

# Cherry Valley - Springfield

Central School District



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STUDENT HANDBOOK

2018-2019

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# CHERRY VALLEY-SPRINGFIELD 2018-2019 SCHOOL YEAR

## HOLIDAYS & CONFERENCE DAYS

Aug. 30 & Sept. 4	Superintendent Conf. Days
September 3	Labor Day
September 5	Classes Begin
October 5	Early Dismissal (11:45)
October 8	Columbus Day
October 19	Superintendent Conf. Day
November 12	Veterans Day
November 21-23	Thanksgiving Recess
December 6	Superintendent Conf. Day
Dec. 24 - Jan. 4	Holiday Vacation
January 21	M.L. King Jr. Day
February 1	Superintendent Conf. Day
February 18	Presidents Day
February 19-22	Winter Break
March 15	Early Dismissal (11:45)
March 29	Early Dismissal (11:45)
April 15 - 19	Spring Break
April 19	Good Friday
May 27	Memorial Day
June 29	Graduation

## DAYS IN SESSION

SEPTEMBER	20
OCTOBER	22
NOVEMBER	18
DECEMBER	15
JANUARY	18
FEBRUARY	15
MARCH	21
APRIL	17
MAY	22
JUNE	18
TOTAL	186

## TESTING DATES

January 22-25	Regents Exams
April 1-	ELA Tests Grades 3-8
Apr. 30-May 7	Math Tests Grades 3-8
Apr. 18 -May 17	NYSESLAT: Speaking
May 6-17	NYSESLAT: L, R, W
May 22-31	Science Performance Grades 4 & 8
June 3	Science Written Test Grades 4 & 8
June 3	Regents Exam Global Studies
June 18-26	Regents Exams



= Vacation or Holiday



= Half Day



= Conference Day



= Regents/State Exams

Board of Education Approved 030818 Updated 062118  
Please note there are five emergency days built into this calendar.

SEPTEMBER				
M	T	W	TH	F
			30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER				
M	T	W	TH	F
				5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### **Mission Statement**

By working together, the Cherry Valley-Springfield school community will provide the foundation for success that every individual needs for a lifetime.

### **Strategic Directions**

The Cherry Valley-Springfield school community will focus its efforts in pursuit of the following strategic directions:

- Improve the quality of educational programs and the opportunities available to students.
- Establish and maintain a positive school culture and climate and enhance the emotional, social and physical well-being of the school community.
- Develop and broaden opportunities for all members of the school community to effectively communicate with each other.
- Expand opportunities to use information technologies to enhance teaching and learning.
- Facilitate opportunities for all members of the school community to appropriately participate in school governance.
- Support, expand and encourage staff to seek opportunities for professional development at the highest professional levels.
- Provide financial stewardship to our community to assure appropriate tax stability.
- Develop and maintain safe and secure school facilities to support and enhance learning, student activities and community pride.

### **Board of Education**

Robert Tabor, President  
Amy Garretson  
Jeffrey Wait

Kevin Lennebacker, Vice Pres.  
Greg Lowry

April Aramini  
April Erkson

### **School Officials**

Mrs. TheriJo Climenhaga, Superintendent of Schools	(607) 264-3265 (ext. 501)
Mr. Kevin Keane, Secondary Principal	(607) 264-3265 (ext. 220)
Mrs. Nicole Knapp, Elementary Principal	(607) 264-3265 (ext. 220)
Ms. Bonnie Georgi, Director of Special Education	(607) 264-3265 (ext. 507)
Ms. Ricki Mulvihill, Counselor (Grades 8-12)	(607) 264-3265 (ext. 507)
Mrs. Holly Sessock, Counselor (Grades PK-7)	(607) 264-3265 (ext. 507)
Mr. Tristan Davis - Fralick, School Nurse	(607) 264-3265 (ext. 514)
Mrs. Melissa Davidson, Cafeteria Director	(607) 264-3265 (ext. 135)
Mr. Rick Collins, Jr., Transportation	(607) 264-3265 (ext. 601)
Mr. David Mayton, Maintenance	(607) 264-3265 (ext. 149)
Mrs. Laura Carson, District Clerk	(607) 264-3265 (ext. 501)

**In our best effort to help you locate answers to any questions you may have about our school please look alphabetically below.**

### **Academic Bus**

The District provides a late bus for students staying after school for academics, detention, After School Program, and athletic practices.

- Students desiring to take the late bus must sign up in the Main Office prior to 2:00 PM.
- The sign up list is available first thing in the morning.
- The late bus does not deliver students door to door. A list of the stops is available in the Main Office. Parents are responsible for the safe transportation of their children from these stops.

### **Academic Expectations**

**The classroom is a setting for learning; therefore, it is the student's responsibility:**

- To arrive to class on time.
- To use class and study time for learning.
- To complete assigned work on time.
- To prepare thoroughly for each class.
- To respect the rights of other students.
- To participate in class discussions and activities.
- To respect the authority of the teacher or substitute.
- To follow classroom procedures as determined by the teacher.
- To use textbooks, school technologies and other class materials appropriately.

### **Assemblies**

Student assemblies are considered part of the overall educational program. School assemblies are held to provide recognition of student accomplishments or to offer curricular enrichment.

Recognition assemblies will be held for both schools. Parents are encouraged to come and participate.

### **Attendance**

School attendance is both a right and a responsibility. The Cherry Valley-Springfield School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the Cherry Valley-Springfield School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, an Attendance Policy to meet the following objectives has been developed:

#### **A. Objectives:**

1. To promote student achievement.
2. To know the location of each student for safety, security, and other reasons.
3. To identify attendance patterns to design improvement efforts.

4. To increase school completion rate.
5. To ensure the maintenance of an adequate record verifying the attendance of all students at instruction in accordance with Education Law sections 3205 and 3210.
6. To promote responsible work habits that will serve our graduates well in all of their post-graduate endeavors.

**B.** Student attendance in school and class shall be the responsibility of each student. In-school student attendance records shall be the responsibility of the Attendance Office in conjunction with classroom teachers each period. It is the intent of this policy to encourage good attendance and to meet the objectives specific to this policy.

