



# Sherburne-Earlville High School STUDENT HANDBOOK 2024-2025

## *Mission Statement*

We will inspire and empower each learner  
to reach their full potential.

## *Vision Statement*

An innovative, high performing rural  
school district delivering education excellence.

### **SEHS Administrators**

Jolene Emhof, High School Principal

Brad Perry, High School Assistant Principal

This agenda belongs to:

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

*The Code of Conduct applies to all students, whether they are  
learning virtually or in-person. All policies are pending,  
and changes can occur, at any time, based on Board approval.*

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### S-E HS COMMUNICATION CHART

Question About ...	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact
Academics	Teacher	Counselor	Principal
Athletics	Coach	Athletic Director	
Behavior/Discipline Issues	Teacher	Principal	
Bullying/Social Conflicts	Counselor	Principal	
Classroom issues	Teacher	Principal	
Extra-Curricular	Advisor	Principal	
Scheduling	Teacher	Counselor	Principal
Scholarships	Counselor		

## HS/MS Bell Schedule 2024-2025

Mod	Time
1	8:00-8:50
AM BOCES BUS LEAVES 8:50 AM - TUNNEL	
2	8:53-9:36
3	9:39-10:22
4	10:25-11:08
4A	10:25-10:45
4B	10:48-11:08
5	11:11-11:54
5A	11:11-11:31 (PM BOCES LUNCH)
AM BOCES BUS RETURNS 11:31 AM - Flagpole	
PM BOCES BUS LEAVES 11:31 AM - Tunnel	
5B	11:34-11:54 (AM BOCES LUNCH)
6	11:57-12:40
6A	11:57-12:17
6B	12:20-12:40
7	12:43-1:26
7A	12:43-1:03
7B	1:06-1:26
8	1:29-2:12
PM BOCES BUS RETURNS 2:10 - Flagpole	
9	2:15-2:58

### ONE-HOUR DELAY BELL SCHEDULE

9:00-9:37	MOD 1
AM BOCES BUS LEAVES AT 9:40	
9:40-10:17	MOD 2
10:20-10:57	MOD 3
11:00-11:37	MOD 4
11:40-12:17	MOD 5
AM BOCES BUS ARRIVES AT 11:40	
PM BOCES BUS LEAVES AT 12:20	
12:20-12:57	MOD 6
1:00-1:37	MOD 7
1:40-2:17	MOD 8
PM BOCES BUS ARRIVES AT 2:10	
2:20-2:58	MOD 9

### TWO-HOUR DELAY BELL SCHEDULE

NO AM BOCES	
10:00-10:33	MOD 1
10:36-11:06	MOD 2
11:09-11:39	MOD 3
11:42-12:12	MOD 4
PM BOCES BUS LEAVES AT 12:15	
12:15-12:45	MOD 5
12:48-1:18	MOD 6
1:21-1:51	MOD 7
1:54-2:24	MOD 8
PM BOCES BUS ARRIVES AT 2:10	
2:27-2:58	MOD 9

### **CODE OF CONDUCT**

**NOTE:** As a result of Project S.A.V.E. legislation, our Code of Conduct is too long to print on these pages in its entirety. The Code in its entirety may be obtained from the High School office, and is available on the school district's website. Below are crucial excerpts from the Code of Conduct, followed by other important information regarding school procedures.

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

This act was signed into law September 13, 2010 and took effect July 1, 2012. It states that no student shall be subjected to harassment, discrimination, or bullying by employees or students for any reason. The Dignity Act applies to all public schools, BOCES, and charter schools, incidents on school property, and to public school functions. Please contact your Counselor or visit the school website for more information.

### **STUDENT RIGHTS**

Although the rights of students **are not identical to the rights of adults**, SECSO is committed to safeguarding the rights given to all students under state and federal law.

### **STUDENT RESPONSIBILITIES**

- Be familiar with and abide by all SECSO policies, rules, and regulations dealing with student conduct.
- Attend classes every scheduled period unless legally excused, and be on time, prepared to learn.
- Notify a teacher or school official immediately if you have knowledge of a safety concern.

### **ESSENTIAL PARTNERS IN EDUCATION**

#### **PARENTS**

All parents are expected to:

- Ensure their children attend school regularly and on time.
- Ensure that all legal absences are accompanied by written excuses.
- Insist that their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children learn and understand SECSO rules.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Ensure homework assignments are completed.
- Initiate contact with teachers, counselors, and school officials as a way to resolve problems.

### **ACADEMIC DISHONESTY POLICY**

Sherburne-Earlville High School believes that academic honesty and integrity are essential to excellence in education. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Each student, parent, and staff member has a responsibility to promote an academic culture that respects and fosters individual achievement. Any form of academic dishonesty will be handled both within the classroom and with administration.

### **STUDENT DRESS CODE**

Sherburne-Earlville High School is a safe and welcoming place for you. You attend a school where we not only respect differences, we embrace our diversity. We welcome one another's family background, heritage, language, and culture. We welcome one another's race and ethnicity. We welcome one another's religion and your right to your own personal customs and beliefs. We welcome your sexual orientation and your gender identity. We welcome your special needs. We welcome you and value you as individual human beings.

Never forget: You belong here at Sherburne-Earlville High School—each and every one of you.

#### **A student's clothing, jewelry, grooming, and appearance shall:**

- A. Maintain a safe learning environment in all classes. Student dress should be appropriate especially where protective supportive clothing is needed. This includes proper swimwear for PE.
- B. Clothes must be worn in such a way that genitals, buttocks, and nipples are covered. No see-through garments in these areas are allowed.
- C. Include footwear at all times. Footwear determined by school officials to be a safety hazard will not be allowed.
- D. Exclude the wearing of outdoor clothing (coats, vests, etc.)
- E. Exclude head dressings, including, but not limited to wigs, costume masks, visors, sunglasses, etc. Exemptions can be made according to religious/medical need.
- F. Exclude "weapon jewelry," spikes, fish hooks, dog chains, choke chains, chains that hang from belts or pockets, or other such things worn on the body that could injure one's self or others.
- G. Exclude items that school personnel determine to be vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, gender identity/expression, sexual orientation, or disability.
- H. Exclude the endorsement of alcohol, tobacco, or illegal drugs and/or the encouragement of other illegal or violent activities.

