

**Camden High School**  
Home of the Blue Devils



Welcome to the new school year. Your time here at Camden High School is critical in helping prepare you for life now and beyond. One important characteristic to have as you build to the future is organization. Your planner is a great tool to help you stay organized. Use your planner every day to record assignments, personal goals, and school events. Please read the information in this planner, as there is important information for you and your parents. If you have any questions please do not hesitate to talk to your teachers or the school administration. We will do everything we can to help you achieve your goals. As both the New York State Learning Standards and graduation requirements change, we encourage all students to actively take part in their education by challenging themselves in their studies and by being productive citizens to the community and to each other. Welcome to the new school year!

Sincerely,  
**Mrs. Wieland, Principal**  
**Mr. Centner, Assistant Principal**  
**Mr. Snyder, Dean of Students**

Cover design by:  
Miss Terra Zook – CHS Senior - Class of 2017

**CAMDEN CENTRAL HIGH SCHOOL**  
55 OSWEGO STREET  
CAMDEN, NEW YORK 13316  
[www.camdenschools.org](http://www.camdenschools.org)

## LEGAL NOTICES

### **FERPA**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The Camden Central School District's BOE has adopted Board Policy 5051 in response to this law. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

**1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the District's Record Access Offices, Assistant Superintendent for Instruction, a written request that identifies the records they wish to inspect. The Record's Access Offices will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.** The office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

### **Student Privacy Notification**

The Board of Education recognizes that student privacy is an important concern of parents and the Board wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act of 2001. **The Family Educational Rights and Privacy Act (FERPA)** gives a school district the option of designating certain categories of student information as “directory information”. Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address and class roster. To that end, the Board has adopted a policy on student privacy. Under the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, and the Camden Central School District policy on student privacy, you have the right to opt your child out of the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students, such as:
  - a. college or other postsecondary education recruitment, or military recruitment;
  - b. book clubs, magazines and programs providing access to low-cost literary products;
  - c. curriculum and instructional materials used in schools;
  - d. tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments.
  - e. student recognition programs; and
  - f. the sale by students of products or services to raise funds for school related activities.
2. The administration of any survey revealing information concerning one or more of the following:
  - a. political affiliations or beliefs of the student or the student’s parent;
  - b. mental or psychological problems of the student or the student’s family;
  - c. sex behavior or attitudes;
  - d. illegal, anti-social, self-incriminating or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
  - g. religious practices, affiliations or beliefs of the student or the student’s parent; or
  - h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law. The term “invasive physical examination” means any medical examination that involved the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening. It does not apply to any physical examination or screening required or permitted under state law, including those permitted without parental notification.

If you have any questions about the district’s student privacy policy(ies) and your right to opt your child out of certain activities, please contact Mrs. Heather Wieland at 315-245-3168.

#### **Non-Discrimination Notification**

The Camden Central School District, its Board of Education, board officers, employees and students, shall not discriminate against any students, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation or disability. This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations. Mrs. Mary Lynne Szczerba is the Title IX Coordinator for Camden Central School District. She can be reached at 315-245-2501, mlszczerba@camdencsd.org, Camden District Office, 51 Third Street, Camden, NY 13316 for questions and for the procedure for filing a grievance.

#### **Military Notification**

This is to inform you that a provision of the federal **No Child Left Behind Act of 2001** requires the school district to provide students’ names, addresses and home phone numbers to military recruiters when requested. However, the law also states that schools must notify parents and students that they have the right NOT to be included when the information is released, if they choose. To exercise your legal right to have this information kept private, you should use the form below to notify the school office that you do not wish this information to be released. Please note that unless you use this “opt out procedure” the school district cannot refuse the military recruiters’ requests and your child may be contacted by them at home. Students, under 18, may also exercise their right to “Opt Out” unless overruled by the parent or guardian. To OPT OUT of the Military Recruitment Provisions of the NCLB Act, please complete the form on the next page and return it to the Camden High School Main Office by November 18<sup>th</sup>. You may submit this form in person, by mail, by your child or by fax (245-4173).

**Military Recruitment Opt Out Request**

Dear Camden Central School District,

We/I will be are exercising the right under the **No Child Left Behind Act of 2001** and hereby request that the name, address and telephone listing of:

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Print Name of Student

who is currently a student at your school, NOT be released to military recruiters without prior written consent. We/I do, however, consent to the disclosure of such information to colleges and universities other than military schools.

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Print Name of Parent or Legal Guardian

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Signature of Parent or Guardian Opting Out    OR    Signature of Student Opting Out

**MARKING PERIOD and REPORT CARD DATES**

October 20, 2016	End of 1 <sup>st</sup> marking period
October 28, 2016	Report Card Distribution
December 9, 2016	End of 2 <sup>nd</sup> marking period
December 16, 2016	Report Card Distribution
January 27, 2017	End of 3 <sup>rd</sup> marking period
February 3, 2017	Report Card Distribution
March 16, 2017	End of 4 <sup>th</sup> marking period
March 24, 2017	Report Card Distribution
May 5, 2017	End of 5 <sup>th</sup> marking period
May 12, 2017	Report Card Distribution
June 13, 2017	End of 6 <sup>th</sup> marking period
July 1, 2017	Report Card Distribution

**2016– 2017 SCHOOL CALENDAR**

<b>DATE</b>	<b>SCHOOL CLOSED – NO CLASSES</b>
September 5	Labor Day
September 6 & 7	Superintendent Conference Days
September 8	Classes Begin
September 22	Professional Development ½ Day
October 8	Homecoming Day
October 10	Columbus Day
October 21	Superintendent’s Conference Day
October 31	Professional Development ½ Day
November 11	Veteran’s Day
November 23-25	Thanksgiving Recess
December 26-January 2	Winter Recess
January 16	Martin Luther King Day
January 24-27	Regents Testing
February 8	Professional Development ½ Day
February 20	President’s Day
February 20-24	Mid-Winter Recess
March 17	Superintendent’s Conference Day
April 14	Good Friday
April 17 – 21	Spring Recess
May 19	Professional Development ½ Day
May 29	Memorial Day
June 14-22	Regents Testing Days
June 23	Graduation

**DISTRICT OFFICE ADMINISTRATORS**

MARYLYNNE SZCZERBA	SUPERINTENDENT
LOUISE RUTHERFORD	ASSISTANT SUPERINTENDENT-INSTRUCTION
KARL KEIL	ASSISTANT SUPERINTENDENT-BUSINESS
TAMALIN MARTIN	DIRECTOR - SPECIAL EDUCATION

