



# **Student Handbook**

## **Summer School 2009**

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**SHENENDEHOWA CENTRAL SCHOOLS  
CLIFTON PARK, NEW YORK**

**SUMMER SCHOOL STUDENT HANDBOOK**

**ELIGIBILITY**

To be eligible to take a class in summer school, a student must have a minimum average of 50% in the class that he/she failed and have attended 80% of the classes.

**STUDENT CONDUCT AND BEHAVIOR**

The Shenendehowa Summer School Program is proud of its high standard of conduct. We encourage the mutual respect of students toward one another and the school. Summer school is not a mandated program, and it offers students the opportunity to recover credits not earned during the school.

- **Violations of the code of conduct** will not be permitted. Inappropriate behavior can lead to dismissal from summer school. Substance abuse of any type as well as actions which threaten the health or security of others will be cause for dismissal and police involvement.
- All Summer School students must follow the Shenendehowa Central School District Code of Conduct. The following are several of the expectations for Summer School students:
  - 1) Use or possession of tobacco products is not permitted on school property during summer school. Students violating this rule will be subject to suspension or expulsion.
  - 2) According to the Shenendehowa Central Schools Code of Conduct, students are expected to wear clothing that is appropriate for the school environment. Clothing which displays pictures or sayings that are profane or vulgar, or are demeaning to any ethnic, racial, religious or gender group, or are supportive of substance use will not be permitted. Clothing which is distracting, immodest, or prone to cause a disruption will not be permitted.
  - 3) **Summer School will be held in the High School East Building.** Please enter through entrance # 5 in the rear of the building near the loading dock. Students who drive their own vehicles must park in the rear bus port parking lot (near entrance #5). No one is to use any other entrance to the building. **Signs will be posted to designate the appropriate entrance.**
  - 4) If you report to school before your first class you should go to the library or the section of the cafeteria that will be set aside for summer school students. The cafeteria will be open at 7:30 a.m.

- 5) The faculty and administration are committed to providing a safe environment at Summer School. **Any items that could be identified as a weapon** should not be brought to school. These items include pocket knives and chains which attach to your belt. Possession of these items in summer school could result in immediate dismissal.
- 6) The use and display of electronic devices including cell phones, Blackberries, IPODS/MP3 players, and cameras are not permitted in High School East during Summer School.
- 7) Food is not permitted outside of the cafeteria. Bottled water may be brought to the classroom at the discretion of the teacher.
- 8) Unsupervised students may not leave the building while classes are in session. Students who leave the building while classes are in session will not be allowed to re-enter the building.
- 9) Break time is optional and will be determined by each instructor. During a class break students must remain in the cafeteria.
- 10) Access to the High School East Building will be limited to the areas where Summer School classes are held. No one is to be in any other part of the building without permission. Students in unsupervised areas are subject to suspension.
- 11) After classes, students should leave school grounds immediately.

**\*\*Bikes should be **locked** on the bike racks located at Entrance #5. Shenendehowa Central School District is not responsible for bikes left on school property at any time.**

➤ **DISCIPLINE LEVELS**

Students who are in violation of the Shenendehowa Student Code of Conduct will receive consequences for their behavior according to the following levels. Shenendehowa Summer School adheres to a progressive discipline process. Frequent minor infractions will result in more severe consequences. More severe infractions may result in immediate suspension or removal from the summer program. The types of infractions and resulting consequences may include, but are not limited to, those on the following list.

