event. If a student's type of dress is considered inappropriate, the student will cover up or change the inappropriate clothing, or if necessary, he or she will leave the dance.

16. Student Lockers/Gym Lockers

A locker is assigned to each student for the purpose of storing books, materials, coats, etc. The locker remains the property of the school and is subject to the general jurisdiction of school authorities. **All students are emphatically urged to keep their lockers locked and not to share locker combinations or lockers.** No one is to exchange lockers without administrative approval. Students with locker problems should report them to the Main Office Secretary. Personal locks are not permitted on gym lockers. Students are encouraged to lock up valuables to prevent theft.

17. Care of Personal Property

A student's personal property is the sole responsibility of the student. Students should not bring large sums of money or valuable/irreplaceable personal items to school. Under no conditions should money or valuables be left lying around loose. Students may report any theft to their Assistant Principal and complete a theft report. All valuables, including cell phones, calculators, wallets and electronic equipment should be locked in gym lockers during gym class and not left in personal backpacks.

18. Cafeteria

The cafeteria provides both a Type A lunch and a la carte service. Free and reduced price lunches are available to students who qualify and apply. Students should the Main Office secretary to apply for this. The snack bar is open before school and through the morning. Milk, tea, coffee, juice, fruit, bagels, and cereals are available.

19. Emergency School Closing

If the Superintendent deems necessary to close school because of weather conditions, announcements will be made on radio station WHAM and other radio and television stations by as early as possible prior to the opening of school, in addition to the use of the District's Urgent Messaging System.

20. Fire Drills/Evacuation

By law, and for the safety of all, periodic fire drills are held during the school year. Students should follow building exit procedures as posted in the classroom and exit the building in a quiet and efficient

manner whenever the fire bell is sounded. Unless specified directions are given to the contrary, reactions to the fire alarm must be automatic and unquestioned.

Once students and faculty have exited the building, they should move away from the building to make room for others who follow and not interfere with the fire department in the event of a real emergency.

When the fire alarm rings during a special event such as a concert or play, students and guests are to exit the building immediately and should not attempt to locate friends or family members prior to exiting. We recommend that families have predetermined meeting places outside the school to reunite following a fire drill.

At times, it may be necessary to conduct an evacuation drill that includes full school attendance and alternate location for bus loading.

21. Shelter-In-Place Drills

By law, and for the safety of all, periodic “shelter-in-place” drills are conducted during the school year. The purpose of this type of drill is to insure a means for school administrators to have all students, staff, and visitors remain where they are when unexpected circumstances require the need. Our objective is to hold in place, quickly evaluate the situation we are dealing with, and then communicate any additional instructions that are needed.

During this drill, students will remain in their classrooms and staff will lock their doors. Students who are outside of the classroom at the commencement of the drill will move back to their classroom or to the Commons, whichever is closest. Visitors who are not in a classroom or office area at the commencement of the drill will move either to the Commons or the Main Office, whichever is closest. Students and visitors in the Commons remain in that area and await further instructions from the assistant principal assigned to that area. The assistant principals will be in direct radio communication with the principal at all times. An announcement will be made when the drill has been concluded.

22. Lock-Down Drills

State Law requires schools to conduct four lockdown drills annually to prepare students and staff for potential threats. The goal is to immediately clear hallways, lock doors and take positions out of sight and to practice going into a protective posture as quickly as possible. Students and staff are to remain hidden out of sight until released by law enforcement or a designated safety representative.

23. Animals Brought on Campus

As a general rule, due to health and safety concerns, no one is permitted to bring an animal to school. Exceptions are only made for specific educational purposes and require prior approval of the building Principal.

24. Announcements

The Daily News will be read over the P.A. during homeroom each morning. All announcements must be related to school activities and must be recognized student organization or school sponsored. Students must submit appropriate announcements to the Main Office Secretary by 3:00 p.m. on the day prior to when they will be read. An administrator must approve all P.A. announcements. Each Friday, the morning announcements will stream online as a video production.

25. Hallway Posters and Flyers

The only materials that may be posted in hallways, stairwells and the commons are those that are sponsored by the school or a recognized student organization or given special approval by an administrator.

When recognized student organizations wish to post information the following expectations must be followed:

- All posters must be reviewed and approved by the faculty advisor to the student organization with the signature of the advisor on the poster at the bottom
- The name of the sponsoring organization must be indicated in the bottom right-hand corner of the poster or flyer
- The student organization is responsible for taking down the posters when appropriate and materials should not remain posted beyond two weeks

26. Campus Parent Access to Student Information

Through our network “Campus Parent”, parents are provided with direct access to a variety of current information relative to their child. Currently this information includes the following:

- Teacher Grade books
- Report Cards
- Interim Reports
- Student Schedule
- Results for Previous State Assessments Taken
- Attendance
- Student Fees

In order for a parent to register for access and in an effort to maintain confidentiality, parents must register in person and provide appropriate photo ID. This one account can be set up for accessing information on all children in the family. Once a parent has registered and has a username and password, this username will remain valid regardless of what school the child is attending each year.

Parents who are new to the district, or who may not have ever registered for this access in the past, should contact our Registrar at 267-1627 in order to make an appointment to come to school, complete the registration form, and show appropriate ID.

27. Student Campus Access to Student Information

Students also have access to their own student campus. Students who have had access previously continue to have the same access each year, even if that access was while in a different PCSD school. Any student who is new to the district should see the Main Office Receptionist on the first day of classes, in order to obtain instructions on how immediately access their account. Students should not use their parent’s login for the system.

28. Communication to Parents

PCSD uses the Blackboard Communication system in order to provide timely and pertinent information to parents. This system automatically provides urgent notifications via phone calls, emails and text alerts to parents and staff members. Updated contact information for families is essential for this system to be effective. MHS Morning Announcements & News are emailed to all parents on the MHS distribution list daily, as well as posted on the MHS website at <https://www.pittsfordschools.org/Pittsfordmendon>.

PTSA E-news:

The Pittsford District PTSA organization independently operates their own separate email messaging system. This system provides parents with information that the PTSA offers regarding a variety of topics

and resources that they believe may be useful to fellow parents. To register, visit their website at <http://www.pittsfordpts.net> and follow the instructions on their website.

29. Student Drop-Off and Pick-up

All students being dropped-off or picked-up by private vehicles at the beginning or end of the school day are to use either the drop-off area immediately in front of the main entrance doors at the front (West side) of the building or along the walkway surrounding the auditorium on the north side of the building. **It is illegal to pass a stopped school bus with lights flashing on school as well as off school property.**

All students being dropped-off after the school day has begun must use the main entrance, as these are the only open exterior doors. All students being dropped-off after 4:00 PM must use the doors by the gymnasium as these are the only doors regularly open after 4:00 PM.

30. Visitor Parking and Sign-in

Visitor parking spaces are provided along the driveway at the front of the building, close to the main office and entrance. All visitors are expected to park in these spaces. Should you find that all of the designated visitor spaces are taken, you may take any available space in the north parking lot (by the football field) but, upon signing in, please be sure to inform the main office that you needed to do so.

All visitors are required to sign in at the desk at the main entrance to the building and show their photo ID. Visitors must wear their visitor pass while on campus during regular school hours. All visitors should also sign out when they leave.

31. Late Bus Passes

Late busses will leave Mendon at 3:25 p.m. Monday—Friday. Students with a late bus pass, obtained from a faculty/staff member, will be the only students allowed on the bus. Without a pass, a student must arrange private transportation with family. Students taking a late bus are expected to follow the rules regarding respectful behavior. Science Lab Teachers will provide permanent yellow **late-bus passes to their students. All other students who stay after school for a legitimate school related activity must obtain a blue late-bus pass** from the staff member who supervised that activity.

32. Bus Passes for Riding to Destinations Other than Home Address

If a student wishes to go home on a different bus with another student, that student must provide a signed note from his/her parent giving consent to do so. This note will be brought to the Main Office. The student will then be issued a Guest Rider Bus Pass.

The student needs to indicate the Bus # of the student they will be riding with along with the other student's name and address and the phone # of the student whose home they will be going to.

III. Academic Program

A. Program of Studies

A wide variety of courses provides students an opportunity to plan a high school program tailored to their individual needs and interests. The *Program of Studies* booklet describes all of the courses offered. The booklet is updated each January and will be in document form on the MHS website before the selection process for the following year begins.

B. Course Selection

Students select courses in early February for the following school year. Teachers and counselors provide academic advisement and a special Parent Information Night is held. The course requests made by students in February determine the number of classes to be held so it is very important their choices are accurate.

C. Minimum Course Load

Students at all grade levels are required to take a minimum of five courses (five credits) plus Physical Education.

D. Graduation Requirements

The *Program of Studies* booklet describes the Graduation Requirements.

<https://www.pittsfordschools.org/Page/447>

E. Regents Science Laboratory Requirement

The laboratory requirement for entry into a Regents science examination is a minimum of 1200 minutes of lab **with satisfactory** laboratory reports.

F. Course Prerequisites

The purpose of setting course prerequisites is to better ensure that students are entering a course curriculum that they are appropriately prepared for and that will be at a level of challenge that will best promote their learning in a positive way. Teacher recommendations are processed between January and early March, as enrollment numbers are critical from March to April in determining staffing and sectioning needs. However, it is also important for teachers to have a chance to revisit their recommendations as we approach the end of the year, as this provides a more complete picture of the student's true readiness. In addition, should there be a parent and/or student request to reconsider a course recommendation when that recommendation is specifically listed as a course prerequisite, it is essential that the decision still remain with the teachers who have the most knowledge of the student, the course the student is currently in, and the curriculum and level of student work that will be required in the course they are interested in taking next year.

G. Prerequisite Decision Challenge Process

Teachers will follow the process designated by their school in order to provide their recommendations in the January to early March time period.

A system specific to each school will be in place to communicate those recommendations to students and their parents.

After the **conclusion of the third marking period**, teachers will review their previous recommendations in order to determine if the additional information they have about a student might cause a change. **If there is a change** from the original recommendation, the teacher will communicate to the parent and the student's counselor in writing by **no later than May 15th**.

Should a parent or student wish to **challenge a prerequisite decision** at any point in this process, they must do so **no later than June 1st** of that same school year. Forms needed to initiate such a challenge may be obtained from the child's counselor.

Challenges will be reviewed by the teachers at the school the student is currently enrolled in, and a **final decision will be made prior to the end of that school year**.

No parent/student challenges will be reviewed during the summer vacation months.

H. Adding/Dropping a Course

1. High School Course Withdrawal Process and Timelines

All requests for schedule changes must be initiated through the Counseling Office. Students should obtain a form from their counselor which must be signed by parents and teacher and then returned to the Counseling Office.

Students may withdraw from a course, **without a withdrawal notation on their transcript**, according to the following parameters:

- Full year course: up to, and including, 10 school days after the end of the second marking period
- First semester course: up to, and including, 10 school days after the end of the first marking period
- Second semester course: up to, and including, 10 school days after the end of the third marking period

If a student wishes to withdraw from a full year course anytime between 11 school days after the end of the second marking period and 10 school days after the end of the third marking period, a **withdrawal notification** will be recorded on the student's permanent record card.

Students are **not allowed to withdraw** from a course according to the following parameters:

- Full year course: any time after 10 school days after the end of the third marking period.
- First semester course: any time after 10 school days after the end of the first marking period.
- Second semester course: any time after 10 school days after the end of the third marking period.

In cases of extenuating circumstances, students may appeal in writing to the Principal for a waiver of the above procedures.

AP Courses: Students who withdraw from an AP course after November 15th, forfeit the \$40 fee collected by the College Board.

2. Course Level Changes During the School Year

On those very rare occasions when it is agreed that a student should change levels within the same high school credit bearing course, the following guidelines will be followed:

- Changes from a higher level to a lower level of the same course must occur no later than the 22nd week of the course.
- Changes from a lower level to a higher level of the same course may only occur when initiated by the current teacher and with the consent of the teacher receiving the student.

Dealing with grades when such a change is made:

- The grade transfers with the student without any adjustment. At the discretion of the teacher, and when sufficient assessments are available, an adjustment may be made to properly reflect the student's performance in the new course. The teacher may wait until all assessments, including the final examination, have been completed before making this decision.

