

Pittsford

Sutherland

High School



2018-2019

Parent/Student Handbook

## **Pittsford Central School District**

**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.**

**PCSD Mission**

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## I. GENERAL INFORMATION

### Pittsford Sutherland High School Faculty/Staff 2018-2019

#### Administration

Mark Puma  
Jennifer Marren  
Eileen Scoville

Principal  
Assistant Principal  
Assistant Principal

#### Teachers

Christina Andre	Mathematics
John Banker	Science
Liz Barody-Solomon	World Language
Ryan Bell	Science
Marilyn Berkebile	Special Education
Jason Bernas	Physical Education
Kimberly Black	Special Education
Brian Bohrer	Music
Amy Brenner	Special Education
Dylan Bronson	Business
Gary Buckert	Science
Dwayne Cerbone	Mathematics
Leonard Chaput	Special Education
Jamie Coles	Physical Education
Richard Copeland	Physical Education
Kathleen Curtis	Mathematics
Julie Danella	World Language
Karen Dangler	Special Education
Matthew Davidson	English
Katrina Devlin	Science
Wes Dixon	Mathematics
Kevin Dorey	Mathematics
Lynne Drake	Counseling
Joanne Druziak	Speech Pathologist
Tanis Edd	Special Education
Maryana Falkovich	World Language
Evvy Fanning	English
Suzanne Fess	Business
Robert Fraser	AIS Mathematics
Monica Gebell	English
Robert Goulet	Special Education
Luke Hagens	Business
Leslie Hanellin	Science
Nicki Hastings	English
Marc Hellems	Social Studies
Melissa Hill	World Language
Brian Holliday	Technology
Sean Hopkins	Physical Education

Daniel Hosey	Science
Dawn Howe	Counseling
Kathleen Hutteman	Physical Education
Thomas Indiano	Music
Katherine Jerabeck	English
Daniel Judd	Social Studies
Christin Keller	Business
Heather Kitchen	Special Education
Brian Kohrt	Social Studies
Lindsey Kurth	ESOL
Paige LaBarr	Mathematics
Jessica LeVan	School Psychologist
Paul LeVan	Social Studies
Marie LoRe	Science
Lina Maine	Mathematics
Amanda Marshall	English
Amanda Measer	Art
Anne Missel (Corinne Warner 1 <sup>st</sup> semester)	Special Education
Margaret McCann	Mathematics
Jeffrey Mellon	Science
Joel Menchel	Social Studies
John Nally	Social Studies
Emily Natoli-Burns	Special Education
Victor Northrup	English
Anthony O'Heron	Science
James Page	Business
Jill Parham	Science
Mark Pellegrino	Science
Hillary Petroske	World Language
Katherine Phillips	Special Education
Cheryl Piccirillo	Health
Laura Price	Mathematics
Marni Rabinowitz	English
Andrew Radano	Social Studies
Nancy Ramsay	Mathematics
Brian Regan	Librarian
Reeca Rothbaum	Special Education
Brian Shafer	English
Kathleen Shea	Social Studies
David Shemancik	Music
Julie Sidou	Social Studies
Lynn Smith	World Language
William Smith	Social Studies
George Steele	English
Sandra Stein	Special Education
Ellen Stenzel	World Language
Casey Stradley	Mathematics
Tammy Sutliff	Music
Colleen Teel	Counseling
Jillian Thomas	Business

Peter Tuzzolino  
Terrence VanDerLinden  
Wendy Walker  
Jeffrey Wing  
Ben Winter

Social Studies  
Technology  
Science  
Mathematics  
Counseling

**Nurse – Health Office**

Anne Crumb  
Sherry Baron

School Nurse  
Senior Health Aide

**Office**

Maria Arilotta  
Tina Carpenter  
Debbie Cerrone  
Kimberly Ferguson  
Nancy Hakes  
Dorise Honorat  
Susan Lipari  
Kathleen Posella  
Kathleen Riecke  
TBA

Attendance Office  
Principal's Office  
Main Office  
Asst. Principal's Office  
Special Ed/PST  
Counseling  
Counseling  
Library  
Counseling  
Registrar

**Security Monitors**

Richard Boyan  
Leanne Worboys  
Dan Maher

Security  
Security  
Security

**Auxiliary Staff**

Aaron Brady  
Jay Pritchard  
Cynthia Tyler  
Julie Wittig

Audio/Visual  
District Theater Manager  
College/Career Ctr. Coord.  
Internship Coordinator

**Para-Professional**

Annie Disch  
Christine Hall  
Dede Holmes  
Amy Maher  
Sara Malgieri  
Cheryl Mazur-Tuite  
Sean McBride  
Vicki McCutcheon  
Sharon Neveu  
Brian Oliver  
Janel Realbuto

Supervisory/Testing Center  
Special Education  
Supervisory/Testing Center  
Special Education  
Special Education  
504 Tutor  
Special Education  
Library  
Computer Lab  
Special Education  
Special Education



Margaret Ribble  
Karen Shannon  
Amy Shea  
Sally Twaits  
Christine Waldrop

Supervisory/Testing Center  
Special Education  
Special Education  
Special Education  
Special Education

**Custodial Staff**

Mark Bezant

Head Custodian

**Cafeteria**

Barbara Loysen

Cafeteria Manager

**Pittsford Sutherland High School Telephone Numbers**

District phone number (Main Switchboard)	267-1000
Principal, Mark Puma	267-1102
Assistant Principal, Eileen Scoville	267-1103
Assistant Principal, Jennifer Marren	267-1104
Principal's Admin. Assistant, Tina Carpenter	267-1102
Attendance Secretary, Maria Arilotta	267-1109
Main Office Secretary, Debbie Cerrone	267-1100
Assistant Principal's Assistant, Kim Ferguson	267-1105
Registrar,	267-1127
Nurse's Office	267-1140
Library, Brian Regan	267-1125
School Counselor, Lynne Drake	267-3120
School Counselor, Ben Winter	267-3963
School Counselor, Dawn Howe	267-3676
School Counselor, Colleen Teel, Department Leader	267-3122
Counseling Office, General	267-1160
Counseling Office, Kathy Riecke	267-3126
Counseling Office, Dorise Honorat	267-3147
Counseling Office, Susan Lipari	267-3793
Music Department	267-1126
Audio Visual, Aaron Brady	267-1113
Box Office	267-1114
English Department	267-1120
Physical Education Department	267-1111
Business Education Department	267-1115
World Language Department	267-1124
Art Department	267-1112
Health Department	267-1122
Social Studies Department	267-1129
Science Department	267-1128
Math Department	267-1134
Special Education Department	267-1131
Psychologist, Jessica LeVan	267-3128

Technology Education Department	267-1137
Internship Office, Julie Wittig	267-1116
Testing Center	267-2144
Custodial, Mark Bezant	267-1155
Food Service, Barb Loysen	267-1175
PST/SST, Marilyn Berkebile	267-1110
Building Athletic Coordinator, Dylan Bronson	267-3114

**Sutherland Website**

- [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Click on “Our Schools” and select Sutherland High School

**Daily Time Schedule**

Period	Time
<b>Homeroom</b>	<b>7:40 – 7:45</b>
<b>1</b>	<b>7:49 – 8:29</b>
<b>2</b>	<b>8:33 – 9:13</b>
<b>3</b>	<b>9:17 – 9:57</b>
<b>4</b>	<b>10:01 – 10:41</b>
<b>5 *</b>	<b>10:45 – 11:25</b>
<b>6 *</b>	<b>11:29 – 12:09</b>
<b>7 *</b>	<b>12:13 – 12:53</b>
<b>8</b>	<b>12:57 – 1:37</b>
<b>9</b>	<b>1:41 – 2:21</b>
<b>10</b>	<b>2:25 – 3:05</b>
<b>11</b>	<b>3:05 – 3:45</b>

\* Lunch Periods

**Parent/Student Portal**

Through our network “Parent Portal”, 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. Only one parent account will be registered for each family. This one account can be set up for accessing information on all children in the family. Once a parent has registered for the portal and holds 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 267-1127 in order to make an appointment to come to school, complete the registration form, and show appropriate ID.