### **C. Notice**

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose and procedures, and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understood the policy.
- School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments therein to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused absences and to work toward identifying and addressing cases of educational neglect.

#### **D. Attendance**

Attendance in the CV-S elementary and middle school are not linked to course credit. However, attendance in the CV-S High School is – thus, in order to receive credit for a particular course, a student may not exceed the following limits of excused and unexcused (combined) absences:

<b>Course Length</b>	<b>Maximum Absences</b>	<b>First Notification</b>	<b>Second Notification</b>	<b>Third Notification</b>	<b>Fourth Notification</b>
Semester	14	3	5	7	10
Full-year	28	7	10	14	21
Full-year: meets every other day	14	3	5	7	10
Full year + 1 lab (A or B day)	40	7	10	14	21

**(When a student’s overall absences have exceeded the allocated number of acceptable absences, the school Principal will have discretion to deny the student credit for the course – See DENIAL OF CREDIT APPEAL PROCESS.)**

**College level courses may set their own standards in terms of attendance requirements. Whichever policy is more stringent will be followed.**

#### **E. Excused and Unexcused Absences**

Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, military obligations, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other absences are considered unexcused absences.

All absences must be accounted for. It is the parent’s responsibility to notify the school office within 24 hours of the absence and to provide a written excuse upon the student’s return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

## **F. General Procedures/Data Collection**

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an absences shall be coded on a student's record.
- Student absence data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires a correction to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be utilized to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- The Building Principal will follow the Code of Conduct in determining disciplinary consequences, procedures, referrals when a student skips a class.

## **G. Coding**

The following represents the coding system used to identify the reason for a pupil's absence, tardiness, or early departure recorded in the register of attendance:

AE=Absence Excused

AU= Absence Unexcused

TE=Tardy Excused

TU=Tardy Unexcused

ED=Educational

FT=Field Trip

L=Lessons

HE=Health Office

D=Dismissed

ISS=In-School Suspension

OSS=Out of School Suspension

## H. Consequences of Excessive Absences

The charts below define the procedures that will take place when a student accumulates any combination of excused and unexcused absences. The teacher will initiate the conversation with the student, this will progress to teacher initiated parent phone calls/parent emails, parent meetings, etc. Under extenuating circumstances collaborative decisions by teacher, principal, counselor, etc, may determine a variation in the procedure.

### Full-year course:

# of Absences	Procedures
5	Teacher has informal meeting w/student
7	Letter mailed home
10	Teacher calls/emails home
14	Parent meeting w/student, teacher(s), guidance counselor, principal
21	Parent meeting w/student, teacher(s), guidance counselor, principal
28	Letter mailed home denying credit (at HS level)

\*If a student reaches 5, 7 or 10 absences during quarter 4 the District waives the right to follow the procedures stated above. If student reaches 14 absences during quarter 4 the teacher will initiate an informal meeting with the student. If absences continue the teacher will involve the principal.

Rationale: The student is not in jeopardy of exceeding the number of absences that would lead to denial of credit. If absences do accumulate, the teacher will initiate a conversation with the Building Principal to address absences.

### Half-year course:

# of Absences	Procedures
3	Teacher has informal meeting w/student
5	Letter mailed home
7	Parent meeting w/student, teacher(s), guidance counselor, principal
10	Parent meeting w/student, teacher(s), guidance counselor, principal
14	Letter mailed home denying credit (at HS Level)



In addition, the designated staff member may contact local Child Protective Services (CPS) if he/she suspects that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the Attendance Officer.

## **I. Appeal Process**

### **1. Elementary and Middle School**

A parent/person in parental relation may appeal his/her child's attendance record to the Principal not later than the conclusion of the school year in which the absences occurred. The appeal should be made in writing, stating the reasons. The Principal shall issue his/her decision within five (5) school days, which may be appealed to the Superintendent of Schools.

### **2. Senior High School**

The Cherry Valley-Springfield High School Attendance Policy sets limits on students' absences

and indicates that surpassing those limits may result in a denial of credit. The Superintendent of

Schools or the Building Principal has the authority to waive this regulation and give the student

the grade he/she has earned when there are extenuating circumstances justifying the absences.

The District recognizes that some absences are unavoidable and commends students who work

hard to make up the work they have missed because of difficult circumstances. When a student

or parent/guardian disputes the characterization of a certain absence or when the student has

been denied course credit due to excessive absences, the student or his/her parent/guardian

shall have the opportunity to appeal the denial of credit. Appeals will be considered when the

student or his/her parent/guardian:

- Makes an appointment with the Principal;
- Submits a written statement from the student, or the student verbalizes to the Principal the circumstances causing the absences;

- Submits a statement from the parent/guardians supporting the appeal waiver and giving any additional information necessary;
- Presents a doctor's note in support of the student's appeal if absences are attributed to medical reasons.

In some cases, staff members may be well aware of the extenuating circumstances that have caused excessive absences. In many cases, these are medical issues where the parent/guardian has been working with the school throughout the semester to ensure that the student remains successful in his/her classes. Even in these cases, the appeal process must be adhered to.

### **Bell Schedule**

The school day is broken into nine (9) periods. Breakfast is served at 7:30 a.m. and all students will have a 30 minute lunch break.

In the event of a one-hour delay the day begins at 8:55 a.m. and the periods will be shortened. During a one-hour delay breakfast is served (8:30 a.m.) and Morning BOCES students are bussed to their program.

In the event of a two hour delay the day begins at 9:58 a.m. and the periods are shortened. During a two hour delay breakfast is **not** served and Morning BOCES students report to school, but are **not** bussed to their program.

### **Bulletin Boards**

Bulletin Boards are used for school sponsored activities. All signs, posters or announcements are subject to review by the Principal. Announcements for non-school related activities must be pre-approved by the Principal. Advertisement of commercial products or services is prohibited.

### **Bus rules**

When riding the bus it is expected that students will behave appropriately. If there are problems the driver will give a Bus Conduct Report to the principal, who in turn will meet with the student to solve the problem.

While you are on the bus please follow these guidelines:

1. Listen to and respect the driver.
2. Stay seated in your assigned seat for the duration of the ride.
3. Talk quietly with your seatmates.
4. Help keep the bus clean, take trash with you or put in the trashcan as you exit the bus.
5. Be courteous and respectful of others. Don't engage in activity that will cause a distraction to the driver.