**HIGH SCHOOL ADMINISTRATORS**

HEATHER WIELAND	PRINCIPAL
CHRISTOPHER CENTNER	ASSISTANT PRINCIPAL
WILLIAM SNYDER	DEAN OF STUDENTS
AARON FIORINI	DIRECTOR of P.E., HEALTH, & ATHLETICS

**9-12 SCHOOL COUNSELORS and SOCIAL WORKER**

BARBARA CITTADINO	A-F
CHRISTINE KIO	G-M
TAMMY KLINE	N-Z
TERESA STOWELL-HOLLIS	SCHOOL PSYCHOLOGIST
MICHELLE MELLON	SOCIAL WORKER

**IMPORTANT PHONE NUMBERS AND ADDRESSES**

MAIN OFFICE	245-3168
FAX MACHINE	245-4173
NURSE	245-3013
COUNSELING OFFICE	245-3699
ATHLETIC COORDINATOR	245-0605
ATTENDANCE OFFICER	245-0022
DISTRICT OFFICE	245-2500
BUS GARAGE	245-0878

**DIRECTORY OF YOUTH SERVICES**

CRC - drug counseling	334-4701
Camden Police	245-1222
Catholic Charities of Rome	337-8600
Insight House	724-5168
NYS Police	762-4441
NYS Child Abuse	1-800-342-2437
Oneida Co. Dept. of Social Services	798-5641
Oneida Co. Health Department	798-5906
Oneida Co. Probation	337-0800
Oneida Co. Sheriff	337-3710
Rome Family Services	336-3090
Suicide Hotline	1-800-273-8255
Sexual Abuse / Child Advocacy Center	732-3990
MCAT - crisis	732-6228
Neighborhood Center - counseling	337-0208

**BELL SCHEDULES**

	<b>REGULAR</b>	<b>1 HR DELAY</b>	<b>2 HR DELAY</b>
<b>Warning Bell</b>	7:45	8:45	9:45
<b>Period 1</b>	7:49-8:29	8:49-9:23	9:49-10:16
<b>Homeroom</b>	8:29-8:34	9:23-9:28	10:16-10:20
<b>Period 2</b>	8:38-9:18	9:31-10:05	10:23-10:50
<b>Period 3</b>	9:22-10:02	10:08-10:42	10:53-11:20
<b>Period 4</b>	10:06-10:46	10:45-11:19	11:23-11:50
<b>Period 5</b>	10:50-11:30	11:22-11:56	11:53-12:20
<b>Period 6</b>	11:34-12:14	11:59-12:33	12:23-12:50
<b>Period 7</b>	12:18-12:58	12:36-1:10	12:53-1:20
<b>Period 8</b>	1:02-1:42	1:13-1:47	1:23-1:50
<b>Period 9</b>	1:46-2:26	1:50-2:26	1:53-2:26
<b>Period 10</b>	2:30-3:10	2:30-3:10	2:30-3:10
<b>Second Bus</b>	3:15	3:15	3:15

## **GENERAL INFORMATION**

### **Student Attendance Policy**

The Board, administration, and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

### **Expectation for Good Attendance**

1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to learn subject matter and earn good grades
2. Our school asks parents to support the regular attendance of their child.

### **Absences**

1. Excused absences will be defined as: Personal illness, death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth, or any other reason approved by the Commissioner. *All instances of excused absence require a written or verbal parent/guardian excuse.* We ask that the excuse identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardians signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to disciplinary action.
2. Unexcused absences will be defined as: absences not mentioned above are interpreted as “unexcused absences.” Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absences are:
  - Unlawful Detention: This occurs when the pupil is absent with the knowledge and consent of his/her guardian for other than the excused absence.
  - Truancy: A student absent from school without the consent of a parent or guardian is considered to be truant.

### **Responsibility for Good Attendance**

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and all staff members.

### **Parent/Guardian Responsibilities**

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor’s verification).
3. Parents/Guardians must provide a written explanation of the absence for their child to be turned into the Attendance Office.
4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.



### **Student Responsibilities**

1. Students must attend school daily and be on time.
2. Students must be on time attending all classes and participate fully.
3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.

### **Teacher/Staff Responsibilities**

1. Teachers are responsible for maintaining accurate attendance.
2. Teachers and other appropriate staff members shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most students. (Phone calls to parents or guardians are encouraged).

### **Administrative Responsibilities**

1. The Principal or designee is responsible for implementing the attendance policy.
2. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

### **Absence Policies and Intervention**

The Attendance Office Secretary will attempt to notify parents of students who are absent from school, including unexcused absences, truancy, and tardiness. Students who turn sixteen after July 1<sup>st</sup> of the current year are required to attend school throughout the entire school year. Students who are regularly absent or truant from school, or tardy to school are subject to the following consequences:

1. **5 days absent** (unexcused or truant) in a semester (3 marking periods):  
a letter to the parent/guardian from the Attendance Office noting the number of days. A warning of parking privileges being revoked at 15 absences.
2. **10 days absent** (unexcused or truant) in a semester:  
A letter to the parent/guardian from the Attendance Office noting the number of days. A conference with the Principal or designee with the student. A list will be sent from the Attendance Office to the parent/guardian requesting a conference with the Principal or designee, School Counselor, Social Worker, and the student to discuss the absenteeism problem. Potential loss of parking privileges for one week.
3. **15 days absent** (unexcused or truant) in a semester:  
Letter from the Attendance Office to the parent/guardian.
  - Principal or designee meeting with the student and parent/guardian. \*IST (Instructional Support Team)
  - ART (At-Risk Team)
  - PINS petition possible or Probation Department involvement. Potential loss of parking privileges for the remainder of the semester.
  - Possible CPS involvement for educational neglect

**Excused Absences**

1. Have your parent or guardian write an excuse giving your name, today's date, day(s) of absence, and a clear reason for your absence, with his/her signature.
2. Take the excuse to the Attendance Officer and obtain a readmission pass. Should the Attendance Officer be unavailable, please report to the main office.

**Leaving School Grounds**

If you must leave the school grounds for any reason you must bring a parent note requesting early dismissal to the attendance office. Notes must include the following information:

1. Reason for early dismissal
2. Method of travel (drive, walk, etc.)
3. Time of dismissal
4. Parent day phone number for verification of note

If an emergency occurs, requiring the student to leave school grounds immediately, a parent must call the attendance office and provide the above information. At this time, the student will receive an early dismissal slip and the student will report to the attendance office at the designated time to sign out. If you leave school grounds without signing out in the attendance office, a discipline referral will be written. If a student is ill, the student must see the School Nurse before leaving the grounds to receive a pass to leave. If a student leaves school grounds without signing out in the attendance office, a discipline referral will be written.