### **STUDENT BEHAVIOR: MISCONDUCT AND CONSEQUENCES**

As a general rule, discipline will be progressive. If the conduct of a student is related to a disability or suspected disability, the Committee on Special Education will be notified. All notices and procedures for disabled students will be followed.

### **RANGE OF CONSEQUENCES**

Includes, but is not limited to:

- Written Warning/Verbal Reprimand
- Restorative Practices
- Lunch Detention (LD)
- After School Detention (ASD)
- Suspension from Bus Transportation
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Superintendent's Hearing
- Criminal Charges

**NOTE: Students who are suspended out of school, assigned to long-term alternative instruction, or on home instruction due to medical reasons, will be excluded from all school sponsored extracurricular and social activities during their disciplinary action or medical excuse. These activities include, but are not limited to, participation in athletic practices and contests, and attendance at any school-sponsored events.**

**Participation will resume after completion of the disciplinary term at the principal's discretion.**

### **OFFENSES**

- (1) Alcohol Violation
- (2) Arson/Fire
- (3) Bomb Threat/False Alarm
- (4) Bullying
- (5) Bus Misbehavior
- (6) Cheating/Academic Dishonesty
- (7) Computer/Electronic Communication Misuse
- (8) Cutting Class
- (9) Disrespect Toward Others
- (10) Disruption-Classroom
- (11) Disruption-School Environment
- (12) Disruptive Items-Possession of
- (13) Driving/Parking Violation
- (14) Drug Violation
- (15) Failure to Serve Assigned Consequences
- (16) Fighting
- (17) Fireworks/Explosives
- (18) Forgery
- (19) Gambling
- (20) Hands On/Physical Contact
- (21) Harassment/Hate Speech
- (22) Hazing
- (23) Indecent Exposure
- (24) Insubordination
- (25) Intimidation
- (26) Leaving School Grounds without Permission
- (27) Loitering
- (28) Lookout
- (29) Physical Attack on Staff/Students/Others

- (30) Profanity
- (31) Public Displays of Affection (PDA)
- (32) Reckless Endangerment
- (33) Repeatedly Disruptive Conduct
- (34) Sexual Harassment
- (35) Sexual Misconduct
- (36) Skateboards/Scooters/Rollerblades – unauthorized use
- (37) Tardiness
- (38) Theft
- (39) Threat to Staff, Student, or Other Person
- (40) Tobacco Violation
- (41) Trespassing
- (42) Truancy
- (43) Vandalism/Destruction of School Property
- (44) Weapons Possession
- (45) In Unauthorized Area

### **PERSONAL ELECTRONIC DEVICES**

The Sherburne-Earlville Central School is device-free for students. This means the school district will no longer allow students to have access to any personal electronic devices for the duration of the school day. Students with medical needs for a device will not be affected, but will be held to the same standard of use during operating hours. By removing personal electronic devices from the school day, S-E is committing to a higher level of learning and engagement for all students, which aligns with our commitment to our district's mission, vision, and core beliefs.

### **Personal Electronic Device Procedures**

Personal electronic devices( phones, smartwatches, earbuds, etc.) are not to be used during the school day. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

### **DAILY PROCESS**

Students must bring their Pouch to school with them each day.

As students Enter the School Building, they will:

1. Turn their device(s) off.
2. Place all personal devices inside their Pouch and secure it in front of school staff.
3. Be responsible for carrying or storing their Pouch.

As students Exit the School Building, they will:

1. Unlock their Pouch.
2. Remove their personal device(s).
3. Close their Pouch and take the contents with them.

\*Students arriving late or leaving early will lock/unlock their personal device(s) in the Attendance Office.



### **Damaged/Lost/Forgotten Pouches**

#### **Damaged Pouch**

If a Yondr Pouch is ripped, cut, torn, damaged, or signs of force to the black button on the back or opened in any way other than prescribed by the district:

- The student/their caregiver is responsible for purchasing a new Pouch (\$45).
- The student also serves a 3:00-4:00pm detention on that day and cannot attend clubs, sports, dances or any extracurriculars that day.

#### **Forgotten Pouch**

If a student forgets their Pouch, their personal electronic device(s) will be collected and stored in the Middle/High School Office for the day. A member of the administrative team will call home to remind the parent/caregiver of the personal electronic device policy. The student may retrieve their device from the Middle/High School Office at dismissal.

#### **Lost Pouch**

If a student loses their Pouch, the student/their caregiver is responsible for purchasing a new Pouch (\$45).

### **PERSONAL ELECTRONIC DEVICE PROGRESSIVE DISCIPLINE**

Failure to comply with the district's personal electronic device policy will result in the following (at the discretion of building administrators):

#### **1st offense**

If a personal electronic device is seen (or heard) in a classroom/hallway/school space during school hours:

- The personal electronic device is immediately given to the adult for the entirety of the day and can be picked up in the Middle/High School Office at the end of the day.
- If the personal electronic device isn't immediately given to the adult, the personal electronic device will be collected by someone from the administrative team. The personal electronic device will remain in the Middle/High School Office until a caregiver comes to pick it up. The student also serves a 3:00-4:00 pm detention.

#### **2nd offense**

If a personal electronic device is seen (or heard) in a classroom/hallway/school space during school hours:

- The personal electronic device is immediately given to the adult and a parent/caregiver needs to pick up the personal electronic device in the Middle/High School Office at the end of the school day.
- The student serves 3 days of detention from 3:00-4:00 pm detention and cannot attend clubs, sports, dances or any extracurriculars on those days.

