

GUILDERLAND HIGH SCHOOL



Student Handbook 2017-18

Marie Wiles

District Superintendent

Thomas Lutsic

Principal

Ann-Marie McManus

Assistant Principal

Amy Hawrylchak

Assistant Principal

Matthew Ward

Assistant Principal

Mehgan Rivers

IA for Secondary

Special Education

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This Agenda Belongs To:

Name _____

Homeroom _____

HomeroomTeacher _____

Mission Statement

The Guilderland High School community is dedicated to fostering an equal opportunity to attain academic excellence in an atmosphere of mutual respect. Guilderland students will recognize the importance of life-long learning and be prepared to take their places as responsible citizens of the world. To this end the Guilderland High School community strives to empower students to:

- Accept the responsibility for their future learning.
- Possess a positive self-image that will enable them to be confident about their potential to contribute to society.
- Acquire appropriate skills to enable them to cope in a constantly changing world emphasizing decision making, communication, and interpersonal skills.
- Recognize the importance of global awareness and each individual's role in the preservation of the environment and international coexistence.

DISCRIMINATION

Guilderland High School does not discriminate on the basis of age, color, weight, religion, creed, handicap, marital status, veteran status, national origin, race or gender. Any student or employee in the district who wishes to file a complaint regarding alleged discrimination based on sex or handicap will find forms available in any school office. Forms will be forwarded to the District Title IX and Section 504 Compliance Officer.

Administrators

Principal Thomas Lutsic
Assistant Principal A-M McManus
Assistant Principal Matthew Ward
Assistant Principal Amy Hawrylchak
IA for Secondary Special Education Meghan Rivers

Counselors

Lynne Baumgartner
Thomas Dvorscak
Candace Galarnreau
Ashley Kaplan
Amy Knapp
Karen Murphy
Rene Sheehan

Social Worker

Heidi Cutler
Sally Loughrey
Gwen Buckley

HARASSMENT POLICY

It is the policy of Guilderland High School that harassment is unacceptable conduct and will not be tolerated. This is in keeping with efforts to establish an environment in which the dignity and worth of all members of the school community are respected. The goal of GHS is to provide a community in which all students are accepted and judged as individuals.

The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

For more information on the Dignity for All Students Act, please see our Board of Education Policy 0115, and this link to New York State Department of Education, <http://www.p12.nysed.gov/dignityact/>.

Any person committing any form of harassment will be subject to disciplinary action if:

1. the gestures, comments, epithets or behaviors are commonly considered by members of the group demeaned to be disparaging to that group, and
2. such conduct either
 - a. interferes with the comfort, safety, work, study or performance of the person(s) to whom the conduct is addressed or directed, or
 - b. makes the work, study, or social environment hostile or intimidating to members of average sensibilities of the group demeaned.

Any instances which can be perceived as harassment should be reported immediately to a faculty member or an administrator.

A copy of the detailed Harassment Policy and Reporting Procedures is available upon request from any Administrator or Social Worker.

SEXUAL HARASSMENT PREVENTION POLICY

The Board of Education is committed to safeguarding the rights of all employees and students within the Guilderland Central School District to a working and learning environment that is free from all forms of sexual harassment. Sexual harassment is a violation of federal and state law, and School District policy, and will not be tolerated.

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Sexual harassment can take many forms and occurs in a variety of situations where there is an interaction in which one person is subjected to:

1. Unwanted sexual, abusive, or lewd language and/or suggestive jokes of a sexual nature
2. Demands for sexual favors in exchange for other consideration
3. Unwanted physical or verbal pursuit with a sexual theme
4. Leering, suggestive, or insulting sounds and gestures
5. Unwanted touching, brushing, patting, pinching, or attention to one's body
6. Threats of, or deliberate sexual assault or molestation

The Board of Education condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee or student as a term or condition of employment or academic standing or which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment. The Board also condemns retaliatory behavior against complainants or any witnesses.

Students or employees of the Guilderland Central School District who feel they have been sexually harassed may speak in confidence to a teacher, social worker, counselor, supervisor or administrator who will provide information and explanation. A student or an employee may bring a person of his/her own choosing along for support. People will have the option of bringing the complaint under the informal or formal complaint procedures.

INTEGRITY POLICY

The purpose of this Integrity Policy is to foster those values and practices that help to promote personal and academic integrity in all Guilderland High School students.

An essential component to any Integrity Policy is to recognize that cheating is a violation of both personal and academic integrity.

What follows is a summary of the Integrity Policy generated by the Guilderland High School Building Cabinet.

It is the policy of Guilderland High School that cheating of any kind is contrary to the principles of this Integrity Policy.

Cheating is defined as any act of either giving or receiving information through which any student gains an unfair or unsanctioned advantage in any situation that is being used for grading or evaluation.

Examples of cheating include, but are not limited to the following:

- Plagiarism
- Parents producing student work
- Overt cheating on tests and/or quizzes
- Unsanctioned sharing of homework
- Unsanctioned downloading of internet information
- Unsanctioned use of translators and/or calculators

GUIDELINES

Each department has a consistent set of subject specific guidelines regarding cheating. These guidelines include articulation on the following items:

- Identification of what specific activities are considered acts of cheating
 - Responses to cheating infractions
 - Reporting and documentation processes
- A copy of these guidelines will be distributed at the beginning of the year to students and parents.
A copy of these guidelines must be on file in the Building Principal's office.

Integrity Policy (cont.)

ADMINISTRATIVE RESPONSES TO CHEATING

While it is recognized by this policy that teachers and Instructional Administrators have some discretion in addressing the issue of cheating, teachers are expected to file a report on each incident of cheating with the appropriate Assistant Principal. Any incident of cheating may affect the student's status in National Honor Society or college recommendations. This policy encompasses all academic years of high school.

All incidents reported promptly to the building administration will incorporate the following measures:

1st Offense-Student will be addressed by the teacher and Instructional Administrator in accordance with established department regulations and the teacher will call the parent. An incident report will be filed in the student's Discipline file. A copy of the incident report will be sent to the student's school counselor.

2nd Offense-A parent conference may be held with the AP and school counselor. The student will be subject to disciplinary consequences. The student may lose other privileges; i.e. Honor Pass, driving privileges.

3rd Offense-(and any subsequent offense)-A letter of reprimand will be placed in the student's permanent file informing the student and the parent. The student will be subject to additional disciplinary consequences and additional loss of privileges.

While the provisions of this policy will serve as general operating guidelines, some cases of cheating may result in more severe consequences.

BOARD OF EDUCATION POLICIES

The district website, www.guiderlandschools.org, provides a manual of those policies approved by the Board of Education. Included in the manual are such policies relating to Student Privacy, Title IX Student Complaints, Bullying Prevention, Instructional Goals, Computer Acceptable Use, Textbook Adoption, and much, much more.