**Late and Tardy from School**

If you arrive to school after 7:49 A.M., the start of 1<sup>st</sup> period, please bring a note from your parent/guardian excusing your tardy and report directly to the Attendance Office. You are considered *tardy* and must obtain a late slip from the Attendance Official to immediately begin classes. Three or more unexcused tardies will result in detention.

**Alcohol Testing**

If a student is suspected of being under the influence of alcohol, the student may be asked to submit to an alcohol breath test. The test may be administered by local law enforcement or school administration. If a student refuses to submit to the test, the student is subject to an insubordination violation and a possible suspension from school.

**Bicycle Racks**

A bicycle rack is located on the side of the school building. All bicycles are to be kept in this area and locked for protection. Camden Central School District is not responsible for loss or damage to any bicycles or equipment.

### **Closing School**

If it is necessary to close school because of bad or hazardous weather conditions *before 7am*, a recommendation is made by the Superintendent and the Transportation Department and local television / radio stations are notified by 7 am of closings. The Superintendent, or designee, will utilize the automated call service and you will receive a call at the contact number you have provided. If school is in session when the announcement of school closing is made, the television / radio stations will be notified as soon as possible.

### **Computer Usage Policy**

A student has the privilege to access computers and the Internet via the District's network to facilitate diversity and personal growth in technology, information gathering skills, and communication skills. The student exercising his/her privilege to use the network as an educational resource also accepts the responsibility for the material created and/or retrieved.

The student has the responsibility to monitor all material that threatens the integrity of the District's network, from entering the District. The student understands that there is no privacy on the District's computers either through e-mail or individually created files, and that they are responsible for the content of those files. Misuse of computers is not allowed and is governed by state and federal laws. All students must comply with any law regarding computer usage. Unauthorized usage includes:

1. uploading any virus to a computer system or server.
2. upload, download, or install any programs or material which have not been previously approved by the administration.
3. use profanity or obscene language or photos.
4. search sites which are considered pornographic (This is governed by the 1996 Decency Act and will result in your arrest and possible conviction).
5. hacking the system to gain an advantage over grades, other students grades, or administrators.
6. to use school computers or the network for personal gain.
7. to send or receive electronic mail (email).
8. share your system password with other students.
9. access a file which is not yours, access system operator screens, access a command feature such as: printer control screens, or use the network in support of any illegal activities.

**Any violation of the Computer Usage Policy will result in restriction of privileges, loss of access to computers, and further disciplinary action according to the Camden Central High School Discipline Policy.**

### **Dress Policy**

The New York State Commissioner of Education has established standards regarding the student dress policy. Camden High School, in conjunction with Project SAVE (Safe Schools Against Violence in Education Act), is committed to a student dress policy. A student's dress, grooming, and appearance, including jewelry, shall pass the test of:

1. DECENCY. No apparel shall be worn that exposes a students' midsection, back, or underwear. No strapless or low-cut tops.
2. HEALTH. Clothing and footwear should be clean.
3. SAFETY. No dangerous piercings, chains, etc. No trench coats or bandanas are to be worn or visible. The following are considered inappropriate for school and are not permitted:
  - Clothing or personal belongings/attire with profanity and/or offensive messages.
  - Clothing or personal belongings which promote/advertise alcohol, tobacco products, drugs, gang affiliation, or any other message deemed inappropriate.
  - Bulky jewelry, jewelry with sharp edges, handcuffs, dog collars and heavy chains, including chains attached to a wallet.
  - Hats or any other type of head covering during school hours. These items are to be placed in the student's locker upon arrival to school.
  - Any other apparel deemed to interfere with the educational process.

If inappropriate clothing is worn to school, students will be asked to change and if necessary, parents will be called and asked to bring proper clothing to school for their child. Any student who refuses to do so will be subject to discipline procedures. If there is any doubt about clothing being inappropriate, it should not be worn.

#### **Electronic Devices**

For the 2016-2017 school year, Camden High School is continuing its pilot program pertaining to the use of personal electronic devices. At any given time, during the pilot, it may be necessary to adjust the program to better serve the needs of the users. Also, should it be deemed necessary, the program may be ended without notice.

It is the goal of Camden High School to teach students to be responsible "Digital Citizens." In essence students are allowed to use electronic devices but usage must abide by Board of Education policies 4090 & 4091. Since the use of these devices is voluntarily, the high school and district assumes no responsibility for devices that are: lost, stolen, damaged, or their security is compromised. When available, students that use personal devices should be using the district's public Wi-Fi access.

Also, audible tones need to be silenced whenever requested and while students are in class. All personal electronic devices such as but not limited to: cell phones, iPods, computers, or other similar electronic devices are not permitted to be used during instructional times. These items may be used during study hall, lunch in the cafeteria, passing between classes, and "work time" as determined by the classroom teacher. If the usage of the device is in question, students are expected to comply with staff requests. Likewise, students must be aware that a phone call or electronic message is not an appropriate excuse to be late to class.

#### **Health Services**

If you become ill while in school, report to the school nurse. Being ill is not an excuse for you to leave school grounds without permission. In compliance with NYS law, NO prescription or over the counter medication may be taken at school without written authorization from the parent /guardian

and prescribing physician. The parent or guardian authorizing medication to be given at school can obtain the forms from the school nurse. When the proper forms have been filled out and are on file, the following steps must be taken to protect the health and welfare of the student:

1. Medication must be in the original pharmacy container with the original label attached and must **ONLY** be stored in the nurse's office.

**The nurse is prohibited by law, from giving any student any aspirin or Tylenol unless prescribed by their doctor.**

### **PHYSICAL EXAMS AND SCREENINGS**

Physical exams and screenings are required for students: A physical exams are required for 10<sup>th</sup> grade, working papers, and participation in interscholastic sports. Vision and hearing screenings are required for 10<sup>th</sup> graders and participation in interscholastic sports. Scoliosis screening is required for 9<sup>th</sup> graders.

#### **Late to Class**

Being late to class inhibits students from being engaged in the learning process. Teachers will be expected to maintain accurate records of student attendance assigning students Teacher Detention after a student accrues 3 Late to Class infractions. If a student continues to be late to class, the teacher is expected to complete a referral on that particular student. The administration will assign consequences according to the Code of Conduct.