## **Bus Safety Drills**

A minimum of three emergency bus drills will be held during the school year. These drills will include information on the following: 1) use and operation of the emergency doors and windows, (2) fire extinguisher and two-way radio, (3) first aid equipment.

## **Cafeteria and Noon Hour Activities**

The Cherry Valley-Springfield school campus is closed, and students are not permitted to leave the school grounds during lunch. Students are not to be in cars or in the parking lot. Food must be kept in the cafeteria, not in the gymnasium or halls. Food in classrooms is not permitted without special permission of the classroom teacher or Principal. Only water is allowed in classrooms. Bottles should not be brought into the classroom at any time with the exception of clear water bottles.

## **CAFETERIA**

### Price :

Breakfast \$ 1.00

Lunch \$ 2.35

Milk Lunch \$ .50

Milk Snack \$ . 50

Accounts: Please place the student's name on the check. Checks will be sent to the cafeteria and deposited in your child's account. If you wish to place restrictions on the purchases your child makes with the account, please note these on the front of the check or contact the student's teacher or cafeteria directly. All deposits should be submitted in a sealed envelope with your child's name and account number.

Parents/guardians will be notified that a student's account balance is exhausted and has accrued unpaid meal charges within three days of the charge and then every week thereafter.

We encourage parents to use My Meal Plan, our online cafeteria account system. It's quick, easy and convenient to view and manage your child's balance from home and make online payments. You can access this by going to our homepage at [www.cvscs.org](http://www.cvscs.org).

## **Character Ed**

The Safe Schools Against Violence in Education Act (S.A.V.E) requires students to be instructed in Civility, Citizenship and Character Education. Some principles included in this are honesty, tolerance, personal responsibility, and respect for others, observance of laws and rules, courtesy, dignity, and other traits, which will enhance the quality of your experiences in school and your contributions to the community. We will incorporate the teaching of Character Education into many parts of your everyday life at school- the classroom, cafeteria, and playground.

## Class Rank

The Board of Education wishes to recognize outstanding academic achievement and shall use a system of computing grade average to inform graduating students of their class standing. Such information may also be sent to prospective employers and postsecondary institutions.

### **Class Rank Computation**

Grades for all classes taken would be computed to determine class rank. At the end of the third marking period of the senior year, final class rank will be computed.

### **Transfer Students**

To be considered for first and second honors, i.e. valedictorian and salutatorian, a transfer student must have been in attendance two consecutive years prior to graduation. A grade conversion chart shall be applied to grades of students who transfer from a school which uses an alternate marking method.

### **Early Graduation**

The cumulative grade point average of those students who satisfy their graduation requirements in less than 8 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 studies shall not be discriminated against in the assignment of a rank in class, and in the corresponding selection of valedictorian and salutatorian.

### **Valedictorian and Salutatorian**

The valedictorian will be selected after the third marking period of the senior year. The student with the highest overall average will be valedictorian and will be asked to give the valedictory speech at graduation.

The salutatorian will be selected after the third marking period of the senior year. The student with the second highest overall average will be the salutatorian and will be asked to give the salutatory address at commencement.

## Clubs and Activities

A variety of clubs and activities are offered during and outside of the regular school day. Activities include athletic contests, dramatic and musical performances, dances, field trips, or any event which is not part of the standard school day. Students are encouraged to get involved in those areas which hold the greatest interest for them. **Student clubs include:**

National Honor Society	Brain Game	Odyssey of the Mind
History Honor Society	Foreign Language Club	Drama Club
English Honor Society	Varsity Club	Minecraft
Mathematics Honor Society	Science Club	Jazz Band
Student Council	SADD	Technology Club
Ski Club	Color Guard	Iridescence

## **Code of Conduct**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

#### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate or disruptive. Examples of insubordinate or disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Missing school, leaving school or being tardy without permission.
3. Skipping detention.
4. Lying to school personnel.
5. Inappropriate public displays of affection.

C. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing, attempting to commit, or threatening to commit an act of violence (such as hitting, biting, kicking, punching or scratching) any person lawfully on school property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

6. Intentionally damaging or destroying school district property.

D. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal, tampering or damaging the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes an induction, initiation or membership process involving harassment
8. Selling, using, distributing or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
16. Coercion.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Comply with instructions given by the bus drivers and or aides on the bus.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying.

## DISCIPLINARY CONSEQUENCES , PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability, unless the discipline is consistent with the student's individualized education plan (IEP).

### A. Consequences

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff
2. Written notification to parent -hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Detention - teachers, Principal, Superintendent



4. Suspension from transportation -, Principal, Superintendent
5. Suspension from athletic participation - coaches, Principal, Superintendent
6. Suspension from social or extracurricular activities - activity director, Principal, Superintendent
7. Suspension of other privileges - Principal, Superintendent
8. In-school suspension - Principal, Superintendent
9. Removal from classroom - teachers, Principal
10. Short-term (five days or less) suspension from school - Principal, Superintendent, Board
11. Long-term (more than five days) suspension from school ---Superintendent-, Board
12. Expulsion from school from school - Superintendent, Board.

#### D. Referrals

##### 1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

##### 2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by [part one of Article 65 of the Education Law](#).
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of [Penal Law § 221.05](#). A single violation of [§ 221.05](#) will be a sufficient basis for filing a PINS petition.

##### 3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the [Criminal Procedure Law § 1.20\(42\)](#).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **Community Involvement Graduation Requirement**

The Cherry Valley-Springfield Board of Education requires **fifteen (15) hours** of Community Involvement as a prerequisite for high school graduation.