<p><b>Level 1 Infractions:</b></p> <ul style="list-style-type: none"> <li>• Teasing/Name calling</li> <li>• Horseplay</li> <li>• Inappropriate language</li> <li>• Disruptive behavior</li> <li>• Unauthorized use of electronic devices</li> <li>• Tardiness</li> <li>• Written, verbal or electronic statements that disrupt the educational process</li> </ul>	<p><b>Level 1 Consequences:</b></p> <ul style="list-style-type: none"> <li>• After school detention</li> <li>• Break detention</li> <li>• Peer mediation</li> <li>• Parental notification</li> <li>• Confiscation of electronic device</li> <li>• Behavioral contract</li> <li>• School community service</li> <li>• Off period detention</li> </ul>
<p><b>Level 2 Infractions:</b></p> <ul style="list-style-type: none"> <li>• <i>Repeated Level 1 infractions</i></li> <li>• Threat/harassment/bullying</li> <li>• Inappropriate physical engagement or altercation</li> <li>• Repeated Disruption of the educational process</li> <li>• Cutting detention</li> <li>• Truancy</li> <li>• Insubordination or disrespect toward district personnel</li> </ul>	<p><b>Level 2 Consequences:</b></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• In-school suspension</li> <li>• School – community service</li> <li>• Suspension from school</li> <li>• After – school detention</li> <li>• Off period detention</li> </ul>
<p><b>Level 3 Infractions</b></p> <ul style="list-style-type: none"> <li>• <i>Repeated Level 2 Infractions</i></li> <li>• Fighting</li> <li>• Stealing</li> <li>• Vandalism</li> <li>• Harassment based on race, gender, religion or sexual orientation</li> <li>• Selling, possessing, using or being under the influence of alcohol or illegal substances</li> <li>• Use of tobacco on school property</li> <li>• Threatening to use a weapon while on school property</li> </ul>	<p><b>Level 3 Consequences:</b></p> <ul style="list-style-type: none"> <li>• Continuation of Level 2 consequences</li> <li>• Internal suspension</li> <li>• After school detention</li> <li>• External Suspension</li> <li>• Police involvement</li>   <li>• Superintendent’s hearing</li>   <li>• Removal from Summer School</li> </ul>
<p><b>Level 4 Infractions</b></p> <ul style="list-style-type: none"> <li>• <i>Repeated Level 3 Infractions</i></li> <li>• Possession of firearm or weapon</li> <li>• Assault with intent to cause physical harm</li> <li>• Bomb threat</li> <li>• Acts of violence towards school personnel</li> </ul>	<p><b>Level 4 Consequences:</b></p> <ul style="list-style-type: none"> <li>• Continuation of Level 3 consequences</li> <li>• Suspension</li> <li>• Police Involvement</li> <li>• Superintendent’s Hearing</li> <li>• Removal from Summer School</li> </ul>

**LIBRARY**

The library will be open for student use from 8:00 a.m. to 12:45 p.m. Students may sign out books for a period of one week. During the summer session, the librarian is available for assistance in locating and choosing materials.

Appropriate library behavior will be expected at all times.

## **FEES**

Non-resident students are required to pay a **\$17** fee to take a Regents exam or Regents Competency Test. This is in addition to the \$3 registration fee for a total of \$20.

Students who reside in the Shenendehowa Central School District are required to pay a \$3 registration fee.

Textbooks used in each course must be returned by the end of the summer session. Fines will be assessed for misused or lost books. Fines must be paid before credit for summer school courses will be granted.

All registration fees are non-refundable.

## **COURSE CREDIT**

Every effort will be made to enroll students in the courses required to earn credit. However, given the schedule constraints from summer school reductions, alternate plans should be discussed with your school counselor.

During the first week of classes students will be informed by their teachers of grading practices. Grades are usually based on a variety of factors which include:

- written homework
- notebooks
- class work and participation
- tests and quizzes

The final grade in all courses will be based on an average of class work, testing, and participation (4/5), and on a final examination or project (1/5).

High school students will receive numerical grades and middle school students will receive letter grades. The passing grade will be 65% for both Regents and non-Regents courses.

State regulations require that local final examinations must be taken before credit can be awarded. **No finals may be taken earlier than the scheduled date.** All courses with a corresponding Regents Exam will have a project due instead of a final exam. All other courses will have a project or a final exam which will be at the discretion of the teacher. The Health final exam is scheduled for the morning of Wednesday August 12, 2009. Please see your summer school teachers for information on your final exam schedule.

All work must be completed prior to the end of the summer school session. Those students unable to finish the required work will be denied credit for their summer school course.

Midterm Reports will be handed out in class on Monday, July 27. Final grades and Regents grades will be mailed to the student's home address and forwarded to the student's home school by August 18.

Summer school is an opportunity for students to make up work not successfully completed during the regular school year. We expect all students registered in Shenendehowa's Summer School Program to take full advantage of this opportunity.

## **CAFETERIA**

The cafeteria will be open daily from 7:30 a.m. to 12:15 p.m.