### **Student Portal Access to Student Information**

Students also have access to their own student portal. 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 report to the Computer Lab Room 146 in order to obtain instructions on how to access the Student Portal.

## **II. SCHOOL PROCEDURES**

### **Attendance Procedures**

- Students arriving late to school (after 7:40) must sign in at the Main Office immediately upon arrival.
- Students must present a dated, written excuse or a parent must call the Attendance Secretary for any tardiness or absence at 267-1109.
- Those students who sign in tardy or are absent from school and fail to bring a note or have a parent call, will need to clarify their absence the following school day. Failure to do so will justify an unexcused absence and disciplinary action may be taken.
- Students who miss a partial day, one or more classes, must communicate with the teachers of the classes missed on that day, regardless of the reason of their excuse.
- The student has the obligation to make up any work covered in classes. 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.
- If absence from school due to family vacations or college trips is unavoidable, it is the student's responsibility to contact teachers at least five (5) days in advance for information regarding work to be covered during his or her absence.
- Final decisions regarding excused or unexcused tardiness or absence will be determined by the Building Administrators.

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

- Oversleeping
- Late ride
- Missing the school bus
- Note simply stating, "Please excuse for being late," with no other explanation
- Traffic delay
- Parking issues

It is of utmost importance that each student recognizes and accepts the fact that any absence of tardiness regardless of reason does not exempt the student from their academic responsibilities.

### **District Comprehensive Student Attendance Policy**

To access the District Attendance Policy, go to:

- Go to [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Pull down "Board of Education"
- Go to "Policy Manual"
- Click on Section 7000
- Begin with # 7110

### **Dismissal During the School Day**

There are only three ways in which a student can be dismissed from school and be allowed to make up missed work.

1. Dismissal by the Main Office upon request by a phone call or a written note from a parent/guardian that is received prior to the student's departure from school. The request must include:
  - Name of student
  - Time to be excused
  - Estimated time of return
  - Reason for leaving
2. Dismissal by the school nurse for a medical problem. The nurse will determine the degree of illness, contact a parent and will arrange for the student to leave school.
3. Dismissal by Administration with parental contact.

### Signing Out During the School Day

Students must sign out in the Main Office before leaving. Parental permission, either written or through a phone call is required. Student must sign in to the Main Office immediately upon returning to school. If a student leaves during a lunch period and an emergency arises that results in his or her not returning to school, that student and/or parent **must** call the Attendance Secretary by the end of that school day.

### Homeroom

All students must report to their assigned homerooms by 7:40 a.m. for daily attendance as mandated by New York State Educational Law and for daily announcements and information. Students who have an unexcused absence from homeroom will be subject to disciplinary measures.

**Vestibule Homeroom:** Students arriving to school between 7:40-7:45 a.m. must sign in at the Main Entrance vestibule and will remain in the foyer area throughout the homeroom period. The tardy to homeroom policy applies to students in vestibule homeroom, as well as, students arriving late to their assigned homeroom.

**Tardiness:** If a student is late to homeroom, he/she must bring a note or pass from either a parent or staff member explaining the cause of the lateness. Unexcused tardiness will be recorded by the homeroom teacher. Detention will be issued for three or more unexcused absences/tardies in a week. Continued tardiness may result in student and/or parent conferences, further detention, suspension or other measures as deemed appropriate.

**Absence from Homeroom:** A student absent from homeroom **must** sign-in in the **Main Office** immediately upon his/her arrival to school. Students failing to sign in or missing homeroom unexcused may be subject to student and/or parent conferences, detention, suspension or other measures as deemed appropriate.

### Late Arrival – Junior/Senior Privilege

**Late sign-in** is a privilege reserved for juniors and seniors. To be eligible for late arrival, you **must have a free first period** and have transportation that allows you to arrive to school no earlier than 8:15 a.m. or just prior to the start of your first assigned class of the day.

New York State Law mandates a daily attendance record. To maintain accurate records, it is imperative that students check-in at the **Main Office each day immediately upon arrival. It is not acceptable to sign -in later in the day. Failure to follow the late arrival rules will result in after school detention, Saturday detention or a loss of the privilege.**

In the event of a building evacuation, students with late sign-in privilege must report to the designated area.

### Early Dismissal – Junior/Senior Privilege

Early dismissal is **only** available for juniors and seniors who request to leave after their last class of the day. Forms are available in the Main Office. Early dismissal forms must be signed by parent/legal guardian. Early dismissal permission must be renewed each semester. As a faculty and staff we strongly recommend that all of our students take advantage of a full day of classes.

Sutherland is **not** an open campus and therefore students (and vehicles) are not permitted to leave school grounds during the course of the instructional day except during lunch period (with parental permission), for attendance at a school-sponsored activity, or by parental contact with the Attendance Secretary (267-1109).

### **Lunch Dismissal Privilege**

Permission to leave school grounds during lunch periods is only available to **juniors** and **seniors**.

Students and parents are required to attend one evening meeting in the Sutherland auditorium to review the procedures related to student release and related responsibilities at lunch time and to sign the form together. The meeting dates & times are on the District calendar.

If a signed permission slip is not on file, students do **NOT** have permission to leave school grounds during their lunch period. Consequences for students who leave school grounds illegally are outlined on the permission form and in the Parent-Student Reference Book. Also, students who leave without permission jeopardize their parking privilege.

Please realize that the administration reserves the right to cancel all lunch dismissal permission on days of inclement weather. Lunch dismissal program meetings are indicated on the Pittsford Central School District calendar. Attending one lunch dismissal program is valid for the remainder of a student's high school career. A student's disciplinary record and academic record may also be a consideration as to whether this privilege can be revoked or not.

### **Cafeteria**

The price of a student lunch for the current school year is \$3.50. Cafeteria purchases are based on debit which requires students to have money on their account before making their food purchases.

The cafeteria will continue to provide both a hot lunch and a la carte service. The morning line will serve milk, coffee, juices, fruit, sweet rolls, breakfast sandwiches, cereal and bagels. At lunch, the line will include a variety of sandwiches, wraps, salads, milk, juice, fruit, fresh baked goods and healthy snack items in addition to the main entree selections. To view a monthly menu, go to the District website > Departments > Food Service > Lunch Menu. Students are expected to pick up their own garbage. Students are not allowed to climb on furniture in the cafeteria. Students failing to comply will receive administrative detention.

### **Emergency School Closing**

If it becomes necessary to close school because of weather conditions, announcements will be made on radio station WHAM and other radio and television stations no later than 7:00 a.m. The Blackboard Communication service provides parents and staff notification about critical information such as snow day or early closure of school. This system automatically provides notification via phone calls, emails and text alerts to parents and staff members. Therefore, updated contact information for families is essential for this system to be effective.

### **Evacuation Drills**

By law, and for the safety of all, periodic evacuation 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 alarm is sounded. Unless specified directions are given to the contrary, reactions to the 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 Emergency Responders in the event of a real emergency.