STUDENTS' RIGHTS & RESPONSIBILITIES

Free Education

You have the right to an education free of payment of tuition through graduation or until the age of 21, whichever occurs first.

Rules and Regulations

You have the right to equal protection under the law and the responsibility to live by that rule of law, in school and in the larger society.

Trespassing

School officials have the duty to provide for the protection and safety of students and of school property. Any person in the building without permission from an administrator is trespassing.

Flag Salute and Pledge of Allegiance

If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you must be respectful of the flag and the others participating in the ceremonies. **Objections to our morning flag salute must be shared with your administrator PRIOR to refusing to follow your block 2 teacher's directions.**

Fire Drills

Schools must conduct 8 evacuation drills and 4 lockdown drills each year, as mandated by the state.

All students are expected to cooperate with staff members during emergency drills, and to leave the building in a silent, orderly manner. The exit route is posted in each room.

Student Responsibilities During Evacuation Procedures and Drills

During Assigned Times:

Students must remain silent throughout the entire procedure and remain with teacher in the designated area.

Move silently with class to designated area where attendance will be taken.

No electronic devices are to be used or visible during evacuations.

During Unassigned Times:

Students must remain silent throughout the entire procedure.

Students must find the nearest Fire Exit out of the building.

In order to be accounted for, students must find and remain with a school staff member after exiting the building.

No electronic devices are to be used or visible during evacuations.

Students not following these procedures or who are disruptive will be considered insubordinate and shall be subject to discipline.

STUDENTS' RIGHTS AND RESPONSIBILITIES (cont.)

School District Records

Parents and students and other community members may want to have specific information about the schools in this district. Interested persons should direct requests for such information to the District Office.

Student Records

A student, parent or legal guardian is entitled by appointment to inspect the student's cumulative record in the presence of an authorized member of the school staff.

Police in School

When police are permitted to interview students in the school, the students must be afforded the same rights they have outside the school. They must be informed of their legal rights and must be protected from coercion and illegal restraint.

Search and Seizure

New York State law grants School Authorities with the right of Search and Seizure when there is reasonable suspicion. Lockers, bookbags, outer clothing and cars may be searched at the discretion of School Authorities.

Suspension and Expulsion

A student must be given due process including an opportunity for an informal conference with the Principal. However, after due process of law, a student over 16 years of age may be excluded and the Board of Education need provide no further instructional program.

Release of student information to the media

From time to time, school district officials may release student information (name, grade, address, photograph, academic interest, artwork, participation in officially recognized activities and sports, terms of school attendance and graduation, awards received, and future educational plans) for use in school district publications and within district Web sites, or to the media for public relations purposes. Parents who object to the release of their child's information and/or photograph should notify both their child's building principal and the district's communications office in writing on or before September 15 of the upcoming school year.

Responsibility to One's Self

Attend classes regularly and on time and engage in conscientious classroom work to gain maximum benefit from the educational program. Assume the responsibility to one's self to develop employment skills.

Utilize all available human, material, and physical resources provided by the school to further one's education.

Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety, and is not distracting from the educational process.

STUDENTS' RIGHTS AND RESPONSIBILITIES (cont.)

Responsibility to the School

Conduct one's self in an appropriate manner while in attendance at all school or school-related functions held on or off school grounds. Be aware of and use established processes, avenues, and procedures for questioning school rules and regulations or attempting to bring about change in school programs, services, or operations.

Be informed of and adhere to rules and regulations established by the Board of Education and/or the high school staff and implemented by high school administrators and teachers for the welfare and safety of students.

Cooperate with school and civil authorities in cases involving violence to persons and/or property when one has knowledge of incidents or offenders.

Responsibility to Others

Observe the constitutional rights of other individuals, whether they are students, parents, teachers, school administrators, or other participants in the educational process. Observe and adhere to the laws of New York State and the United States. Develop and undertake a commitment to assume some responsibility to and for school and society. Cooperate with the faculty, administration, and community to establish a productive and beneficial climate in which all can learn.

As a student of Guilderland High School, it is your responsibility to create a better environment for learning and living, for yourself and for others. If you see that one of your peers has a drug, alcohol or other problem that is interfering with his/her health and well-being, you should seek help from the appropriate authorities. You will have full confidentiality if you so choose.

To get help for a peer with a drug, alcohol or other problem, retrieve a questionnaire from the Social Worker's Office. Complete the form and return it to the Social Worker's Office. After you turn in this form, you will be asked to attend a meeting with the Social Worker in order to determine how to best help the peer at risk. From this point on the peer will receive treatment for his/her problem while appropriate confidentiality is maintained.

Library

Your Library Media Center contains thousands of varied materials for your use from 7:30 a.m. to 3:10 p.m. While in the Library, you are expected to work quietly or you will lose Library privileges. You will need your I.D. to sign out materials. Feel free to make special requests for materials from the Librarians.

COMPUTER NETWORK & TECHNOLOGY EQUIPMENT ACCEPTABLE USE POLICY (AUP) REGULATION

Staff and students are expected to follow these guidelines when using computers at school:

District Computer System (**DCS**) includes computers, network hubs, cabling, servers, printers, and all other technology related devices owned by the District.

1. District Computer System (**DCS**) is for curricular and school use. Commercial use is prohibited. Personal use should be limited.
2. Use of the **DCS** which violates any aspect of School District Policies, the Student Discipline Code of Conduct, and any Federal, State or Local laws or regulations is strictly prohibited.
3. No personal software may be downloaded or installed anywhere on the **DCS**.
4. No personal computers and/or equipment or peripherals may be attached to or configured on the **DCS**.
5. Do not alter or change the settings or system configurations of the **DCS** hardware or software in any way. Do not remove/move, unplug, alter or add equipment or software to the **DCS**. No damaging, disabling or otherwise interfering with the operation of any part of the **DCS** through physical action or by electronic means.
6. No intentional bypassing of security of the **DCS** for viewing inappropriate Internet sites. Do not attempt to gain access to restricted areas of the **DCS**, or go beyond authorized access by entering another person's password or accessing another person's files or E-Mail. No changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the owner of the file.
7. Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
8. No disclosing an individual password to others or using others' passwords. Do not attempt to gain unauthorized access to any level of the **DCS** by attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.

AUPREGULATION (cont.)

9. Do not waste school resources by printing excessively or consuming limited hard drive space anywhere on the **DCS**.
10. Do not download software or programs from the Internet to the **DCS**.
11. Do not create or willfully disseminate computer viruses. Staff and students should be sensitive to the ease of spreading viruses and should take steps to ensure that flash drives and files are virus free.
12. Do not violate licensing agreements, including the downloading or exchanging of pirated software or copying software to or from any part of the **DCS**.
13. Information stored on the **DCS** is not private and may be viewed or traced by authorized personnel.