#### **Community Involvement Guidelines:**

- Activities to accumulate hours are to commence the beginning of the student's Junior year and must be completed prior to May 1st 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 tracked on the Community Involvement Record Form.
- 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 Cherry Valley-Springfield area, unless otherwise approved.
- Pre-approved activities include: Any work done for Community Service organizations such as Fire Department, Library, Town or Village offices, etc. Volunteer work at hospitals, nursing homes, or senior care homes. Youth community athletic programs. Church related activities. Work for any non-profit organizations such as the Salvation Army, Red Cross, United Way, Head Start, etc. Fundraising events for nonprofit organizations such as Relay for Life, March of Dimes Walk-a-thon, etc.
- Any other activities that are not listed above will need pre-approval. Check with the Guidance Office prior to starting the activity.
- Students are not allowed to conduct community service during the regular school day, unless otherwise approved.
- For each activity, you must acquire the signature and contact information of the supervising adult.
- After completion of Community Involvement hours (during their senior year) the student will present at a Board of Education (BOE) meeting.
  - State their name
  - What they did for Community Involvement
  - What they got out of it
  - Future plans
- The Guidance Office will be the home base for Community Involvement. Community individuals and/or groups may contact the Guidance Office to request work to be completed.
  - All paperwork and scheduling to present at BOE meetings will take place within the Guidance Office.

### **Conferences / Extra Help / Remedial Services**

During the school day, teachers frequently schedule individual or small group sessions with students who need assistance with remedial, make-up, or enrichment work. Students are encouraged to request a conference time with a teacher or other school personnel when needed.

Occasionally a teacher may require a student to attend a remedial or make-up session after the regular school day. Such requests will take precedence over extracurricular or interscholastic activities.

Teachers may require students to stay following dismissal for class work that was not completed, back homework assignments, or academic advisement. Teachers will notify the parent or guardian to obtain permission and insure that the student has transportation home. Students must be under supervision of a teacher, coach, or other staff member when in the building after dismissal.

An academic bus is provided for transportation at 5:00 PM for those bus students who have remained for remedial or enrichment assistance. Students must sign up for the late bus in the main office before 2:00 PM.

### **Counseling**

Students can see counselors if they are experiencing difficulties with feelings or emotions. Parents are encouraged to call if they would like someone to speak with your child about a problem they are encountering here at school or home.

### **Course Drop Procedures**

A student may drop and/or add a course prior to Friday, September 15, 2017. A student may only drop a course after the two week period with permission from the principal. The student must maintain 6 units of study after the course is dropped.

### **Courses of Study**

The school offers a comprehensive curriculum with opportunities to study in many disciplines. These disciplines include English, Social Studies, Science, Mathematics, Foreign Language, Art, Technology, Music, Physical Education, Career and Consumer Sciences, Health and Vocational Education. Vocational Education programs are offered through the BOCES Career & Technical Education Center.

### **Dance Procedures**

- Dances are open to Cherry Valley-Springfield students, grades 7-12 and their guests. Each student may sign in one guest in the Main Office before the night of the dance. The student is responsible for the guest.
- The use of drugs, alcohol, or tobacco products is prohibited.
- No one may return to the activity after they leave.
- Outside garments (coats, jackets, gloves, backpacks and bags) must be removed upon entering the building.
- All conduct at a dance is subject to the School Conduct and Discipline Code.
- Students that leave before 30 minutes prior to the conclusion of the event will need parent permission before signing out. These students will not be permitted back into the event.
- Prom: If a guest is out of school, he/she cannot be over 20 years old.

### **Dismissal from School**

If a student will be leaving school prior to dismissal time, a note stating the time the student will be picked up and the reason for the early dismissal should be sent to school to the Main Office. Upon arrival to pick the student up, the approved pick-up person is to go to the Main Office to sign the student out. Office staff will call the student to the Main Office. If the student returns to school prior to 2:48 PM, he/she will be required to sign in at the Main Office.

### **Dress Code**

An individual's First Amendment rights of freedom of expression extend only to the point where they begin to impinge upon the rights of others. In this vein, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress and grooming, including hair style/color, jewelry, makeup, and nails, shall be safe and appropriate and not disrupt or interfere with the educational process.

Students and their parents have the primary responsibility for acceptable student dress. Parents are encouraged to help students develop an understanding of appropriate appearance in the school setting.

- A student's dress and grooming, including hair style/color, jewelry, makeup, and nails, shall be safe and appropriate and not disrupt or interfere with the educational process
- Extremely brief garments, see-through garments, bare midriffs, tube tops, net tops, halter tops, plunging necklines, short shorts and short skirts are not permissible.
- Underwear must be completely covered with outer clothing.
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- References that are vulgar, obscene, libelous, or that denigrate others because of race, color, religion, ancestry, national origin, gender, sexual orientation, disability, or other protected class are not permissible.
- The promotion and/or endorsement of alcohol, tobacco, or illegal drugs and/or encouragement of other illegal or violent activities is not permissible.
- The wearing of hats, sunglasses, or other headgear in the building during the school hours except for a medical or religious purpose is not permissible.

The principal or his/ her designee shall be responsible for informing all students and their parents of the school dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary consequences up to and including in-school suspension for the day. Repeated failure to comply with the dress code shall be subject to further disciplinary consequences up to and including out of school suspension.)

### **Driver Education**

Driver education is offered to students during the summer. Seniors are given available slots first. The remaining slots are filled by birth date and availability.

## Educational Technology Acceptable Use Guidelines

It is the policy of the Cherry Valley-Springfield Central School District that students will use educational technology in a responsible manner and only for educational purposes while in school. Accordingly, the school has established a guideline for the use of educational technology along with rules governing the behavior of students who access it.

All student members of the CVSCS District are expected to follow certain measures to ensure the safety and security of the Internet and the school's Network.

### **Students shall:**

- adhere to the Student Code of Conduct. This includes using only appropriate language when online and avoiding any website which may contain inappropriate contents and/or language;
- follow rules for using resources, time limits, and printing instructions provided to them by their teachers;
- follow appropriate procedures for care of computer equipment (including but not limited to opening and closing of programs, handling CD-ROM drives, and electrical plugs);
- log off the system promptly;
- print work saved from home by using a CD, memory stick or school e-mail account;
- take precautions to prevent others from gaining access to their individual accounts;
- report violations of these rules to their teachers;
- properly cite material gleaned from Internet sources.

### **Students shall not:**

- play games, conduct commercial activities for profit, advertise products, or conduct political lobbying;
- lend their logins and passwords to anyone;
- log on with someone else's account or damage information belonging to another;
- interfere with the ability of other users to make effective use of the school's computer resources;
- use e-mail, Instant Messenger, social network sites, or other systems for personal communication; or
- download, remove, or alter school software or upload any personal software on school computers.