When the alarm rings during a special event such as a performance or athletic event, students and guests are to exit the building immediately and should not attempt to locate friends or family members prior to exiting.

### **Lockdown Drill**

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 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.

### **Alternate Location Evacuation Drill**

A drill will be conducted in which there will be a full evacuation of the school; students and staff will then proceed to one of several planned collection points, and a complete attendance will be taken.

### **Morning Announcements**

All announcements must be related to school activities and must be recognized school organizations or school sponsored. Appropriate announcements must be submitted to the Main Office Secretary at least one day in advance. An administrator must approve all PA announcements. Please call the Main Office at 267-1100 with any questions.

### **Hallway Posters and Flyers**

The only materials that may be posted in hallways 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.
- The student organization is responsible for taking down the posters at the conclusion of the event

### **Field Trip Policy**

Students who are on academic probation/ineligibility must show proof of improvement (passing **all** courses) in order to participate in a school related field trip. Please refer to further detailed information on the Academic Eligibility Policies.

## **Bus Regulations**

The bus driver shall have authority while students are on his/her bus. **The school bus is considered an extension of the classroom.** If necessary, certain disciplinary situations will be referred to the proper administrative authorities. Students are expected to show respectful behavior to the bus driver.

## **Late Bus Passes**

Late buses will leave Sutherland at 3:40 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 show and 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.

## **Bus Passes for Alternate Destination**

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. Once note is brought to Main Office, the student will be issued a Guest Rider Bus Pass.

## **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, should follow the signs directing them to the loop near the Main Entrance doors. This loop is adjacent to the Main Parking Lot near the flag pole.

All students being dropped off after the school day has begun must use the Main Entrance, as these are the only open exterior doors.

## **Student Lockers/PE Lockers**

All students are emphatically urged to keep lockers locked and combinations to themselves. Lockers are assigned to each student for the purpose of storing books, materials, coats, etc. Assignment of a locker does not constitute a transfer of ownership. The locker remains the property of the school district and is subject to the general jurisdiction of school authorities.

Students bringing large sums of money or other valuable items to school are strongly encouraged to have them locked up in the school safe in the Principal's Office. Under no circumstances should you leave money or valuables lying around. No one is to exchange lockers without administrative approval. Students encountering locker difficulties should report the problem to the Main Office. The school district can assume no liability for items stolen from lockers. Reasonable precautions and regulations have been established and it is the student's obligation to follow them.

## **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 must report any theft to their Assistant Principal and



complete a theft report. All valuables, including calculators, wallets and electronic equipment must be locked in gym lockers during gym class and not left in personal backpacks.

### **Animals on Campus**

Animals may not be brought on 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.

### **Bicycles**

Students are responsible for providing adequate security for their bicycles and other wheeled items by means of a suitable lock. The school is not responsible for stolen or damaged personal property.

## **III. ACADEMIC PROGRAM**

### **Accreditation**

Pittsford Sutherland High School is accredited by the New York State Board of Regents.

### **Minimum Course Load Requirement**

All students at Sutherland High School must take a minimum of five full-year courses or the equivalent plus Physical Education in order to be considered a full-time student.

### **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.

### **Graduation Requirements**

In order to graduate from Pittsford Central School District, a student must meet or exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents.

A student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements. The District, upon request from the student's parent/guardian, may choose to grant the student a high school diploma prior to his/her completion of the eighth (8th) semester

Please refer to the Sutherland website to view the Program of Studies for Sutherland High under the Information for Parents Directory.

## **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 and 1 unit of Social Studies, plus ½ unit of Physical Education.

To be considered a junior, a student must have successfully completed 8 units of study including 2 units of English and 2 units of Social Studies, plus 1 unit of Physical Education.

To be considered a senior, a student must have successfully completed 12 units of study including 3 units of English and 3 units of Social Studies, plus 1½ units of Physical Education.

## **Course Prerequisites**

The purpose of setting course prerequisites is to better ensure that students are enrolled in a 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.

## **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.

## **Advanced Placement Policy**

The intent of the Advanced Placement program is to assist students in the mastery of college level subject matter and, through achievement of satisfactory scores on the Advanced Placement examinations, to qualify them for advanced standing and/or college credit.

Several procedures have been defined for participation in Advanced Placement courses. They include the following:

- All students enrolled in an Advanced Placement course are required to write the AP examination associated with the course.
- Courses dropped during the first marking period will not be entered on the student's transcript. All courses dropped after the school's deadline will remain on the student's transcript and permanent record.
- Students are responsible for paying for the cost of exams. Financial assistance may be available. Families should contact their child's counselor for further information.

Once a student is registered for an Advanced Placement course, it is expected that each student fulfills his/her obligations to this course in full including summer preparation.

### **Schedule Changes**

All requests for schedule changes must be initiated through the Counseling Office. Students should obtain a form from the counselor which must be signed by parents and teacher then returned to the Counseling Office. Students may withdraw from a course, without penalty, prior to the dates listed below:

- Full Year Course – 30 weeks – April 5, 2019
- Semester Course (fall) – 15 weeks – December 14, 2018
- Semester Course (spring) – 15 weeks – May 15, 2019
- After these dates the student will receive a failing grade for the course dropped. In cases of extenuating circumstances, students may appeal in writing to the Principal for a waiver of the above procedures.
- Courses can only be added within the first two weeks of each semester depending on course availability.
- Once a student is registered for an Advanced Placement course, it is expected that each student fulfills his/her obligations to this course in full including summer work.
- There will be **no** schedule changes granted after the completion of Advanced Placement exams, except under extenuating circumstances as determined by the building administration. **ALL** students enrolled in an Advanced Placement course are **required** to take the AP exam.

Counselors may add a student to a class within the first two weeks of the semester only after notifying the teacher. The process for adding a course requires the student to fill out a "Schedule Change Request Form" and obtain all of the required signatures before they are allowed to attend the class.

### **Course Level Changes**

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 be approved by the student's school counselor and the building administration.

- 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.

### **Teacher Requests**

Typically, teacher requests are based upon a recommendation from another parent, a particular teacher's reputation amongst the students, or a sense that a particular teacher's instructional style will best match with their child's special learning needs. Always, they are motivated with the very best of intentions for their children. Reputation and hearsay are not always the best predictors for placement or academic success.

Students have been shown time after time to actually thrive in a particular academic environment perceived by others to be less than favorable. Therefore, it is the policy of Sutherland High School not to accept any special requests for a specific teacher. If, however, after the school year begins, parents then have the option to exercise a four-step process entitled "The Teacher Change Request Policy".

Prior to initializing a Teacher Change Request, parents are required to have had direct communication with the classroom teacher about their concerns. Pittsford Sutherland High School's Teacher Change Request Policy is outlined below:

- At parent request, a conference will be held involving student, parent, teacher, department chairperson, counselor and administrator to discuss concerns. Please call the counselor to arrange the meeting. This meeting will take place in a timely manner.
- At the conference, concerns will be discussed and strategies will be developed to optimize the student's academic success.
- A time frame will be established to implement the actions agreed upon.
- If at the end of this time frame the student and parent believe the concerns have not been resolved, they must submit a written request for a teacher change to the building principal.
- The principal will make the final decision. Either the principal or the parent may request a conference at this time.

### **High School Homework Guidelines**

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:

- Preparation and reinforcement of classroom learning
- Preparation 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 such as critical thinking, time management, independent work habits, responsibility, self-discipline

- Academic integrity

**Objective:** *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 fifteen 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, students and/or parents 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* to 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.