I. Grade Promotion Policy

In order to be considered a sophomore, a student must have successfully completed 4 units of study including 1 unit of English, 1 unit of Social Studies plus 1/2 unit of Physical Education.

To be considered a junior, a student must have successfully completed 8 units of study including 2 units of English, 2 units of Social Studies and 1 unit of Physical Education. Any student who does not attain junior status will continue to be assigned to study halls and will not be eligible for Lunch Dismissal privilege.

J. Communication of Student Grades

Starting in the 2017-18 school year, PCSD middle and high schools no longer print and mail home paper report cards. Instead, following the end of each marking period, parents will be notified via Infinite Campus Messenger when their child's report card is ready to view in the Infinite Campus Parent Portal.

Parents will be able to continue to track their student's progress on a regular basis in Campus Parent. The report card, when available for viewing, will look exactly like the report parents are accustomed to seeing arrive home in the mail. It will include the student's final grades for the marking period, as well as teacher comments. It can be printed from any computer.

Parents who do not have access to the Infinite Campus Parent Portal and wish to continue to have their child's report card mailed home should contact their school's main office to make those arrangements.

All parents are encouraged to register for access to our network parent portal, which provides online access to teacher's grade books, in addition to other information stored regarding your child. When questions arise, we encourage you to begin by reviewing this information with your child. If you are in need of additional information, please make direct contact with the teacher.

Midway through each of the four marking periods, teachers prepare interim reports which will be made available through the parent portal. These reports are simply temporary assessments of progress provided in order to assist parents in supporting your child's success prior to the creation of the marking period report card.

A grade of 65.00 is a passing grade on both Regents and Local examinations.

In calculating final averages, the first semester average, second semester average and final examination are each weighted as specified by District and Department procedures. Citizenship and Effort may be indicated each marking period by an appropriate comment code.

Problems or questions regarding student progress should be directed to the teacher of the course. Problems or questions regarding the printed report card should be directed to the Registrar, at 267-1627.

The Instructional Support Team regularly monitors students' grades and attendance to determine if supports are needed.

K. Student and Parent Role in Resolving Instructional Concerns

From time to time questions or concerns arise regarding classroom instruction. Such concerns are most quickly and appropriately addressed through direct communication with the teacher. If questions or concerns arise regarding the instruction your child is receiving, the need exists for students and parents to follow the process below:

Begin by speaking directly with the teacher. This is the person who is closest to the issue and best equipped to either clarify what is going on in the classroom or change the approach to best meet a specific need. No teacher can ever act to help solve a problem or concern when they are not aware of the issue.

If concerns continue to exist even after working with the teacher for a reasonable period of time, contact your child's Assistant Principal so that he or she can facilitate continued discussion with the teacher aimed at addressing the concern.

In the extreme case, in which a student and/or parent are requesting a change in teacher, no consideration will be given to the request without a meaningful effort on the part of the student/parent to work with the teacher to correct the problem. After such effort, should a change in teacher be

considered, both the current teacher and receiving teacher would be included in the decision process. If agreement exists between all parties, the change will be made. If no agreement can be reached, the parent may submit a written request to the Principal for a final decision. The written request must provide specific reasons for the request. Our experience tells us that most concerns can be positively addressed when the teacher is directly involved in the process.

L. Academic Eligibility Procedures

1. Extracurricular Attendance Policy

[See Section VII, Attendance Policy for Athletics and Extracurricular Participants, in this handbook.](#)

2. Extracurricular Academic Eligibility Procedures

[See Section VII, Academic Eligibility Procedures, in this handbook.](#)

M. Advanced Placement

The dates of the Advanced Placement exams are set by The College Board and noted on our district calendar. Days and times of specific exams will be given to students in advance. The intent of the AP Program is to assist students in the mastery of subject matter and preparation for these exams. Each course is designed to provide the opportunity to receive a score of 3 or better on the AP Examination (maximum is 5). **All students enrolled in AP courses are required to take the AP Examinations.** Failure to take the AP exam will result in withdrawal from the course. Students are responsible for paying the cost of AP exams, and if needed, criteria for financial hardship waivers are available in the main office. Students enrolled in AP courses are responsible for paying the College Board fee for each exam. Students who withdraw after November 15th forfeit the College Board's \$40 fee. Students who challenge an AP exam must decide by November 15th and make arrangements with the AP Coordinator in the school. Students choosing to register for an AP exam after November 15th, will also incur an additional \$40 fee from the College Board.

N. Honor Roll

To qualify for the Honor Roll, students must maintain an 88.00% or better average with no grades below 70.00% for each marking period. (Physical Education or Health are **not** computed in this average but a grade of 70.00% or better is necessary). The Honor Roll is not cumulative. A student who did not qualify one marking period could do so the next marking period. The names of quarterly Honor Roll candidates are submitted to the *Brighton-Pittsford Post*. The editors of this publication make all decisions regarding what issue will include our list. Students with an INC on their transcript are not eligible for Honor Roll.

O. Honor Graduates

Senior students with an overall cumulative average of 90.00% or better (as indicated on official transcripts), through the first (7) seven semesters of high school are designated as honor graduates. This calculation is based on grades for all completed courses through the seventh semester as well as current grades for courses in progress. Students with an INC on transcript are not eligible for Honor Graduate distinction.

These students wear honor cords at graduation and are recognized by the PTSA.

P. National Honor Society

Membership in the MHS Chapter of the National Honor Society requires high standards of scholarship, character, leadership, and community service. The criterion for membership is as follows:

Scholarship: Students in their junior year must have a cumulative grade point average over five semesters of 90.00%. This calculation is based on grades for all completed courses through the fifth semester as well as current grades for courses in progress.

Service: This quality is defined through the voluntary contributions made by a student during high school to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. National Honor Society will only count community service completed while in high school. Students must log a minimum of 30 hours of community service during their high school years. These hours must be completed prior to when the Student Information Sheet is due. These hours must be logged by the District Community Service Coordinator.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. Students will be asked to provide at least 2 letters of reference for leadership, from people who have seen leadership outside the classroom.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. The teachers of each student will be contacted by the advisor and asked to comment on the character of the student.

The Process:

In the spring of each year, 11th grade students who maintain a minimum grade point average of 90.00% after five semesters, and who have recorded at least 30 hours of community service hours with the PCSD Community Service Coordinator, will be invited to submit information about their leadership and extracurricular activities. These eligible students will be notified by mail. Students must fill out a Student Activity Information Form and turn it in by the due date. No late information forms will be accepted. The student should make an appointment with his/her assigned NHS Faculty member for the interview. The interview is an opportunity for the student to add to and expand on any information in the Student Activity Information Form. The student will be notified by mail after the Faculty Council has deliberated. This same process, as outlined above, will be repeated in the fall for seniors who have not yet been inducted in NHS and now have met the minimum grade point average based on six semesters and community service as of the start of the fall semester. Students with an INC on transcript are not eligible for the National Honor Society.

Q. Awards Program

A number of significant awards are presented to students twice during the spring term. First is the *Awards Night* held in the month of May, where we recognize the accomplishments of freshmen, sophomores and juniors. The second is early in the month of June we conduct a separate *Senior Awards Night*. The Pittsford Parent Teacher Student Association (PTSA) is a major contributor to these award presentations with funds raised from the annual *Super Sale*.

R. College Admissions Testing (PSAT/SAT/ACT)

The College Entrance Examination Board (CEEB)

Pittsford Mendon High School is the test center for the Scholastic Aptitude-Achievement (SAT Subject Tests). **See District calendar for Dates**

School Code Number - 334529

Test Center Number - 33-762

The Preliminary Scholastic Assessment Test/National Merit Scholastic Qualification Test (PSAT/NMSQT) will be given at Pittsford Mendon High. Sign-up will be in English classes. **See District Calendar for test dates.**

Pittsford Sutherland High School is the test site for the American College Testing Program (ACT). **See District Calendar for test dates.**

School Code Number - 334529

Test Center Number - 183140

S. Library Facilities

The library media center is open from 7:00 a.m. to 3:30 p.m. Classes use the library throughout the school day. Individuals are welcome to use the library during their study halls, free periods, and before and after school.

The library media center has instructional spaces equipped with computers and multimedia projectors as well as quiet spaces for individual and group study and reading. Computers, printers and scanners are available for use by classes and individuals.

It is our goal to maintain a welcoming environment that is conducive to study. Students are expected to respect the quiet environment of the library so that all learners can be productive. There is no food permitted in the library and cell phone use is discouraged.

T. Resources

With its collection of carefully selected books, magazines, online databases, electronic books, digital image archives and streaming media, the library media center provides students and staff with access to millions of high quality educational resources. As a member of the BOCES School Library System and Rochester Regional Library Council, the library can borrow materials from hundreds of area school, public and college libraries. The library's Web-based catalog and online resources can be accessed from any Internet-connected computer.

At test preparation time, students can borrow from the library's collection of Regents and AP review books. With prior written parent/guardian consent, students can borrow pocket video cameras to work on multimedia assignments.

1. Instructional Program

The library media instructional program is based on the national standards of the American Association of School Librarians. These standards promote inquiry-based learning and foster growth in intellectual curiosity and independent thinking. Working with rich collections of print and online resources, students learn to use multiple information sources and to seek out diverse opinions and perspectives as they construct their own understandings. They learn to use a variety of tools and media to effectively collaborate, communicate and share their knowledge

We invite you to visit the library's website to learn more:

<https://www.pittsfordschools.org/Domain/753>

U. Experiential Programs

1. Career Internship Program - Grades 11 and 12 U/S-1/2 Unit

PREREQUISITE: LEADERSHIP DEVELOPMENT SEMINAR

RECOMMENDED: BUSINESS DYNAMICS I & II

The Career Internship Program (CIP) is a school-business partnership that provides high school students the opportunity to obtain non-paid, on-site, career exploration experiences. The major objectives of the program are to:

- Provide students with real world experiences to obtain an awareness of interested careers so they make in-formed career and college choices for the future;
- Provide students the opportunity to obtain first-hand understanding and appreciation of the knowledge, skill, occupation outlook and education requirements necessary for various occupations; and
- Introduce students to positive adult role models who can help instill, reinforce and demonstrate important behaviors such as a positive attitude, integrity, ethics, human relations, teamwork, timeliness, good study habits, etc.

Students must complete an application (including a resume and written essay), sign a contract, maintain weekly timesheets and activity logs, attend weekly Leadership Development Seminars through the Business Department prior to starting the internship, complete a SCANS Skills sheet, write a final paper and design a portfolio page, before school credit is granted. Parent involvement is required for the application process, schedule confirmation, contract and final paperwork approval. Students have the opportunity to work 40-150 hours (unpaid) with a schedule that is determined by the Mentor. Semester students must have consecutive periods free after 7th period. Summer students must make the internship their summer priority and be available full days for a significant time over the summer. Each intern receives a letter of recommendation for colleges and/ or employers after successful completion of the internship requirements.

Acceptance into the program is based on a defined field of interest and students must be in good academic standing, with recommendation from a school counselor. Motivation, availability, class schedule (school year interns), transportation, 10 hours in community service by career cluster, job shadowing or club directly related to internship field of interest and pre-qualification interview with the Career Internship Office will be required and assessed. Seniors have first priority. Due to limited mentor availability, students may only participate in one internship through the Career Internship program during their high school experience.

The summer application deadline, which must have all completed application requirements met, is on or before January 31st. Based on the criteria of the program and limited mentors, exceptions to this deadline cannot be made. Applications for an internship during the school year must be submitted 46 weeks prior to the requested start date.

Based on age and legal restrictions as well as Mentor availability, internships cannot be guaranteed. Students who do not meet the criteria may participate in alternate career exploration programs. Exceptions to this deadline cannot be made. Applications for an internship during the school year must be submitted 4-6 weeks prior to the requested start date.

Based on age and legal restrictions as well as Mentor availability, internships cannot be guaranteed. Students who do not meet the criteria may participate in alternate career exploration programs.

This is a NYS accredited course and involves stringent requirements. Summer students need to be prepared to devote their summer to a summer school class. Career exploration opportunities are available for students with limited time.