#### **Lost and Found**

If you find any articles that are not yours, turn it in to the office so the real owner may claim the property. Articles left for more than 30 days are given to Cluster 13 or the Salvation Army.

### **MEAL POLICIES**

#### **Accounts**

The school cafeteria is maintained as an important part of the health program. To encourage good nutrition, well-balanced breakfast and lunch meals are offered at affordable prices. Parents may access their child's meal account and electronically update balances through the website:

**<https://www.myschoolbucks.com/>**

#### **Breakfast**

Breakfast is offered from 7:30-8:00. There are free, reduced, and meal plans available to any student who qualifies. No student will be admitted to breakfast after the 7:45 bell unless the student has a pass from his/her 1<sup>st</sup> period teacher. No food is allowed to leave the cafeteria without the student having a pre-signed pass from a teacher.

#### **Lunches**

Each student will use an assigned lunch code number. Students are allowed to pay ahead for lunches. Free and reduced lunches are available to families that qualify. Applications are available in the Main office or in the Cafeteria office. Please return completed forms to the cafeteria.

**Open Lunch**

If you have reached Junior Class status and earned 11 credits, you may apply for Open Lunch privileges by obtaining and completing an Open Lunch Application from the Attendance Office.

**Telephones and Telephone Messages**

Office telephones are for conducting school business and not for general use. Students will not be called out of class to receive a phone call, unless it is an emergency call from a parent, guardian or other official. Students will be given messages for any non-emergency phone calls. Students will be called to the Main Office after class to receive any messages.

**Textbooks**

Textbooks are furnished by the state of New York and the school district. All books are issued at the beginning of the school year. Students are responsible for the condition and usage of the books until they are returned. If a student loses or damages a book, the student will be expected to pay for the damage.

**Two Day Cycle**

Camden High School has a two day cycle (A day and B day) for students with labs and Physical Education. The letter day is announced each morning and displayed in the Main Office and Attendance Office.

**Visitors**

All visitors to Camden Central High School must sign in and obtain a school pass at the Main Office. No visitor may roam around the school property and are subject to arrest for trespassing. Parents who need to see their child must report to the Main Office. Parents may not go to the classroom to see their child.

**Student Search Policy**

To ensure a safe educational environment and, in support of the Safe School Acts, students who are suspected of carrying a concealed weapon, drugs or other contraband are subject to searches. Areas subject to searches include, but are not limited to student vehicles, student planners, lockers, and any personal belongings. This search may include the use of a metal detector, detection canines, and assistance from local authorities. Students who are suspected to be under the influence of any illegal substances will be asked to submit to a non-invasive test for this substance. If the student refuses to submit to this test, the student will receive an out of school suspension of at least one day.

**Withdrawal and Transfer from School**

When a student is preparing to leave the school district, the parents or guardian must:

1. send signed authorization to the Main Office.
2. obtain appropriate forms from the Counseling Office.
3. have the forms filled out by the teachers, return all school materials, property, and pay all obligations.
4. give the address of the student's new school so the student's transcripts can be sent. No transcripts will be sent if the student owes any obligations.

### **A Student's Bill of Rights**

All students have the right to:

1. a free, sound, basic education.
2. an education appropriate to the student's individual needs.
3. an environment which promotes a healthy, safe, and stimulating frame of mind.
4. an environment which respects and promotes the student's culture, race, heritage, language, and individualism.
5. an educational program which will prepare the student for employment, college, family responsibilities, and for citizenship in a self-governing society .
6. express themselves in a REASONABLE fashion to teachers, administration, staff, and the Board of Education without fear of reprisal or damage to the student's educational records.
7. participate in school activities which the student has qualified for.
8. due process. Should a student request to have a parent present during questioning; a reasonable effort will be made to contact the parent or legal guardian. A suspension from school could result until the parent attends the session with the student to address the matter at hand.
9. to participate in School Improvement efforts.
10. live in an intellectual, healthy, emotionally, and physically stable environment with morally rich roots in community and country.
11. be educated in an environment free of threats of violence, rape, harassment, theft, or coercion.

**All students have the same rights and no student has the right to violate or take away any other student's rights.**

### **Bill of Rights and Responsibilities of Students**

1. Rights: Students of this district shall have the rights afforded to students under the provisions of the Federal and State constitutions and the laws of the State of New York.
2. It shall be the responsibility of the students to:
  - a. be aware of and obey school rules and regulations.
  - b. accept responsibility for their own actions
  - c. respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
  - d. attend school regularly and punctually.
  - e. take advantage of the academic opportunities offered at school.
  - f. support and participate in school activities.
  - g. maintain habits of personal cleanliness.
  - h. respect school property.
  - i. strive for mutually respectful relationship with teachers and administrators recognizing their role as surrogate parent in matters of behavior and discipline.
  - j. contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
  - k. be informed regarding student rights and responsibilities and comply with all rules and regulations of this policy.

### **Academic Recognition**

The goal of all students at Camden Central High School is to come to school daily and put forth 100% effort in their scheduled courses of study. The faculty and administration at Camden High School want to recognize those students who achieve academic success with the appropriate recognition publishing their names in local newspapers. Any adjustments to final marking period averages must be completed (1) week following report card distribution to qualify for the awards assembly. This recognition will occur each marking period using the following achievement ranges:

<u>Title</u>	<u>GPA Range</u>
High Honor Roll	90-100
Honor Roll	85-89
Merit Roll	80-84

### **Change of Address or Phone Numbers**

If you are planning on moving or expect to change your phone number before the end of the current school year, contact the Attendance Office and Counseling Secretary to update your records.

### **Clubs/Organizations and Interscholastic Sports**

Camden High School offers a variety of extra-curricular activities for students. Please refer to the school's webpage for all of the offerings.

### **Dances**

School dances are normally held on a Friday evening, with the exception of Homecoming, Semi-Formals, the Junior Prom and the Senior Ball. Dances are only for Camden Central High School students. A student may bring **ONE** high school guest to the dance that must be in good standing with proper ID. Camden Middle School students are not permitted to attend any Camden Central High School dances. Non-high school individuals will be allowed to attend the Junior Prom and Senior Ball only. To bring a guest to a dance, a student must sign-up his/her guest prior to the dance. If the guest's name is not on the list, the guest will not be permitted into the dance. No student will be admitted after 9 PM. Any student leaving the school building during the dance will not be permitted back into the dance. The dress code for dances is the same as during normal school hours, except for theme dances where certain attire is appropriate.