#### **Student Responsibilities:**

- Record all assignments in the planner/agenda.
- Be sure all 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, reviewing online instructional videos, 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.

#### **Faculty Responsibilities:**

- Establish and communicate homework guidelines.
- Explain methods used to monitor, review, and assess/grade homework to students and parents.
- Establish and 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 Responsibilities:**

- Communicate with the school when problems of 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.

### **Homework Requests Due to Absence**

Homework may be requested on the second consecutive day your child is absent from school. Please call the Main Office at 267-1100 by 10:30 a.m. on the second day of absence to request homework. If your child is out for longer, homework may be requested every **second** day.

### **Grade Reports**

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 the Parent Portal. It will include the student's grade for the marking period, as well as teacher comments.

Parents who do not have access to the Infinite Campus Parent Portal and would like to have their child's report card mailed home should contact the Registrar to make those arrangements.

All parents are encouraged to register for access to the Parent Portal. 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.

Students are expected to set up their own Infinite Campus Student Portal account.

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 is considered a passing grade.

In calculating final averages, the first semester average, second semester average and final examination grades are each weighted as specified by District and Department procedures.

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 267-1127.

### **Credit by Examination**

Part 100.5 of the Regulations of the Commissioner of Education authorizes the award of a maximum of six and one-half units of credit for a Regents diploma without completion of the units of study for such credit and outlines the conditions required to be met to achieve such credit. All requests for credit by examination must be submitted to the Principal by September 30 to be considered for a June Regents, by April 1 for an August Regents, and by May 1 for a January Regents.

## Honor Roll

To qualify for the Honor Roll, students must maintain an 88% or better average with no grades below 70% for each marking period. (Physical education **is not** computed in this average but a grade of 70% 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.

## Honor Graduates

Senior students with an overall cumulative average of 90% or better, through the first semester of their senior year, 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. These students wear honor cords at graduation.

## National Honor Society

Membership in the Sutherland High School Chapter of the National Honor Society requires high standards of scholarship, character, leadership, and service.

In the spring of each year, 11<sup>th</sup> grade students who maintain a minimum average of 90% after five semesters as well as current grades for courses in progress are invited to submit information about their service, leadership, and extra-curricular activities. The process consists of filling out a Student Application Form. Faculty members are asked for input. The National Honor Society faculty committee reviews the gathered information and decides admittance. Students are notified after the committee'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. Service should be cheerfully rendered without thought or expectation of personal gain.

The **leadership** requirement is met by serving as a role model to others. Students should contribute to ideas and ideals that impact the civic life of the school. A leader is resourceful in proposing suggestions to solve existing problems. The student should be thoroughly dependable in any responsibility accepted. Evidence of leadership should be demonstrated in a combination of areas including the classroom, a club, a team, or other supervised activity.

To meet the **character** requirement, students must exhibit the highest standards of honesty and reliability. They should demonstrate the desirable qualities of cheerfulness, friendliness, poise, and stability. They should observe instructions and rules as well as punctuality and faithfulness both inside and outside of the classroom. Students need to be aware that it is not always necessary to agree with their teachers and fellow students to have good character. Disagreement should not, however, lessen the courtesy and respect that we must have for one another.

Students should understand that each year the Honor Society is committed to various service activities and members are expected to participate. Students' membership in the National Honor Society brings with it responsibilities as well as recognition.

Students inducted into this organization will be expected to adhere to the high standards that qualified them initially for memberships. Any NHS member who violates school rules, including the Academic Integrity Policy, may be subject to dismissal from NHS.

Each fall those students who are academically qualified but who were not inducted in the spring semester, have the opportunity to submit information for fall induction.

### **Transcripts – Permanent Record**

Transcripts are issued upon request from the Registrar's Office, 267-1127. Official transcripts for former students are issued by the Registrar. Requests for transcripts should be in writing with name (at time of graduation), graduation year, and date of birth. Please state where you would like the Official transcript sent, sign and date the request.

Each student receives a copy of his/her transcript during the summer following the junior year for review.

The student's average is computed at the end of the junior and senior years by using the unweighted final marks in all subjects. (Exceptions are Physical Education, Health, and Work Experience)

## **IV. SCHOOL SERVICES**

### **Counseling Office**

A primary objective of the counseling program is to help students make decisions regarding their educational and vocational plans. These decisions include the use of the school's curricular and extra-curricular offerings to their best advantage. Each student is assigned a counselor whose name appears on his/ her schedule.

The following chart indicates how students and counselors will be assigned for the current school year.

#### **2018-2019 Counseling Office Alpha Breakdown:**

##### **Freshmen – Grade 9**

Lynne Drake A-E x 3120  
Ben Winter F-L x 3963  
Colleen Teel M-R x 3122  
Dawn Howe S-Z x 3676

##### **Sophomores – Grade 10**

Lynne Drake A-E  
Ben Winter F-L  
Colleen Teel M-Q  
Dawn Howe R-Z

##### **Juniors – Grade 11**

Lynne Drake A-E  
Ben Winter F-L  
Colleen Teel M-R  
Dawn Howe S-Z

##### **Seniors – Grade 12**

Lynne Drake A-E  
Ben Winter F-K  
Colleen Teel L-Q  
Dawn Howe R-Z

Counseling with students, arranging for student consultation with other personnel having specialized knowledge, administering tests and interpreting test results, assisting students in securing related and necessary information, and help with post high school plans are some of the counseling services available to Pittsford students. The services of a full time school psychologist are also available.

Numerous publications such as college catalogues and career pamphlets are in the counseling office as well as current computer programs. In addition, pertinent information will be periodically mailed



home. A library for parents has been developed and includes books and media on such topics as adolescent growth and development, mental health issues, parenting skills and health concerns.

As in the past, Information Week will be scheduled during the first two weeks of the second semester. Information Week is the time when students and parents will be provided with the opportunity to learn of projected course offerings for the following year. After these presentations, students will make initial course selections. Students and parents will be advised of specific dates and programs at the appropriate time.

Program offerings at every class level are presented throughout the year to assist in post high school planning.

**Please Note:** The Counseling Office is available to students during free periods, lunch periods and after school. Students are not allowed to “drop by” the Counseling Office during an assigned class/study hall period. All students must make an appointment.

### **Instructional Support Team (IST)/ Response to Intervention**

The Instructional Support Team is a strength-based intervention team at SHS for students who have academic, behavioral, social, or emotional challenges. Once an IST referral is made, the team meets to discuss the difficulties the student is experiencing. A plan is developed with input from the student, parent, school counselor, and the IST members. An IST case manager is assigned to meet with the student on a weekly basis. The plan can also include a variety of strategies such as working with teachers during Student Assistance time and/or attending Homework Club after school. The student’s progress is reviewed and monitored every five weeks. Please contact your child’s school counselor for further information.

### **Pupil Services Team (PST)**

The Pupil Service Team is composed of teachers, learning specialists, counselors, administrators, the school psychologist, speech language pathologist and the 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 Office.

### **Psychological Services**

The services of a certified school psychologist are provided at Sutherland High School. The psychologist is 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 contacting the Counseling Office. In an emergency, please contact your child’s counselor.

### **Other Counseling Services**

Pittsford Youth Service counselors are on staff two days a week for individual counseling and to facilitate support groups. Appointments can be made directly with the counseling office secretary (267-1160) or with Pittsford Youth Services at 264-0604.

Information on other services available to youth and their families is readily available on display in the nurse’s office, counseling office or from any counselor, psychologist or administrator.