Interested juniors and seniors may obtain information and applications at pittsfordschools.org

Please visit the Internship Office webpage at: <https://www.pittsfordschools.org/Page/19685>.

Credit issued as follows:

40-74 Hours: Unsatisfactory (U) or Satisfactory (S)

75-149 Hours: .25 Credit

150+ Hours: .50 Credit

2. Community Service Program

GRADES 6-12: $\frac{1}{4}$ – 1 UNIT CREDIT

Pittsford Central School District's accredited Community Service Program supports students in grades 6-12. Students can receive school credit on their senior transcript by performing valuable and useful service in the community. Volunteer information and assistance is available in the Community Service Offices at the middle and high schools.

For each completed service activity that is under 10 hours, students are required to submit an electronic service contract with parent verification. For each service project that is over 10 hours, students must also complete an electronic evaluation and reflection, and have parent/agency verification. For service activities that are over 30 hours, students must also submit a completed electronic timesheet.

School credit is awarded and placed on the student's senior school transcript when 75, 150, 225, or 300+ volunteer hours have been documented according to criteria and approved. Transcripts are updated in June of the junior year and January and June of the senior year. Electronic summary reports from the school are available to be used for college applications and employment opportunities.

Community Service is encouraged but not required.

$\frac{1}{4}$ credit = 75 unpaid service hours

$\frac{1}{2}$ credit = 150 unpaid service hours

$\frac{3}{4}$ credit = 225 unpaid service hours

1 credit = 300+ unpaid service hours

Students can receive a **maximum** of 1 full credit during their school career. All contracts must be submitted within one year of service for credit and meet the criteria for community service. All Community Service contracts for senior early decision/action applications must be submitted by September 15.

Interested students can obtain additional information and applications online at <https://www.pittsfordschools.org/Page/19685> or from the Community Service office.

3. Cooperative Work Experience

Students enrolled in Business or Marketing Education courses who work outside of school for pay may receive credit for work related to the courses in which they are enrolled. The students are coordinated by a certified teacher-coordinator and are evaluated by their employers, their teachers, and the coordinator. Students receive $\frac{1}{2}$ unit of credit for each 150 hours of work, up to a maximum of 1 unit (300+ hours) per year. A total of 2 credits can be earned during a student's high school career.

4. National Network of Complementary Schools

The National Network of Complementary Schools is a group of 22 public and private schools which have joined together to serve students by sharing their specialized programs in blocks of 2 weeks. Realizing that the number and range of options which they can individually provide their students is limited, these schools find that by pooling their offerings they can offer students a wider range of experiences. Most of the Network programs are offered because they take advantage of a special strength or resource of a particular school—often based on geographical or historical factors. For example, at the Friends School in New York City, students can avail themselves of special opportunities in the arts by taking courses with practicing artists, musicians and/or published writers (all members of the faculty). The WEBB Schools in California, provide students with a unique and intensive program in museum studies and “hands on” fossil preparation in a paleontology laboratory.

Students enrolled in Network member schools can elect any Network program across the country at no cost for tuition, room or board. Students reside in school dormitories or with local families. Transportation costs are normally borne by the student's family. However, some travel scholarships are available for families who cannot afford the travel expenses.

Mr. DiGiacomo and Mr. Molinich serve as Mendon's Network Advisor. Written information about the program is available from them, at 267-1660.

5. Student International Exchange Program

The Pittsford Central School District has been involved with Monroe County's ATAD (Association for Teen-Age Diplomats) for a very long time. In addition to ATAD, PMHS students may participate in Youth for Understanding (YFU) and Rotary Exchanges. The international program is a strong positive force for the broadening of cultural relationships and we are proud to be part of this effort.

Information meetings on the International Exchange Program are held in mid-September for both students and parents. This meeting is for Juniors and Seniors who wish to go abroad for next summer or the following school year. Sophomores may apply for summer programs. The application process begins in September.

IV. Student Services

A. Counseling Center Services

The senior high counseling staff's role is to provide various kinds of information so that students may make decisions during high school and give assistance to students in their personal, social or academic development. Specific activities listed below are conducted throughout the year for each grade level.

1. Freshmen

- Personal and academic counseling
- Development of a flexible four-year academic plan
- Assistance in understanding academic requirements for graduation

2. Sophomores

- Personal and academic counseling
- Career exploration — includes administering occupational interest survey and interpretation of results using Naviance; counselor contact with students both in the classroom and individually
- Assistance in gaining pre-college information and course selections for the junior year

3. Juniors

- Personal and academic counseling
- Small group meetings in early spring regarding planning process for post high school opportunities
- Opportunities to meet with college representatives, usually from September to December; assistance in learning about registering for college entrance exams
- Continued work with Naviance as a resource for colleges, careers and scholarships
- Assist in course choice for the senior year

4. Seniors

- Personal and academic counseling
- Individual conferences with a counselor, before the end of first semester, for post-high school vocational and educational planning
- Opportunities to meet with college representatives, primarily September through December.

Parents are also invited to meet with these college representatives

- Information service regarding topics such as: financial aid, college entrance tests, careers, colleges, etc.
- Continued work with Naviance as a resource for colleges, careers and scholarships

Throughout the year various mailings will be sent to parents in hopes of keeping them abreast of what counseling services are being rendered. In addition, we provide information through our MHS Counseling website, at <https://www.pittsfordschools.org/Domain/794> and Naviance <https://student.naviance.com/mendon>.

B. Counselor Assignments:

The following chart indicates how students and counselors will be assigned for the coming school year. Students are assigned based on the first letter of their last name as follows:

COUNSELING ASSIGNMENTS FOR 2019-2020

Grade 9 Class of 2023	Grade 10 Class of 2022	Grade 11 Class of 2021	Grade 12 Class of 2020
A – D Domroes	A – C Domroes	A – De Domroes	A – Den Domroes
E - Ler Molinich	D – Kan Molinich	Di – Ku Molinich	Des – La Molinich
Lew – R DiGiacomo	Kas – Pal DiGiacomo	L – Ray DiGiacomo	Le – Sch DiGiacomo
S – L Englerth	Pan – Z Englerth	Re – Z Englerth	Sh – Z Englerth

C. Instructional Support Team

The Instructional Support Team (IST) is the primary intervention team at MHS for students who have academic, behavioral, social, or emotional challenges. Each student who is referred to the IST is assigned a case manager, a teacher who has volunteered to work in a one-on –one situation with the student to develop an individualized improvement plan. This plan can include a variety of resources, including, but not limited to supported study halls, after school homework club, and monitoring by the IST. The student’s progress is reviewed on a regular basis, and IST also monitors students for academic eligibility, as explained in [Section VII, Academic Eligibility Procedures, in this handbook](#). Please contact your child’s Assistant Principal or Counselor for further information on this process.

D. Pupil Service Team

The Pupil Service Team is composed of teachers, learning specialists, counselors, administrators, the school psychologist, speech language pathologist and a school nurse. This team assists parents, students and faculty in identifying students with special needs and in providing access to services which will help students in their academic and or social/ emotional development. Referrals are made through the Counseling Center.

E. Other Counseling Services

Pittsford Youth Service social workers are available for individual counseling and to facilitate support groups. Appointments can be made directly with the social workers, with the counseling office secretary or with Pittsford Youth Services at 248-6299. Information on other services available to youth and their families is readily available on display in the nurse's office, counseling office hallway, or from any counselor, psychologist or administrator.

F. Psychological Services

The services of a certified school psychologist, Ms. Megan Schlageter, and a school psychologist intern are provided at MHS. They are available to meet with individual students, parents and/or staff members to assist them in working out academic or personal concerns. An appointment can be made by calling 267-1607. In an emergency, please contact your child's counselor.

G. Community Intervention Team

The Community Intervention Team is a group of Mendon High staff members trained in substance use/abuse issues. The team is a referral source for students, parents or staff members who are concerned that a student may be exhibiting symptoms related to alcohol or drug use or other non-academic issues which may be affecting the student's performance. Each referral is processed by the team. If the team determines that a concern exists, parents are notified immediately.

Please address questions or concerns to your child's Assistant Principal or Counselor.

H. Hearing Impaired Services

If you plan on attending a school function and wish to request an interpreter, call the Mendon High School Assistant Principal's office at 267-1605. If you prefer reaching us via fax machine, our number is (585)385-1679. We will contact BOCES with your request. BOCES requests that we give them at least **two weeks'** notice in order for them to obtain an interpreter. You may also email a request to your student's Assistant Principal, whose email can be found on the building webpage.

I. Health Services and Procedures

Optimal learning requires good health. Health services at Pittsford Mendon High school are provided by the school nurses who maintain student's medical records and medications, provide first aid, screenings, sport clearances and are liaisons between education and health care.

J. Student Records

1. Immunizations

All students entering or attending Pittsford Mendon High school must be fully immunized with the exception of any student having a documented medical exemption. Below are the 2019-2020 New York State immunization requirements for all students:

Diphtheria Toxoid (DTaP/DT/Tdap/Td) – 3 doses

Tetanus, Diphtheria, & Pertussis Booster (Tdap) - 1 dose

Polio Vaccine (IPV or OPV) – 3 doses, 4 doses if 1st one was received before 4 years old

Measles, Mumps, and Rubella Vaccine – 2 doses

Hepatitis B Vaccine – 3 doses or 2 doses of adult hepatitis B vaccine

Varicella (Chickenpox) – Grades 9 – 11: 2 doses, Grade 12: 1 dose

Meningococcal Vaccination – Grades 9 – 11: 1 dose, Grade 12: 2 doses or 1 dose if it was received at 16+ years old.

A detailed explanation of required vaccines is available at: <https://www.health.ny.gov/publications/2370.pdf>

2. Physicals

A physical examination is required for all 10th grade students and students new to Pittsford Mendon High school. Whenever possible the school recommends the physical be given by the student's personal physician. The school physician, Dr. Robert Tuite, is available for physicals by appointment. Please contact the school nurse to set up an appointment.

3. Medications

In order to administer prescription and/or non-prescription medication, including cough drops, aspirin, etc., to students in our schools we must have written permission from a child's parent and a licensed prescriber. Prescription medications require permission from a non-parent licensed prescriber. Medications such as Tylenol, Advil, EpiPen and inhalers may be self-carried with proper documentation. Forms are available in the nurse's office and at: <https://www.pittsfordschools.org/Page/8204>.

4. Illness

Students who become ill during the school day must report to the school nurse. First aid will be administered as appropriate. If a student must be sent home, the home will be contacted according to the emergency contact information on the Student Health Information forms. Students who are ill will not be permitted to drive themselves or take a bus home.

5. Screenings

During the school year students will be tested for vision and hearing, and scoliosis. If any of the results are significant a referral will be sent home.

6. Sports

All students wishing to participate in school athletics must complete the online registration for sports clearances through FamilyID. For more information please visit: <https://www.pittsfordschools.org/site/Default.aspx?PageID=91>. A new form must be filled out and signed prior to each new sport he/she wishes to participate in. Documentation of a physical within one year of the beginning of the sport and tetanus within 10 years must be on file in the nurse's office. If a student's parent is a physician, he/she may not conduct the sports physical for the student. The school nurse will review the student's submitted medical information and give a list of cleared students to the Athletic Department who will then notify the coaches. Any student who has been absent for five or more consecutive days because of illness or who has sustained a significant injury must give a written medical clearance from their personal physician to the school nurse before they can resume participation in a sport.

7. Physical Education Excuses

The school nurse prior to gym class must approve all medical excuses from a parent or a doctor. A parent may excuse their child for 2-3 consecutive classes with a written note. After that time a physician's note is required. If the excuse extends beyond two weeks an adaptive program will be planned.

8. Injuries

The student and his/her parents must report all school and athletic injuries to the school nurse so that proper insurance forms are processed. Also, it is important that injuries occurring during the hours of the school day are reported by the student to the nurse so that first aid may be administered. In the event of a serious injury, parents will be informed at once so the choice of treatment may rest with them.

