

**Pulaski Middle-High
School
Student Handbook
2022-2023**

Pulaski MS/HS Bell Schedule

Period	Start Time	End Time
HR	7:25	7:28
1st	7:28	8:09
2nd	8:12	8:53
3rd	8:56	9:37
4th	9:40	10:21
5th- HS Lunch	10:24	11:05
6th - HS Lunch	11:08	11:49
7th- Grade 6 Lunch	11:52	12:33
8th- Grade 7 & 8 Lunch	12:36	1:17
9th	1:20	2:01
10th	2:04	2:45

Period 10 is part of the school day.
Students assigned are expected to stay.
Practice/Rehearsal/ Extra-curricular
Starting Times Begin AFTER 2:45.

Detention Times:

Teacher Detention: 2:04 - 2:45

Tues/Thursday: 3:00 - 5:00

Saturday Detention:

8:00 - 11:00 AM

Pulaski MS/HS 2 Hour Delay Schedule

Period	Start Time	End Time
HR	9:25	9:28
1 st	9:28	9:56
2 nd	9:59	10:27
5 th (Lunch)	10:30	10:58
6 th (Lunch)	11:01	11:29
7 th (Lunch)	11:32	12:00
8 th (Lunch)	12:03	12:31
9 th	12:34	1:02
3 th	1:05	1:33
4 th	1:36	2:04
10 th	2:07	2:45

PROCEDURES AND EXPECTATIONS

ABSENCES

When a student is absent from school, the student needs to bring a written excuse for the absence to the attendance upon his/her return to school. This note should include the student's name, date(s) of absence, the reason for the absence and the parent/guardian's signature.

LEAVING SCHOOL EARLY

1. Students who must leave school early need a written excuse from their parent/guardian. The excuse is to be handed into the office before first period/block. The excuse must state the student's name, date, time of dismissal and the reason for dismissal.
2. The Main Office must approve all written excuses. Doctor, dentist and legal appointments are legal reasons for early dismissal. Going out to lunch, tanning, etc. are not legal reasons for dismissal and will be denied.
3. Students who become ill during the day are to report to the nurse. The nurse will determine if the student should be sent home.
4. Only in emergency situations will a parental phone call serve as the written excuse for a student leaving early.
5. No student may leave the building without permission.

TARDINESS

School begins at 7:25 a.m. Homeroom runs from 7:25-7:28. Students must be on time. If a student arrives to school after 7:25 a.m., they must report directly to the Attendance Office for a pass to their first period class.

All teachers are responsible for taking attendance in all their classes. If a student is tardy or absent illegally from a class, the Code of Conduct will be followed.

With the exception of the students who live outside the district, students have the opportunity to ride the bus. If the student chooses to drive to school or if a parent drives the student to school then the student must accept the responsibility for being on time and also must accept the consequences for not being punctual.

DRIVING TO SCHOOL

1. All students driving to school must park in the designated area. Parking in no parking areas may result in the car being towed. The drivers of illegally parked cars will be warned the first time.
2. No motor vehicles (such as snowmobiles, dirt bikes, and four wheelers) are permitted to operate on school grounds.
3. Students driving to school must register their vehicle in the Assistant Principal's Office. Failure to register a vehicle may result in its being towed.
4. Once the vehicle is parked, students are to report to the building and not back to the vehicle until leaving for the day. Any student providing a ride to another student from 7:25 a.m. – 2:40 p.m. will lose their right to drive to school.
5. The school assumes no responsibility for damages or theft of cars driven to school.
6. The student will observe safe-driving practices at all times. Parking and driving privileges will be denied any time a student fails to adhere to parking regulations or drives in an unsafe manner.

DRIVING TO CITI

Students will be issued a permit to drive to CITI only after the following conditions have been met:

1. Written parent/guardian permission must be obtained.
2. The Principal must approve the request.
3. Students who are granted permission to drive to the Technical Career Center will be given a form to be shown to the security guard there.
4. Students driving to the Technical Career Center are not to transport other students.

PASSES

Students are required to have a pre-signed pass if they are to be in a classroom other than the one in which they are scheduled. The principal, guidance or the teacher in charge of the class will issue passes. No student should be allowed to leave a study hall or classroom without a pre-signed pass.