- If the personal electronic device isn't immediately given to the adult, the personal electronic device will be collected by someone from the administrative team. The personal electronic device will remain in the Middle/High School Office until a caregiver comes to pick it up.

### 3rd offense

If a personal electronic device is seen (or heard) in a classroom/hallway/school space during school hours:

- The personal electronic device is immediately given to the adult and a parent/caregiver needs to pick up the personal electronic device in the Middle/High School Office at the end of the school day.
- The student serves 4 days of detention from 3:00-4:00 pm and cannot attend clubs, sports, dances or any extracurriculars on those days.
- If the personal electronic device isn't immediately given to the adult, the personal electronic device will be collected by someone from the administrative team. The personal electronic device will remain in the Middle/High School Office until a caregiver comes to pick it up.
- In addition, building administrators have the discretion to assign a more significant consequence if the student(s) demonstrate behaviors or actions that violate the code of conduct and/or student handbook, including but not limited to insubordination and non-compliance.

S-E HS is NOT responsible for any devices that are lost, stolen or damaged at school. Please do not call or text your child on his/her cell phone during the school day. **Parents who need to contact their children during the school day should do so by calling the main office at 674-8480.**

### **VISITORS TO THE SCHOOL**

Except for those who are attending public gatherings or meetings, **visitors must report to Attendance Office upon arrival at the school.** Visitors must comply with all of the school rules while on school grounds. Student visitations will be done after 3:00 p.m. Visitors must have business in the building. Visitors must sign in and obtain a visitor's pass. Visitors will then receive a tag identifying them as visitors and will be escorted to their destination. Upon completion of their visit, visitors will be escorted back to the Attendance Office to return the visitor's pass and sign out.

### **DRIVING/PARKING RULES**

**Students may not park on school property without a valid parking permit. Before a school-parking permit will be issued this contract must be signed by the following: student, parent or guardian, and High School Assistant Principal.**

1. Students must provide a copy of their license and vehicle registration before a permit will be issued. Any Junior or Senior may apply for a parking pass; all other student drivers must receive special approval from administration prior to applying for a parking pass. Any student vehicle not having a valid S-E parking permit or is illegally parked may be towed away at the student's expense.
2. Any student who parks in faculty/staff or visitor parking risks losing parking privileges for a minimum of 30 school days.
3. Students are allowed only one parking sticker.

4. The speed limit on school grounds is 15 miles per hour. Any student speeding or driving recklessly on school grounds could lose parking privileges for the remainder of the school year or into the following year.
5. Excessive Tardiness/Absenteeism or repeated infractions of rules could result in loss of parking privileges for the remainder of the school year, or into the following year.
6. The Sherburne-Earlville window sticker is to be displayed in the driver's side back seat window.
7. Students are not allowed to go to their vehicles for any reason during the school day.
8. School officials may search vehicles if there is reasonable suspicion that there is inappropriate material in the vehicle.
9. The District is not responsible for any harm or damage done to the vehicle during the time it is on school property.
10. Student parking is located on the outer perimeter of the lot (closest to the athletic fields) and any other designated areas.
11. Students are expected to come and go without disturbing the school community with noise such as loud radios, horns, yelling, etc.

**The District will from time to time conduct searches of vehicles and their contents parked on District property. These searches will be conducted using dogs trained for the discovery of various forms of contraband including but not limited to drugs (including marijuana) and look alike drugs, firearms, and explosives.**

#### **DRIVING TO AND FROM BOCES**

Students are **not allowed** to drive to and from BOCES unless there are extenuating circumstances. In such cases, students must get permission from BOCES, High School Administration, and their parents. The proper paperwork must be filed **48 hours** prior to requested date. **Under no circumstances can a student transport other students.** Students who transport other students will risk losing all parking/driving privileges.

#### **SNOWMOBILES**

High School Students **may not** park on school property without a valid snowmobile parking permit. Before a permit is issued, a snowmobile parking form must be signed by the following: student, parent or guardian, and the High School Assistant Principal.

- The snowmobile must be registered and the driver licensed to drive by the state of New York.
- The driver must obey all New York State driving laws.
- The snowmobile must be registered with the Main Office.
- The school secretary designates parking areas at the time permission to park is granted.
- Students must follow the driving path as described on the permission form.

*\*Failure to comply with the snowmobile driving rules can result in the loss of snowmobile driving privileges and/or further disciplinary action.*

#### **ANTI-DISCRIMINATION POLICY**

The school district does not discriminate in employment, educational programs, and activities it operates on the basis of sex, race, or handicap. We operate in compliance of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973.

#### **STUDENT SUPPORT SERVICES**

Students who wish to confer with their school counselors, psychologist, or social workers should stop at the Counseling Office before school, between classes, or after school to schedule an appointment. Appointments will be made during study halls, lunch periods, and before or after school whenever possible.

**The School Counselor assignments are as follows:**

**Mrs. Burns**—Grades 9 & 11

Phone: 674-7319 • email: [burnsa@seonline.org](mailto:burnsa@seonline.org)

**Ms. Morris**—Grades 10 & 12

Phone: 674-7317 • email: [morrisl@seonline.org](mailto:morrisl@seonline.org)

**GRADUATION REQUIREMENTS:**

Subject	Regents Diploma	Regents Diploma w/ Adv. Designation
English	4 (+English Regents Exam)	4 (+English Regents Exam)
<b>Social Studies</b>	4 (+Global Studies and US History & Govt. Regents)	4 (+Global Studies and US History & Govt. Regents)
<b>Math</b>	3 (+1 Regents)	3 (+3 Regents exams)
<b>Science</b>	3 (+1 Regents)	3 (+2 Regents)
Foreign Language	1	3 (+1 Exam)
Fine Arts	1	1
Health	.50	.50
Physical Education	2	2
Electives	4+	2+
Total	22	22

**NOTE:** To earn a **Regents Diploma** or **Regents Diploma with Advanced Designation**, all required Regents exams must **have a score of 65 or higher**.