Staff and students must understand that if they violate these rules, their computer privileges may be suspended. Violations of these guidelines will result in a referral to school administration for further disciplinary action.

The Computer Labs

Use of the facilities in the Computer Labs is open to all students at the following times:

1. When accompanied by a teacher
2. During Study Hall with a pass pre-signed by the Computer Lab Supervisor
3. 7:00 a.m.-7:30 a.m. in the East Lab
4. 2:30 p.m.-3:10 p.m. in the West Lab
5. During Extended Detention from 3:15-4:55 in the West Lab while supervised

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

1. Sending out unauthorized messages
2. Entering a code-protected file
3. Plagiarism
4. Altering a software program
5. Vandalizing hardware or software components
6. Bringing food or drink into the Computer Lab

Any misuse of Computer Lab equipment or privileges will be dealt with as incidents of vandalism or insubordination. Violations may result in loss of access to the Computer Lab and/or other Behavior Policy consequences.

GENERAL GUIDELINES

Verbal Abuse and Profanity

All Staff members, regardless of title, have a job responsibility at GHS that contributes to the total operation of the school. A student must show respect to all staff members, regardless of title. **Verbal abuse, profanity, or any conduct that is disruptive or threatening is unacceptable and will not be tolerated.** In addition, courtesy and respect for peers is expected. Detention or suspension may result for failure to follow these guidelines.

Fighting

Fighting creates a potentially dangerous situation and will result in automatic, immediate Out of School Suspension for all parties actively involved. The length of time will be determined by the particular case. A parent conference may also be required.

Smoking and Other Devices

Smoking is defined as having a lighted cigarette or smokeless/electronic cigarette in one's hand or mouth. In addition, being in a confined area in which smoke is seen by a staff member will constitute smoking on the part of students in the area. Smoking on school grounds or a school bus during the school day or at a school function will result in disciplinary action.

Electronic vaporizers or other devices which use liquid or other substances that may contain nicotine, chemicals, and other potentially hazardous material are illegal and are not permitted on school property. These devices, and their contents, violate our drug and tobacco free school zones. Vaporizers and their contents are considered paraphernalia used to inhale unsafe chemicals, and they pose a health risk for all students. Being in possession and/or use of this paraphernalia, liquid, and other related materials will result in disciplinary action which can include school suspension. Any device/substance that is not permitted in school is considered contraband that will be confiscated.

Alcohol and Drugs

No one may possess or use alcoholic beverages or controlled substances on school property. Students found to be under the influence of alcohol or drugs while on school grounds will be subject to discipline.

GENERAL GUIDELINES (cont.)

Alcohol and Drugs, continued

Any offense (use, possession or sale) will result in a five day Out of School Suspension, parent conference, counseling recommendations, notification of law enforcement authorities and a Principal's Hearing or Superintendent's Hearing. Students who refuse to fully cooperate with a Drug or Alcohol investigation will be considered insubordinate and may face up to a five day Out of School Suspension.

Additional occurrences (use, possession or sale) will result in a five day Out of School Suspension pending a Superintendent's Hearing to consider the continuance of schooling and/or legal prosecution as applicable.

All medications which students might be required to take during school hours must be left with or under the control of the school nurse and taken under the nurse's supervision. Failure to do so can be considered use/possession and result in an Out of School Suspension.

Public Displays of Affection

Public Displays of Affection may be considered disruptive behavior. Students being asked to refrain from Public Displays of Affection by any staff member should comply with the request willingly.

Weapons

Dangerous weapons, firecrackers, smoke bombs, incendiary devices or instruments of any sort may not be brought to school by students. Any such articles will immediately be confiscated by a member of the staff or law enforcement officer, the incident reported to the parents and significant disciplinary action taken.

Vandalism and Theft

Destruction, theft or abuse of school or personal property is a very serious issue. Suspension from school, a parent conference and criminal charges may result.

If you are assigned a piece of school property, you are responsible for that item. Property and items belonging to Guilderland High School should be treated and used as intended. Causing or attempting to cause damage to school property, or stealing or attempting to steal property will result in billing the student for the cost to replace or repair the property.

Any item belonging to another individual at Guilderland High School is considered private property. Damaging or attempting to cause damage to private property or stealing or attempting to steal private property will result in billing the student for the cost to replace or repair the property.

GENERAL GUIDELINES (cont.)

Cell Phones, I-pods and other Electronic Devices

Electronic communication and entertainment devices are not to be used during class, assemblies, or in any other instructional setting. They may however be used before and after school, during passing time, during your assigned lunch, and when specifically deemed appropriate for an instructional purpose or authorized by a staff member during study hall. These electronic devices include but are not limited to cell phones, i-pods, mp3 players, CD players and DVD players. Also, students may not use motion video or still photographic devices in the building unless given specific authorization by a staff member. The use of these devices in classrooms or in other parts of the building is disruptive to the educational environment and a risk to academic integrity and personal privacy.

If an electronic device is seen during instructional time or photographic or video equipment is used without authorization, it may be confiscated and will be returned to the student by an administrator at the conclusion of the school day. Any subsequent offenses may result in further disciplinary action and/or the device only being returned to a parent or guardian.

After School Activity Period

The GHS Activity Period runs from 2:25 - 3:10 every Monday, Tuesday and Thursday. This affords students another block of time to work with their teacher(s).

All students remaining for the Activity Period are required to be under the supervision of an adult throughout the Activity Period. Students who are not with a specific teacher or coach are expected to report to the Cafeteria where detention is held.

Late Bus Pass Policy

Students will not be allowed to ride the 3:10 bus without a pass signed by a member of the GHS Staff. In accordance with the After School Activity Period procedures, students are required to be in a supervised location from 2:25-3:10. Students will be allowed to ride the 3:10 bus only if they can produce a pass which can verify that they were engaged in a supervised activity.

Bus Procedures

Buses are provided for students living beyond an established minimum distance from school. Since a bus is school property, all rules that apply to school also apply to the bus. Proper behavior and actions must be displayed in order to continue receiving transportation.

GENERAL GUIDELINES (cont.)
STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify, and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Be free of items that are vulgar, obscene, libelous or denigrate others on account of race, color, weight, religion, creed, national origin, gender, sexual orientation or disability.
3. Be free of the promotion and/or endorsement of the use of alcohol, tobacco or illegal drugs and/or encouragement of other illegal or violent activities.
4. Be free of denoting or representing gang affiliation, including but not limited to garments, jewelry and other forms of symbolism.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. It may be necessary to counsel students and notify their families as to the inappropriateness of chosen dress and/or item. Any student who refuses to do so shall be subject to discipline, up to and including In-School Detention. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including Out of School Suspension.