9. School Accident Policy

The Pittsford Central School district carries a School Accident Policy with Pupil Benefits Plan, Inc. A flyer with descriptive information is available in the nurse's office. If a student has a school-associated injury or an in-season sport's injury, the school nurse should be informed immediately.

10. Work Permits

Minors under 18 are required by law to have working permits in order to be employed either full or part time in most positions.

Applications are available in the Counseling Center. The application must be completed and signed by the student and a parent or guardian and returned to the office together with written proof of a physical examination within the last twelve months. You will then be issued the required work permit, which is given to the employer who keeps it on file for the period of employment. Upon termination of employment, the work permit is returned to the student for use in other possible employment.

Please refer to the Specific Rules Under the New York State Child Labor Laws:

<https://labor.ny.gov/workerprotection/laborstandards/workprot/minors.shtm>

V. Student Activities

A wide variety of extra-curricular activities exist at Pittsford Mendon High School. In September, an Activities Fair is held in the Commons during lunch periods to acquaint students with each organization's purpose, goals, and main activities. Students may join an organization at that time or may contact the advisor.

Eligibility to participate in clubs is governed by the same rules as applied to Academic Eligibility in Athletics.

Each student organization is advised by a qualified faculty member and activities undertaken by a student organization are supervised by the advisor, a member of our faculty/staff, or a parent. Advisors are to be present at all meetings of student organizations.

A. Clubs/Activities

A list of clubs and activities can be found online. Students are encouraged to attend the *Activities Fair* at the start of the school year to learn about specific clubs.

1. Amnesty International

Amnesty International is an independent worldwide movement working for the release of all prisoners of conscience, fair and prompt trials for all political prisoners, and the abolition of torture and executions under all circumstances. Members discuss human rights issues and write monthly letters of urgent appeals to governments to bring attention to and assist in preventing human rights abuse worldwide.

2. Art Club

This club is open to art students in Painting and Drawing I and up. Our activities include caring and creating for our adopted nursing home in the city, visiting artists and art museums, and doing work on our own. A favorite club activity is a fund-raiser, "paint pots for mother's day," where art club supplies the pots, soil, flowers, and paint to create a masterpiece for deserving mothers. This event is always widely popular.

3. Bookstore

The goal of this club is to run a successful business within the school. Students get to apply concepts learned in the classroom to real world situations. Students involved in the Bookstore gain a transferable skill set that they can take with them as they enter into their careers. The students gain specific knowledge into the world of work as they learn fiscal responsibility and are given the opportunity to foster integrity, honesty, and confidence. This activity allows students to grow both personally and academically. The students can also earn service credit for working in the Bookstore.

4. DECA

Mendon DECA is a student organization whose program of leadership and personal development is designed specifically for students interested in marketing, management, and entrepreneurship. The goals of DECA, commonly known as the four points of the DECA Diamond, are to promote *leadership development, civic consciousness, social intelligence, and vocational understanding* through competitive events, community service projects and social activities. Our goal is to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. We offer students an opportunity to develop skills and competence for marketing careers, build self-esteem, experience leadership and practice community experience. We are committed to the advocacy of marketing education and the growth of business and education partnerships.

5. Diversity Club

Our goal is to inspire our fellow Mendon students through unique and fun experiences that highlight diverse cultures, talents and foods. We organize events to explore the traditions, values and heritage of varying multicultural groups. Some of these events include Black History Month, Irish-American Heritage Week, Women's Heritage Month, Disabilities Awareness Week and Foreign Language Week.

6. Environmental Awareness Club

The Environmental Awareness club consists of approximately 25 members that are interested in the environment. There are a variety of different activities that this club engages in such as placing mulch in the courtyard, to taking nature hikes. Other events include listening to guest speakers and watching films to further awareness about environmental concerns

7. Federal Reserve Challenge

A MHS, five-member team, selected from AP Economics classes, makes a 15-minute presentation before a panel of judges, as though the team is either briefing, or playing the roles of, the Federal Open Market Committee, the Federal Reserve's monetary policy arm. Presentations include, but are not limited to the following:

1. Analysis of current economic conditions as of the day of the competition
2. Projections about economic, financial and international conditions in the near term that would be of special significance for the development of monetary policy, such as inflation, unemployment, real GDP and other economic policy indicators;
3. Explanation of the issues that should receive special attention in formulating current monetary policy; and
4. Recommendations of the Federal Reserve to maintain or alter (and to what degree) the current course of monetary policy

Following the presentation, the judges ask questions. Some regional competitions have ten-minute Q & A sessions; some have a fifteen-minute Q & A session. The National Final's Q&A session is fifteen minutes long. The judges' questions include issues raised in the team's presentation and the student interpretation of recent economic events.

8. French Club

French Club is an organization for students to participate in fun cultural activities related to Francophone countries. Activities include: scavenger hunts, charades, movies, food tasting, and occasional trips to the theater when relevant.

9. Gay Straight Alliance

The Gay Straight Alliance is a club for students who wish to promote and maintain a community of diversity and tolerance. The club meets monthly for guest speakers from the community; showing of films; collaboration with other area clubs; activities to raise awareness, and participation in the National Day of Silence. To be a member a student only has to attend one meeting or function. Members are contacted by e-mail or school announcements.

10. Interact Club

Interact is a Rotary-sponsored service club for young people. Made up of members ages 14-18, or secondary school age, Interact gives young people an opportunity to participate in fun, meaningful service projects. Along the way, Interactors develop their leadership skills and initiative while meeting new friends. Through service activities, Interactors learn the importance of: developing leadership skills and personal integrity; demonstrating helpfulness and respect for others; and advancing international understanding and goodwill. The word Interact stands for “international action” and today nearly 200,000 young people in more than 110 countries belong to some 8,700 clubs, making Interact a truly international phenomenon. All over the world, young people are spreading fellowship and international understanding through a wide array of Interact service activities. The Rotary Club of Pittsford sponsors Interact clubs at both Pittsford Mendon and Pittsford Sutherland High Schools. The requirements for membership in Pittsford Mendon Interact are simple:

- Complete and submit the club’s application form and a Pittsford Central School District Student Field Trip & Interact Club Participation Form signed by your parent or guardian.
- Participate in at least one club sponsored community or international service project.

11. Jazz Band

This club is offered to all students. The Jazz Band is an auditioned group; whose audition results also generate the Jazz Ensemble. Subsequent participation in a curricular major ensemble is encouraged. Weekly evening rehearsals occur, and the ensemble performs intermediate-level literature at the high school and within the community throughout the academic year.

12. Jazz Ensemble

This club is offered to all students. The Jazz Ensemble is an auditioned group; whose audition results also generate the Jazz Band. Subsequent participation in a curricular major ensemble is encouraged. Weekly evening rehearsals occur, and the ensemble performs advanced-level literature at the high school and within the community throughout the academic year.

13. Latin Club

The Junior Classical League, a dynamic organization boasting over 50,000 members, is the second largest youth organization in the nation. JCL provides students of Latin with unique educational opportunities. Furthermore, JCL provides students with leadership opportunities and enriches academic growth beyond the classroom. At conventions students may demonstrate their proficiency in various areas—academic tests (grammar, reading comprehension, history, mythology, vocabulary, et al.) creative arts (costumes, oratory, etc.), and Olympics (field and swimming events). The JCL spirit united Latin students from across the United States and Canada in friendship while encouraging academic excellence. There are three all day competitions that the group typically attend.

14. Literary Magazine

This club includes weekly meetings to discuss literature written by students. There is also the publication of a school magazine in June.

15. Master Minds

This is an interscholastic team trivia based on academics, current events, and pop culture.

- Two games each meet broken down into two 7½-minute halves
- If you attend, you will play at least one half
- You will have down time to do school work, practice trivia, or relax at the meet
- Meets are usually from 3:00 to 7:00 pm and are on an assigned day of the week
- Four Mendon students are pitted against four from an opposing school in a “game show” style battle of wits Requirements:
- Commitment to attend six meets and up to three playoff games. The team will have an opportunity to practice at the meets. One introductory practice for new members will be required. The team should have six or seven members committed to attending each meet.
- Good sportsmanship the ability to follow instructions and work as a team is a must.

16. Math Team

The Mendon Math Team participates in six monthly Monroe County League meets at various county schools. In March, the top team members participate in an All-Star meet at RIT. All interested students are encouraged to join the team.

17. Men’s Ensemble

Eight male vocalists perform all a cappella music in the styles of Du wop, Jazz, Pop et cetera. Participants are selected by audition only.

18. Mock Trial

The New York State Bar Association each year sponsors a statewide competition involving approximately 600 high schools. Meetings and preparations begin in December with the actual tournament running from February until May. Two attorney volunteers help the students prepare the case. The team meets 2-3 times a week and students need to attend all meetings. Six students participate for each competition; three act as attorneys and three as witnesses. An actual sitting judge from Monroe County judges each night’s competition. Usually about 22 high schools in Monroe County participate each year. Six regional champions meet in May in Albany at the NY Court of Appeals. Some years the NY State winner competes against the champion from Connecticut, which runs the same tournament.

19. Model UN

Students prepare for and participate in three or more Model UN conferences during the year. Representing various countries, participants research international policies and spend two days with students throughout the region debating today’s major international issues. Students benefit by learning about current events and interacting with students from other high schools throughout the region and state.

20. National Honor Society

Membership in the MHS Chapter of the National Honor Society requires high standards of scholarship, character, leadership and service. In the spring of each year, 11th grade students who maintain a minimum average of A- (90%) after five semesters are invited to submit information about their service, leadership, and extra-curricular activities. The process consists of filling out a Student Activity Information Form and an interview with a member of the NHS Faculty Council, followed by notification after the Council’s deliberations.

In order to meet the service requirements, a student must give evidence of service performed in school and/or the community. These students should be willing to sacrifice to offer assistance to others.

21. Newspaper

The Pittsford Mendon High School newspaper, *The Viking Chronicle*, is a student created publication designed to be a forum for student thoughts and opinions. For those students who are interested in joining the staff, there are opportunities in the areas of writing and editing, design and layout, art, digital photography and more. *The Viking Chronicle* is published on a monthly schedule and anyone who is interested in journalism, the media, or just plain writing is encouraged to join the staff.

22. Reality Check

This is a youth movement where teens fight back against Big Tobacco's marketing of teens. The club's functions include educational and fun programming, political action, team building and more. Meetings are held twice a month, on the first and third Mondays of the month, in Room 250.

23. Science Olympiad

Science Olympiad Club meets once a month from September to February to prepare for the tournament in February of each year. Individual event participants meet more often to prepare for the tournament. The Science Olympiad tournament is a rigorous academic interscholastic competition that consists of a series of individual and team events. The competitions follow the format of popular board games, TV shows, and athletic contests. These challenging and motivational events are well balances between the various science disciplines of biology, earth science, chemistry, physics, computers and technology. There is also a balance between events requiring knowledge of science facts, concepts, processes, skills and science applications. In addition, there are open house activities, conducted by professors and scientists at the host institution, that consist of science and mathematics demonstrations, activities, and career counseling sessions.

24. Show Choir

This is an auditioned choir that includes singing and dancing. Students who are selected for Show Choir regularly rehearse at least two times a week. Students must also be enrolled in a curricular choir in order to participate in Show Choir.

25. Ski Club

Ski club is open to skiers of all levels and is open to all MHS students in grades 9–12. The club has about 2-4 meetings prior to the bus trips for handing out prices, rules, payment, and ticket pick up. Students are responsible for bringing their tickets to Bristol Mountain each night to cash them in for lift tickets and rentals. Students are required to pay for the transportation on coach buses. The Club skis at Bristol Mountain six times throughout January and February. Weekend trips and day trips to other ski resorts are also possibilities. Students leave the Mendon High School bus loop at 3 pm and return to the bus loop at 9:45 pm.

26. Student Council and Student Government

Students also participate in the governance of Mendon High School in a variety of ways. Student Council is composed of class officers and 9 elected representatives from each class who meet regularly and make recommendations regarding school issues, act as a liaison between the student body and the administration to plan school activities. Student Council members represent the students on the Mendon High School Building, Planning, Team, Mendon High School Health and Safety Committee, The Parent Teacher Student Association, Superintendent's Advisory Council, School Community Partnership Council and Pittsford Central School District's Decision Making Committees. Class officers and representatives also coordinate class activities.