\*New York State often updates the various pathways students can take for a diploma.  
For the most updated information, please see your counselor.

**CLASS STATUS**

In order to be considered a member of a specific class, the following number of credits must be maintained.

FRESHMAN .....0  
SOPHOMORE .....5  
JUNIOR.....10  
SENIOR .....15

**RELEASE OF INFORMATION**

The Federal Student Privacy Law prohibits school districts from releasing transcripts without student and/or parent permission. Students who wish to have the school provide transcripts to colleges or to employment offices must obtain the proper release from the counseling office.

**COURSE LOAD**

All students in grades 9-12 must be scheduled for a minimum of six (6) credits (or credit equivalents) in addition to physical education.

**COURSE DESCRIPTION**

Please refer to school website for Course Description Catalog.

### **DROP/ADD CLASSES**

Any change in the schedule must occur as indicated below:

- **Students may drop a full-year course through the second (2nd) week of class [through the second (2nd) week for a semester course]. Beyond these deadlines, a parent conference and administrative permission are required to drop a course.**
- A drop within the first two (2) weeks will not be recorded on the report card or transcript. After two (2) weeks a drop will be recorded on the report card as follows:
- Drop/Pass if the student is passing the current marking period.
- Drop/Fail if the student is failing the current marking period. The Drop/  
Fail will carry for the entire year for full year courses for eligibility, etc.
- If a student changes sections (i.e. keeps the same course) then grades will carry over.
- If a student changes courses, then grades earned in original course will be disregarded and only the new grades will count. Final grades will be configured using the average of the “new” quarters to fill in the missing quarters. In this way the final exam weighting remains at 20%.
- The addition of a semester course may only be transacted before the fourth (4th) week of the semester with the approval of the teacher. The student understands that the missed work must be completed.
- The addition of a full year course may only be transacted before the second (2nd) week of school with the approval of the teacher. The student understands that the missed work must be completed.
- The final average for a new student entering the district after five (5) weeks of school is determined by averaging the grades from the former school with any grades received at Sherburne-Earlville.

### **FINAL GRADES**

Final grades are computed as follows:

<b><u>Two Semester Course</u></b>		<b><u>One Semester Course</u></b>	
1st quarter	1/4	1st quarter	2/4
2nd quarter	1/4	2nd quarter	2/4
3rd quarter	1/4		
4th quarter	1/4		

\*Final exams, final projects and Regents examination scores will be counted as a **test** grade in the 4<sup>th</sup> quarter.

Final course averages will be used to calculate rank and average.

### **PHYSICAL EDUCATION**

Students are required to complete 2 credits of Physical Education in grades 9-12. Each year is awarded 1/2 credit for a total of 2 credits at the completion of grade 12. In order to receive 2 credits, a student must pass **each** year.

### **COURSE ORDER**

**Certain courses must be taken and passed in a sequential order. Prerequisites determine that order (see Course Description book).**

### **RANK AND AVERAGE PROCEDURE**

- The final grades in all numerically graded courses are used to determine rank and average. In determining rank, grades are carried to the third decimal point (Ex: 95.136). Final rank and average to determine Valedictorian, Salutatorian and the Top Ten will be calculated at the end of seven semesters (in January of the senior year).
- Advanced Placement courses will be weighted at a value of 1.1 for ranking purposes only. For example, a student who receives a 90 in AP European History will have a 99 averaged in his/her grade point average to determine class rank.
- Honors level courses will be weighted at a value of 1.05 for ranking purposes only, starting 2018-2019 school year.
- Valedictorian and Salutatorian need to attend SEHS for at least three consecutive semesters to be eligible.

- The Top 10 will consist of the 10 highest grade point averages of those earning Advanced Regents diplomas. In order to be considered for Top 10, all Regents examinations required for the Advanced Regents diploma must be completed by the end of the January testing session of their senior year.
- Students who graduate early (before their cohort) will be ranked and eligible for Top 10. Students who take longer than 4 years to graduate will not be eligible for Top 10, unless the delay is a result as having served as a Foreign Exchange student. While students may earn credit for Distance Learning or Independent Study courses, these grades will not be used in computing class rank.

### **HONOR ROLL**

All grades are used in determining the Principal's List, high honor roll and honor rolls. To be a member of the Principal's List, a student must obtain an average of 94.5% or above; high honor roll, 89.5%-94.4%; honor roll, 84.4%-89.4%. Any student failing any class including Physical Education will not be eligible for Honor Roll. Incompletes are considered a failing grade until work is made up.

Students have two (2) weeks to complete work.

### **AFTER SCHOOL STUDY TABLE PROCEDURES**

1. If a student reports to class with incomplete homework, the teacher may assign the student to after school study table on that same day. The student fills out the Study Table Sheet.
2. The student reports to the main office with the completed Study Table Sheet. *\* The teacher will have the option of having the student report to him or her or be assigned to the after-school study table room. \**
3. The main office gives the student a pass back to class. *\* If the student does not have a pass, this means he or she did not report to the office. \**
4. The main office will call home to notify the parents and will give the Study Table teacher all of the slips and late bus passes for that day.
5. Students are to report to study table no later than 3:00 p.m., where they will receive their Study Table Sheet and late bus pass. After school study table will run from 3:00-3:55.
6. If a student does not complete the work during study table, he or she will remain in study table each night until the work is done.
7. If a student does complete their work before 3:55 pm, they may be excused for that day.
8. If a student fails to attend after school Study Table, the teacher will turn in their Study Table Sheet to the Assistant Principal

**\* If students finish their work during the day, they are not required to attend study table. They must provide the completed work to their teacher.**

### **REPEAT POLICY**

To receive credit for any course failed, a student must satisfy one of the following:

1. Attend and pass an approved summer school course.
2. Repeat the course for the entire semester or year.
3. Attend and pass a credit recovery course

### **COURSE DOUBLING POLICY**

Students wishing to take two required courses in a given department simultaneously (i.e. "double-up") must fulfill the following requirements:

1. Communicate with a parent/guardian and a counselor about the doubling-up policy.
2. Sign a contract agreeing to this policy.
3. Maintain a passing average in each of the two courses.