### **Dances and Extracurricular Activities Restrictions**

1. Any student on social probation, suspension, or expelled from school is prohibited from attending dances or other extracurricular activities.
2. To attend any school activity as a guest, a student must be present at school the day of, or the day prior to the dance if the dance is on a Saturday evening. Only approved absences, appointments, obligations, or college visits will be accepted as legal excuses.

### **Pathways to graduation**

Depending on a student's future plans and abilities, the state has developed **three** different diploma types. Your student's counselor will work



with parents and students to develop a four year plan that meets graduation requirements while addressing your child's individual needs. All students must earn 22 credits and pass specific courses and exams in order to graduate. Please visit the Counseling Office website or the NY Education Department website for complete details regarding graduation requirements.

<http://www.p12.nysed.gov/part100/pages/1005.html>

1) A **Regents with Advanced Designation** is earned when a student has passed Regents examinations in English, Algebra, Geometry, Algebra 2, Living Environment, 1 additional science, Global History and U.S. History.

Student with Regents with Advanced Designation Diplomas may also be awarded other designations.

-An **HONORS** designation is awarded upon successfully completing all Regents examinations with an average of 90 or better in all regent exams.

-A **Mastery designation in mathematics and/or science** is awarded when the student passes all three Regents exam in mathematics/science with a score of 85 or better in all exams.

2) A **Regents Diploma** is earned when a student has passed the Regents examinations in English, Algebra, Living Environment, Global History and U.S. History.

Students with Regents Diplomas may also be awarded other designations.

-An **HONORS** designation is awarded upon successfully completing all Regents examinations with an average of 90 or better in all regent exams.

-A **Mastery designation in mathematics and/or science** is awarded when the student passes all three Regents exam in mathematics/science with a score of 85 or better in all exams.

3) A **Local Diploma** is earned when a student uses one of the alternative graduation pathways and is determined on a student by student basis.

Recently, the New York State Department of Education developed a variety of alternative pathways to graduation that are called “**4 + 1 Pathways**” which are employed on an individualized basis.

### **Minimum Passing Grade**

In order to receive class credit, the final course grade must be at least 65. Credit will not be automatically awarded if you pass a Regents exam.

### **Regents Examinations**

The New York State Education Department’s Regents Examination Manual states that “students must complete the approved course of study for a subject before being allowed to take that Regents exam.” There is also a provision which states all students must demonstrate academic proficiency in a course by taking an approved correspondence course or teacher-developed independent study courses (which include taking tests and writing an exemplary research paper and meetings with the teacher, counselor, parents, and the principal). This plan of action must be approved, in writing, by the teacher, counselors, parents and principal by October 16<sup>th</sup> of the fall term in order to be considered an approved course of action. No student will be

allowed to take a Regents exam without first completing the regular course of study. The minimum passing grade for a Regents exam is 65.

### **Counseling Program**

The Camden Central High School Counseling Program is dedicated to fostering the academic, career, and personal/social development of all students in grades 9-12. The following programs are featured during specific grade levels:

- 1. Grade 9 - Career education, classroom instruction and individual development of a graduation plan during Freshman Interview.
- 2. Grade 10 - Career education, classroom instruction, revision of graduation plan as needed, and BOCES orientation/visitations.
- 3. Grade 11- PSAT, ASVAB, SAT, ACT, individual and group instruction to distribute information
- 4. Grade 12- Senior Interview to facilitate post graduation plans. College and scholarship applications, SAT and ACT registration, military and college representative visits, individual and group instruction to distribute information
- 5. Grade 9-12 – all students have access to counseling services with the school counselors, the school social worker, and/or the school psychologist to work through a variety of concerns.
- 6. The counselors use the program Guidance Direct as well as the Counseling Office Website to help students become informed of their educational options.
- 7. Communication is critical for success. The Counseling Office uses the **Remind Ap** to communicate with parents and students. **Parent Portal** is available for parents to be able to electronically access their child's grades.

The Camden Central Counseling Office works with all students enrolled at the High School. If you are concerned about any aspect of your high school education, the Counseling Office will assist both the student and the parent to find the best solution to their concern. Our primary goal is to help students eliminate obstacles and engage fully in their life and their education.

### **Typical Course Load per Student**

To be considered fully scheduled a student is typically enrolled in a minimum of six (6) classes plus Physical Education per semester.

### **Schedule Changes**

The deadline for schedule changes is typically within the first week of the start of a new semester. Parental requests for change to a different academic level will be handled by the school counselor on an individual basis. All schedule changes which involve a change in interest (i.e., you no longer want an elective course, but want to pick up another elective) should take place prior to the semester the course is offered. Students and all concerned staff are notified of an official schedule change noting (in writing) the date it takes effect.

### **Dropping a Course**

All students at Camden High School shall maintain a course load of (6) classes plus Physical Education to be in good standing. There may be

extenuating circumstances that require a student to drop a course. Students should seek out their counselor to discuss their situation and initiate the process should a schedule change be warranted.

#### **Partial Day for Seniors**

Should a senior student have satisfactorily met all requirements for graduation and wishes to develop a partial day schedule, they may do so, provided that they have 10 hours per week of employment or special circumstances. A partial day schedule shall consist of 3 classes plus Physical Education for a student to be considered a fulltime student.

#### **Dropping Out of School**

State law requires students to attend school until the end of the school year (June 30<sup>th</sup>) in which the student turns 16 year of age. Camden Central School will try to dissuade any student from quitting school, but if a student insists on dropping out of school, they should see their School Counselor as soon as possible. Any student who quits school will be placed on Social Probation for one year.

#### **Parent Volunteers**

Camden HS welcomes parents to volunteer for certain duties. Volunteers must review Board of Education policies, secure Board approval, and be interviewed by the building principal on a yearly basis.

#### **Hall Passes/Student Planners**

Students are not permitted in the halls during class periods unless accompanied by a teacher, or have a hall pass or signed student planner from an authorized staff member. Student planners must not be shared or loaned.

#### **Homeroom**

Homeroom occurs at the end of first period.

#### **Lockers**

Lockers are the property of the school and not private domain. Students cannot store anything illegal in his/her locker. Students can expect **NO** privacy with respect to the lockers. The administration may inspect or ask a student to open his/her locker at any time without prior notice. Students will be assigned a hall locker and a physical education locker at the beginning of each school year. School personnel may make periodic inspections to insure lockers are being maintained and are clean. This may also include a search using detection canines.