Student council and class elections are held during the last three weeks of May.

27. Varsity Club

Varsity club is an organization open to varsity athletes from all school sponsored sports teams. Athletes should join if they are interested in earning community service and in representing Pittsford athletics in a positive way. Examples of annual club activities include:

- Monthly meetings to discuss community service opportunities and encourage school spirit and attendance at various sporting events.

- Volunteering at middle school activity nights as a referee (Friday nights from 7-9, (5x/year))
- Organizing and attending the Senior-Senior ball held annually in May (An event where Senior citizens and high school students plan, and attend an evening “school dance” together at MHS)
Note: Tee shirts are included in membership based on participation. This club meets monthly beginning in October athletes can join anytime throughout the year.

28. Yearbook

Heimskringla, the award-winning yearbook for Pittsford Mendon High School, is a student designed and created yearbook. For those students interested in working on it, there are opportunities in the areas of art and design, writing and editing, digital photography, business, sales and more. Students participating on the yearbook staff will have a hands-on opportunity in helping to create the book, from the conception of the theme and deciding on the cover design, to layout and design of the pages, and finally to sales and distribution.

B. 2019-20 Student Council

All School Officers

President: Addie Bryson
 Vice-President: Kanhai Amin
 Secretary: Aaron Anandarajah
 Treasurer: Lauryn Shatzel

Class of 2020

President: Brooke Rossow
 Vice President: Samari Brown
 Secretary: Michael Curran
 Treasurer: Neil Mortimer

Class Representatives:

Gavin Clouser, Olivia Colburn, Karina Land, Makayla Pierce, Omid Sahar, Suyash Sau, Paul Soliman, Pierce VanBenthuyzen

Class of 2021

President: Sarita Das
 Vice President: Lexi Green
 Secretary: Ellen Henry
 Treasurer: Kiran Brent

Class Representatives:

Mary Benjmain, Carter Black, Patrick Cowie, Ashlyn DiGiovanni, Tessa Galovski, Ali Hess, Caroline Miller, Adam Wesley

Class of 2022

President: Alex Korshunov
 Vice President: Thomas Spruill
 Secretary: Molly Collins
 Treasurer: Sean Li

Class Representatives:

Brianna Best, Meeta Danake, Anna Devito, Elsa Murphy, Michael Palumbo
 Sophia Palumbo, Ella Peyre, Joye Shi, Anna Winkler

Class of 2023

President: Josiah Thomas
 Vice President: Yasmeen Rifai

Secretary: Rose Anslem
Treasurer: Casey Dapshi

Class Representatives:

Erika Allison, Isabelle Colburn, Lexi Corsaro, Jackson Green, Lillian Howland, Carly Liberman, Merin Manske, Ben Orzell, Anna Schuerman, Alexandra Vicks

VI. Student Rights and Responsibilities

A. Board of Education Policy

ALL PITTSFORD MENDON HIGH STUDENTS ARE EXPECTED TO COMPLY THE PCSD BOARD OF EDUCATION POLICY WITH RESPECT TO SCHOOL CONDUCT AND DISCIPLINE AS LISTED BELOW ON ALL SCHOOL GROUNDS, AT ALL SCHOOL FUNCTIONS, AND ON THE BUS.

PITTSFORD CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION POLICY

SCHOOL CONDUCT AND DISCIPLINE

The Pittsford Central School District's CODE OF CONDUCT ON SCHOOL PROPERTY for students/schools can be accessed from the link below which takes you to the District's Code of Conduct. The CODE is BOE Policy # 3410. It consists of 14 pages and can be read in its entirety by visiting the District Website.

B. Mendon High School Rules and Regulations

*In addition to the Board of Education Policy, specific rules and regulations are in place at Pittsford Mendon High School. In addition to the Board of Education Policy, specific rules and regulations are in place at Pittsford Mendon High School **and Thornell Farm Park during school hours**. The purpose of these rules is to promote an excellent atmosphere for learning. Students who violate these rules will be subject to disciplinary action. The following pages provide guidelines regarding specific issues. The assistant principals are responsible for implementing disciplinary consequences and decisions regarding individual situations are subject to their judgment based on thorough investigation of the information available.*

C. General Expectations for Student Behavior

School is a "work-place" for students as well as staff. It is a work place devoted to highest standards of academic and social performance. Courtesy and respect for self, other students, and faculty and staff is expected at all times. Student use of language should be appropriate for this work place. Profanity is not accepted in the school or on school grounds. Actions such as threatening a student or staff member, swearing at a student or staff member, harassing, fighting, stealing, making prejudicial remarks (including hate speech or racial, ethnic or stereotypical comments,) or failing to comply with the reasonable request of a staff member (insubordination) will not be tolerated. These actions are serious violations of Pittsford Mendon High School rules and regulations and consequences will be based on actions accumulated over a student's high school career. In the case of any form of harassment, including sexual harassment, that is reported to school administration will be investigated and acted upon as prescribed by district policies and procedures.

Threats:

Warning, Detention, ISS or OSS to be determined by Assistant Principal, based on the particular circumstances.

Profanity:	1st offense: Warning 2nd offense: Referral to Assistant Principal, Parent Notification, Detention Subsequent: Increased consequences that may include in-school suspension
Profanity directed at staff member:	1st offense: 1 day OSS 2nd offense: 2-5 days OSS Subsequent: up to five days OSS
Fighting & Other Acts of Physical Aggression:	Suspension 1-5 days OSS To be determined based on particular circumstances
Stealing:	Suspension, ISS or OSS, to be determined based on particular circumstances. Legal authorities may be involved.
Prejudicial Remarks:	1st offense: 1 day OSS 2nd offense: 2 days OSS Subsequent: up to five days OSS
Insubordination:	Warning, Detention, ISS or OSS to be determined, based on the particular circumstances.
Possession or Use of Illegal Substances, Alcohol, Smokeless Tobacco, Inhalable Devices Including E-Cigarettes	Suspension, ISS or OSS to be determined based on particular circumstances. Legal authorities may be involved.

D. Possible Disciplinary Consequences

Failure to comply with school rules will result in one or more of the following consequences as determined by the severity and frequency of the infraction.

1. Detention

a) Detention is a supervised study activity and is held Tuesday and Thursday afternoons from 2:25 to 3:25p.m. (Students may also be involved in a school service project or work detail during the detention time). Other arrangements for serving detention including rescheduling will be allowed only with a parent's written or telephoned request to the Assistant Principal or designee.

b) Students are allowed to schedule detention from a choice of several dates but must serve the detention within 5 school days. An academic commitment, such as a science lab takes precedence over detention, and detention will be scheduled accordingly. If detention conflicts with practice or participation in an athletic or extra-curricular activity, serving the detention will take precedence. The same is true for jobs after school.

c) Failure to serve assigned detention:

1st occurrence—1 additional detention assigned

2nd occurrence—1 in-school suspension assigned

3rd or more—several in-school suspensions or out-of-school suspension assigned

2. In-School Suspension (ISS)

In-School Suspension is a serious disciplinary consequence. Students are assigned to in-school suspension as a result of serious acts of misbehavior. In-school suspension is noted permanently on a student's high school attendance record.

In-school suspension begins at the beginning of 1st period and runs through the end of 9th period. Students must report by 7:40 a.m. to the testing center or other assigned location where in-school

suspension is held. Students should plan to use the day productively and should arrive ready to do school work. Students must bring all textbooks, supplies, etc., with them. Teachers will leave assignments for students to be completed by the end of the day and handed in to the in-school suspension supervisor. Students will be allowed to leave the room only two times during the day to use the restroom. Students will not be allowed to go to the library, Commons, locker, etc., to have visitors, or to sleep.

Students are not allowed to bring blankets, pillows, i-pods, hand-held electronic games, playing cards, snacks, or other "comfort materials" to in-school suspension. Students should bring their lunch. Students are not allowed to "order out" or have friends go out to get their lunch. Lunch will be held in the ISS room. Computers can be used for school assignments only, and their use will be carefully supervised by the in-school suspension supervisor.

At the end of ninth period the student must leave the school. Students who are in in-school suspension are not allowed to stay after school or attend any school activities on the day of the in-school suspension.

If a student refuses to comply with these procedures, the student will be referred to an Assistant Principal or the Principal. The disciplinary consequence for refusing to comply with the established procedures for in-school suspension will be out-of-school suspension, the number of days to be determined by the administrator based on the specific details of the refusal and the student will serve the ISS upon return to school.

3. Saturday Extended Detention

Students may be offered the option of replacing an assigned in-school suspension with an extended Saturday detention (8-11a.m.) if deemed appropriate by the Assistant Principal. Students who are off school grounds without permission, enter through an unauthorized door, allow students to enter through an unauthorized door will receive a Saturday detention consequence. Students for Saturday detention should enter the building through the gymnasium doors and report to the Commons before 8:00 a.m. Students should be prepared with school work. Failure to report for Saturday detention may result in an additional Saturday detention and a full day of ISS on the next school day.

4. Out-of-School Suspension (OSS)

Out-of-school suspension is the most serious disciplinary consequence that can be imposed by a building administrator. Students suspended out of school may not attend classes, participate in or attend any school function, or be on school grounds until readmitted to school at the end of the suspension. It is the student's responsibility to make up missed assignments. Students who loiter or return to campus during a suspension are subject to arrest for trespassing.

5. Removal of Student from Class

Under New York State education law, all teachers are given the authority to remove a student from their class for a period of time when the student's behavior is disruptive and thus interfering with the education of other students. Board Policy allows up to two days of such removal, at the discretion of the teacher. The student will first be informed of this decision by the teacher. The teacher will inform the Assistant Principal, who will make the parent aware of this removal. The parent may appeal to the Assistant Principal who has the authority to over-rule the teachers' action if he or she deems it appropriate to do so. The removal is from that one teacher's class and the student is required to spend that time under supervision in the In-School Suspension Room or Assistant Principals' Offices.

E. Academic Honesty

Students can anticipate an environment of mutual respect at Pittsford Mendon High School because the staff has confidence in the students' ability and integrity. We think, however, that sometimes student understanding of what academic honesty is does not always match staff understanding. Part of the school's job is to encourage students to demonstrate honesty in their dealings with others. Honesty,

which contributes significantly to an individual's sense of worth, helps to create dignity and pride. Students should be aware that because honesty is a quality valued by our society, letters of recommendation to employers and colleges usually ask for remarks on character or integrity.

Although academic honesty is the same expectation in all MHS courses and departments, a review of this policy and instruction regarding what we mean by the term, will be provided by our teachers each year. In addition, all students and parents are expected to sign and return the "MHS Agreement for Academic Honesty", at the start of the student's Freshmen year. This completed document will be kept by the student's Assistant Principal. Our expectations, consequences, and Honor Council process apply to all of our courses and instructional departments.

Violations of academic honesty include, but are not limited to, the following:

- cheating on an exam by:
 - copying answers
 - allowing answers to be copied
 - telling test questions to students who have not yet taken the test
- Changing data and/or not collecting own data on a lab to get specific results.
- Fabricating/falsifying information
- Plagiarism-presenting as original or independent work something that is not your own, including information or writing from computer sources.
- A pattern of absences on days when tests, deadlines or classroom presentations.

Procedure for Addressing Violations in Mendon High School Academic Honesty Agreement When a teacher or administrator suspects a student of violating the academic honesty agreement, he or she will first meet with the student to discuss the matter. If at that time the student acknowledges that he or she violated the agreement, the teacher will apply appropriate consequences which may include two (2) Saturday detentions, and the student is expected to redo the assignment. It is our hope that if indeed the student has violated the honesty agreement, that at this meeting he or she will recognize his or her mistake and take responsibility for it by accepting the consequences for his or her actions. If, however, the student feels that he or she has been wrongly accused, he or she has the option of bringing the matter before the Honor Council. At this point, the matter is entirely out of the hands of the teacher.

1. The Honor Council

The Honor Council is a body consisting of one administrator; one counselor; two teachers at large, and one teacher, other than the one bringing the allegation, from the department in which the alleged infraction occurred. The administrator on the council will be the assistant principal responsible for the student whose conduct is in question.