Student progress will be evaluated at the end of each quarter. Students who are failing either course at the end of a quarter will be dropped from the higher-level course. **\* Note: "Doubling-up" applies to those students who are behind in credits because of a course failure.**

### **LANGUAGE ARTS WRITING POLICY**

A minimum of 7 successfully completed pieces of writing and one successfully completed large research projects or two mini-research projects must be completed to **receive course credit for each English class**. Any student not meeting this requirement will not be allowed to repeat the course at summer school. Basic course requirements must be met in order to be approved for summer school.

#### **ENGLISH HONORS POLICY**

Grade Maintenance: Any student who takes English 10H must earn at least an 85% at the end of the first, second, and third quarters to remain in the class. Those who receive a 84% or lower in the first, second, or third quarter will be moved to English 10R.

Any student who takes English 11H must get at least an 80% at the end of the first and second quarters to remain in the Honors class. Those who receive less than an 80% in the first or second quarter will be moved to English 11R.

#### **SCIENCE DEPARTMENT LAB POLICY**

Students will have a lab portfolio containing documentation of 1,200 minutes of lab work prior to the Regents Exam. Lab reports turned in after the due date will be subject to penalty and may not be counted toward the marking period average. Satisfactory lab reports may be handed in for Regents lab credit as long as the student participated in the experience. In order to receive Regents credit, lab reports must be handed in prior to the end of the last day of classes. Certain labs may not be made up if necessary materials, living specimens, etc. are no longer available.

#### **NATIONAL HONOR SOCIETY**

The Sherburne-Earlville Chapter of the National Honor Society follows the guidelines established by the National Association of Secondary School Principals and set forth in the National Honor Society Handbook. Induction into the National Honor Society at S-E is available to Juniors and Seniors who are selected by a five-member faculty council. The faculty council is appointed by the high school principal and makes all decisions regarding admissions and dismissals. The advisor and the principal have no voting privileges. Selection for admission into the Honor Society is based on five criteria: Knowledge, Scholarship, Leadership, Service, and Character. Scholarship requires a minimum of a cumulative average of 90 according to the school guidelines for rank and average. Meeting the criteria of leadership and service does not require a set number of activities, but is determined through an overall look at the candidate's work in classroom, extracurricular, and/or community activities.

#### **HEALTH OFFICE**

**Accidents:** All personal injury accidents in the school building, on the school grounds, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school Health Office. The person in charge will fill out an accident report. In the event of an accident or illness, school personnel are permitted to give limited emergency care only. Parents are responsible for any additional care that might be necessary.

**Illness in School:** Students that become ill during the school day should request a pass from the classroom teacher to visit the nurse. The nurse **will** then determine whether the student should return to class, rest in the Health Office, or be sent home.

**STUDENTS THAT BECOME ILL DURING THE SCHOOL DAY AND WISH TO LEAVE SCHOOL, MUST GO THROUGH THE HEALTH OFFICE.**

**A PERSON FROM THE STUDENT'S INFORMATION LIST WILL BE CONTACTED FOR PERMISSION FOR THE STUDENT TO LEAVE DUE TO ILLNESS.**

Repeated visits to the health office will result in an evaluation.

If a student is diagnosed with a contagious disease such as strep throat, your child must be on prescribed medications for 24 hours before returning to school.

**Students should stay home if they have a fever of 100.4<sup>0</sup>F orally, including a fever that requires control with medication, like Tylenol/Advil. Students must be fever-free for 24 hours without medication before returning to school.**



If a student has an **injury or illness** that prevents him or her from participating in Physical Education, we may excuse the child for **one day**. If the student will be unable to participate for more than one day, a note from the student's health care provider must be provided to the Health Office. Physical Education is a state required course. The Health Office will send copies of the restrictions to the PE staff, coaches and the athletic director as needed.

### **PHYSICAL EXAMINATIONS**

New York State Education Law requires school districts to provide a program of health services for the health and safety of its students.

- This includes a satisfactory **health examination and health history** conducted by a health care provider upon the student's entrance into school at any grade level, and for each student **entering pre-kindergarten or kindergarten and in the 1st, 3rd, 5th, 7th, 9th, and 11th grades**. These **required** physical exams may be scheduled at school through the School Based Health Center or the student's primary care provider. Students participating in athletics must have a physical exam each year. **A COPY OF THE PHYSICAL EXAM MUST BE ON FILE IN THE HEALTH OFFICE.**
- **Health screenings that include hearing, vision and scoliosis are also required:**
- A **vision screening to include near vision and distance acuity** will be provided to all students within six months of admission to school and in grades Pre-K, Kindergarten, 1, 3, 5, 7 and 11, and at any other time deemed necessary.
- Hearing screenings will be provided to all students within six months of admission to school and in grades Kindergarten, 1, 3, 5, 7 and 11, and at any other time deemed necessary.
- **Hearing screenings** will be provided to all students within six months of admission to school and in grades Kindergarten, 1, 3, 5, 7 and 10, and at any other time deemed necessary.
- **Scoliosis screening** will be done at least once each school year for all students in grades 5 through 9 by the school nurse.

The results of all screening examinations will be recorded on the student's permanent health record. Parents/Guardians will be notified in writing of any concern that may require further professional attention with regard to health.

### **IMMUNIZATIONS**

All students must provide proof of immunization against poliomyelitis, diphtheria, tetanus, pertussis, measles, mumps, rubella varicella, and hepatitis B in accordance with Public Health Law section 2164.