If, in the judgment of any teacher, monitor or staff person, a student's appearance is not in compliance with the Student Dress Code, that student may be referred to the appropriate Administrator.

Examples of noncompliance with the Student Dress Code may include:

- Exposed undergarments
- Barefeet
- Extremely brief or scanty garments

GENERAL GUIDELINES (cont.)

Athletics

A student is eligible for high school athletic competition in a sport for each of four consecutive seasons of that sport beginning with the student's entry into Grade 9. Participation in interscholastic athletics is an elective activity and therefore a privilege. Each student-athlete must accept the responsibility that goes with being a member of a team.

Generally speaking, participation in athletics has a positive effect on the athlete's performance in the classroom. It is the responsibility of parents to determine whether the student-athlete will continue participation if marks are below what they feel to be acceptable.

Dances and Social Events

All school sponsored social activities are provided for GHS students. All GHS students are expected to be able to produce a school ID at any school sponsored event. If a GHS student wishes to bring a non-GHS guest to any social event, they should obtain an approved permission form from the East or West Office prior to the event. All school rules apply during the event. Once inside the activity, students must remain or else leave school property. Failure to abide by these rules will result in dismissal from the event and/or additional discipline. Students may be asked to submit to a breathalyzer prior to entry.

Social Workers' Office

Social Workers are available at the high school to help students cope with stress and feel better about themselves. Learning how to work things out or get help when you need it will help you be more successful in school and in life. Confidentiality is always maintained unless the situation is dangerous or life-threatening. Referring a friend or scheduling an appointment for yourself can be done in the Guidance and Counseling Center.

School Store

A school store is located next to the small cafeteria. Assorted school supplies and snacks may be purchased. It is open from 7:30 a.m.-12:45 p.m. and 1:30 p.m.-2:30 p.m.

Lost and Found

A lost and found box is maintained in the Health Office and the East Office. Lost/Stolen Article Report Forms are in the East and West Offices. Items not claimed within the month will be donated to charity.

GENERAL GUIDELINES (cont.)

Announcements

Announcements are given every day in conjunction with the TV broadcast. If an organization wishes to submit material for an announcement it must be submitted to the Media Department by 3:00 p.m. one school day before broadcast (except for emergency announcements).

Identification Cards & Passbooks

Each student is issued a plastic coated ID card which includes the student's photograph and special bar code. It serves as identification during school functions and for checking out library materials.

Students need to purchase an agenda handbook at the beginning of each school year. They are expected to carry it with them in the halls and it should be signed by a teacher.

Student Publications

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the education process will not be permitted.

The Building Principal, or designee, reserves the right to establish the time and location during which any student publication may be distributed. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

Cafeteria

All students are assigned *one* lunch period. During lunch time, students must eat in one of the cafeterias. Students must clear their table and floor area before leaving. When in the cafeteria, students are to manage themselves without misusing the food or utensils and comply with the reasonable requests of the monitors/teachers on duty. Students assigned to the Senior Lounge during Block 3 should spend only one lunch mod in one of the three Cafeterias.

Card Playing

Card playing is prohibited on school property.

GENERAL GUIDELINES (cont)

Visitors

Student visitors are permitted in the building after school hours starting at 2:45 on Mondays, Tuesdays and Thursdays for academic reasons or to attend previously scheduled appointments with staff. A full day student or guest visitation may occur if it is sponsored and facilitated by a Guilderland High School staff member for academic reasons only with prior approval submitted to the Instructional Administrator who will notify the front lobby. All visitors must sign in and out with the front lobby upon arrival and departure and are expected to carry a visitor's badge while in the building.

Health/Nurses' Office

The Health/Nurses' Office is available to help students who are ill, have a school related accident or wish to sign up for a school sport. A student desiring to see the nurse must secure a pass from his/her classroom teacher and sign in at the Health/Nurses' Office, except in the case of emergency. If it is necessary for a student to go home because of illness, the student must be released by the nurse who will get permission to do so from a parent or guardian.

Medication Policy

Students are not allowed to carry prescription or over-the-counter medications (including cold medications, aspirin, etc.) while in school. In the event that you should need medication during the school day, please follow these guidelines:

1. The student should deliver the medication directly to the school nurse upon arriving;
2. The nurse must have written instructions from the student's doctor for both prescription and over-the-counter medications which indicate the frequency and dosage to be dispensed. Medication orders must be reviewed at the beginning of each school year;
3. The nurse must also have written permission from the parent to dispense the medication as prescribed by the physician;
4. Prescription medications must be in the original container and should include the student's name, name of the medication, dosage and frequency. Please ask your pharmacist to dispense the medication in two containers - one for school and one for home;
5. Medication permission forms are available on the website:
<http://www.guilderlandschools.org>

GENERAL GUIDELINES (cont.)

Sport Sign-up Policy

Students who wish to participate in a high school sport are required to sign up in the Health/Nurses' Office. Students will be given a sport packet to complete and return before being cleared by the nursing staff prior to participating in try-outs for a particular sport. Students need:

1. A physical within 12 months of the beginning of the sport season he/she wishes to play. A student can go to his/her own physician for a physical or have one done by the school physician;
2. A Health History form signed by parent/guardian for each sport season; and
3. A Department of Athletics form for each sport season. Forms are available on the school website.

Students who have not completed the above process and have not been approved by the Health/Nurses' Office will be considered ineligible for sports until they are cleared by the nursing staff.

If a student is seen by a doctor for any injury, accident or serious illness, the parent/guardian must notify the school nurse. This is required whether or not the injury/illness occurred on school grounds. Upon the student's return to school, the student must present to the school nurse either a written release or restriction filled out by the doctor. If a student is out of PE for more than three weeks, their doctor should fill out a PE Modification Form which can be obtained from the Health/Nurses' Office or on-line. The school nurse will review all medical notes and then copy same for the appropriate staff (PE and coaches). The original note is kept on file in the Health/Nurses' Office.

State Required Physicals Policy

State Education Law requires that all students entering 10th grade, and new students transferring to our school district are to have a physical examination. These students should have their own physician complete the physical and bring it to the Health/Nurses' Office or have it faxed or mailed directly to the High School Health/Nurses' Office. Health/Nurses' Office fax is 861-5151.

Lockers

Students are assigned a hall locker for the school year and are responsible for that locker. Lockers are a privilege and remain the sole property of the school and can be searched by school officials. *The school is not responsible for lost or stolen articles. For your own protection, keep a lock on the locker at all times. Each student is provided a locker for PE classes as well. Those should be locked during use.* School officials may open and inspect a locker if there is reasonable suspicion that it: 1) contains contraband or an illegal substance; 2) is not being maintained; 3) is not being used as intended.

GENERAL GUIDELINES (cont.)

Unauthorized Area

An UNSUPERVISED area on campus will be considered an area UNAUTHORIZED for student use. ANY student in an unauthorized area will be subject to referral to the appropriate Administrator's Office and may be subject to discipline.