FIRE DRILLS

Fire drills will be held at various times of the school year. Students are to follow directions given by the teacher. **ALL STUDENTS ARE TO EVACUATE THE BUILDING.**

SCHOOL CLOSINGS

On days when school must be closed or delayed because of a storm, a message will be sent via our School Messenger system and an announcement will be made on stations:

WSEN, WEZG, WCNY, WAQX, WRVO, WSGO, WFBL, WHEN, WIXT, WKFM, WMHR, WOLF, WOT, WTNY. Please listen to these stations as opposed to calling the school for information.

BOCES CLOSINGS

If BOCES classes are canceled on a day when Pulaski is in session the students need to follow this procedure in order to leave early or arrive late.

When the student knows ahead of time that there will be no classes at BOCES on a given day, the students need to have written permission from a parent to arrive late or leave early. This permission slip needs to be turned into the office when the student arrives at school.

TEXTBOOKS

Classroom teachers will issue textbooks. The same books issued must be returned at the end of the year. The student or parent/guardian must pay for any lost or damaged books. Payments are to be received by the Guidance office.

VALUABLES

The district assumes no responsibility for loss of student's personal property. Electronic devices including iPod, cell phones and other distracting items should not be in school. Large sums of money and valuables should be left at home. Articles of value for class display should be locked in a teacher's cabinet or checked in at the Main Office.

SCHOOL DANCES

Dances are for Pulaski students and occasionally dances are opened for approved visitors for the HS Only. Students who wish to bring visitors to the dance must sign them up in the school's main office 48 hours prior to the dance. Special extensions may be granted. Please be aware that all students are expected to act appropriately and any students that leave the building during the dance will not be allowed to reenter the building. Dances are for either middle school (6-8) or high school (9-12).

JUNIOR-SENIOR PROM

The Junior-Senior prom is open only to juniors and seniors and sophomores that are invited by a junior or senior. **No ninth grade (freshman) are allowed to attend the junior-senior prom.** Outside student guest, with the exception of parents, must receive prior principal approval.

FIELD TRIPS AND CLASS TRIPS

Field trips and class trips have proven to be educationally sound and in most instances a good educational experience. It is expected that all students will act in an appropriate manner when representing the school during any such outing. All students involved in any before or after school activity that is sponsored by the school is expected to ride school provided transportation to and from such events, nor will they be permitted to accept transportation other than the school provided transportation to or from such events.

WORKING PAPERS

Students seeking working papers may obtain an application from the Guidance Office. All students between 14 and 18 years of age must have working papers if they have a job.

LOST AND FOUND

Students looking for lost and found items should check with the appropriate school office staff and the School Nurse.

STUDENT DRESS CODE:

Please refer to Student Code of Conduct.

SUPPORT SERVICES

NURSE'S OFFICE – HEALTH SERVICES

Health services in our school programs are designed to conserve, protect and improve the health of the school population in order to:

- teach a healthy way of life
- create a healthy environment
- develop a healthy appraisal and counseling program
- meet the special needs of students with health programs
- provide first aid and emergency care to those who become ill or injured while in school

The Health Office is not a clinic. Treatments with the exception of First Aid cannot be given. The school nurse cannot diagnose, change dressings or give treatment. Emergency care is provided for illness or injury that occurs at school. Parents are notified and should assume custody at school and be responsible for transportation and future care. Accident reports will be filed. **Students must not leave school when ill or injured until proper arrangements are made by the school through the nurse.**

PULASKI SCHOOL BASED HEALTH CLINIC – Available to all students who enroll with the Pulaski Health Center. The clinic provides for most of student medical needs. If not enrolled and would like information, please stop by the clinic.

SCHOOL PSYCHOLOGIST

A full-time school psychologist is available on a regularly scheduled basis to work with students having special learning or personal problems. Parents may request the services of the psychologist through their student's guidance counselor.

LIBRARY MEDIA CENTER

Students are to use the Library Media Center (LMC) for academic activities that help them learn to use information effectively. A student must have a pass to the LMC to come to it from a class. Students are expected to come prepared to use the LMC for educational activities and may not sign out to go to another location in the school. **While in the LMC, students are expected to be involved in learning activities such as receiving instruction, working on class assignments, reading and studying.** Students who involve themselves in activities other than learning will lose the use of the LMC during the school day. Students have access to a collection of print, non-print and electronic sources of information in the LMC. Through the Inter-Library Loan Program, students can also access and borrow items from other libraries. The LMC specialist and the support staff are here to help students, plan instruction in collaboration with other school staff, and to assist all members of the school community in meeting their informational needs.