### **Property**

Computers and software, including e-mail provided by CVSCS, are the property of the school district. The CVSCS District reserves the right to access or monitor all inbound and outgoing e-mail and computer use, including stored files, with or without notice. The District also reserves the right to monitor and review Internet use including, but not limited to, Internet sites visited, the duration of a student's Internet use, and files which have been viewed, accessed, or downloaded.

## **Consequences**

Any violation of the policy may result in a cancellation of network privileges and/or disciplinary action. The school administrator(s) may deny access at any time as required. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to the CVSCS Network/Internet.

Tampering with computer security systems and/or applications and/or documents will be considered vandalism, destruction, and defacement of school property (see school handbooks). Financial and legal consequences of such actions are the responsibility of the student and parent/guardian.

Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Expectation of Privacy**

The District recognizes the right to privacy of all students and staff members and will take action necessary to support that. Taking photos or making audio or video recordings without permission in any context in which a person has a reasonable expectation of privacy, is prohibited. In a situation in which it is not acceptable to take a picture or recording it is not acceptable to publish it. Transmission on the Internet constitutes publication; all images transmitted are subjected to all applicable policies and laws (including copyright).

## **Electronic Devices**

### **Policy 5695 Students and Personal Electronic Devices**

The Cherry Valley-Springfield Central School district recognizes that the use of electronic devices can be a crucial part of the curriculum of many courses. However, with the ever-expanding capabilities of many electronic devices, opportunities for inappropriate use by the students increase. Where the use of electronic devices disrupts or impedes the learning process, restrictions may be imposed.

#### **A. Cell phones:**

Cell phones may not be used on school grounds during the school day (7:45 a.m.-2:53 p.m.), during after school study hall and after school detention.

Students may not wear headphones in the building during school hours. Headphones may only be used under the discretion of the instructor.

A student who brings a cell phone to school must keep it off and in his or her locker or otherwise concealed. If a student is seen by a staff member with a cell phone the following action and consequence will occur:

Offense	Action Taken	Consequences
1st Offense	Student directed to put phone away	
2nd Offense	Phone confiscated and returned to the student at the end of the day	One day of lunch detention Parent contacted
3rd Offense	Phone confiscated and returned to the parent at the end of the day	One day after school detention Parent Conference with Administration
4th+ Offense	Phone confiscated and returned to the parent at the end of the day	One day of In-School Suspension Parent Conference with Administration

It is understood that the consequences outlined above are considered minimum consequences and may be amended or altered depending on the circumstances.

Students who refuse to give cell phones to staff members/administration are considered insubordinate and subject to discipline for insubordination under the student code of conduct.

There are times when the use of a cell phone may be permitted in the classroom for instructional purposes when the instructor is conducting a special lesson. The instructor will complete a request for use with the building principal. Students will be directed that the cell phone is only to be used during that class and for the purposes specified by the instructor and under the direction of the instructor

Students may use cell phones on field trips at the discretion of the instructor. Such use would be considered a “teachable moment” intended to promote Digital Citizenship.

Students may use cell phones when attending extracurricular activities on school property after school hours, provided the cell phone use is not disruptive to the activity. Cell phones should be turned to vibrate at concerts, drama productions, and awards nights, and used in a manner which does not disrupt the event.

*During emergency situations, it is imperative that we are able to effectively communicate with students; therefore, students are not permitted to use cell phones/electronic devices during emergency situations or during drills intended to prepare for emergency situations.*

### **B. Electronic Devices:**

Personal electronic devices may not be used on school grounds during the school day (7:45 a.m.- 2:53 p.m.), during after school study hall and after school detention.

In addition, any radio, sound or recording equipment is considered disruptive to the learning process and is not allowed in school. The electronic equipment will be confiscated and held in the main office until the end of the day when it then can be picked up.

There are times when the use of a personal electronic device may be permitted in the classroom for instructional purposes when the instructor is conducting a special lesson. The instructor will complete a request for use with the building principal. Students will be directed that the personal electronic device is only to be used during that class and for the purposes specified by the instructor and under the direction of the instructor.

Students may not wear headphones in the building during school hours. Headphones may only be used under the discretion of the instructor.

The production, possession, transmission and/or distribution of text material including but not limited to sexually suggestive images, nude or partially nude images, or sexually explicit text in any media is strictly prohibited. Any student receiving such images is required to immediately report to a building administrator. Students may be subject to all district forms of discipline, including police involvement/ arrest.

Any form of bullying on electronic devices will not be tolerated. Any student who feels he/she is being bullied needs to report incident to building administrator.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

If a student is seen by a staff member with a personal electronic device the following action and consequence will occur:

<b>Offense</b>	<b>Action Taken</b>	<b>Consequences</b>
1st Offense	Student directed to put device away	
2nd Offense	Device confiscated and returned to the student at the end of the day	One day of lunch detention Parent contacted
3rd Offense	Device confiscated and returned to the parent at the end of the day	One day after school detention Parent Conference with Administration
4th+ Offense	Device confiscated and returned to the parent at the end of the day	One day of In-School Suspension Parent Conference with Administration

It is understood that the consequences outlined above are considered minimum consequences and may be amended or altered depending on the circumstances.



### **C. Communication:**

Students are to go to the office to make phone calls home. Parents/guardians are encouraged to call the school office. The school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main office, guidance office, health office or classrooms during school hours.

***D. The Cherry Valley-Springfield Central School District will not be held responsible for the loss, theft or destruction of any portable electronic devices, including cell phones. Further, the district is not responsible for locating a device that has allegedly been stolen or missing.***

### **Elementary Classroom Placement**

Elementary students are placed in homeroom classes each year. Class groupings are carefully done and with a great deal of thought on the part of teachers and administrators. The goal of groupings is to insure that all students are able to receive appropriate instructional services and classes are balanced.

### **Emergency Change In Transportation**

In those rare situations where emergencies arise, students will be kept at school until arrangements can be made by the parent to pick up the child unless the school's safety plan requires students to be moved to another location. In these situations, parents/guardians who call the school will be asked for identifying information relative to the child. For the safety and protection of students, the District maintains the right to deny telephone requests. The office will maintain emergency information, including contact/approved pick-up information for each child in the building. The school will monitor this information, but it is the responsibility of the parent to keep information current.