#### **National Honor Society**

The requirements for membership may be found on the district website, [www.camdenschools.org](http://www.camdenschools.org)

### **Student Council**

The constitution and bylaws can be found on the district website, [www.camdenschools.org](http://www.camdenschools.org)

## **STUDENT DISCIPLINE**

### **Discipline Philosophy**

As a citizen of our school and the community, students not only have rights and privileges, but responsibilities as well. These responsibilities are: respect for the knowledge and experience of your teachers, administrators, and schoolmates; respect for the rights and property of others; loyalty to your friends and to your school; and striving to attain those goals which are most beneficial to your personal character, your school and your country.

At Camden High we believe that the individual is responsible for their own actions. Our discipline system is an active teaching process involving close, sustained personal involvement. The emphasis is on having the individual admit mistakes, correct their behaviors and accept the consequences, and ultimately change the behavior to one which is more acceptable. Disciplinary action is sometimes necessary when individuals put their personal feelings above the welfare of the group and forget the common courtesies and consideration for others.

Camden High School uses a “step” discipline which features penalties of increasing severity as a student fails to correct a certain misdirected behavior. Consequences for the misguided behavior range from a warning to a Superintendent’s Hearing. Please see the discipline chart for exact consequences at each level. There are various types of detention. Each step is more severe than the previous one.

### **DISCIPLINE IS A SHARED RESPONSIBILITY**

#### **General Assumptions**

High academic and disciplinary expectations prevail and students should be assisted in developing self esteem and high self-expectations learning should be interesting, challenging, and designed to provide opportunity for the student to grow. The school should be a safe, comfortable environment that provides nurturing and growth opportunities for everyone to learn.

#### **Teacher Detention**

Teachers may assign and keep their own detention. Should a student be unable to stay, teachers will contact the parent/guardian and reschedule the detention. A second refusal will cause the student to be referred to the administration for further disciplinary action. If a student is found to “skip” a detention, a referral will be submitted to administration.

#### **Main Office Detention (MOD)**

Detention for discipline is a very serious matter. It takes precedence over all other activities such as extracurricular activities and jobs. Detention will be assigned the next day following the infraction. When assigned a detention, a student is to report to the assigned room from 2:30-3:15 p.m. The student must

bring homework to do. This is a quiet, working study hall. If a student misses a day (unexcused) there will be a two-for-one makeup for the day missed, and the student may be subject to Step 3 of Administrative Action (ESD and Social Probation) for insubordination.

#### **Extended School Detention (ESD)**

ESD is given when the student has committed offenses on Step 3 or 4 of the Administrative Disciplinary Action Chart. Students assigned to ESD report to the assigned room at 2:30 and remain there until 5:10 pm in the winter and 5:20 in the fall and spring. At that time, they can take the regular bus run home. Students will be offered the option of participating in Community Service ESD. If a student selects this option, information will be sent home to the parents. During ESD, student privileges will be suspended. Students serving ESD are prohibited from participating in or attending any extracurricular activities. MOD/ESD will not be rescheduled unless parental permission has been previously granted. ESD will not be rescheduled to accommodate any extracurricular activities. Students who cannot follow the ESD rules will be given an OSS (Out-of- School Suspension).

#### **Social Probation**

Is assigned for 7, 14, 30 days or until the end of the year. Student Athletes can participate in their sport but may not attend other school functions.

#### **Out of School Suspension (OSS)**

Students serving OSS are not permitted to be on school property at any time during their suspension. Rescheduling will not occur as a result of any extracurricular activity. Students serving OSS are prohibited from participating in or attending all extracurricular activities. All student privileges are suspended during OSS.

#### **Policy Regarding Homework/Test for Students Serving OSS**

In the event a student is suspended from school, the student will be provided with the opportunity to complete assignments and/or exams missed upon returning to school. The student must follow up on missed assignments. Missed work must be completed and turned into the teacher within the number of days allotted. Any work or exams not submitted to the teacher within the specified time will be given a grade of zero (0) and may NOT be made up. The work is due by 3:30 p.m. on the last day. The number of days allowed for homework makeup is a one-to-one relation to the number of days a student is suspended.

#### **Superintendent's Hearing**

A student is referred to a Superintendent's Hearing when the student has reached Step 6 in the discipline policy and/or when the building administration feels that the offense requires a suspension in excess of 5 days. Threatening or hitting a teacher, repeated fighting, or selling drugs are examples of situations that will result in a Superintendent's Hearing. At this formal hearing, witnesses may be called by the school, the student, and the parent or legal guardian. After looking at all the evidence, the Superintendent's Hearing officer makes a finding that may include suspension from school for more than five (5) days. The formal hearing process follows New York State Education Law and is a last attempt by the school to deal with a student's misguided behavior

<b>Disciplinary Action Chart</b>	
<b>Step 1:</b>	Administrative Conference
<b>Step 2:</b>	Administrative Conference with MOD (1-2 days) 2:30 - 3:15 P.M
<b>Step 3:</b>	Administrative Conference with Extended School Day (1-2 days) 2:30-5:20 (5:10-winter) P .M. Social Probation for 7 calendar days
<b>Step 4:</b>	Administrative Conference ESD (3-5 days) 2:30- 5:20 (5:10-winter) P .M. Social Probation for 14 calendar days
<b>Step 5:</b>	Out-of-School Suspension (1-5 days) Social Probation for 30 calendar days Possible meeting w Social Worker prior to return
<b>Step 6:</b>	Administrative Conference Superintendent's Hearing Out-of-School Suspension (5 days) Social Probation until end of year Meeting with Social Worker prior to return

### **CHS Discipline Infraction Code Chart**

<b>Charge</b>	<b>1<sup>st</sup> Incident Steps</b>	<b>2<sup>nd</sup> Incident Steps</b>
Criminal Mischief (Vandalism)	3-6	4-6
Cut Class / Late to Class	1-2	3-6
Dress Code Violation	1-6	2-6
Failure to Comply with a Directive	2-6	3-6
Forgery / Academic Dishonesty	2-6, 3-5	3-6, 5-6
Gambling	2-6	3-6
Harassment	1-6	3-6
Inappropriate use of Electronic Technology	1-6	3-6
Misbehavior/Disruption/Disrespect	1-6	2-6
Conspiring/Promoting/Encouraging Violations	2-6	3-6
Falsely Reporting an Incident	2-6	3-6
Physical Obstruction/Withholding Information	2-6	3-6
Out of Assigned Area/Loitering/Trespassing	2-6	3-6
Parking Violation	2	3-6
Profanity/Obscenity	2-6	3-6
Public Display of Affection	2	3-6
Sexual Harassment	3-6	4-6
Threats	5-6	5-6
Tardy to School/Truancy	1-6	3-6
Under the influence of Alcohol/Drugs/OTC	5-6, 5-6, 3-6	5-6, 5-6, 4-6
Unexcused Teacher/MOD/ESD Absence	2,3,4	3-6, 4-6, 5-6
Use/Possession/Sale of Explosives	5-6	6
Use/Possession/Sale of OTC's, Tobacco	3-6	4-6
Use/Possession/Sale of Drug paraphernalia	5-6	5-6
Use/Possession/Sale/Under the influence of any substance used for intoxication	5-6	5-6
Any NYS Violent and Disruptive Incident (VADIR). <a href="http://www.p12.nysed.gov/irs/vadir/2008/glossary08aug.pdf">http://www.p12.nysed.gov/irs/vadir/2008/glossary08aug.pdf</a>	5-6	5-6

### **Social Probation**

Any student on Social Probation for discipline infractions is not permitted to attend or participate in any after-school activities. Student-Athletes are subject to consequences outlined in the athletic regulations.