## Interpreting Services

If you are attending a school function and are in need of interpreting services, please email your request to Kim Ferguson at kimberly\_ferguson@pittsford.monroe.edu. BOCES will then be contacted to process your request. BOCES requires notice of at least **two weeks** in order to arrange for an interpreter.

## Nurse Services – Health Office

Optimal learning requires good health. Health services at Pittsford Sutherland High school are provided by the school nurse who maintains student's medical records and medications, provides first aid, screenings, sport clearances and is a liaison between education and health care.

For more information regarding Health Office services, please visit the following website:

<https://www.pittsfordschools.org/Domain/986>

Information on the Nurses website will include:

- Physical Examinations
- District Athletics
- Medical / PE Forms
- Center of Disease Control
- American Association of Pediatrics
- Rochester Mobil
- Monroe Department of Health
- Concussion Management Protocol
- Disorder Eating
- Adolescent Information
- Reyes Syndrome
- Vaccine Clinic
- Monroe County Family Services
- Children's System of Care

### 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 a modified program will be planned.

### 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 a physician may rest with them.

## **Library Media Center**

The Sutherland Library is the vibrant hub of academics in our school, open each day from 7:15-3:30. Students and staff may use the library before and after school, during study halls and when they have free time.

In collaboration with classroom teachers, and aligned with project work in all curricular areas, library classes are taught by the librarian, Mr. Regan, in the attached library computer lab/classroom. Topics include research skills, MLA citation, media literacy, online source evaluation, and presentation design. He is also available for reader advisory and individual instruction. A smaller collaboration space with white board, seating for 5, a computer and office supplies is available for student and staff use. Library staff are friendly, knowledgeable and helpful.

The large, plant-filled library space (formerly the auditorium) is full of seating/study options and offers a variety of services, including computer access, Wi-Fi for personal devices, printing and copying. Installed software includes Microsoft Office and Adobe Creative Suite. The print collection of 10,000+ fiction, non-fiction, biography, graphic and media items is augmented with hundreds of reference e-books, a wide array of research databases, project-specific LibGuides and Interlibrary Loan agreements with other district, public and academic libraries. Students are encouraged to feel welcome while being productive and respectful to the library and its staff.

## **Resource and Study Options**

Another option available for students is the academic student assistance period. Faculty members will be available in their department offices during some periods of the day to assist students in their studies. Juniors and seniors may utilize unassigned periods or part of their lunch period to receive assistance. Freshmen and sophomores with a pass from the subject area teacher may sign out from study halls or use part of their lunch period. Check department offices for times and locations for student assistance.

As always, any student can make an individual arrangement with a teacher after school from 2:25 to 3:05 p.m. to receive academic assistance. Juniors and seniors with unassigned periods may use the cafeteria/commons. Although specific attendance is not taken for unassigned students, those choosing to leave the campus, loiter in the corridors or bathrooms or abuse the privilege of choice will be disciplined accordingly. All freshmen and sophomores are assigned to supervised study halls throughout the school day. Attendance will be taken daily in each study hall, and students who fail to attend will be subject to the Class Truancy Policy.

## **Study Halls**

All freshman and sophomores are assigned to a study hall during non-class periods. Students must report to study halls at the start of each assigned study hall period. Students may sign out of study hall to go to the library, computer lab, counseling office, and other academic areas with a pre-signed pass. In all instances, attendance is monitored. Students who abuse this procedure will lose sign out privileges. Students who are truant from study hall will be subject to the Class Truancy Policy.

## **Work Permits**

Minors under 18 years are required by law to have work permits in order to be employed either full or part time in most positions. Request an application in the **Counseling Office**. The application must be completed and signed by the student and a parent and returned to the office together with a written proof of a physical examination within the last year. 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.

## **V. STUDENT RULES AND RESPONSIBILITIES**

### **Student Conduct Policy**

To access the Board of Education's Student Conduct Policy see the steps below:

- Go to [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Pull down "Board of Education"
- Go to "Policy Manual"
- Click on Section 7000
- Begin with #7310

### **Electronic Devices**

The use of electronic devices with photographic, audio, video and/or text messaging capability, including but not limited to, cell phones, cameras, and other devices, creates the potential for violations of privacy as well as threats to testing/examination security.

In order to ensure examination security and the privacy of individuals, the Board of Education prohibits the use of such devices as follows:

- During any test, examination, or in any situation with the potential for plagiarism or cheating
- In any bathroom, locker room or other areas (both private and public) where individuals have an expectation of privacy.

The policy is referenced in the District Code of Conduct.

### **Academic Integrity**

Academic honesty is integral for a successful educational experience at Sutherland. **All** students are expected to do their own work at **all** times. In addition, all students and parents/guardians are required to read and sign the Academic Integrity Agreement.

A sampling of violations of this agreement include but are not limited to:

- copying tests and quiz answers within class
- copying homework papers
- sharing questions and answers on a test with another student
- submitting another person's work as your own work

- plagiarism
- copying lab reports and/or not collecting own data
- allowing someone else to use computer password or account
- using someone else's computer password or account
- downloading information from the internet without proper citation
- use of cell phones or other electronic devices during a quiz, test or exam
- fabricating/falsifying information
- a pattern of absences on days when tests, deadlines or classroom presentations occur
- possession of notes or related data during a quiz, test or exam
- obtaining or accepting a copy of any assessments, tests, or scoring devices.

Students who violate this agreement will be subject to school disciplinary action which may include a placeholder zero on an examination or assignment until obligation has been fulfilled, parental notification, detention, suspension, training rule violation (Athletic Code of Conduct) and appropriate documentation. In addition, consideration for membership to the National Honor Society may be in jeopardy. An appeal process is available through the Academic Honor Council.

### **After School Detention**

Students are to serve detention by the date it is assigned. A student who fails to report for detention will be assigned a Saturday detention for their insubordinate behavior. Detention is after school in Room 126 from 2:30 until 3:30 p.m. Upon request, students may obtain a blue late bus pass from the faculty/ staff member supervising detention. If detention conflicts with practice or participation in an athletic or extracurricular activity, serving the detention will take precedence. The same is true for jobs after school. Failure to serve assigned detention:

1<sup>st</sup> occurrence- 1 additional detention assigned

2<sup>nd</sup> occurrence- Saturday detention or 1 day of in-school suspension assigned

### **Saturday Detention**

Saturday detention is a serious disciplinary consequence. Students are to report for Saturday detention on the assigned day. A student who fails to report, may be assigned an in-school suspension. Saturday detention is held from 8:00 a.m. to 11:00 a.m. for **all** students.

Students are expected to report on time and be prepared with 3 hours of written work and/or reading materials. Failure to report on time may result in the student not being admitted to Saturday detention.

### **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 on a student's high school attendance record.

## **Student Driving Regulations**

All student vehicles are to be registered with the high school Assistant Principal and parked in authorized areas only. Rules and regulations are specified in the SHS Parking Contract that students and parents must review and sign annually.

### **Leaving School Grounds without Permission**

Students who leave school grounds without permission during the course of the school day, will receive a disciplinary consequence (i.e.: Saturday detention, In-School suspension, Out-of-School suspension) as determined by administration.

### **Truancy Policy**

An absence without the knowledge and prior consent of the parent or guardian is considered truancy. A student that is truant will be subject to the following disciplinary actions for each class truancy.