### **PROCEDURES FOR DISPENSING MEDICATION**

District procedures for administration of medication will mirror those adopted by the New York State Education Department. These procedures are as follows:

1. Medication administered in the school setting will be managed and supervised by school nursing personnel. **Students are not to take any medication outside the school Health Office without authorization from the health care provider or the school nurse.**
2. **A written order from a licensed prescriber is required for a student to take medication during school.** Medication prescribed one, two, or three times a day need not be administered in school unless otherwise specified by the health care provider.
3. **A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.**
4. **The parent or guardian must assume responsibility to have the medication sent in a properly labeled, original container.**

Medication refers to **both prescription and non-prescription** drugs. *Nonprescription drugs are sometimes referred to as "over the counter" drugs and include, but are not limited to oral, inhalation, and topical forms (These include Tylenol, Ibuprofen, and cold medicines.)*

The medication authorization will need to be completed for **each medication administered at school**. The **medication authorization** can be obtained on-line at the SECSO site; follow the Middle or High School link to the Health Office. The form is also available in the Health Office.



**Only those medications that are necessary to maintain the student in school and must be given during school hours should be administered.**

### **ACCIDENTS**

**All personal injury accidents in the school building, on the school grounds, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school Health Office.** The person in charge will fill out an accident report. In the event of an accident or illness, school personnel are permitted to give limited emergency care only. Parents are responsible for any additional care that might be necessary.

### **BASSETT SCHOOL-BASED HEALTH CLINIC**

Parents may enroll students in the School-Based Health Clinic to receive a variety of medical services (physical examinations, testing, prescriptions, vaccines, etc.) beyond the scope of the school health office. Please call 674-8416 for information or appointments.

### **GYM AND HALL LOCKERS**

- Students are required to use hallway lockers for storage of their belongings. Students may not carry any type of backpack or tote. If they so choose, students may carry a clear bag that is 12x18 inches or smaller. All lockers, locks, combinations and/or keys and other storage spaces are the exclusive property of the school, and students should have no expectation of privacy in these areas. Students are provided lockers to store school related materials. Lockers are locked only to maintain privacy between students and to maintain ownership of property. Schools maintain the right to access the lockers at any time.
- **PLAN AHEAD!** Use lockers only during the passing periods between mods and before and after school. No lockers may be used during lunchtime.
- All items needed for use at home, (books, coats, bags, etc.) are to be removed from a student's locker by 4:00 P.M.

**Only school owned locks are to be attached to gym lockers. They are available upon request through the Physical Education Department.**

**The District will, from time to time, conduct searches of lockers and their contents on District property. These searches will be conducted using dogs trained for the discovery of various forms of contraband including but not limited to drugs (including marijuana) and look alike drugs, firearms and explosives.**

### **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school. Students are responsible for their personal property. If it is absolutely necessary to bring large amounts of money or other valuables to school, please leave them in the office for safekeeping. **DO NOT LEAVE VALUABLES IN GYM OR HALL LOCKERS. THE USE OF RADIOS, PERSONAL STEREOS, PAGERS, RECORDERS, AND OTHER SIMILAR DEVICES IS NOT PERMITTED DURING SCHOOL HOURS. THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OF ANY ITEMS.**

### **SCHOOL DANCES**

Dances are for Sherburne-Earlville High School students and their high school or alumni guests. Guests may be admitted to the dance if accompanied by an S-E student. No guest passes will be granted for individuals in middle school or 21 years of age or older. Guest passes must be obtained in the main office and signed by Administration **at least 72 hours (3 days) prior to the dance.** Loitering outside the building is not allowed. **ANY STUDENT LEAVING THE BUILDING WILL NOT BE ALLOWED TO RETURN.** All regulations pertaining to student conduct while in school are in effect for the dance.

### **DAMAGE TO PROPERTY/LOSS OF MATERIALS**

Students are responsible for materials (laptops, textbooks, calculators, library materials, etc.) loaned to them. Damage to property or loss of materials will be assessed, and students are responsible for payment in a timely fashion.

### **BUS RIDER REGULATIONS**

**Riding the school bus is a privilege not a right. Students misbehaving on the school bus can lose this privilege.**

- Along with the following rules, all regulations pertaining to student conduct while in school are in effect on the bus.
- Keep your head and hands inside of the bus at all times.
- No eating on the bus.
- Only quiet talking is allowed on the bus. Loud noises could divert the driver's attention and cause an accident.
- No tampering with the bus or any of its equipment.
- Damaging seats, windows, or any other portion of the bus will be treated as vandalism.
- The District assumes NO liability for any personal items left in the aisles or on the bus when unattended.
- Older students should show concern for smaller children.
- Do not throw anything inside or out the windows of the bus.
- Horseplay is not permitted on or around the bus.
- You must be courteous to the driver and to other riders.
- Absolute quiet is necessary when approaching a railroad crossing.
- Changes in bus assignments must be made through the Transportation Director.

**In case of emergency, students are to remain on the bus unless otherwise informed by the driver.**

**BUS DRIVERS ARE RESPONSIBLE FOR THE SAFETY OF THEIR STUDENTS. Any student distracting the bus driver from his/her primary responsibility (safety, transporting students) will be subject to discipline by high school administration.**

### **EXTRA-CURRICULAR TRIPS**

The following rules apply to any school-sponsored trip:

Students will follow the directives of any school-appointed chaperone. Students will return from an extra-curricular trip with the group unless chaperones possess a permission slip signed by the parents. Permission will not be granted if a parent does not meet the student prior to the departure of the school bus.