### **Articles Prohibited in School**

Problems arise each year because students bring prohibited articles that are hazardous to the safety of others or interfere in some way with school procedures. Such items include: toy guns, water pistols, bean shooters, lasers, slingshots, knives, skateboards, fireworks, pornographic materials, etc. If any of these articles are brought to school, they will be impounded and returned to the parents, at their request, and the student will receive disciplinary action. Parents are requested to help students understand the necessity for such regulations. This list is not all-inclusive of all restricted articles.

### **Student Behavior**

Students are expected to behave in a manner that will be a credit to our school, the community, their parents, and themselves. Students are to refrain from the following:

1. academic dishonesty, including cheating on tests or homework, plagiarism
2. playing hackey-sac in the halls or classrooms
3. misuse of any electronic device including cell phones, ipods, and computers
4. using or possessing tobacco or tobacco products
5. fighting on or near school property
6. flagrant disrespect of teachers or other students
7. extreme dress or appearance which is disruptive to class, including torn clothing which becomes questionable as to decency
8. destruction of, or the defacing of school property
9. littering on school grounds
10. remaining on school grounds when not participating in an activity that is directly supervised by a staff member
11. being in the hall without a pass
12. misuse of the lockers
13. inappropriate displays of affection
14. sitting in cars in the parking lot during the lunch periods or using motor vehicles to leave school grounds during the school day
15. possession of, use of, or an association with alcoholic beverages and/or drugs, synthetic drugs, look-a-like drugs, or drug paraphernalia while on school property or at school functions
16. possession of anything that might be considered a weapon, including but not limited to, guns, knives, razor blades, or mechanical tools

### **Cheating / Plagiarism / Academic Dishonesty**

**Cheating** is defined by Webster's Dictionary as: "to deal with dishonestly for one's own gain: defraud; swindle". Specifically, academic cheating includes: taking credit for work not your own; obtaining answers to a test from another student; sharing answers or other written work with other students; having previous knowledge of answers to a test or homework assignment; looking on another student's paper; accepting help on a project of a non-collaborative nature, and/or, possessing a teacher's answer key to a test.

**Plagiarism** is using writings or ideas from another person and using these ideas as your own. These writings or ideas could be from sources such as books, the Internet, computer software, or another student.

**Academic Dishonesty** may be defined, but is not limited to, when students share their work or foster an environment of cheating or plagiarism. Students who have committed any of these infractions will be subject to disciplinary measures as defined in the **Disciplinary Action Chart**. Likewise, Student Athletes will also be subject to disciplinary measures as defined in the Interscholastic Athletic Handbook.

### **Loitering**

Pupils are not permitted to loiter (to linger in an aimless way, without a reason for being in that area) about the building after the daily classes have finished. Students must be participating in an after school activity that is directly supervised by a faculty member or coach in order to remain on campus. Students should leave the building within 10 minutes of dismissal, unless under the supervision of a teacher. In no case should a student leave school property and then return expecting to get a bus pass.

### **Public Display of Affection**

School is not the place for inappropriate displays of affection. Holding hands is acceptable. Kissing, embracing, or cuddling are not acceptable in school. One warning will be issued. Any further violations will result in disciplinary action as insubordination or PDA on the Infraction Code Chart. The parents of both violators will be notified. Disciplinary action will be taken depending on the severity and frequency of offense(s).

### **Dignity for All Students**

The Dignity Act states that NO student shall be subjected to harassment or discrimination, by employees or students on school property or at a school function based on their actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, mental or physical abilities, disability, sexual orientation, gender, or sex. Likewise, electronic forms of harassment will not be allowed.

It is the policy of the Board of Education that harassment or discrimination of and by students, employees, or visitors is prohibited and that



an administrator will investigate all allegations after a report of an incident is completed. Forms are available from the building administrators. Any student who believes he/she has been the victim of harassment or discrimination, by a student or employee of the District, should report the acts immediately to his/her building administrator or School Counselors. Harassment and discrimination of any nature to another student or staff member is not tolerated and is severely dealt with at the high school. Each student has the right to attend school free of harassment or discrimination of any kind.

#### **School and law enforcement**

Any unlawful act taking place on school grounds or on school buses not only makes a student subject to penalties, which the courts may prescribe, but will also result in the school's disciplinary code being enforced. The following are some violations involving law enforcement, followed by its supporting board policy as appropriate:

1. carrying a knife or any other weapon. \* (BOE Policy 5055)
2. possession of, or under the influence of an alcoholic beverage or illegal drugs.\*
3. drug paraphernalia in school or at a school activity.\* (BOE Policy 5033)
4. serious vandalism or theft.\*
5. harassment
6. the police must be called for these offenses, and the student will be immediately suspended.

**Where applicable, other violations may involve law enforcement.**

#### **Tobacco Use**

On March 26, 1994, President Clinton signed into Federal Law the *Pro-Children Act of 1994* which focuses on the prohibition of tobacco use within any indoor facility utilized by elementary or secondary students for educational purposes, after which Governor Cuomo signed into law New York State's version. Both laws are very clear as to their mission to ban the use of all tobacco products within all school buildings or school grounds or inside all school owned vehicles. Consequences will be assigned according to the Discipline Infraction Code Chart and possibly involvement of law enforcement.

## **BUS REGULATIONS**

#### **General Rules**

The 5 General rules regulating student behavior to promote "safety" and "civility" are listed below:

1. All passengers shall obey the bus driver's instructions promptly.
2. Upon boarding the bus, students shall report to their seat and remain seated for the duration of that trip. When seats are not available the driver will assign seats. Bus routes are established on the basis of three students to a seat.
3. Students must ride their assigned bus, and must have written permission from their parents if they have different plans. This written permission

shall be approved by the building principal or his/her designee, and presented to the bus driver.