For a full-year or semester course:

- First Truancy from Any Class: The student will be referred to the appropriate administrator where, after investigation, she/he will be assigned a detention or be placed on Saturday detention for one (1) day as determined by the Principal or designee. Parents will be notified, and a parent conference may be requested.
- Second Truancy from Any Class: The student will be referred to the appropriate administrator where, after investigation, she/he will be assigned up to five (5) detentions, a Saturday detention or placed on in-school suspension for one (1) to two (2) days. Parents will be notified, and a parent conference may be required.
- Third Truancy from Any Class: The student will be referred to the appropriate administrator where, after investigation, she/he will be assigned Saturday detention or placed on in-school suspension for up to three (3) days. Parents will be notified, and a parent conference may be requested.
- Fourth Truancy from Any Class: The student will be referred to the appropriate administrator where, after investigation, she/he will be assigned Saturday detention or placed on in-school suspension for three (3) or four (4) days. Parents will be notified, and a parent conference may be requested. A referral to the appropriate school counselor will be made.
- Subsequent Truancy from Any Class: Further instances of truancy will result in four (4) or five (5) days of Saturday detention, in-school suspension, or other consequences deemed appropriate by the principal. Parental notification and conferences may be requested as deemed necessary.

While the above consequences are established, the suspending authority has the discretion, on a case by case basis, to modify the consequence or use innovative remedial measures toward the end of obtaining mature personal growth and securing willing cooperation with the District policy.

### **Academic Penalty for Class Truancy**

Students have an obligation to make up any work covered in classes. 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.

## 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 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 Sutherland 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: To be determined by assistant principal, based on the particular circumstances.

- Warning
- Detention
- Saturday
- ISS
- OSS

Profanity:

- 1st offense: Warning
- 2<sup>nd</sup> offense: Referral to Assistant Principal  
Parent Notification  
Detention
- Subsequent: Increased consequences that may include in-school suspension

Profanity Directed to 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:

- 1<sup>st</sup> offense: 1 day OSS
- 2<sup>nd</sup> offense: 2 days OSS

- Subsequent: Up to 5 days OSS

Insubordination:

- Warning, Detention, ISS or OSS. To be determined based on particular circumstances.

Possession of 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.

**Prohibited Items**

The following are examples (but not limited to) of items not allowed in the school building or on school grounds:

- skateboards or other wheeled devices
- toys
- laser lights
- lighters
- firecrackers
- squirt guns

Students violating the above will have this item confiscated and returned to parent/guardian. Subsequent infractions will result in further disciplinary action which may include (but not limited to) confiscation of the item through the last day of school. Students are not to play with sports equipment in the parking lot. Snowball throwing on school grounds is also prohibited.

**Sexual Harassment**

Sexual harassment of students, including sexual harassment by students, on school grounds or in connection with any school-related activities or programs, is prohibited. Teachers, employees or students or visitors who commit acts of sexual harassment toward Pittsford students will be disciplined for their misconduct.

Sexual harassment includes being subjected to conduct of a sexual nature which creates an intimidating, hostile or offensive educational environment. Sexually harassing conduct may include sexual advances, obscene gestures, graphic sexual material, verbal comments and physical contact of a sexual nature.

**Anti-Harassment/Anti-Discrimination in the School**

To access the Board of Education's Anti-Harassment/Anti-Discrimination Policy go to:

- Go to [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Pull down "Board of Education"
- Go to "Policy Manual"
- Click on Section 7000
- Begin with #7551



Complaints of discrimination and or harassment can be made by students or employees of the Pittsford Central School under Board Policies #6121 or #7551, they may be made to the immediate Supervisor or Building Administrator or to the District's designated Title IX Officer.

### **Alcohol, Drug Use and Tobacco**

The Pittsford Central School District is a "Drug Free Zone."

The school position is one of education and rehabilitation aimed at changing behavior patterns. Parents and students are encouraged to contact our Prevention Coordinator, Ann Kane, if they would like information or assistance.

- **Alcohol:** There is to be no drinking or possession of alcohol in any school building or on any school property at any time, or at any school function whether on or off school property. A five (5) day suspension from school will result from this violation. 1<sup>st</sup> offense includes: removal from class or function, parental notification, suspension from school, and any other actions deemed appropriate by the building administration. Subsequent offense: Superintendent's Hearing.
- **Possession, Use of, or Being under the Influence of Drugs:** Student use of illegal drugs or inappropriate use of medications on school grounds will be dealt with according to school district policy, which includes notification of parents, a five (5) day suspension from school and under certain circumstances, notification of legal authorities. In addition, students found to be sharing, supplying or selling illegal substance on school property will also be subject to this policy. The Board of Education has determined that e-cigarettes are a drug delivery service and subject to this policy.
- **Tobacco:** Pittsford Central Schools are tobacco free. Students caught smoking or using tobacco or tobacco lookalike products, including all inhalable devices and/or smokeless tobacco, on school property including parked cars on school property will be subject to disciplinary action. Possession of tobacco, smokeless tobacco products or e-cigarette products on school grounds will also result in disciplinary action. Lighters will be confiscated and may be returned to parents. Consequences may include up to a 5 day OSS.

### **Alco-Sensor**

The Alco-Sensor may be administered for health and safety reasons when there is a reasonable suspicion that a student is under the influence of alcohol. However, an administrator can determine if a student is under the influence of a substance without the use of an Alco-Sensor and disciplinary consequences can be imposed. If the administrator determines that the Alco-Sensor test should be conducted, the student's parents will be notified in a timely manner.

### **Social Emotional Learning Initiative**

The Pittsford Sutherland High School community is committed to making our school a welcoming, safe and supportive learning environment for all students. Our school is focused creating and promoting a positive social climate, improving social interaction among students and in an effort to reduce bullying.

Examples of bullying include but not limited to:

- Hurting someone physically by hurting, kicking and/or pushing
- Stealing or damaging another person's property
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone due to their gender
- Touching or showing private body parts
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to associate with someone
- Distributing/displaying photographic material of a damaging nature on school property and/or at related school events

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

- Report all incidents to the appropriate assistant principal
- File a report of the incident via the Dignity for All Students online form
- 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 all reported bullying incidents
- Assign consequences for bullying based on Pittsford Central School District Board of Education policies and Sutherland High School's Rules and Responsibilities
- Provide a safe environment for students who report bullying.

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
- Not participate in bullying online (cyberbullying)
- Be an ally for students who might be subjected to bullying
- Reporting bullying to a staff member
- Report incidents via the Dignity for All Students online form

**Dress Code**

We ask you to support us in our efforts to set clear and reasonable expectations that will help in the maintenance of a serious educational work environment for our students. As is true in any work environment, the way students dress for school has an important impact on our cultural climate and focus. For this reason the State of New York has passed S.A.V.E. legislation (Safe Schools Against Violence in Education Act), which insists that each public school district in New York State adopt a code of conduct policy, which includes a student dress code.

Our Board of Education has adopted a specific dress code requiring that a student's choice in dress "will not be permitted to interfere with, disrupt, or distract from the educational activities of the school." The code further prohibits "clothing that promotes or advertises the use of

cigarettes, alcohol or illegal substances.” In addition it prohibits clothing that presents “problems regarding safety, hygiene, or decency.”

As a guiding principle, we expect our students to dress for the serious work environment of school. We share with our students the reality that many forms of clothing that may be acceptable in other more casual environments are simply not acceptable in our high schools.

Some **examples** of unacceptable dress are:

- Exposed midriff
- Very short shorts, dresses or skirts
- Exposed undergarments (both male and female)
- See-through clothing
- Tube tops/strapless tops/open back or backless tops
- Clothing that references alcohol, tobacco products/illegal substances or is offensive in nature

It is to be specifically noted that for the above reasons of safety and hygiene, **shoes are to be worn on school property 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 or shoes with spikes on the soles). The classroom teacher will instruct on appropriate footwear.