### **Equipment**

Students are responsible for all school-owned equipment issued to them and should use the equipment only for its intended purposes. School equipment typically borrowed by students includes but is not limited to calculators, computers, cameras, library materials, and athletic equipment. Students who damage or lose school-owned equipment are responsible to make restitution for replacement or repair costs.

### **Field trips**

Educational experiences outside the school building help to enhance children's learning. Your classroom teacher will notify you in advance of these events.

### **Grading Policy**

- **Marking Periods:** The school year is divided into 4 *marking periods*. Marking periods are approximately 10 weeks in length.
- **Period Mark:** The *period mark* refers to the grade earned at the end of each *marking period*.

- **Class Average:** The *class average* is the average of the 4 *period marks* for one-unit subjects or for 2 *period marks* in the case of a half-unit subject.
- **Final Average:** In computing the *final average* the *class average* counts 4/5<sup>ths</sup> and the *final examination (State or Local)* counts 1/5<sup>th</sup>.
- **Passing a Course:** A final average of 70% is necessary to pass a course.
  - 1 unit of credit is earned by passing a 1-year course.
  - 1/2 unit of credit is earned by passing a 1/2 year course.
- **Final Examinations:** NY State or local school examinations are used as the final examination in all subjects.
- **Regents Course Credit:** The granting of course credit will not be based solely on the Regents Examination score. In order to receive credit for a Regents course, the student must pass the course.
- **Physical Education:** Students will receive one-half credit for physical education, and will be granted a numerical grade.

### Grade Level Determination in Grades 9-12

Students will be promoted from the 9<sup>th</sup> grade to the 10<sup>th</sup> grade upon the completion of 4.5 units of credit. Students will be promoted from the 10<sup>th</sup> grade to the 11<sup>th</sup> grade upon the completion of 10 units of high school credit including 1 unit of English and 1 unit of Social Studies. Students will be promoted from the 11<sup>th</sup> grade to the 12<sup>th</sup> grade upon the completion of 15.5 units of high school credit including 2 units of English and 2 units of Social Studies. Students wishing to be included on the senior trip must be on the certified senior list issued at the end of the 1<sup>st</sup> semester.

\*All students must carry at least 6 units of study including English and Social studies (subject to schedule constraints) each year in grades 9-12.

Students in grades seven and eight are expected to pass all core subjects (English, Social Studies, Mathematics, Science, and Foreign Language) to achieve promotion to the next grade level. A student who does not pass all five courses will be expected to attend summer school. Each student situation regarding promotion is evaluated on a case by case basis with input from the parent, teacher, counselor, and administrator. This process is commensurate to meet the developmental needs of middle school students.

### Graduation Requirements

Please see the New York State Education Department website for Diploma/Credential Requirements at <http://p12.nysed.gov/specialed/diploma-credentials.html>.

### Grandparents day

This annual event occurs in late May each year for students in grades K-2. This is a wonderful opportunity for parent participation and an event the children look forward to. Please try and participate in some way.

## **GUIDANCE AND COUNSELING SERVICES**

The Guidance and Counseling Program is an integral part of the total school curriculum. Assisting students with the choice of appropriate educational programs, helping students plan for continuing education or employment following graduation, and providing personal counseling are among the many services available through the Guidance and Counseling Center.

Counselors are available for parent conferences during the school day by appointment. To schedule an appointment, please call the Guidance Office (607-264-9352).

## **Harassment, Bullying, Intimidation, and Sexual Harassment**

The district is committed to safeguarding the right of all students to learn in an environment free from all forms of intimidation and harassment. Conduct that is strictly prohibited shall include verbal or physical intimidation and acts of sexual harassment. District personnel shall discourage harassing or discriminatory behavior.

Appeal of the decision of the administrator should be directed to the Title IX Compliance Officer designated by the Board of Education.

The Title IX sexual harassment officer is Bonnie Georgi.

## **Home Tutoring**

If a child is medically unable to attend school, or is suspended from instruction, every effort will be made to provide five hours a week of home tutoring until the child is able to return to school. Parents should notify the Principal and provide appropriate documentation from a medical provider.

## **Honor Roll and Principal's List**

Academic excellence is an integral part of the educational process. Honor Rolls and Principal's Lists will be published following each marking period as determined by the following criteria:

- Students with at least an 85 average but less than 90 will be listed on the Honor Roll.
- Students with an average of 90 and above will be listed on the Principal's List.
- The formula for calculating the Honor Roll and Principal's List for a marking period is the weighted average, by credit, of all the marks for that period including physical education.

## **Immunization requirements**

Communicable diseases affect the entire community. They must be controlled at home. Immunization is the best method of control against many communicable diseases. They should be given early in life and periodically thereafter. A child WILL NOT BE PERMITTED to be admitted to school unless a parent or guardian furnishes the school with certification from an M.D., health care provider, or the Health Department. This certification must meet the New York State Department of Education's immunization requirements.

## Important Dates

Report cards will be issued at the close of each 10-week marking period:

HS/MS	
5 weeks	10/5/18
10 weeks	11/9/18
15 weeks	12/14/18
20 weeks	1/25/19
25 weeks	3/8/19
30 weeks	4/12/19
35 weeks	5/24/19
40 weeks	6/26/19

ELEM- Trimesters

Report Card 1: 12/7/18

Report Card 2: 3/29/19

Report Card 3: Last Day of School

## Library Media Center (LMC)

The mission of the Cherry Valley-Springfield School Library Media Center (LMC) is to teach students and staff to effectively access, evaluate, use and communicate information. The LMC develops information literate students, creating lifelong learners with listening, viewing and reading for comprehension and enjoyment skills, while helping teachers by collaborating and supporting the school curriculum.

The Library Media Center is open to students and staff for studying, researching, collaborating, browsing, and leisure reading. The LMC is open each morning at 7:40 AM, during the school day and from 3:00 -5:00 PM on both Monday and Thursday.