Rules of Driving and Parking

Students are required to register their car through the Assistant Principal's Office in the West Building. No student vehicle may be parked on campus (between the hours of 6:45 am and 3:15 pm) without a legal GHS Parking Permit. Registration must be completed for both the Fall and Spring semesters.

Driving Restrictions:

- 1) Keep speed to 10 MPH (or 5 MPH when classes are changing or when buses are loading or unloading).
- 2) No item which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons, shall be stored in or on a vehicle parked on school property.
- 3) Student vehicles that are parked on district property may be searched by school officials in the event reasonable suspicion exists with respect to student conduct violating the handbook or code of conduct.
- 4) Cars should be kept locked. If it is necessary to go to your car during the day, you must secure a pass from an administrator.
- 5) All Motor Vehicle rules apply on school property (i.e., not passing a stopped school bus with its lights flashing).
- 6) Park only in areas designated as "Student Parking." No Student vehicles may be parked in a Staff lot before 3:30 pm Mon, Tues, Thurs & Fri and before 4:00 pm on Wednesday.

VIOLATIONS OF THESE RULES OR INJURIOUS OR ILLEGAL USE OF A MOTOR VEHICLE MAY RESULT IN THE SUSPENSION OF PARKING PRIVILEGES, DISCIPLINARY CONSEQUENCES AND POSSIBLE POLICE REFERRAL.

Student Parking on campus is a privilege and a choice left to each individual student. Thus, it becomes the decision of the individual student to assume all risks and responsibilities associated with parking on school property. Therefore, neither Guilderland High School nor the Guilderland School District will be held responsible for any damages, theft or destruction of students' personal property or possessions while parked on GHS property.

DISCIPLINE GUIDELINES

After School Detention

REGULAR DETENTION may be assigned by a classroom teacher and will be held 2:25 p.m.-3:10 p.m. in the teacher's room unless otherwise instructed or in a Detention room if assigned by an Administrator. EXTENDED DETENTION (3:15 p.m.-4:55 p.m.) can be assigned by an Administrator, Instructional Administrator or Attendance Officer. Extended Detention is considered a serious disciplinary measure and is treated as such. Students must remain on school grounds on afternoons when they have after school detention. If seniors do not have a Block 4 class, they must report to the Senior Lounge until 2:21 p.m. (**NOTE:** Good use of the Extended Detention time could result in a reduction of assigned days, if so recommended.) *Failure to attend scheduled Extended Detention may result in Out of School Suspension.*

In School Detention

In School Detention occurs when the Principal denies a student the opportunity to attend regular classes. The student and parents are informed of the behavior that resulted in the detention. The student reports to the In School Detention room *prior* to first block. **Students will be dismissed from In School Detention at 3:10 p.m.(2:21 p.m. on Wednesdays and Fridays), at which time they must promptly leave school grounds. Students may not participate in any extracurricular activity after that time.** Assignments during the day will be provided by teachers and the student will be required to work silently on class work, which will be returned to the teacher and graded. Students will be allowed to purchase lunch from a limited list of options. Violation of In School Detention rules will result in an Out of School Suspension and could also result in a Principal's or Superintendent's Hearing.

Out of School Suspension

Out of School Suspension occurs when the Principal denies attendance at school to a student for up to five days. (If a longer suspension is recommended, it must be acted upon by the Superintendent of Schools.) The student and parents are informed of the behavior and the resulting consequence. Additionally the parent and student are given the opportunity to request an informal conference. *Once suspended, you may not participate in any school activities or be on school property. You may return to school when instructed to do so by the Principal.*

ATTENDANCE POLICIES

Daily Attendance Policy

As a New York State Public High School, we here at GHS all share the responsibility of accounting for Student Attendance both in school and individual classes. Accounting for classroom attendance is the responsibility of the classroom teacher and will be conducted each Block, every day.

As a result of New York State Education Department mandates, GHS has established a comprehensive Attendance Policy that will impact student attendance on a period-by-period basis. Students and parents should be aware of the following guidelines with regard to both school and class attendance.

EXCUSED AND UNEXCUSED ABSENCES

The following will be considered **EXCUSED** absences, tardies and early dismissals from class or school provided that the incident is accompanied by parent (or administrative) confirmation:

Medical Appointment	Personal Illness
Religious Observance	College Visitations
Death in the family	Death of a friend
Impassable roads	Music Lessons
Field Trips	Military Obligations
Court Appearance or Legal Proceedings	Appointments with School Counselor, Social Work or Administrator
Approved Co-op experiences	

The following will be considered **UNEXCUSED** absences, tardiness and early departures from school or class:

Vacations	Oversleeping
Truancy	Jobs
Fire Calls	Babysitting (Child Care)
Hunting, Fishing or Recreation	Missed School Bus, Car Trouble or Traffic Problems
Any absence, tardy or early dismissal without parent confirmation	

Students may forfeit the opportunity to make up any class work, test or quiz missed as a result of any **TRUANCY** from class.

If an absence remains **UNEXCUSED** for more than three weeks, the student may forfeit the opportunity to make up any class work, tests or quiz missed as a result of that **UNEXCUSED** absence from class.

ATTENDANCE POLICIES (cont.)

In the case of an **UNEXCUSED** absence due to a vacation, the student will be required to make up any class work, test or quiz missed within five days of their return to school.

Attendance

We believe that class attendance and participation are vital to successful learning. Skipping any school day, class block, or part of a block will be considered reason for disciplinary action. (See Class Cutting.)

The legal school day is from 7:30 a.m.-3:10 p.m. Though formal classes end at 2:21p.m., a student may be required to stay with a teacher until 3:10 p.m. for that day. Our Block 5 is considered an extension of the school day and a student must stay if assigned.

Excused Absences From School

NYS Education law requires a written excuse for each and every absence upon the student's return to school. Students are to bring a note written and signed by a parent or guardian to either their Block 2 teacher or the Attendance Office. Any student failing to meet this obligation within two school days may be subject to Detention or other disciplinary consequences. Whenever possible, students should notify their teachers in advance of their absences and get assignments. Even excused absences impact a student's attendance.

Truancy From School

Absences from school for personal reasons are illegal. Class participation, class discussion and the classroom atmosphere are all an essential part of the educational experience. Truancy from school is defined as absence from school without parental permission. The first truancy will result in three Extended Detentions. Additional infractions may result in suspension.

Class Cutting

Every absence from class without permission will result in disciplinary action. First offense results in Extended Detention and a referral sent home. Additional class cuts may result in the assignment of multiple Extended Detentions, In School Detention or Out of School Suspension. Any class missed as a result of an illegal tardy to school is also considered a class cut. *Class cutting may result in a loss of makeup privileges.*

ATTENDANCE POLICIES (cont)

Entering School After 7:30 a.m.