On occasions that allow for costumes in a school or school related activity/setting, the dress code applies. As a guiding principle, we expect our students to dress appropriately for the serious work environment of school.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Administration will work with parents in a collaborative manner 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.

### **Vandalism/Theft**

Any student involved in stealing or willfully defacing or destroying public or private property will receive disciplinary consequences. If the type or degree of vandalism/theft constitutes a violation of the law, legal authorities will be involved.

### **Electronic Recording and Communication Devices**

Electronic recording and communication devices such as laptops, iPods 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 disciplinary action may be taken.

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 District Electronic Information Network Policies.

### **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 cell phone are as follows:

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

Use of these devices in all other areas of the school grounds is not allowed throughout our instructional day without teacher permission.

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, etc.

In dealing with any violation of this expectation, our staff is authorized to proceed with disciplinary actions.

The use of a cell phone or any other communication device during an exam will result in the invalidation of that student's exam. Further disciplinary action will be taken according to the Academic Integrity Policy.

### **Fire/AED Equipment**

Students found tampering with any electrical or fire equipment including fire extinguishers, fire alarms and AED equipment, or in possession of fire crackers or explosive devices, will face suspension from school and possible legal action.

### **Latex Restriction**

Sutherland High School promotes a latex restricted school environment.

### **Lomb Woods**

Students are not to enter the Lomb Woods unless they are a part of a class accompanied by a teacher. The woods are located directly west of the building. Violations will fall under Leaving School Grounds without Permission.

### **Property Adjacent to School**

Out of respect to private property owners, students who are found loitering, consuming food or drink, etc., on areas adjacent to school property, including the street itself, will be subject to the following disciplinary action:

- First offense: Detention will be assigned and a parent conference may be requested.
- Second offense: A Saturday detention and parental notification. A parent conference may be requested.
- Third offense: A suspension from school for up to two days.
- Fourth offense: A suspension from school for up to five days.

### **Forged Notes and 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 will include a Saturday detention and parent notification. Changing any information on a school pass by a student will result in disciplinary action.

### **Gambling**

Gambling of any kind is not allowed in the school building or on the school grounds at any time. The first offense will result in a Saturday detention and parent notification. Subsequent offenses will result in further disciplinary action and a referral to the CORE Team.

### **Hat Policy**

Hats are allowed to be worn at Sutherland High School with the following exceptions:

- The individual teacher determines whether or not hats are allowed in their classroom.
- Hats are not to be worn in the auditorium or at any other formal program held in the building.
- Hats should be removed whenever the **Pledge of Allegiance** is recited or at any other ceremony showing respect for our country.
- Hats are not to be worn during any school-wide testing situation (e.g. Mid-terms, Finals)

### **Visitor Policy**

Sutherland students are not allowed to have visitors accompany them to school at any time during the school day. Only Pittsford Sutherland students, parents or guardians, Pittsford Central School District personnel and community members with legitimate school business are to be in the school building during school hours (7:40 a.m. – 3:05 p.m.). All visitors **must** sign in at the Security Booth and show picture identification upon entering the building. A visitor pass will be issued and must be visible at all times. Visitor parking spaces are provided.

### **Student Use of Electronic Information Network**

To access the Board of Education’s Electronic Information Network Policy go to:

- Go to [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Pull down “Board of Education”
- Go to “Policy Manual”
- Click on Section 7000
- Begin with #7314

The Board will provide access to various computerized information resources through the District's Electronic Information Network ("EIN" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the EIN from their home or other remote locations. All use of the EIN, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the EIN will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the EIN or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the EIN is conditioned upon written agreement by all students and their parents/guardians that student use of the EIN will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the EIN. All such agreements shall be kept on file in the District Office.

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the EIN. This policy does not attempt to articulate all required and/or acceptable uses of the EIN; nor is it the intention of this policy to define all inappropriate usage. Just as we learn social codes and behaviors that are acceptable in everyday life, we need to learn and apply the correct process 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. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the EIN in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Director of Technology or other administrators authorized by the Superintendent may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the EIN will be private.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policy #8271 - The Children's Internet Protection Act: Internet Content Filtering/Safety Policy

## **V. STUDENT ACTIVITIES**

### **Student Government**

At Sutherland, there are many opportunities for students to get involved and become part of SHS life. Each class has a structure of officers that reach out to their constituency groups.

The Student Council, composed of representatives from each of the four classes, meets regularly to consider school issues, to act as a liaison between the school body and administration and to represent the student body as a whole.

### **Class Officers and Student Council**

#### **2018-2019 Executive Student Council**

President: Melissa Nixon  
Vice President: Will Pierce  
Secretary: Lindsey Michaud  
Treasurer: Sydney Higgins

#### **Class of 2019 – Seniors**

President: Abbie Hobika  
Vice President: Jack Culhane  
Secretary: Nikhila Rao  
Treasurer: Leanna Brown  
Public Relations: Robert Nolan  
Representative: Nilesh Rao

#### **Class of 2020 – Juniors**

President: Lindsey Pink  
President: Tate Pierson  
Vice President: Tim Forth  
Secretary: Adam Mroueh  
Treasurer: Rohan Krishnan  
Public Relations: Vickrum Bokinkere  
Representative: Will Wang

### **Class of 2021 – Sophomores**

President: Lauren Devine  
Vice President: Caroline Kunz  
Secretary: Lydia Diekmann  
Treasurer: Anushka Mandava  
Public Relations: Selin Akbas  
Representative: Devin Bhatia

### **Class of 2022 – Freshmen**

President: Lance Marriott  
Vice President: Molly Varrenti  
Secretary: Zoe Gomez  
Treasurer: Mia Adler  
Public Relations: Hannah Wang  
Representative: Paige Cunningham

### **School Dances**

Students and parents should recognize that school dances are school-sponsored events, and all school rules and expectations apply regarding student behavior. A PCSD school nurse will be present as well as SHS faculty/staff.

#### **Dance Rules:**

- All dance tickets are presale only.
- Students must show their school ID card to be admitted to all dances.
- All dances begin at 8:30 p.m. and end at 10:00 p.m. promptly.
- Students must arrive by 9:00 p.m. No admittance after 9:00 p.m.
- Once students arrive at a dance, they must stay the duration of the dance, until 10:00 p.m. Students cannot leave early unless they have a permission slip to do so, signed by a parent, on file prior to the dance.
- All school rules, as outlined in the Parent-Student Handbook, apply to dances.
- Students must leave school grounds immediately after the dance ends. Loitering on school grounds is not permitted.
- All guests must have a completed guest pass, and be accompanied by the Sutherland student, when appropriate.
- We ask that parents pick their children up on time.
- Students must check in all outer clothing, backpacks, purses and all other items at the coat check prior to entering the dance.
- While we encourage a lively dance atmosphere, inappropriate dancing will be discouraged.



## Clubs/Activities

Numerous extracurricular clubs exist to meet the needs and interests of the majority of students. Each club is under the guidance and direction of a staff member. Students will be informed of opportunities to acquaint themselves with the specialized activities and membership qualifications of each club during the first few weeks of the new school year through homeroom announcements.

Within the first two weeks of school, an Activities Fair will be held during lunch periods in the cafeteria/ commons area. Representatives will be there to share information about club activities and opportunities.