## Library Procedures

- Students must have a pass that is filled out correctly and signed by a teacher or staff member. Honor Society Students do not need a pass.
- Students are expected to go to their locker, bathroom, etc. on the way to the LMC.
- Students must obtain a pass from the librarian to leave the library.
- All students must sign in and out of the library.
- All magazines and reading materials must be signed out.
- Materials may be checked out for two weeks. Three items may be checked out at a time.
- Reserve books may only be used in the library.
- A photocopy machine is available for scholastic use, but for personal use there is a charge.

## Lockers

At the start of the school year, each student is issued a hall locker and a PE locker. Each student is responsible for maintaining both in good condition. It is the student's responsibility to report to the office any condition which would prevent the normal operation of the locker. The following guidelines apply for locker usage:

- Students are **not** to bring their own locks for the lockers. Only school supplied locks are to be used; all others will be removed. Locks may be obtained from the athletic office and each lock requires a refundable fee of \$5.00. All 7 -12 students are strongly encouraged to lock both of their assigned lockers, using a school provided lock.
- Students are cautioned not to share lockers or lock combinations.
- Jackets and backpacks must be kept in the locker during the school day.
- Students should plan their work for the morning and afternoon to minimize locker visits.
- The lockers should be closed and locked when not in use.
- The school does not take responsibility for personal or other articles lost or removed in connection with the use of lockers.
- The storage of illegal items and items prohibited by the District's Code of Conduct such as firearms, flammable substances, or explosives in the locker is strictly forbidden.
- Misuse or mistreatment of the lockers may result in the denial of locker privileges.
- Students will be held financially responsible for locker cleaning or repairs caused by abuse, decorations or writing.
- **Lockers are the property of CV-SCS and may be inspected by authorized personnel at any time.**
- The long gym lockers should be used only during PE class.
- Students should clean out their lockers in June prior to final examinations.

## Lock down

Due to the importance of school preparedness in an emergency, the New York State School Safety Improvement Team—which is composed of staff from the Governor's Office of Public Safety, the New York State Police, the New York State Education Department, the New York State Division of Homeland Security and Emergency Services, and the New York State Division of Criminal Justice Services—recommended statutory amendments to improve the scope of school emergency response planning. These changes included reducing the required number of annual fire drills as well as adding a new requirement that schools conduct four annual lock-down drills.

Amendments to Education Law § 807(1-a), (b): Fire and Emergency Drills

1. The amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
2. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills.
3. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.

The statute now explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as lockout or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

### **Lost and Found**

Found articles are to be brought to the Main Office. Students should report losses to the Main Office and complete a missing property report to aid in recovery. It is strongly recommended that valuables and significant sums of money not be brought to school. The school is not responsible for damage to or theft of property from school property, including, but not limited to, the parking lot, bicycle racks, lockers, rooms, or bookshelves.

### **Medication**

If a student needs to take medication during the school day, the following procedures must be adhered:

- Parents must contact the school nurse.
- Parents must give medications to the nurse in the original container for storage.
- The student must bring a note from his/her parent/guardian, which gives the nurse permission to store the medication for the student's use, releasing the Board of Education and its employees from liability for the administering of medication.
- The student must give the nurse a healthcare provider's note with instructions for dosage, times given, etc.

**Early releases for medical purposes will be handled by the Nurse or the Attendance Officer. Students are not allowed to call to arrange early dismissal due to illness. If early dismissal is determined to be necessary, the nurse or another school official will make appropriate parent/guardian contact.**

### **Operation of Motor-Driven Vehicles On District Property**

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATVs) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

All student vehicles are to be registered with a Principal and parked in authorized areas only. Staff and visitors shall only park their vehicles in designated areas.

## **Open House**

Open House provides an opportunity for the children to show off their school to their parents and provides an opportunity for the parents to meet their child's teacher. To make this a more meaningful experience, have your child "tour you" through the building. If your child gets stuck, ask them to show you the Cafeteria, Gym, Library, Art Room, Music Room, Computer Lab, and where applicable, RtI Reading Room, and of course, their classroom!

Please note that Open House is not an appropriate time to conference with the teacher concerning your child. Teachers will have sign-up sheets available for you to set a date for the Fall Parent Teacher Conference.

## **Parental Involvement**

Cherry Valley-Springfield School District believes that student achievement is directly linked to parental involvement and encourages parent participation in their sons' and daughters' educational programs. Parental involvement may occur at home, in the classroom, or during extracurricular activities. Direct parental involvement at home (planned home reading or quiet time, informal learning activities, homework assistance) is strongly encouraged. All parents are requested to review the Code of Conduct with their students which is available on the school website or a hard copy may be requested.

## **Parent Notification**

Each school district, as provided by New York State Educational Law must inform parent/guardian of elementary school children of their right to be notified when their child is absent from school. The purpose of this law is to provide an opportunity for a family to begin a search for a missing child as soon as it is realized that the child did not arrive at school as expected. As many of you do already, we emphasize that you must call us in the morning at school if your child will be absent that day.

## **Parent Teacher Conferencing**

Parent Teacher Conferences are held during the first trimester. We encourage parents to take advantage of this conference for the purpose of meeting your child's teacher, reviewing your child's academic progress and learning how you can help meet the educational needs of your child. Sign up for the conferences occurs at Open House in late September or early October.

Conferences can also be held throughout the year at any time by calling your child's teacher to arrange a date and time. We would also encourage parents to call the teacher if a child comes home with a story that you may question. Many times the student's version of the event and a true account of the event may vary greatly. Please call and get the straight story before you jump to conclusions.

## **Parking Privileges- Student**

Student parking on the Cherry Valley-Springfield School campus is a privilege. It is imperative that students maintain good attendance habits if they want to acquire and maintain their driving privileges. Student parking is subject to the following:

- Students must obtain a parking permit from the Principal's office. This permit will be visible in the rear seat driver's side window or in the driver's window on a truck.
- Parking will only be allowed in the designated student parking area.
- Students are to obey the posted speed limit and other traffic regulations.
- Cars will not be available during school hours.
- Cars must carefully enter and exit school grounds, by the Nielsen Road exit, obeying all traffic regulations.
- Students will not move cars to public parking area at the end of the day for any reason.
- Students will not park in the public parking area during sporting events, drama/musical performances, award ceremonies, banquets or any other time that the public will be in the building.
- Students will not park along the edge of the school sidewalk at any time; handicap accessibility must be maintained at all times.
- Students riding a bus to school may not ride home in another student's car. Only students riding to school in a student's car may ride home from school in a student's car.
- Excessive noise from racing the motor or tire spinning will not be tolerated. There will be no warnings. The first report of unacceptable use of the car on school grounds or in front of the building will result in a one week loss of parking and driving privilege on school property. The second report will mean exclusion for the remainder of the year. Law enforcement will be notified if necessary.