All classes begin promptly at 7:30 a.m. Unexcused tardiness to class is considered late to class and consequences may be imposed by the classroom teacher.

Entering School After 7:30 a.m.

Students entering school after 7:30 a.m. must first report to the Attendance Office. Students entering after 7:30 a.m. will be considered an unexcused tardy unless medical office documentation is provided. Students may be subject to consequences by their teacher and/or administrator.

After seven (7) unexcused lates (per semester), a regular detention will be assigned. Additional late arrivals will result in extended detentions.

Any student who finds that some EXTRAORDINARY CIRCUMSTANCES are causing unavoidable recurring tardiness to school should discuss the problem with the appropriate administrator BEFORE the student reaches six (6) tardies. These will be dealt with at the discretion of the administrator.

Tardiness to Class

Teachers may assign detention for unexcused tardiness to class. Continued tardiness may result in referral to an Administrator.

Leaving School Without Permission

Board of Education policy prohibits students from leaving the school grounds during their scheduled school day. Leaving campus without permission will result in Extended Detentions being assigned. Repeat offenders may be suspended from school. Students who leave campus and return may have their bus or parking privileges suspended or revoked. Students who have after school obligations including practices, club activities, detention, etc., **may not leave** school grounds prior to those obligations.

Dismissal During the School Day

No student may leave school grounds before the student's normal dismissal time without an early dismissal slip. Dental and physician appointments should be made for after school hours except in cases of emergency. Requests for early dismissal must be written by a parent or guardian and submitted to the Attendance Office prior to Block 1. Students who have early dismissal requests will be given a special pass which is shown to the teacher prior to leaving. Students returning to school must sign in at the Attendance Office.

CURRICULUM INFORMATION

Grade Reporting

Interim Report Dates

Students and parents may check a student's in-progress average and individual assignment grades in SchoolTool. Interim reports will be available online on:

October 13
December 22
March 9
May 23

Report Card Dates

Report cards will be available on SchoolTool approximately every 45 days at the end of the 10th, 20th, 30th and 40th week.

End of Marking Period:

November 9
January 26
April 13
June 22

Report cards available:

November 16
February 1
April 19
June 26

Weight and Rank

GHS will display a weighted GPA and rank along with the un-weighted GPA on transcripts only. This will begin with the 2014-15 school year under the following parameters:

1. All school related activities and decisions will use the un-weighted GPA. This includes rank, honor roll, awards, stage seating at graduation and all situations that use a GPA as a factor. In essence, GHS will continue to use GPA as it has in the past. The weighted GPA will be for parent and student use.

2. Courses that terminate with college credit will be weighted at 1.04 percent. Some examples of these classes are AP, SUPA and UHS.

3. Honors Courses will be weighted at 1.02 percent.

Class Rank and Average

A cumulative average and class rank will be computed for all students based on final averages of all numerically graded high school courses as follows:

In September following grade 11

In June of the Senior year

Computing Marks

The passing mark in all numerically graded courses in grades 9-12 is 65.

Please refer to individual course grading policies for specific criteria. This can be found in each course syllabus.

GRADE REPORTING (cont.)

Incomplete As a Grade

If students are absent just prior to the end of the marking period and miss tests, quizzes, and/or assignments, the teacher may record "INC" (incomplete) with appropriate comments on the report card for that quarter. The students will have five weeks in which to make up the necessary work with the exception of 3rd Quarter grades which must be made up within four weeks.

Work not made up may be averaged in as zero to determine the average for the quarter which will be reflected in SchoolTool by the end of five weeks.

Minimum Grade Policy

In order to allow students an opportunity to earn an overall passing average in a class, the minimum grade policy will be as follows:

Grades 9 and 10 - 45 for all four quarters

Grades 11 and 12 - 40 for all four quarters

Students must have an attendance rate of at least 50% in order to qualify for the minimum grade. Otherwise, the grade will be the true grade earned.

"Med" - Medical

"Med" may be used to denote medical when a student is absent due to illness or accident. In June, teachers will average the marking period marks and substitute a grade for the "Med" to compute the final grade. A Medical must be approved by the principal.

Satisfactory/Unsatisfactory

Remedial Skill courses, CEIP, Work Experience and some Independent Study courses are graded on a SATISFACTORY/UNSATISFACTORY grading system. Students taking some courses including band, orchestra, choir, keyboarding, word processing, some technology education courses, or other specific electives may choose to receive SATISFACTORY/UNSATISFACTORY in lieu of numeric grades.

The student files a REQUEST FOR SATISFACTORY/UNSATISFACTORY GRADE with approval of parent, counselor, teacher and department supervisor. Students should apply before the fifth week of the course to receive S or U. The appropriate grade (S/U) is assigned according to the time line set by the department. The teacher maintains numeric grades in the grade book but records S/U for quarterly marks and the final grade.

GRADE REPORTING (cont.)

Academic Intervention Services

The district shall provide Academic Intervention Services to students who have been identified as being at risk of falling below the state learning standards in English/language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for Academic Intervention Services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs Academic Intervention Services, the parents will be notified in writing, by the Building Principal or Instructional Administrator. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

Course Drop/Add Policy

All students may drop a course only if it is replaced by another course *before the class meets for the fourth time*. It is not always possible to change a class. Therefore, it is essential that students and parents select the most appropriate classes at course request time.

Minimum Schedule

All students grades 9-11 must be enrolled in a minimum of seven courses each semester. Seniors are required to be enrolled in a minimum of five courses each semester.

Diploma Requirements

All students will qualify for a School Diploma if they meet the criteria for graduation. All students who receive a diploma must meet the testing standards as prescribed by the New York State Education Department.

**Class of 2005 and thereafter
GRADUATION REQUIREMENTS**

SUBJECT	REGENTS DIPLOMA (must pass all applicable Regents exams)	ADVANCED REGENTS DIPLOMA (must pass all applicable Regents exams)**
English	4 units	4 units
Social Studies	4 units	4 units
Math	3 units*+	3 units**++
Science	3 units*+	3 units**++
Second Language	1 unit	1-4 units**+++
Fine Arts	1 unit	1 unit
Health	1/2 unit	1/2 unit
Physical Educ.	2 units	2 units
Occupational Educ.		
Electives	4 1/2 units or more	1 1/2 +
Total Units Required	23 units	23 units

*+ 1 Regents exam in Math and Science required for graduation

**++ 3 Regents exams in Math and 2 Regents exams in Science are required for an Advanced Regents diploma.

** Students who earn 5 units in occupational studies or the arts may be exempted from the 3-4 unit requirement in second language and the Regents exam. However, they would have to earn at least one unit in second language either by passing a high school second language course or passing a proficiency exam.