When a student has requested a hearing with the council, the teacher will notify the appropriate assistant principal who will then appoint specific teachers to fill the other roles on the council. The teacher bringing the allegation will provide, in writing, his or her account of events and any evidence that may be pertinent. A copy of this report and evidence will be provided to the student, as well. A date will then be set for the hearing.

A student may bring a parent/parents/legal guardian to the hearing. At the hearing the student will have the opportunity to address the allegations brought against him or her, and the teacher will be present to address any questions the council may have. After the hearing, the council will meet without the student or teacher to decide on the matter.

The council will notify, in writing, the student and his or her parent(s)/guardian(s), the teacher, and the building principal of their decision within twenty-four hours of the hearing. The honor council's findings are binding.

F. Student Driving and Parking Regulations

- Student driving and parking is a privilege for 11th and 12th grade students **only**. 9th and 10th graders are not allowed to park on school grounds.

- All student motor vehicles are to be driven in a safe and courteous fashion obeying speed limits (15 mph on school grounds) and observing designated parking areas and road signs on school property. Particular care is to be used in the high school driveway intersection and around school buses loading, unloading, and transporting students. The driveway in front of PMHS is “one way” north bound. In addition, all road way markings, including double yellow lines, must be adhered to.
- The Student Driver Registration form must be completed. This registration form is found on the “Back to School” link on the website. The Main Office will issue parking stickers only to students who have provided this information. Each student vehicle must have an MHS parking sticker visible when the car is parked in school parking areas.
- Student motor vehicles are to be parked in either the Thornell Farm Park parking lot or designated student parking spaces (white stripes) on the north side of the building. Absolutely no student vehicles are to be parked in staff (yellow stripes), traveling staff or visitor parking spaces. Absolutely no student vehicles are to be parked in the south side parking lot, close to the building, as this area serves as the bus loop during regular school hours.
- Students are not to sit or loiter in cars in the parking lot at any time. Vehicles are to be kept locked at all times. Students park at their own risk.
- **Passing a stopped school bus when red lights are flashing is against the law on school property as well as on the road.** Motor vehicles must stop when these lights are flashing and not proceed until the flashing stops.
- Drivers are not allowed to take other students off school grounds, without proper authorization.
- Students are expected to comply with the requests of security monitors.

1. Consequences for Driving/Parking Violations

Failure to abide by student driving/parking regulations will result in a disciplinary consequence as determined by school administration. It may include detention(s), loss of driving privileges, in-school suspension or out-of-school suspension, and may also include towing of illegally parked vehicles.

2. Traffic Flow on School Grounds

In the interest of safety for all concerned, the following are to be observed while driving on school grounds:

- **The speed limit is 15 MPH**
- NO PARKING outside of designated and marked parking spaces.

3. Thornell Farm Park and Parking Lot

By written agreement with the Town of Pittsford, Pittsford Mendon High School has authority over student use of the parking available at Thornell Farm Park during regular school days. This authority includes the ability to prohibit a student’s use of this parking area. It is important for students to be aware that all school rules and regulations apply to Thornell Farm Park on regular school days, and that disciplinary consequences will be applied when necessary.

G. Bringing Animals on Campus

Students may not bring any animal onto our campus without prior permission of the Principal. Such permission may only be given for an educationally related purpose and may require documentation to substantiate the good health of the animal.

H. Campus Policy for Lunch Dismissal

Pittsford Mendon High School does not have an open campus. When students arrive at school, they are not to leave the school grounds until the end of the day, except as noted below:

1. With parent permission, students in grades 11 and 12 will have the privilege of leaving school grounds during their lunch period and any free period during periods **5, 6 and 7 ONLY**.
2. To be granted this privilege, students must agree to the following conditions:
 - Attend a meeting with at least 1 parent/guardian to review school expectations regarding this privilege and to sign the permission form together
 - to maintain good academic and behavioral standing
 - to leave school grounds only during the period(s) for which they have permission
 - to transport only students who have permission to leave campus
 - to exhibit responsible behavior on school grounds while operating my vehicle and will follow all school driving/parking rules.
 - to exhibit responsible behavior in the community during the periods they are off campus and to abide by all traffic rules
 - to consistently return to school in time for their next assigned period
 - to show a valid school I.D. indicating lunch dismissal upon leaving and returning to campus
3. The school administration has the authority to revoke this privilege if a student fails to meet any of the expectations outlined above. A student who is on the Academic Ineligibility List will lose lunch dismissal privileges. The student will meet with his/her Assistant Principal to discuss privilege and together they may agree to have teachers complete "Run-Around Sheets" for each of their courses and if the student is passing all courses at that time, lunch dismissal privileges will be reinstated. "Run-Around Sheets" can be obtained from the Assistant Principals.
4. The school administration has the authority to cancel all lunch dismissal permission on days of inclement weather. If a student leaves for lunch after school has been "closed for lunch", it will be considered leaving school without permission.

Students in Grades 9 and 10 are not allowed to leave the campus during lunch periods. Students in Grades 11 and 12 must attend a mandatory Driver Safety/Lunch Dismissal Meeting and have parental permission in order to leave campus during lunch periods only.

Consequences for leaving school grounds without permission may include:

- | | |
|--------------|--|
| 1st offense: | 1 Saturday detention or 1 day in-school suspension and/or loss of driving privileges, and/or loss of lunch dismissal privileges |
| 2nd offense: | 2 Saturday detentions or 2 day in-school suspension and/or loss of driving privileges, and/or loss of lunch dismissal privileges |
| 3rd offense: | 3-5 Saturday detentions or 3-5 day in-school suspension and/or loss of driving to and from school privileges, and/or loss lunch dismissal privileges |

All students leaving during the school day for personal reasons or professional appointments must bring a written excuse from home and sign out in the attendance office where they will be issued a pass to leave the grounds. When they return to school, they must sign back in.

I. Social Emotional Learning Initiative

The Pittsford Mendon High School community is committed to making our school a welcoming, safe and supportive learning environment for all students. The Social Emotional Learning Team was established in 2006 and is focused on the goals of creating and promoting a positive social climate, improving social interactions among students and reducing bullying. Bullying is a key impediment to

developing a positive social climate. With the enactment of the Dignity for All Students Act in 2012, Pittsford Mendon High School is continuing to support measures to combat bullying as well as educate students, parents and staff on constructive interventions and resources available.

Staff at our school will do the following to prevent bullying and help students feel safe at school:

- Report all incidents to the Administration via the Dignity for All Students Incident Report online at: <https://www.pittsfordschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=223>.
- Closely supervise students in all areas of the school and school grounds
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into and follow-up on all reported bullying incidents
- Assign consequences for bullying based on Pittsford Central School District Board of Education policies and Mendon High School's Rules and Regulations
- Provide a safe environment for students who report bullying
- Be aware of what students are discussing and the potential bullying impact on others

Students at our school prevent bullying by:

- Treating each other respectfully
- Refusing to bully others
- Refusing to let others be bullied
- Refusing to watch, laugh, or join in when someone is being bullied
- Trying to include everyone in school activities, especially those who are often left out
- Reporting bullying to a trusted staff member
- Not participate in bullying online ("cyberbullying")
- Be an ally for students that might be subject to bullying
- Report all incidents to the Administration via the Dignity for All Students Incident Report online at: <https://www.pittsfordschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=223>.

Disciplinary consequences for bullying will be administered on an individual basis based on the circumstances, severity and history of previous incidents, following a thorough investigation of each report.

J. Expectations for Student Dress

In support of a respectful learning environment, we provide expectations that apply to male and female students in regard to student dress. Since the manner in which students dress impacts the serious work environment of school, the State of New York S.A.V.E. legislation (Safe Schools Against Violence in Education Act) insists each public school adopts a code of conduct that includes a dress code.

The Pittsford Board of Education has adopted a specific dress code requiring that a student's choice of dress will not be permitted to interfere with, disrupt, or distract from the educational activities of the school. Students are not permitted to cover their faces with masks, clothing and/or face paint. The code further prohibits clothing that promotes or advertises the use of cigarettes, alcohol, or illegal substances. In addition, the code prohibits clothing that presents problems regarding safety, hygiene, or decency.

To assist parents and students, we offer the following guidelines. The examples are not an exhaustive list but do include examples of inappropriate dress that reflect today's styles for both male and female students:

- Exposed undergarments – underwear must be completely covered with outer wear

- Tops that expose the midriff and/or lower back of the body below the waist
- Clothing that uses profanity, or discrimination, or promotes or advertises the use of alcohol, tobacco products, or illegal substances
- Very short dresses, skirts or shorts –however, students may wear clothing of a shorter length if they also wear full-color (not transparent) leggings or tights underneath.
- Brief garments such as tube and strapless tops, net tops, halter tops, back baring tops, plunging necklines and see-through clothing – this also applies to dresses with such tops.

Students are required to wear footwear at all times. In some classes, such as technology, science, and physical education, particular types (not brands) of footwear may be required for safety reasons. Footwear that is a safety hazard or has the potential to damage property will not be allowed, i.e., cleats, shoes with spikes on the soles.

On particular occasions when students wear costumes or athletic team uniforms at school, such special attire must adhere to the dress code for everyday clothing.

Students who violate the dress code shall be required to modify their appearance by covering or replacing the offending item and, if necessary or practical, replace it with an acceptable item. Parents may be notified and asked to bring a change of clothes to school. Administration will work with parents in a collaborative way to resolve the situation. Any student who refuses to change shall be subject to discipline, including detention or in-school suspension. Any student who repeatedly violates the dress code will be considered insubordinate and subject to further discipline.

K. Firecrackers, Intentional Fire Starting, Pulling a False Fire Alarm and False Calls to 911

Firecrackers and other explosive devices are not allowed on school grounds. Students in possession of firecrackers, smoke bombs or explosive devices, involved in the intent to set a fire, or who have falsely pulled a fire alarm will be suspended out of school for up to five days. **Legal authorities will be called.** Unwarranted opening of the AED (defibrillator) case or false calls to 911 may result in a disciplinary consequence. Lighters will be confiscated and may be returned to parents.

L. Gambling

Gambling of any kind is not allowed in the school building or on the school grounds at any time. A first offense will result in three days of detention and parent notification. Subsequent offenses will result in in-school suspension, the duration to be determined by the assistant principal.

M. Electronic Recording and Communication Devices

Electronic recording and communication devices such as laptops, CD players, MP3 players, iPods, iPads, iWatches and cell phones when voluntarily brought to school, are the responsibility of the individual student and students should keep these articles secure at all times. Electronic devices used solely for entertainment may not be used during a class except with the express consent of a staff member. Musical recording and playing devices may be used in the Commons and hallways as long as they do not interfere with the educational process. If a device is deemed inappropriate by a staff member, the device may be confiscated and returned to parents. Students are not permitted these items in exams, and should secure them prior to exams.

- Video recording and camera devices, including any video recording feature on a cell phone, may only be used for education purposes and with approval from a staff member.

Students who bring in laptop computers must follow the Electronic Information Network Policies listed in Section C of this handbook.

N. Cellular Phones and other Electronic Communication Devices

Cellular phones have the potential to be very disruptive to the school day. We therefore strictly limit their use during the instructional day from 7:40 am to 3:05 pm. During this time, the only locations where students are allowed to use a cellular phone or pager are as follows:

- In the Commons at any time.
- In the hallways, but only during passing times between periods.

Use of these devices in all other areas of the school building is strictly forbidden throughout our instructional day. Headphones, earbuds and Bluetooth earbuds are prohibited during classes.

This restriction on the use of cellular phones and other electronic communication devices includes all use of this form of technology, including but not limited to voice communication, text messaging, video gaming, digital photographing, listening to music, etc.

In dealing with any violation of this expectation, our staff is authorized to take normal disciplinary steps including the confiscation of the device. At the staff member's discretion, he or she may make arrangements with the student to pick the device up at the end of the day, or may choose, based on the specific circumstances, to provide the device to the student's Assistant Principal along with a written referral. Again, depending on the specific circumstances, the Assistant Principal may invoke additional consequences and may choose to return the device only to a parent. Any refusal to surrender the device to a staff member would amount to an act of insubordination and would involve additional consequences, as noted elsewhere in this code, related to insubordination.