## **Grading Policy**

- A student's grade for summer is calculated as follows:
  1. 20% of the average is class participation
  2. 80% of the average is class average, which includes tests, quizzes, homework etc.

$$\begin{aligned} &(\text{Participation Average} + \text{Class work Average}) = \text{Class Average} \\ &[(\text{Class Average} \times 4) + \text{Final Exam or Project}] / 5 = \text{Final Course Grade} \end{aligned}$$

- Participation Grade:

Students may receive up to 4 participation points per day. With 26 days of summer school, it is possible for a student to receive a total of 104 points.

- Late to Class:

1. Students must sign in at the office, recording their time of arrival
2. Students up to 30 minutes late to class will lose 1 point; 31-60 minutes late to class will lose 2 points; 61-80 minutes late to class will lose 3 points.

- Attendance:

1. Attendance will be recorded by computer in each class.
2. The summer school faculty and office notify parents/guardians of chronic absences.
3. Providing make-up work for a student's absence is at the teacher's discretion.
4. It is the student's responsibility to makeup any work missed due to absence(s).
5. Class cuts and truancy will result in a loss of participation points for those absences.

## 2009 SUMMER SCHOOL CALENDAR

July					August				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
6	7	8	9	NC	3	4	5	6	NC
13	14	15	16	NC	10	11	12RE	13RE	14RE
20	21	22	23	NC					
27	28	29	30	NC					

- **July 6, 2009**                      First day of classes
- **August 11, 2009**                Last full day of school – All students must attend regular class.
- **August 12, 13 & 14**            NYS Regents Exams.

### **SIX WEEK SESSION**

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|---|---|
| <ul style="list-style-type: none"> <li>➤ First Day of class</li> <li>➤ Mid-Term Report (mailed by)</li> <li>➤ Last Day of Class</li> <li>➤ Health Final</li> <li>➤ Regents EXAMS</li> <li>➤ Graduation</li> <li>➤ Report Cards (mailed by)</li> </ul> | <ul style="list-style-type: none"> <li>July 6 (Monday)</li> <li>July 27 (Monday)</li> <li>August 11 (Tuesday)</li> <li>August 12 (Wednesday AM)</li> <li>August 12, 13 &amp; 14 (Wed, Thurs, Fri)</li> <li>August 14 (Friday)</li> <li>August 18 (Tuesday)</li> </ul> |
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### **DAILY SCHEDULE**

- PERIOD 1 – 8:00 – 10:05
- PERIOD 2 – 10:10 – 12:15

# SHENENDEHOWA SUMMER SCHOOL CLIFTON PARK, NEW YORK

## MOTOR VEHICLE RULES AND REGULATIONS FOR STUDENTS ATTENDING SUMMER SCHOOL

Student parking will be in the rear front parking lot of the High School East Building (bus port parking lot). Only vehicles of students registered in summer school are permitted to park there. Vehicles must be registered in the Summer School office.

Rules and regulations pertaining to motor vehicles and the parking of motor vehicles have been established to promote and maintain a safe environment for all students and staff associated with the school. Due to limited parking spaces, **only students registered for summer school** will be permitted to drive and park a motor vehicle on school property. All vehicles must be registered through the Summer School Office. Students will need to complete the necessary registration form for their vehicle, which can be picked up at the Summer School Office.

### Parking Areas

Students may park motor vehicles in the rear parking lot/bus port of the Shenendehowa High School East Building. Students are not to park a motor vehicle in any other area unless directed to do so by a summer school administrator.

### Rules and Regulations

Individuals who do not abide by the rules and regulations set forth below will be subject to disciplinary consequences implemented by the school, as well as any legal action if a motor vehicle law has been violated:

1. Vehicles must be registered with the Summer School office by **Tuesday, July 7th**. Summer School parking permits must be affixed to the rear passenger window, driver's side. Summer permits will be distributed by the Summer School Administration.
2. Courteous and safe behavior will generally prevent any action that would interfere with the rights of others.
3. Individuals who drive and park a motor vehicle on school property are expected to observe all New York State motor vehicle laws. Students are also expected to obey security officers and Summer School Administrative Staff.
4. Motor vehicles should be locked when parked at school.
5. School buses and pedestrians have the right of way.
6. Motor vehicles should be driven in a safe manner at all times. Do not exceed the speed limit, race the engine, spin tires, or engage in noisy, disruptive behavior on school property. No one should ride on the top of a motor vehicle or stand in an open jeep, truck or convertible.
7. Students may not go to their vehicles during or between classes. Students who leave the building may not re-enter.