ACADEMIC INFORMATION

CLASS STATUS

1. To attain the status of a sophomore (10th grade) a student must have successfully completed English 9 and Global Studies I and have earned at least 5 credits.
2. To attain the status of a junior (11th grade) a student must have successfully completed English 9 and 10, Global Studies I and II and have earned at least 10 credits.
3. To attain the status of a senior (12th grade) a student must be scheduled for courses for the school year that will enable him/her to successfully fulfill graduation requirements. Total minimum credits for graduation is 22 credits with a minimum number of credits in each of the following content areas:

ELA – 4	Foreign Language – 1
Soc. Studies – 4	PE – 2
Math – 3	Elective or course sequence – 3.5
Science – 3	Health – ½
Theatre Arts – 1	

GRADING PROCEDURES

The marking system for grades 6-12 is:

1. Students will pass a course with a final class average of 65% or higher
2. Final mark will be determined averaging the quarterly averages and the final examination.

FINAL AVERAGE FORMULAS

a. FULL YEAR COURSE = $\frac{\text{Sum of 4 quarters} + \text{Final Exam (Assessment)}}{5}$

b. HALF YEAR COURSE = $\frac{2 \times (\text{sum of 2 quarters}) + \text{Final Exam (Assessment)}}{3}$

Teachers have the option with permission of department chair and principal to replace the final exam and the weight of the exam with other types of assessment and less weight (never more than 20%).

3. Each teacher will prepare a course outline identifying evaluation procedures. All department chairpersons and the Principals are responsible for analyzing comparisons of students' marks for class averages, local test and regents for teachers in their own department. Students must be aware of the grading procedures on the very first day of class.
4. No teachers in grades 6-12 will place a mark of less than 50 in any quarter.

GRADE POINT AVERAGE AND FINAL RANK IN CLASS

Grade Point Average – at the end of each quarter your average will include all of your grades and the final average will be rounded to the nearest whole number, ie. 94.513 would round to 95.0 or a 94.467 would round to a 94. This average will determine merit, honor, high honor and Principal's list. College level courses will be weighted 1.1 (or 10%).

Final Rank in Class – At the end of the third quarter of your senior year, your final rank in class will be determined. Your final rank at the end of your senior year will be slightly different than your grade point average. The rank average is used to determine where you are in your graduating class. The difference is that final rank will only include the final grade in the following courses:

<u>Course</u>	<u>Year</u>
English	9,10,11,12
Social Studies	9,10,11,12
Mathematics	Int. Algebra, Geometry, Alg.II/Trigonometry
Science	Living Environment, Earth Science, and one other Science class
Foreign Language	Spanish I and Spanish II
Health	½ unit
Music, Art or equivalent	1 unit

Total units counted towards
Graduation

18 1/2

HONOR ROLL

Criteria for selection:

Principal's List – Highest overall average per grade level.

High Honor Roll – 95.0 or above

Honor Roll – 90.00 – 94.00

Merit Roll – 85.0 – 89.00

There will be 1st quarter, 2nd quarter, 3rd quarter and 4th quarter honor rolls; each honor roll will be an average of the quarter grades only. A final honor roll will be compiled from the final grade.

EARLY GRADUATION

The cumulative grade point average of those students who satisfy their graduation requirements in less than (8) eight semesters of high school study will be computed and assigned a class rank designation in accordance with this policy. Students who elect to pursue an accelerated program of study will not be discriminated against in the assignment of a rank in class, and in the corresponding selection of valedictorian and salutatorian.

PULASKI MIDDLE HIGH SCHOOL STUDENTS RIGHTS AND RESPONSIBILITIES

The Pulaski Academy and Central School has adopted Choice Theory as its psychological base. Choice Theory is the theoretical basis for the use of Reality Therapy in counseling students. Reality Therapy is a process by which students, teachers and counselors examine individual behaviors, and work together to change inappropriate behaviors in order to help students experience more success in school and in life, and to avoid the inevitable consequences of inappropriate behavior.

Our mission is to prepare all students for a constantly changing future by providing the highest quality education in partnership with parents, staff and community. To support our mission we realize good citizenship is necessary. In order to create an environment that fosters good citizenship, a published set of students' rights and responsibilities is necessary.