**Only a parent or guardian will be allowed to transport the student home from a school-sponsored trip.**

### **STUDY HALLS/FREE TIME**

Students may be assigned to a study hall for the entire year. Attendance will be taken and students are expected to work quietly on assigned work. A limited number of students may be granted permission to leave study hall and go to the library/media center or to work with a teacher, **as long as the student has a presigned pass from a teacher.**

For students that meet the following criteria, honor passes will be given:

<i>Grade 9:</i>	<i>Principal's List and not failing any classes</i>
<i>Grade 10:</i>	<i>High Honors/Principal's List and not failing any classes</i>
<i>Grade 11:</i>	<i>High Honors/Principal's List and not failing any classes</i>
<i>Grade 12:</i>	<i>Honor Roll/High Honors/Principal's List and not failing any classes</i>

- Honor passes are issued/renewed every 10 weeks.
- Students must carry their honor pass with them.
- Any student with an honor pass will report to study hall daily and may sign-out to the library.
- Students are required to sign in at the library and stay for the entire period.
- Honor passes may be revoked for Disciplinary Action.

### **HALL PASSES**

#### **STUDENTS MUST HAVE A SIGNED PASS TO TRAVEL TO OTHER**

**PARTS OF THE BUILDING.** You must also ask for a pass if you think you will be in the hall after the late bell.

### **ELIGIBILITY POLICY**

The purpose of this policy is to encourage and promote student achievement and set guidelines for student eligibility.

**Athletic:** In the High School, a student with two failures in a five-week marking period enters into athletic probation. The student must submit their weekly progress report to his/her coach/advisor in order to continue participation. Students who are failing two classes for two consecutive five-week periods or are failing three or more classes in any five-week period will become ineligible for the next five-week period. When a high school student becomes ineligible, he/she cannot participate in any sporting event for the next five-week marking period. The student may participate in practice only as long as he/she submits the weekly progress report to his/her coach/advisor **and** attends all available study table sessions after school equal to the number of classes they are failing. At the conclusion of the five-week period, grades will be revisited and the high school student with fewer than two failures will become eligible again. Coaches reserve the right to curtail participation if the student is failing a class. Incompletes are considered a failing grade until work is made up. Students have two (2) weeks to complete work.

**Academic:** In the High School, a student with two failures in a five-week marking period enters into academic probation. The student is not permitted to leave study hall. Students who are failing two classes for two consecutive five-week periods or are failing three or more classes in any five-week period will become ineligible for the next five-week period. When a high school student becomes ineligible, he/she cannot participate in any extra-curricular event for the next five-week marking period. The student may participate in practice only as long as he/she submits the weekly progress report to his/her advisor **and** attends all available study table sessions after school equal to the number of classes they are failing. At the conclusion of the five-week period, grades will be revisited and the high school student with fewer than two failures will become eligible again. Advisors reserve the right to curtail participation if the student is failing a class. Incompletes are considered a failing grade until work is made up. Students have two (2) weeks to complete work.

### **Procedures:**

Letters will be mailed home to parents/guardians informing them that a student is either placed on probation or deemed ineligible for the next five-week marking period. After each five-week period, the counseling office will generate a list of students that are on probation or are ineligible to participate in sports and extra-curricular activities. The list will be distributed to faculty, coaches and club advisors. It is the responsibility of the coaches and advisors to check the list to be sure only eligible students are participating during any five-week period.

### **Please note the following:**

The determination of failing grades is based on five-week and ten-week marking periods throughout the year **NOT** final grades. At the end of the school year, a student could be on probation or ineligible based on 4<sup>th</sup> quarter grades. A student may regain eligibility for the start of the new school year by completing and passing failed courses offered in summer school. Students who do not complete and pass summer school courses will be placed on probation for the start of the new school year.

### **ATTENDANCE POLICY**

Sherburne-Earlville High School recognizes the relationship between attendance at school and achievement. Daily attendance and participation foster subject competency, continuity of learning, development of vital peer relationships/social skills and mastery of essential skills necessary for the world of work. Attendance and participation are integral to the educational process and are consistent with the Sherburne-Earlville Central School Mission Statement. This Comprehensive Attendance policy is written in accordance with the Commissioner's Regulations Section 104.1.

## **Part 1: Purpose**

Increase the number of students who are in school! **Showing up is the first step in working towards success. Students who attend school regularly, and on time, have the greatest opportunities for learning. School attendance is a priority.** SECS D expects that all students and families are making every reasonable effort to attend school, on time, every day. **When this expectation is not able to be met, tiered interventions and supports will be provided in order to ensure students are in attendance. We will collaborate with families, community organizations and public agencies in order to give every child an equal opportunity to learn.**

## **Part 2: Attendance Policy Definitions and Codes**

**Term:** Excused absence

**Definition:** When a student is not in school for illness (first 10 sick days excused by parent note, following absences need communication from a doctor within five days), court appearances, incarceration, or school related activities.

**Excused absence codes are:**

**X Excused Absence**

**I In School Suspension**

**Z Suspended with Tutor**

**F Field Trip**

**L Lessons/Assembly**

**H Home Instruction**

**O Office/Counselor/Nurse/Clinic**

**DE Dismissal - Excused**

**Term:** Unexcused absence

**Definition:** Any absence, tardy, or early departure for which the student has no valid, school-approved excuse.

Unexcused absence codes are:

**U Absent Unexcused**

**DU Dismissal-Unexcused**

**N Absence Unexcused, Note Received**

**Term:** Chronic Absenteeism

**Definition:** Missing 10% of school days for any reason

**Term:** Chronic Tardiness

**Definition:** Being late for 20% of school days

**Term:** Truancy

**Definition:** Truancy is the act of willfully not attending school or leaving school without permission. The Commissioner of Education has ruled that parental consent to a student's absence does not preclude the school district from taking disciplinary action against the student for violating the district's attendance policy.