It is important for students and parents to know that if the school becomes aware that a cell phone or other communication device holds content that may be inconsistent with state and/or federal law (e.g. presence of lewd and/or pornographic text and/or pictures), and depending on the circumstances, the school administration may be required to confiscate the device and hand the device over to law authorities.

Use of a cell phone, iWatches or any other electronic communication device during an examination will result in the invalidation of that student's exam. Students must leave these devices at home or locked in a locker during the exam.

O. Student Home Directories

Users must comply with the rules for Electronic Information Network and Use. Infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges.

P. Snowballs, Roller Skates, Roller Blades, Heelies, Skateboards, Scooters, Frisbees, Foot-Bags, and Water Pistols

For the sake of health and safety, snowball throwing on school grounds will not be tolerated. Skateboards, roller blades and skates are not to be used on school grounds. Frisbees or sports balls are not to be thrown anywhere where they can cause damage to property, or cause injury to others and may not be used inside the building. Hacky Sacks may be used outside the building or in designated areas with permission. Water pistols are not allowed on school grounds. Such items may be confiscated and returned only to a parent. Repeated infractions may result in further disciplinary consequences.

Q. Assembly Supervision Plan

Goal: To increase the appropriate behavior of all students during assemblies.

At every assembly during the school year, an administrator and/or student and/or faculty member states appropriate expectations for student behavior including:

- Show respect for the speaker or performer by listening and remaining quiet including turning off cell phones
- Hats off
- Feet remain on floor and not on seat in front
- No school work done
- Follow the directions of any staff member in regards to seating and/or behavior

R. Student Behavioral Expectations for All Fieldtrips (including Overnight or Extended Trips)

- Students are expected to follow all school rules during the trip
- Students are expected to obtain assignments from their teachers for the classes that will be missed
- Students are expected to remain on hotel grounds during free time. At the discretion of the chaperone, students may visit each other in rooms during times designated by the chaperone. While visiting, room doors must be fully open.
- All students are expected to follow the plans organized by the chaperones for meals.
- Students are not allowed to distribute over-the-counter or prescription medications to another student. Students requiring medication should be referred to the designated chaperone.
- All occupants of the room must be up and properly dressed before visitors are allowed.
- Students may not leave their rooms after night curfew or before morning wake up (time may vary per day and students will be advised of the times).
- Excessive noise and horseplay in the rooms or hotel corridors will not be allowed.
- Students are not permitted to smoke or use drugs/alcohol or any inhalable device.
- Room service, pay-tv and use of mini bars are not allowed.
- The Pittsford Central School district is not responsible for the loss of any personal item.

S. Possession or use of Alcohol, Inhalable Devices or other Controlled Substance

The possession or use of alcohol, inhalable devices or any other controlled substance is strictly forbidden on school property or at school related activities off campus. This includes being under the influence of any of these substances.

Consequence: 1st Offense: 5 days OSS and parent conference. Subsequent Offense: Superintendent's Hearing

Possession of a controlled substance on school property will be reported to legal authorities. The alco-sensor may be administered for health and safety reasons when there is a reasonable suspicion that a student is under the influence; however, an administrator can determine if a student is under the influence of a substance without the use of the alco-sensor and disciplinary consequences can be imposed. If the administrator determines that the alco-sensor test should be conducted, the students' parents will be notified in a timely manner.

Drug paraphernalia will be confiscated and reported to parents. Legal authorities may also be called. E-cigarettes are considered drug delivery devices and will be confiscated and subject to 5 days of out-of-school suspension.

T. Tobacco

Pittsford Central Schools are tobacco free. Students caught smoking or using tobacco on school property including parked cars on school property will be subject to the following disciplinary action: Possession of tobacco, smokeless tobacco products on school grounds will also result in disciplinary action. (Thornell Farm Park is considered school property on days when school is in

session.) Lighters will be confiscated and may be returned to parents. Consequence may include up to a 5 day OSS.

U. Vandalism

Vandalism is the willful or malicious damage or destruction of public or private property. Vandalism will not be tolerated. Disciplinary action will be determined based on the particular circumstances. If the type or degree of vandalism constitutes a violation of the law, **legal authorities will be involved**, and charges will be pursued. In addition to disciplinary action, financial restitution may be required.

V. Unsupervised Areas

In order to maintain a safe and secure environment, students must not loiter or remain in unsupervised areas including classrooms and locker rooms when no staff members are present.

W. Truancy Policy

As adopted in the Pittsford Central Schools Board of Education policy manual, Policy #7110, the following disciplinary steps will be taken regarding any truancy.

Full day truancy: Students who are truant from school will be assigned detentions or in-school suspensions for each class missed according to the class truancy policy. Parents will be contacted by phone by the appropriate assistant principal as soon as the truancy is discovered.

1. Class truancy: For a full-year or semester course

- a) **First Truancy from ANY class:** The student will be referred to the appropriate administrator where, after investigation, s/he may be assigned a detention. Parents will be notified.
- b) **Second Truancy from ANY Class:** The student will be referred to the appropriate administrator where, after investigation, s/he may be assigned 1 or 2 detentions or a more significant consequence, depending on the circumstances of the truancy. Parents will be notified and a parental conference may be held if requested.
- c) **Third Truancy from ANY class:** The student will be referred to the appropriate administrator where, after investigation, s/he may be assigned up to three (3) detentions or a Saturday detention or ISS for one (1) day. Parents will be notified and a parental conference may be requested.
- d) **Subsequent Truancy from ANY class:** The student will be referred to the appropriate administrator where, after investigation, s/he may be assigned in-school suspension for two (2) or more days, or an alternative consequence depending upon the circumstances. Parents will be notified and a parental conference may be requested.

2. Academic Expectation for Class Truancy

Students have an obligation to make up any work covered in classes, and are responsible for that work when they are absent. Students should be aware that teachers are under no obligation to provide "make-up" work or additional time to complete assignments in the event of an unexcused absence.

3. Forged Notes/Communication

Misrepresentation of a student absence with the use of a forged note, pass or other communication by a student(s) is a serious offense. The consequence of such forgery may include a Saturday detention or after school detention plus any additional consequence for the class truancy. Changing any information on a school pass by a student may result in the consequence of a detention.

4. Tardiness to Class or Homeroom

After the third unexcused tardiness to class or homeroom, the teacher may refer the student to the appropriate assistant principal and detention will be assigned. All subsequent tardiness may result in detention, in-school suspension or other measures as deemed appropriate.

X. Participation in Extra-Curricular Activities

Students who are participating in extra-curricular activities must be in school by 11:00 a.m. in order to participate in an after school or evening event, unless their absence is an excused absence other than illness.

Y. Lockers

The use of a school locker is available to all students. It is understood that lockers are the property of the school and students can expect a reasonable expectation of privacy, however if the need arises, the school has the right to search a locker and its contents.

VII. Electronic Information Network Access and Use Policy and Regulations

A. Electronic Information Network Access and Use Policy for Pittsford Central Schools

The Pittsford Central Schools Electronic Information Network (hereafter known as EIN) links our school community to the Internet, which is itself a vast, worldwide collection of electronic information networks. These informational networks represent a powerful educational resource. Use of the Internet expands classroom opportunities dramatically by bringing information, data, and images into the classroom from places around the globe. Use of the Internet and the EIN must clearly reinforce District curriculum. All interactions with the Internet and EIN must reflect an educational purpose.

Just as we learn social codes and behaviors that are acceptable in everyday life, we need to learn and apply the correct processes and rules for using our Electronic Information Network. Students and staff will be provided with instruction and direction in the use of the EIN. Information will be provided to keep parents informed about the use of the EIN.

The superintendent, or appointed designee, will develop regulations regarding appropriate use of the EIN. The regulations must specifically comply with the Children's Internet Protection Act.

All EIN Users agree to follow the rules and responsibilities as outlined below.

Students and staff are provided an account on our Electronic Information Network. The use of the EIN is a privilege, not a right. Therefore, the District can, at its own discretion, withhold, rescind, or terminate such use at any time, for any reason. Our goal in providing access to this network is to promote educational excellence by facilitating resource sharing, innovation and communication. All EIN computer systems and software, including all communications and information transmitted by, received from, or started in these systems are the exclusive property of PCSD. Electronic storage areas (e.g. browser logs and other memory banks) are District property, and are subject to District control and inspection. The District will periodically monitor those logs and memory banks. Data stored on the EIN is not guaranteed to be private. Messages or other data relating to or in support of illegal activities may be reported to the authorities.

1. EIN Users Are Responsible for:

- utilizing technology in the schools for facilitating learning and enhancing information exchange consistent with the educational purposes of the schools.

- attending appropriate training sessions in the use and care of hardware, software and networks and refraining from using any technology for which they have not received training.
- adhering to the rules established for the use of hardware, software, labs and networks in the schools.
- maintaining the privacy of passwords and refraining from discussing or publishing passwords.
- scanning all electronic media for viruses or physical contamination, which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- respecting the privacy of the data of another EIN user.
- adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of electronic media from other sources.
- reviewing and, when appropriate, deleting, old, unwanted files.

2. EIN Users Are Prohibited from:

- accessing or transmitting material that is profane or obscene, adult oriented, that advocates illegal acts, that advocates violence or discrimination towards other people.
- sending or saving any materials in violation of any United States or state law or regulation including, but not limited to, material that is copyrighted or material that constitutes a trade secret.
- attempting to disrupt the computer system, destroy data by spreading viruses or alter system software.
- disrupting or degrading the performance of the network or other networks beyond the EIN, or destroying, modifying or abusing hardware or software in any way.
- using the EIN for commercial, personal, or for-profit purposes.
- obtaining copies of or modifying files, other data or passwords belonging to other users, or misrepresenting other users on the EIN or Internet.
- modifying District web pages, or linking to District web pages housed on the EIN without authorization (refer to PCSD Web Authorizing Guidelines).
- illegally installing copyrighted software for use on District computers or the EIN.
- scanning images or making audio or video recordings without prior permission from the District.
- loading unapproved software on computers.
- attaching personal devices to the EIN without the expressed permission of a network administrator

B. Disclaimer of Responsibility

Users of any information obtained via the Electronic Information Network is at the user's own risk. Pittsford Central Schools exercises no control over the content of the information residing on it or passing through it.

Some systems may contain inappropriate or objectionable material for a minor, such as defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal material. Parents of minors having access to the Internet should be aware of the existence of such material and the ability of the student to access this material through the Internet, either at school or at home. As a result, the District disclaims any responsibility for inappropriate or objectionable materials that a student may obtain through the use of the Internet. Pittsford Central School District purchases its Internet service through a provider that filters inappropriate images. Filtering software is not 100% safe. The District may, under certain circumstances, disable the blocking or filtering technology for adults and students engaged in bona fide research or other lawful purposes. This disabling may only be exercised by the Director of Technology or his/ her designee and will remain disabled only for the period of time during which the research is being conducted.

Users of the Electronic Information Network should not expect that information on the EIN will remain private. All data files and electronic storage areas shall remain District property and, as such, are subject to District control and inspection.

C. Consequences

Users who do not comply with the regulations stated in this document will lose computer / EIN privileges. Infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges.

VIII. Physical Education and Athletics

A. Physical Education Class

New York State law requires that all students complete 2 units of credit in physical education to graduate from high school. One-half unit of credit is accumulated in each of the four years of high school beginning in grade 9.

The physical education program at Pittsford Mendon High school is a diversified coed program. Students have a choice of activities and instructors every three to four weeks. A variety of activities are offered including coed, individual male and individual female sports, individual and team competitive sports, and recreational activities.

Grades are based on the following criteria:

- Cooperation and willingness to participate in activities.
- Participation to maximum individual potential.
- Knowledge of game rules and strategies.
- Proper dress - shorts or sweats, shirt and/or sweatshirt, sneakers.

B. Physical Education Attendance Procedures

Students are allowed to miss 7 classes per marking period for legally excused reasons (e.g. illness). All absences beyond this must be made up. It is the student's responsibility to contact their teacher in order to set up the appointment for making up missed work. Absences can be made up, as prescribed by the teacher, with measures relevant to the missed work.