4. Students shall not bring objects on the bus which are potentially dangerous or distracting to other students or to the driver. Prohibited objects include, but are not limited to the following:
  - a. glass objects
  - b. weapons, including toy weapons
  - c. explosive or flammable devices
  - d. live animals
  - e. any object too large to be held on the student's lap
5. Student actions that distract or otherwise interfere with the driver's ability to operate the vehicle safely are prohibited. Such actions may include, but are not limited to the following:
  - a. throwing objects on or at the bus
  - b. harassing behavior or fighting with other passengers
  - c. extending any part of the body out of bus windows
  - d. tampering with emergency exits
  - e. eating, drinking, or the possession or use of drugs, alcohol, or any tobacco product
  - f. creating excessive noise, including verbal abuse and the use of profanity
  - g. causing damage to the vehicle (students are responsible for damages and will be billed for repair costs)
  - h. tampering with the vehicle's operating or safety controls
  - i. obstructing the driver's vision
  - j. threatening, verbally abusing, attacking, or swearing at the driver or other passengers
  - k. application of perfume, lotion or hairspray

**Students are to be at their bus stop 5 minutes prior to the bus's arrival.**

**The bus driver must stop at all pre-assigned stops, look, and if no one is at the stop, the bus driver MUST continue on his/her way.**

#### **Procedures**

1. General Information -The *Bus Conduct Report* is a device used by the Transportation Department to notify the parent and school administration of an existing problem. This will be used only when other methods or solutions have failed.
2. Progression:
  - a. The driver shall notify the Head Bus Driver of an existing bus problem. Alternatives for correcting improper behavior will be discussed. The Building Administrator is available to meet at this level if called upon.
  - b. If, after implementing corrective measures, the student's behavior does not improve, a *Bus Conduct Report* will be filed.

<b>Referrals 1-3</b>	The building administrator will meet with the student to discuss the incident. Depending on the severity of the incident, the administrator reserves the right to assign any of the consequences 1-6.
<b>Referrals 4 or more</b>	The building administrator will meet with the student to discuss the incident. Depending on the severity, the student will receive a mandatory transportation suspension from 1 5 days. A Superintendent's Hearing could be recommended.

The CSE Chairperson will be notified by telephone on all transportation referrals associated with a CSE student. When a student is suspended from transportation, it is the responsibility of the parent of guardian to provide transportation for that student to and from school for the duration of the suspension.

### **LATE TRANSPORTATION**

#### **3:15 Transportation**

Transportation at 3:15 is provided for those students who are obtaining academic help from a teacher, making up assignments, engaging in athletic or club activities. Students are not to stay after school unless they are under the supervision of a teacher. Students riding the late bus must obtain a valid bus pass signed by the teacher to board the bus. Students are not permitted to leave the school grounds, and then return, expecting to ride the late bus.

#### **5:30 Transportation**

Transportation is provided primarily for students who are participating in extracurricular activities or staying for ESD. Students are not permitted to leave school property and then return expecting transportation home. Students must obtain a valid bus pass signed by the teacher to board the bus. Athletes must be on an official team roster to take the 5:30 bus.

#### **Student Obligations**

A student obligation occurs when you have charged a lunch, signed out a book, damaged or lost text books, not returned uniforms, or incurred financial obligations and not repaid the money, and could prevent you from graduating or sent to Small Claims Court to recoup the money. It is best to repay any obligations as soon as the obligation occurs.

#### **Student Parking**

Section 1670 of the Vehicle and Traffic Law permits school districts to regulate, restrict, or prohibit parking or standing, and to regulate the direction and speed of traffic on any property under the jurisdiction of the district. Any Senior wishing to apply for a parking permit must complete a Parking Permit Application. Any student needing a one-day permit for doctor appointments, etc. should see Mrs. Schwartz or Mr. Centner. Parent will be notified when a student has a violation and is in danger of losing the parking permit.

### **Study Hall Rules and Regulations**

A quiet study area will be established where students will be expected to:

1. be seated in their assigned seat when the bell rings. Attendance will be taken daily.
2. remain seated until attendance is taken. Students may present a pass to go to another teacher for makeup work or extra help. After signing out of study hall, please report directly to the teacher and destination.
3. come prepared to work quietly for the entire period.
4. remain seated for the duration of the study hall. A student may request to leave their seat with the study hall supervisor's permission and please dispose any trash at the end of the period.
5. ask the study hall supervisor for permission to sign out to the Media Center or the Writing Center.
6. sign out when leaving the study hall providing his/her name, the destination, and the time on the sign-out sheet.
7. wait their turn for the restroom, only one student at a time may leave study hall for the restroom. The student must have a pass from the study hall supervisor and use the sign-out sheet.
8. report directly to the destination listed on the sign out sheet. The study hall supervisor will make calls confirming the arrival of students to their destination.
9. remain in the study hall after the 8 minute bell.
10. gambling, card playing, and other games are not allowed (video games included)
11. use listening devices / electronic devices under the following conditions:
  - You must keep the volume at a level that does not disturb others around you.
  - District policies for acceptable use are followed

### **Threats Towards Staff Members**

If you use profanity, obscene gestures, blatant disrespect, or make any threatening gestures towards any staff members or teachers, you will be dealt with very severely. Punishment could include suspension from school and being placed on Social Probation. If the situation warrants it, you may also face a Superintendent's Hearing, possible police intervention (arrest), formal charges, and a possible day in court. Camden Central High School administration has a zero tolerance for this type of behavior and any violations will be dealt with accordingly.

### **Board of Education Policies**

While this planner serves as a guide for the policies and procedures of Camden High School, the Board of Education has adopted and closely monitors policies for the entire school district. These detailed policies may be found at: <https://www.camdenschools.org/district/district-policies>

## Alma Mater

Guarded by our tow'ring maples  
Under heaven's skies so blue  
Stands our dear old Alma Mater  
With its distant hills in view  
Camden High School, Camden High  
To Thee our praises e'er we'll sing,  
Of thy glorious fame and honor  
Ever shall our voices ring.

### School Spirit

School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level. School spirit may be divided into three categories:

<b>Courtesy:</b>	Towards teachers, fellow students, and the officials of the school athletic activities.
<b>Pride:</b>	In everything our school endeavors to accomplish and has accomplished.
<b>Sportsmanship:</b>	The ability to win and to lose gracefully.