## **Chronic Absenteeism Procedures**

Chronic Absence is defined as missing 10% of school days. This is 18 days in a school year or approximately 2 days in a month. Studies have shown that students who are chronically absent are at greater risk for dropping out of school. Sherburne-Earlville High School will monitor student attendance monthly for students who are at-risk of chronic absenteeism. Parents/caregivers of students will be contacted via phone, email, letter, or in-person to notify them of their child's number of absences and percentage of days absent, as well as to offer support for the family/student. Supports will be individualized based on the identified barriers to attendance and may include services offered by the school or through the Connected Community Schools Initiative.

### **LATE ARRIVALS/EARLY DISMISSALS**

This privilege is for **seniors who are employed part-time and must arrive late or leave early because of scheduled work hours if their class schedule permits**. Applications are available in the Attendance Office for students who require late arrival or early dismissal on a regular basis.

### **LEAVING THE SCHOOL BUILDING**

If a student must be excused for part of the school day, she/he must present written permission from a parent/guardian to the Attendance Office upon arrival at school. **TELEPHONE CALLS WILL NOT BE ACCEPTED, AS THERE IS NO WAY TO VERIFY THAT THE CALLER IS IN FACT A PARENT OR GUARDIAN.**

The request should specify the student's first and last names, the date, the time to be excused, the destination and reason for leaving and must be signed by a parent/guardian. If possible, please make appointments on school holidays, weekends, or after school hours.

Because of the school's legal responsibility for the welfare of our students, we cannot honor requests for students to leave school to run errands during school hours.

### **FIELD TRIPS**

**During the year, various field trips will be offered. Before going on a field trip, including athletic contests, it is the responsibility of the student to be excused from each class and to make arrangements to make up any missed work.** Teachers must approve all field trips, including BOCES trips, before a student is allowed to go.

### **MUSIC LESSONS**

Students in concert band and chorus will have small group lessons scheduled on a rotating basis. It is the student's responsibility to be excused from class and to make arrangements to make up any work missed.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the district that all employees and students have a right to work or study in an environment free from discrimination, which encompasses freedom from sexual harassment. All employees and students must avoid offensive, inappropriate, or sexually harassing behavior in school, on school grounds, at school functions, and on school transportation.

Improper conduct may result in disciplinary action up to and including dismissal or suspension from school. Copies of this policy are available upon request.

### **PUBLICATION AND EXPLANATION**

The Code of Conduct and additional school regulations shall be publicized and explained to students and provided in writing to all parents on an annual basis.

### **SUMMER SCHOOL**

The intention of summer school is remedial in nature and is not designed to teach the entire curriculum. No student with a school-year average below 50% is eligible to attend summer school for credit. New York State Education Department requires that, "Summer school work taken to improve an existing grade must be combined with work done during the regular school year to determine the final grade." Given this, we use the following formula: 4/5 summer school grade and 1/5 final average for the school year.

### **COMMUNITY INVOLVEMENT GRADUATION REQUIREMENT**

The Sherburne-Earlville Board of Education requires **fifteen (15) hours** of Community Involvement as a prerequisite for high school graduation. Students will be required to complete five (5) hours of community service during their freshman, sophomore, and junior years of high school, with a total number of fifteen (15) required community service hours.

**Community Involvement Guidelines:**

- Activities to accumulate hours are to commence the beginning of freshman year and must be completed **prior to May 1<sup>st</sup>** of the graduation year.
- No monetary compensation (pay, tips) may be accepted.
- Students may not ask to do activities for relatives or private businesses owned by relatives.
- **All activities must be pre-approved. Submit “Request for Approval of Community Involvement” forms to the High School Office.**
- Completion of the Community Involvement Activities is the student’s responsibility. Failure to complete the requirement will bar the student from graduation.
- Activities are to be conducted within the general Sherburne-Earlville area, unless otherwise approved.
- Students are not allowed to conduct community service during the regular school day, unless otherwise approved.

### **YELLOW RIBBON SUICIDE PREVENTION PROGRAM**

Dale and Dar Emme developed the Yellow Ribbon Suicide Prevention Program in response to the death of their popular, well liked, son in 1994. The Yellow Ribbon Suicide Prevention Program is the leading program addressing suicide prevention and is recognized in all 50 states and worldwide. The program focuses on support and awareness; especially for students to recognize when their peers are in need of help.

Suicide is a subject that is often difficult to discuss. Ignorance of the subject has contributed to suicides and suicide attempts. The Yellow Ribbon Suicide Prevention Program is an educational initiative with the goals of increasing awareness and understanding, creating dialogue in the community, and making it easier for those who need help to receive it.

- The desired outcome of the program is first and foremost to save lives. The intention is to integrate a sustainable program and suicide prevention into the school and community that will also:
- Change attitudes and behaviors
- Increase willingness to seek help and/or refer others to help
- Ensure that all young people will have at least three close resources to turn to in the time of need
- Learn how to be a LINK for suicide prevention
- Increase protective factors and help seeking behaviors
- Decrease risk factors and suicide ideation

The Yellow Ribbon Card is used as a resource with a local 24-hour hotline number to call. It’s OK to ask 4 Help! Mobile Crisis Assessment Team (MCAT) 1-877-369-6699 or 1-844-732-6228. 24 Hours a Day, 7 Days a Week.

**Knowing the causes and recognizing the signs of adolescent depression can help save a life. If you notice any of the following signs in your child or peers, please notify a counselor as soon as possible.**

### **SIGNS OF CHILD AND ADOLESCENT DEPRESSION:**

- Anti-social acts or other delinquent behaviors.
- Phobias or separation anxiety
- Psychosomatic complaints
- Sexual promiscuity
- Acute anger, agitation, or rebellion
- Lack of attention to schoolwork or falling grades
- Lack of attention to personal appearance or hygiene
- Reluctance to cooperate with family activities
- Hyperactivity or physical restlessness

# Schedule

## First Semester

Day	Tuesday		Wednesday	Thursday	Friday
Time	Monday				

## Second Semester

Day	Tuesday		Wednesday	Thursday	Friday
Time	Monday				