Student Rights:

- All students have the right to schools that are safe, orderly and drug free.
- All students have a right to learn in school districts and schools that have clear discipline codes with fair, effective and consistently enforced consequences for misbehavior.
- All students and school staff have a right to be treated with courtesy and respect.
- All students have a right to learn in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
- All students have the right to learn in school districts and schools where getting a high school diploma means having the knowledge and skill necessary for post-secondary endeavors.
- All students have the right to be supported by parents, the community, public officials and business in their effort to uphold high standards of conduct and achievement.
- All students have the right to a student government comprised of students and accepted by the student body.

Student Responsibilities:

All students are accountable for their own behavior on district property and at district functions and have the responsibility to:

- Comply with the provisions of this code while on district property and at district functions.
- Grow in character and ability as they grow in age.
- Be honest with themselves and others.
- Show respect for fellow students, teachers and all district staff.
- Set a positive example so that others may enjoy and profit from their company.
- Perform all assignments to the best of their ability.
- Consider their education as preparation for the future.
- Obey all school rules and regulations
- Respect public, private and school property.
- Attend school regularly and punctually.
- Develop high moral standards and the courage to live by them.
- Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
- Take full advantage of educational opportunities available at school.

- Develop opinions and values that will make them an asset to the school community.
- Learn and practice civic responsibility.

DETENTION

1. Students will be assigned office detentions for various acts of misconduct. Detentions run during 10th block (2:01-2:45), after school (3:00-5:00 on Tuesdays and Thursdays) and on Saturdays (8:00-11:00) depending on the severity of the behavior
2. School-day detentions will be held in the ISS room. Saturday detentions will be held in the library.
3. Only an administrator can excuse students from detention because of extenuating circumstances. The time must be made up.
4. Students must bring school assignments, appropriate magazines or reading materials with them.
5. Students will be expected to follow all school rules and regulations during Saturday detention.
6. Failure to attend detention or misbehavior in detention will result in additional disciplinary consequences

IN-SCHOOL SUSPENSION

The use of In-School Suspension will be another option the Principal or his/her designee will utilize in accordance with our Code of Conduct.

OUT OF SCHOOL SUSPENSION

A student who is suspended out of school will be asked to leave school as soon a parent or guardian is able to arrange for transportation home. A suspended student will not be permitted on school grounds nor allowed to participate in any extra-curricular activities during the same day of suspension. Parents will be notified of the suspension either in writing or by phone within 24 hours of the suspension. The student will also be given written documentation of the suspension, which should be given to the parent or guardian.

For Special Education Students: A student with a disability may be suspended only in accordance with the requirements of state and federal law.

For District Employees: Any person, who while on District Property or at a District Function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law.

For Visitors: Any unauthorized person on District Property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code, if any, to remain on District Property or at the District Function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

In order to participate in any extracurricular activity students are subject to the following:

1. Students who are suspended from school or in ISS for 2+ periods on the day of an athletic game or practice session, school dance or other school affair scheduled after regular school hours are not eligible for participation or attend at such events.
2. Students experiencing academic or behavior problems will be required by coaches and/or advisors to participate in programs that are developed to remediate student needs.
3. The Principal will have the authority to withhold a student from an extracurricular activity if in his/her opinion the student has acted in a manner that would deem his/her exclusion necessary.

LOCKERS

To provide a safe place for personal property an individual locker equipped with a combination lock is assigned to each person. These lockers are the property of the school and are supplied for the convenience of the pupils and the protection of their property. **It should be noted that school officials have the right to search lockers.** The Board of Education and the school authorities assume no responsibility for the loss of any article by a pupil. Lockers should be kept locked at all times. Combinations will be changed each year during the summer, as necessary. For security reasons, a pupil should use only the locker assigned to him/her and not tell the combination to anyone. Any difficulty with a locker should be reported immediately to the Main Office. Any repairs needed to be done because of excessive damages will be charged to the parent/guardian. Failure to make restitution will result in the student not having the use of a locker for the next school year. Absolutely nothing is to be taped to lockers. Only magnets may be used to secure items to the locker.

VISITORS

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The building principal has authority over all persons in the building or on the school grounds.
2. All visitors to the school must report to the attendance office upon arrival at the school and must provide ID & will be issued a visitors pass. identification badge. The identification badge must be worn at all times while in the school or on school grounds. Visitors attending District Functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.

4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on District Property contained in this Code.