**+++ Students must additionally pass a Checkpoint B exam.

Honorary High School Average Notation:

To earn an Honorary High School Average Notation, students must meet the following criteria after 3 3/4 years:

Highest Honors - unweighted average at or above 95.00

High Honors - unweighted average at or above 90.00

Honors - unweighted average at or above 85.00

Promotion Policy:

In order to be advanced to the next grade level, students must earn the appropriate number of credits listed below:

10th Grade - 4.5

11th Grade - 10.0

12th Grade - 15.0

COURSE LEVELS

Advanced Placement and College Level Courses

College-level courses prepared by the College Entrance Examination Board and local colleges (SUNY, HVCC, SCCC, Syracuse and RIT) are offered at the high school. Successful completion of the course and appropriate exams, in addition to payment of tuition fees by the student, entitle the student to credit for the course at the participating college. Advanced Placement tests are given in mid-May. These AP tests are open to any college-bound student for a nominal fee. Seniors are encouraged to discuss taking these AP courses with their school counselor. Many colleges give credit toward graduation to students who achieve high scores on AP or college written tests. Complete information on the AP program and on the college courses offered is available through the school counselor.

Honors Courses (H)

Honors level courses are designed to challenge academically strong students by providing enrichment through in-depth study. Emphasis is placed on the quality of achievement.

Regents Courses (R)

Courses at this level meet the New York State Regents standards. Average to above average students successfully completing these courses are well prepared to pursue higher education.

Core Courses (C)

Core level courses meet the needs of students who want to study the material included in the Regents level courses, but who need instruction at a slower pace, from a less theoretical approach, or with more emphasis on specific skills so as to strengthen them for further study.

Please note: Not all academic courses are approved by NCAA. If you plan to play a Division I or Division II sport in college, please check the course catalog on-line for approved courses.

CHOOSING A LEVEL

Most students are enrolled in Regents level courses. Assignment to Advanced Placement, Honors and Core courses is based on abilities and skills evidenced by standardized tests, achievement in previous courses, and Teacher/Counselor recommendations.

Student evaluation is a continuous process. Due to the differences of abilities, interests, and needs within individuals, students may be placed in different levels for different subject areas. The instruction level of the course is noted on both the report card and the permanent record card.

Requests for a change of level in any area in which a student, parent or teacher sees a need for relocating the student must be done through an application. Information regarding the process is available from the School Counselor or Instructional Administrator.

EXAMINATIONS

Advanced Placement Examinations

These college-level tests are given in May and are open to all students; however, there are special classes for most students who take these tests. Test results are generally received by the school in July and therefore are not computed into a student's final class average. Depending on the respective college policy, students may receive college credit based on their score on the test.

There is a student fee, due in February, payable to the College Entrance Examination Board of approximately \$90 per examination.

Regents and Checkpoint B Examinations

All students take these tests which are prepared and/or authorized by the New York State Department of Education. It is Guilderland High School's practice to include all Regents exams and Checkpoint B exams on a student's transcript.

Local Examinations

These tests are locally prepared examinations which are approved by the Instructional Administrators in their respective departments.

POLICIES

Auditing a Course

A course audited is listed on the permanent record card as an "Audit" with no credit issued. Students may audit courses under special circumstances. The "Audit Course Request" form is available from the counselor and must be signed by the student, parent and Instructional Administrator **prior** to the beginning of the course.

Doubling

In grades 9-11, students may not take two courses simultaneously in the same academic area where one is the prerequisite for the other. An exception is made for the "bona fide" accelerated student and for physical education make up.

Early Graduation

The Board of Education, in certain instances, shall grant students who wish to graduate from high school in less time than the ordinary four-year sequence permission to complete graduation requirements on an alternative schedule. To this end, all normal graduation requirements must be completed for early graduation. Furthermore, if a student wishes to complete the usual four-year course of studies in three years, then the student will be ranked with that graduating class.

In regard to individual student requests, the following factors may be considered: the student's grades, performance in school, the student's future plans, and benefits that would accrue to the student if the request for early graduation were to be approved. The High School Principal shall make the final decision on whether to grant permission after consultation with the individual student's Counselor, the student and parent(s).

Participation in Commencement Ceremony

The Board of Education recognizes that participation in a commencement ceremony differs from the issuance and receipt of a diploma. The issuance of a diploma indicates that a student has successfully met all local and state requirements to graduate from high school. The commencement ceremony is a public celebration which is traditionally held in June.

POLICIES (cont.)

Participation in Commencement Ceremony (cont.)

The Board of Education authorizes the extension of an invitation to participate in the District's annual commencement ceremony to all students who, by the graduation date in June, are in good standing and who have successfully completed all requirements for the receipt of a diploma.

In addition, the Board of Education authorizes the extension of an invitation to participate in the District's annual commencement ceremony to all students who are in good standing and who have no more than two classes to complete by August of that school year.

The Superintendent, in collaboration with the High School Principal and the High School Building Cabinet, is charged with the development of regulations necessary to implement this policy.

"Good standing" refers to the student's disciplinary record and applies to participation in the commencement ceremony.

Repeating a Course

Students who fail certain full-year courses may take the course in summer school, if offered. The other option is to retake the course for an entire year during the next school year.

In order to enter summer school, a student must have remained in the course during the previous school year for the full year and have maintained at least a 50 unweighted average or have passed two quarters. Any exceptions to this rule must be reviewed by a Teacher-Counselor-Administrative panel.

After a student fails a course and retakes it according to the above mentioned policy, the higher grade will be recognized. For students choosing to retake the Regents exam to improve their grade, the higher of the two Regents grades will be official.

Transcript Request

Transcripts may be requested by completing the "Authorization for Release of Records" form. This form should be returned to the Counseling Center.

POLICIES (cont.)

Senior Rank-In-Class

At the end of the Junior Year, cumulative averages are computed and are used to determine rank-in-class. These averages and ranks are reported on college applications. Averages will also be calculated in June of the Senior year and will be used in a final ranking.

Withdrawal Procedures

Students who withdraw must see their School Counselor to obtain a "Parental Permission Withdrawal" form and a "Parent/Student Consent for Release of Information to Third Parties" form. These forms must be signed by the Parent/Guardian and returned to the Counselor.

The student must next obtain a "Sign Out" form to be signed by designated classroom teachers and offices. All books and materials must be returned before students may obtain signatures.

SPECIAL PROGRAMS AND SUPPORT

Career and Tech Education (CTE)

CTE is an occupational education program available to students. There is a stringent attendance policy enforced in order to allow students to remain in the program. Information is available through the School Counselors and the North Office. If you are enrolled in this program, you are considered a student at both CTE and Guilderland High School and must follow the rules and procedures of both schools.