The student will be considered truant from class with any undocumented absence. Students who are truant will receive a zero for that day except under extenuating circumstances. Any truancy from class will be subject to discipline proceedings as outlined by the Parent/Student Handbook. Written Tests/ Projects/ Skill Assessments will also need to be made-up within 4 weeks. It is the student's responsibility to see their teacher in order to discuss a date for the make-ups. Failure to make-up missed classes could result in the loss of credit for that student in Physical Education.

ALL SWIM CLASSES ARE SUBJECT TO MAKE-UPS UNLESS EXCUSED BY THE STUDENTS DOCTOR.

Medical Excuses: All medical excuses from a parent or a doctor must be approved by the school nurse *prior* to class. A parent may only excuse a student from P.E. for 2 classes before a doctor's note is required. A medical excuse releases the student from participating in activities; however, the student is still expected to *attend* class and observe. The maximum time a student may be excused for medical reasons is two weeks. After two weeks a modified program will be planned for the student.

C. Athletics Program

Pittsford students have the benefit of a full range of interscholastic athletics.

<u>Fall-High School Level</u>	<u>Winter- High School Level</u>	<u>Spring-High School Level</u>
Football-District Team Girls Swimming-District Team Girls Golf-District Team Cheering-District Team Girls Volleyball Field Hockey Girls Tennis Coed Cross-Country Boys Soccer Girls Soccer	Ice Hockey-District Team Wrestling-District Team Boys Swimming-District Team Alpine Skiing Cross-Country Skiing Boys Basketball Girls Basketball Coed Track Cheering	Boys Lacrosse-District Team Girls Lacrosse-District Team Track Baseball Softball Boys-Tennis Boys Golf

1. Athletic Awards System

A varsity letter, 7 in. Chenille letter

Once a letter is earned, an athlete receives a metal emblem to denote 1st year of participation and a metal bar for each additional year.

Captains receive a star insert – Managers receive a manager's insert.

2. Procedure for Clearance to Participate in Interscholastic Sports

The student will:

1. Register online with the FamilyID Online Sports Registration System, available through the district athletics' website at: <https://www.pittsfordschools.org/domain/71>, at the beginning of every sport season. If you have asthma or allergies requiring medication you must also have an Emergency Care Plan signed by MD/parent on file.
2. In order to participate in athletics a student must have had a physical within the previous 12 months. You also need to have a current tetanus immunization on file with the Nurse.
3. The school physician will continue to be available for all sports physicals by appointment through the nurse's office.
4. In those cases, where the student's parent is a physician, he or she may not conduct the sports physical for the student.
5. Statements from private physicians must carry the date of the physical, the signature of physician and a statement that the student is physically fit to participate in the sport selected.
6. For students moving into the Pittsford Central School District from other areas, or who have attended Pittsford schools but have never participated in interscholastic sports, a temporary permission to play may be issued by the school physician based on a physical by a private physician. Such information must be provided to the school physician prior to the student beginning any form of athletic participation.
7. Any student who has had an injury, illness or other medical problem since his or her last physical must produce a statement from a private physician stating that he/she may resume participation in sports. This is recorded and reviewed by the School Nurse.
8. In cases of infectious mononucleosis, the student needs clearance after a follow-up examination by a private physician or by the school physician.
9. In every case the student must have been given a tetanus inoculation within the last ten years.

Upon completion of the nurse health history review or the school physician athletic exam, the coach will be notified that the student has been cleared to try out for a team.

Each student who has sustained a significant injury or illness must have a written medical clearance from their personal physician which must be given to the School Nurse before the student can resume participation in a sport.

3. Pittsford Central School District Athletic Code of Conduct

Participation in athletics is both a privilege and a responsibility. Athletes earn recognition for their achievements as representatives of their school, team, student body, and the community. When an athlete accepts the privilege, he/she must live up to a code of conduct beyond that of the general student body on and off school property during the athletic season and off-season.

As a prerequisite for participation, athletes and parents must sign a statement that commits the athlete to follow the established training rules and requires parents to do everything in their power to make sure the athlete abides by the established code of conduct. Even if an athlete plays more than one sport, the code of conduct form must be signed at the beginning of each season. The code of conduct and statement are available on the district website at: <https://www.pittsfordschools.org/Page/82>. Every athlete and parent must attend the district's parent/athlete meeting, which will be facilitated by the Athletic director. The parent/ athlete meetings will be scheduled at the beginning of each sport season. The athletic code of conduct is applicable during the entire calendar year. Violations in the off-season and summer recess will be administered during the next athletic season in which the student participates.

4. Established Team Rules

The Athlete is expected to comply with the established team rules, procedures and instructions of the coach. Coaches have the authority to suspend an athlete temporarily for failure to comply with the rules and procedures or when the athlete's safety or safety of others requires such action. Permanent removal from the team may occur only after a written recommendation, from the head coach, is submitted to the Athletic Director. The Athletic Director will consult with the building principal to make a final determination.

5. Citizenship and Sportsmanship

Athletes are expected to follow the rules and policies of The Pittsford Central School District and Athletic Department as stated in the school's student handbook. A few examples of unacceptable behavior include, but are not limited to: truancy, insubordination, fighting, vandalism, academic dishonesty, stealing, and violations of the rights of others.

6. Substance Abuse Policy

The use and/or possession of tobacco, e-cigarettes or inhalable products, alcohol, and illegal drugs, including performance-enhancing products, are prohibited.

First Offense:

The athlete will be suspended from active participation with the team for a period of 10 days. The athlete will attend but not participate in practices. Once the suspension has been served, the athlete will be withheld from participation of the next 20% of athletic contests. The denial of athletic contests cannot be concurrent with the timeframe of the first suspension. An athlete may initiate and complete a drug/alcohol evaluation from an outside agency. The athlete must sign an information release to the district's Prevention Coordinator. Based on the results of the evaluation, the Prevention Coordinator may recommend to the Director of Athletics a reduction of 10% of games the athlete is held out of. (First Offense Only)

Second Offense:

The athlete will be suspended from active participation with the team for a period of 20 days. The athlete will attend, but not participate in practices. Once the suspension has been served, the athlete will be withheld from participation of the next 40% of athletic contests. The denial of athletic contests cannot be concurrent with the time frame of the first suspension.

Third Offense:

The athlete will be suspended from participation on any athletic team for one calendar year. If the athlete agrees to participate in an approved program, as recommended by the school's prevention coordinator, he/she can make a written request to the Athletic Director for reinstatement as an active member of an athletic team. The written request can be made 90 days after the initial meeting with the athlete and his/her parents.

Investigative Process:

If an athlete is reported to the school district the following process will occur:

An appropriate staff member resolves the problem immediately by following District policy and building procedures.

Referral cases which are not resolved immediately and are in need of further inquiry and/or information shall be dealt with by the administrator, coach. This inquiry process may include information from students, staff members, parents, and community resources. Resolution of the problem may involve group interaction: (e.g., by Pupil Service Team, Community Intervention Team, etc.)

An initial meeting will take place with the Director of Athletics and or Building Administrator and athlete to discuss the violation.

The Athlete's parents/guardian will be notified in a timely manner.

The Director of Athletics will facilitate a meeting of the athlete, athlete's parents/guardian, School Administrator and the prevention coordinator to discuss consequences.

Where required by law, and under such other circumstances as are deemed appropriate by school authorities, problems involving breaking of local, state and federal laws shall be reported to appropriate legal authority.

7. Academic Eligibility Procedures for Athletics —Promoting the Academic Success of All Students

As part of our effort to better ensure that all students experience academic success, every 5 weeks grades for all students will be reviewed to ensure that we are meeting the needs of all learners. If a student is struggling academically, temporary measures may be put into place to support the student and such interventions may include but not be limited to monitoring by our Instructional Support Team, Homework Club, Study Hall assignment, suspension of privileges, and/or ineligibility from extracurricular activities or athletics. These measures will be identified based on the strengths and needs of the individual student and the number of courses that the student is struggling in.

8. Temporary Ineligibility from Extracurricular Activities, Athletics, and Privileges

Participation in extracurricular activities and athletics is an important and valued part of a student's high school experience. However, based on a student's academic performance in two or more courses, it may be necessary for the student to participate in academic support services. In addition, the student

may be deemed temporarily ineligible to participate in extracurricular activities, athletics, or experience a suspension of privileges (i.e. lunch dismissal, parking pass, after school activities). The student may initiate a review of eligibility status by obtaining a Run Around Sheet in the Assistant Principal's office which the student needs to have signed by all assigned teachers. By signing the sheet, the teacher is attesting to the student's current performance. This process places the burden for improvement and the initiative upon the individual student. Academic support services will be reviewed and continued as needed to support the success of the student.

At the discretion of the secondary school principal the following judgments may be made:

- A student who is ineligible, but by consensus of his teachers is working with **maximum effort and exhibiting good citizenship**, may be allowed eligible standing for **athletics or other** extracurricular activities.
- A student who commits flagrant breaches of school regulations or manifests consistent discourtesy and lack of cooperation with his teachers may be excluded from extracurricular activities regardless of his academic standing.
- Circumstances involving entrance of new students, absentees, incompletes, etc. will be judged individually by the administration and the advisor or coach concerned.

All extracurricular activities (except intramurals) are affected by the preceding policies, i.e., class offices, publications, athletics, dramatics and all clubs. Academic obligations such as seminars and labs take precedence in the case of conflict.

Students who are assigned to an in-school suspension are ineligible for all extracurricular and interscholastic activities on that day(s).

9. Appeal Process:

The parent/guardian can request an appeal of the decision. If an appeal is requested a review board will be formed to consider and resolve the situation. The athlete will remain ineligible until the review board has reached a decision. The review board will be an objective committee from one of the other secondary schools. The Deputy Superintendent will chair the committee. The Review Committee will consist of:

- Deputy Superintendent
- Director of Athletics
- Administrative Designee
- Member of the School's Core Team
- Teacher/Coach

*Other areas of concern will be discussed with the school administration, Director of Athletics, and coaches. The administrative leadership reserves the right to act promptly and with the best interest of the student/athlete in mind.

***Note:** Coaches may have specific team expectations regarding Code and Conduct. These are not to supersede the school's academic/athletic guidelines.

10. Sportsmanship Code:

Student Athletes Code of Behavior

It is the responsibility of the student to:

- Demonstrate self-control and respect for others at all times be they officials, spectators or other athletes.

- Participation in athletics is a privilege that is not to be abused by un-sportsmanship like conduct.
- Deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- Respect the integrity and judgment of the officials.
- Remember that improper behavior while in uniform reflects poorly upon yourself, your family, your school and your community.
- Understand and abide by the rules and regulations of the game.
- Accept victory with grace and defeat with dignity.
- Remember that the use, abuse and resulting negative influence of drugs, including alcohol and tobacco, is detrimental to the game and its participants.

11. Spectator Code of Behavior/Ethics

It is the responsibility of the spectator to:

- Keep cheering positive. There should be no profanity or degrading language/gestures.
- Avoid actions which offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a better informed spectator.
- Treat all visiting teams in a manner in which you would expect to be treated.
- Accept the judgment of coaches and officials.
- Encourage other spectators to participate in the spirit of good sportsmanship.

12. Attendance Policy for Athletes and Extra-Curricular Participants

- In order to participate in a scheduled activity (game or practice), all students must be in school by 11:00 a.m. unless they are tardy for an excused or legitimate reason other than illness.
- Students arriving to school late must bring a written note explaining their tardiness, or parents must personally contact the school with an explanation regarding tardiness.
- The building administration will be responsible for determining whether reasons for tardiness are legitimate and acceptable, and whether participation in the scheduled activities for that day is permissible.
- It will be the decision of the respective coaches or advisors as to whether the student attends the scheduled activity as an observer.
- The building administration will attempt to contact parents when a decision is made regarding the ineligibility of a student for a scheduled activity. The coach or advisor of the specific activity will also be notified. If it is impossible for the administration to contact the coach, then the captain of the team will be asked to convey the message to the coach.