### CLUB/ACTIVITY

Art Club  
Audio Video  
Broadcast Journalism  
Chess Club  
Classic Film Club  
Debate Club  
DECA  
Diversity Club  
Drama Club  
Environmental Club  
FBLA  
Foreign Exchange  
French Club  
Freshman Class  
Gay/Straight Alliance  
Interact Club  
Junior Class  
Latin Club  
Link Crew  
Masterminds  
Math Club  
“Lance” Student Newspaper  
Military History  
Model U.N.  
National French Honor Society  
National Honor Society  
National Spanish Honor Society  
Network Program  
Peer Helpers  
Pegasus  
Political Advocates  
Reality Check  
Robotics  
Runway for Relief

### ADVISOR

Adam Gurslin  
Aaron Brady  
Aaron Brady  
Victor Northrup  
Brian Shafer  
Joel Menchel / Marc Hellems  
Christin Keller  
Monica Gebell  
David Stimson  
Jill Parham  
Suzanne Fess  
Liz Baroody Solomon  
Julie Danella  
Emily Natoli Burns / Annie Missel  
Melissa Hill  
Rotary Club / Joel Menchel  
Hillary Petroske  
Lynn Smith  
Eileen Scoville/Lynne Drake/Christin Keller  
John Banker  
Lina Maine / Nancy Ramsay  
Amanda Marshall  
William Smith  
Kathleen Shea  
World Language Dept.  
Joel Menchel  
World Language Dept  
Ben Winter  
All Counselors  
Brian Shafer / Brian Regan  
Kathleen Shea  
Ann Kane / Beth Kecskemety  
Brian Holliday / Charles Proffitt  
Melissa Hill

Science Olympiad  
Senior Class  
Show Choir-Jazz Choir-Musical  
SHS Jazz Band  
SHS Jazz Ensemble  
Ski Club  
Sophomore Class  
Student Council  
Student/Staff of the Month  
Tri-M  
Varsity Club  
Yearbook  
Yoga & Mindfulness

Gary Buckert  
Lisa Backscheider  
Brian Bohrer  
David Shemancik  
Tom Indiano  
Paul LeVan  
Joel Menchel  
Jessica LeVan  
Eileen Scoville  
Tammy Sutliff  
Joel Menchel / Paul LeVan  
Dede Holmes  
Ellen Stenzel

### **Publications**

The school provides opportunities in creative writing and journalism not only through courses but through student publications. Students may become involved with the production of the school yearbook, Pegasus, and The Lance Literary Magazine. Editors are selected by the staff advisors.

## **VII. PHYSICAL EDUCATION AND ATHLETICS**

### **Physical Education Program**

New York State law requires that all students complete two (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. All students must attend physical education three (3) times per week for one semester and two (2) times per week the second semester.

The physical education program at Pittsford Sutherland High School is a diversified program. A variety of activities are offered including individual/ team competitive sports along with a variety lifelong physical activities.

Grades are based on the following criteria:

#### **Grades – 5 Components**

1. Effort
2. Knowledge: Demonstrating knowledge within culminating activities.
3. Skills and Strategies: The student being proficient and competent in applying skills to game and/or activity.
4. Responsibility: Accountability. Being on time and prepared for class. Being respectful to teacher/peers and following directions.
5. Sportsmanship: Displaying good sportsmanship, following rules, etiquette of the game.

## PE Make Up Policy

Students are allowed to miss three (3) excused classes per ten (10) weeks. All excused absences beyond three (3) classes are to be made up. Those make ups have to be completed within the same marking period or quarter that the absences occurred. A maximum of two PE classes per day can be made up. Failure to make-up missed classes will result in a loss of credit for the student in Physical Education.

It is the student's responsibility to contact their teacher immediately upon their return to school to set up a time for a make-up to be completed. Make-ups can be done in a variety of ways and will be left to the discretion of the teacher.

Any unexcused absence will be considered a class truancy. Students who are truant will be disciplined in accordance to the Parent/Student Reference Book. **Unexcused absences will not be eligible for make-ups.**

## Attire for Physical Education

- Students must have a change of clothes for class, other than what they wore to school
- Sneakers only (no slip-on's, slippers, boots or sandals.)
- Shorts (no short shorts, athletic shorts must be worn at the hips)
- Full t-shirts with sleeves (no midriffs showing, no tank tops, no muscle shirts, no spaghetti straps, no alcohol/drug ads on shirts, in accordance with Dress Code Policy)
- Socks
- Sweats/ warm ups allowed

## PE Attire Policy

All students must be prepared for class participation with proper clothing and footwear. Inappropriate clothing and/or footwear constitutes a safety hazard as judged by the teacher who will decide in each instance if the student should participate in or watch class.

- First time unprepared – student's class attendance record is marked.
- Second time unprepared – Detention is assigned. It is reported to Administration and student is given a warning that another incident of being unprepared will result in a Saturday Detention.

## Tardiness to Class Policy

If a student is late to class without a legal pass, then the following will occur:

- First time – Teacher records tardiness in Infinite Campus (Parent/Student Portal)
- Second time – Detention is assigned. Subsequent tardiness will result in additional detentions.

## Adapted Physical Education

An adapted program is available for students with medical and special needs. Student placement in this program is determined by the Committee on Special Education.

Medical Excuses

All medical excuses from a parent or a doctor must be approved by the school nurse **prior** to class. 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.

**District Athletic Program**

The Pittsford Athletic Program is one steeped in pride and tradition and is a vital part of the entire educational process.

Athletic programs teach student-athletes values such as sportsmanship, teamwork, leadership, respect and cooperation. These values learned in Pittsford's Athletic Program stay with our athletes for a lifetime.

If you are unable to find the information that you are looking for please contact the athletic office at 267-1062.

**Sports Teams**

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

## **Athletic Code of Conduct**

The access the Athletic Code of Conduct on the district website go to:

- Go to [www.pittsfordschools.org](http://www.pittsfordschools.org)
- Pull down “Departments”
- Go to “Athletics”
- Click on “Code of Conduct”

## **Sportsmanship**

It is the responsibility of the student-athlete 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 unsportsmanlike conduct.
- Deal with opponents with respect. Shake hands after the competition and congratulate them on their performance.
- Respect the integrity and judgement 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.

## **Procedure for Clearance to Participate in Interscholastic Sports**

The student will:

- Obtain Sports Candidate Questionnaire form from the Nurse 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.
- 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.
- The school physician will continue to be available for all sports physicals at times.
- In those cases where the student’s parent is a physician, he or she may not conduct the sports physical for the student.
- 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 for which he is being screened.
- 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.
- 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.

- In cases of infectious mononucleosis, the student needs clearance after a follow-up examination by a private physician or by the school physician.
- In every case the student must have been given a tetanus inoculation within the last ten years.
- Return above Sports Questionnaire on the dates outlined on the letter attached to the form.

Upon completion of the Sports Candidate Questionnaire form and updated physical on file, 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.

### **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 11:00am unless they are tardy for a legal 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.

### **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.

### **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 form in the Assistant Principal's office which the student needs to have signed by all assigned teachers. By signing the form, 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.

### VIII. SCHOOL MAP

## About Sutherland High School

Sutherland High School renovations offer students and staff much improved instructional space. Areas you may wish to note or your tour are: the new main entrance and commons area, 16 new standard classrooms and eight science classrooms, new auditorium and music spaces, new spaces for art and technology, new gym/wellness center/locker rooms, new library and large group instruction space. Outside improvements include: new stadium with 8-lane track, enlarged parking and grounds improvements, new bus loop along Sutherland Street, and a new roof.

## Sutherland High School