Students interested in receiving vocational training must apply through their School Counselors for one of a number of CTE programs offered at BOCES (Board of Cooperative Educational Services). Students with certain special educational needs may also receive their education through a CTE program. There is a listing of all CTE offerings in the Counseling Center.

Focus

The Focus program is for students in grades 10-12. It is the mission of the program to foster personal responsibility for students who struggle in a traditional school environment by providing community support in an alternative setting. This is done in order to improve academic achievement, attitude and attendance.

Resource Room

Resource Room programs are for the purpose of supplementing the regular or special classroom instruction of students with disabilities. The Committee on Special Education identifies students who qualify for this program.

SPECIAL PROGRAMS AND SUPPORT (cont.)

Study Halls - The purpose of study hall is to provide a quiet work place for students to focus on academics. The following guidelines are to assist in creating such an environment.

1. Attendance will be taken at the start of the period.
2. Study halls will be quiet environments focused on academic work.
3. Students will comply with the GHS electronic device policy.
4. Students will sign out of the study hall whenever they need to leave the room.
5. Passes to the bathroom or lockers will be limited to two students at a time.
6. Passes to the library or computer labs will be limited based on availability of the space and staffing at the time.
7. Teachers are able to impose more restrictive rules (such as moving seats, etc.) as needed to maintain a quiet, academic environment within the room.

Learning Centers - The purpose of learning centers is to provide students with additional academic support in Math and Science. Students will work with teachers in the particular subject area in small groups or one-on-one to improve their understanding of the subject.

- The Math/Science Learning Center is located in room 101.
-Passes are given in the Computer lab.
- Space is limited and is based on available staffing each block.
- Each block will be divided into two halves. Students may stay for one half of the block, or-if space allows-for the entire block.

SPECIAL GROUPS

National Honor Society

Honor Society is the only organization in school whose members are chosen by the faculty. Students need to demonstrate that they have completed 20 hours of community service and have maintained at least a 90.0 unweighted average in traditional academic classes. The third and fourth criteria for membership are character and leadership. Leadership can be demonstrated by the taking of responsibility and the making of decisions. Leadership in the classroom is an important part of a well-rounded person. Taken into consideration are many aspects of character including honesty, responsibility, fairness, courtesy, tolerance and cooperation. Juniors will be admitted in the Spring of their Junior Year. Seniors will be admitted in October of their Senior Year. Students must also have a clean disciplinary record.

National Honor Society may be able to connect peer tutors with students who would benefit from additional academic assistance. Please see the National Honor Society advisors for more information.

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball	Baseball
Cross Country	Bowling	Softball
Golf	Cheerleading	Lacrosse
Football	Cross Country Skiing	Tennis (Boys)
Soccer	Gymnastics (Girls)	Track & Field
Tennis (Girls)	Indoor Track	
Swimming (Girls)	Swimming (Boys)	
Volleyball	Wrestling	
Field Hockey	Ice Hockey	

CLUBS AND ORGANIZATIONS

Guilderland has a multitude of student clubs and activities which will help to make your high school experience enjoyable. The complete list of Clubs and Advisors can be found on the District website.

Class of 2018	Men's Choir (The Singing Dutchmen)
Class of 2019	Mock Trial
Class of 2020	Model UN
Class of 2021	Months of Hope
Alliance	Muslim Student Association
Amnesty International	National Honor Society
Anime Club	Natural Helpers
Art Club	NCBI
Badminton Club	Peer Network
Best Buddies	Pep Band
CBS Bowling	Photography Club
Chamber Choir	Political Debate & Discussion
Chamber Strings (Select)	SADD
Chemistry Club	Science Olympiad
Dance Squad	Shakespeare Society
Environmental Club	Ski Club
Fall Play	Speech & Debate
Film Club	STAR (Students/Teachers Against Racism)
French Club	STATIC
Guilderland Players	Student Government
Harry Potter Club	Tri-M Music Honor Society
International Club/Cultural Fair	Ultimate Frisbee
Invest In Your Future	Vex Robotics
JAVA Programming	Yearbook
Jazz Ensemble	Youth Activation Committee
The Journal Newspaper	
Key Club	
Masterminds	
Math League	
Med Cross Club	
Media Club	

STUDENT RECOGNITION AT GCHS

Graduation Recognition

Recognition for exemplary academic achievement will be awarded to all members of the Senior class who achieve a 95.0 unweighted average at the end of three and three-quarter years of high school. They will be recognized for their achievement at the commencement ceremony.

Student Recognition Program

The Recognition Program is a way of rewarding students for their efforts while enrolled at GHS.

Scholar Award is given to any student who has a 90 or above unweighted average for the preceding marking period.

Department Award is based upon nominations that your teachers make for students who are performing well within a given subject area.

Deserving Dutchman is given to any student nominated by anyone else. If you think that someone has completed a particularly noteworthy activity either in school or the community you can nominate this person for this award. The Deserving Dutchman can be given at any time during the school year, whereas other awards are received by students at the beginning of the marking periods for efforts made during the preceding marking period. **Catch somebody doing something good and nominate him/her for the award.** Nomination forms are available in each of the offices at GHS.

STUDENT RECOGNITION (cont.)

Honor Passes

The Guilderland High School Honor Pass is awarded to students who have demonstrated outstanding academic achievement during the previous grading period. To qualify for the pass, students must have obtained a 90.0 unweighted average or above and have a clean disciplinary record. These passes need to be revalidated at the beginning of each marking period. An Honor Pass entitles a student to certain privileges and discounts at the school store and athletic events.

Community Service Recognition

Students in grades 9-12 are invited to participate in a Community Service program to recognize student commitment to their school and their community. Students may count volunteer hours from pre-freshman summer forward. Documentation of hours must be turned in to the Counseling Center by May 1st of their Senior year.

Students may accumulate as many hours as possible above the 200-hour minimum. Each participant will receive an award certificate and a pin to wear on his/her graduation gown. Official forms and a complete list of qualifying Community Service sources are available from the College & Career Center, Honor Society Advisor or Key Club Advisor.

Name: _____				Graduation Year: 20_____	
RECORD OF COMMUNITY SERVICE - You <u>must</u> have a verifying signature for all activities.					
Date(s)	Hours	Activity	Description	Verification Name, Signature, Phone #	Committee (school use only)
Total Hours: _____			**Submit hours each May 1.		

PASSES

Each student will find a monthly allotment of 20 passes on the following pages. These passes are to be used to go to the lavatory, locker, the nurse, to see a teacher, or use the phone. They should not be abused. Abuse of this privilege may result in loss of Monthly Passes.

- Students must request permission to use these passes. Once all 20 are used for the month, the student may no longer request permission to leave class.
- The teacher has the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.
- These passes *do not* transfer to the next month if not used.

MONTHLY PASSES

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME
	E				
	X				
		A			
			M		
				P	
				L	
					E