### **People As Reading Partners**

P.A.R.P. (People as Reading Partners) is an independent reading program at CV-S sponsored by our PARP committee and occurs for one month during the school year. It includes: integrating a theme throughout the month that encourages reading, scheduling an author and/or storyteller, book fair, various guest readers including celebrities, administrators, community guests and parents and a wide range of reading activities. CV-S will have a themed night to culminate P.A.R.P month. Volunteers are needed to make this program a success. We look forward to another year with P.A.R.P.

### **Pick Up /Regular Dismissal Time**

K-5 students can be picked up at the main entrance starting at 2:47 PM. Persons picking up students are not to enter the building at any location other than the designated pick up area. Parents may choose to send a note on Monday with the dismissal changes for the week or send an email at bus@cvscs.org. Anyone needing to go to any other location in the building **must** stop in the Main Office to sign in.

Preprinted forms for dismissal changes are available in the Main Office. Please call (607) 264-3265 to request that forms be sent home with your child.

It is important that changes to dismissal are not made by phone. We realize that emergencies arise and we understand that from time to time a phone call will be necessary; however, when changes are made by phone we require a note the following school day about the change.



### **Photographs**

Photos are taken in school as a service to parents. Parents are under no obligation to purchase photos. They are taken in the fall and spring and dates are announced in the CV-S Calendar or by individual bulletin.

### **Playground**

Weather permitting most classes go outside for 15-30 minutes for playground. Students may be held inside if they owe work or as a consequence for their behavior.

Students that have a medical excuse for Phys. Ed. class will not be permitted to participate in recess.

### **Retentions PK-6**

Retentions in grade level may be utilized to provide a student with an additional opportunity to meet their potential. Retentions are used in rare occasions and only after a thorough review of the child's progress thus far in school.

### **Promotion/Retention Grades 7, and 8**

Students will be promoted from the 7<sup>th</sup> grade to the 8<sup>th</sup> grade upon the completion of 5 units of study. Students will be promoted from 8<sup>th</sup> grade to 9<sup>th</sup> grade upon the completion of another 5 units of study. A unit of study is measured on the same basis as a unit of credit in high school.

### **Public Displays of Affection**

Regardless of age, caring for others and showing affection are important parts of life. However, overt public displays of affection between two people may cause discomfort or embarrassment to others and are better expressed in private. Self-respect and having respect for others does not include public displays of affection which are not appropriate in a school setting including on all school grounds and during any school sponsored activities. Discretion and good taste are expected from everyone.

While there is nothing wrong with a simple show of affection such as holding hands or a brief hug or kiss, deep kissing and close physical contact in a public school is not acceptable.

Violators are subject to disciplinary action.

### **Response to Intervention (RtI)**

RtI services are provided for students in grades PK-6 that fall below the state reference points on state exams or are referred by teachers. RtI services are provided in the classroom. The RtI and classroom teacher will concentrate on improving those skills that your child has demonstrated a weakness in until testing proves that academic intervention is no longer needed. You will receive reports during the remainder of the school year indicating your child's strengths, weaknesses, and the amount of progress being made. In addition to academic areas RtI covers any area where

a student may have an obstacle preventing him/her from learning. Services might also include speech, counseling, or social work help as needed.

### **School Ceremonies and Observances**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students; therefore, activities in school commemorating national holidays such as Memorial Day, Thanksgiving, and President's Day are encouraged. The *Pledge of Allegiance* will be recited each day in every classroom as part of the daily opening routine.

The Board of Education reminds students, faculty, and administration of the diversity of religious beliefs and encourages students to respect others.

### **School Property**

All students are expected to show respect and care for school property. Any damage to property should be reported to the office, a teacher, or custodian.

Acts of vandalism are violations against the school district and the community that supports the school. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action. If a student damages school property, such student and/or his/her parent(s) or guardian(s) shall be required to pay the district for the value of the damaged property.

### **Study Halls**

Study halls are scheduled to support and complement classroom activities. Study hall is just what the name implies – a quiet atmosphere where students can gainfully employ their time in preparation for class work. All students are required to bring books or materials to work on during study hall. Unexcused absence and tardiness to study hall is counted the same as for class. Study hall rules are as follows:

- Students are to be in their assigned seat when the tardy bell rings.
- Students will remain quiet.
- Students must bring schoolwork or acceptable reading material to study hall.
- No food is permitted in study halls held outside of the cafeteria.
- Students will leave their area clean at the end of the period.
- Students must follow the teacher's directions.

A student may be excused from study hall to work with a teacher. The teacher who wants the student excused will give a pre-signed pass to the student which must be given to the study hall teacher at the beginning of the period each day. Students are expected to return to study hall prior to the end of the period unless other arrangements have been made with the study hall supervisor. If the student must regularly leave study hall to work with a teacher, this change may be made permanent by requesting a schedule change from the guidance office.

## Supply Lists

Generic supply lists are posted to the webpage each summer, teachers may request additional materials. If you have concerns about purchasing materials, please let the CV-S office know. We often have donated school supplies we can supply your child with.

## Tardiness to School

A student who arrives for school after 7:55 a.m. must immediately report to the Main Office with a note. Late passes from the Main Office must be presented before the student is allowed to enter his/her class.

Students are considered late if they arrive after 7:55. When a student is late to school it is the responsibility of both the parent and student to account for that tardiness by submitting a note.

The note must include:

- 1) Date and time of arrival
- 2) Valid reason for tardiness
- 3) Signature of parent or guardian with a number where they may be reached during the day

**3<sup>rd</sup>** unexcused tardy in a marking period: Student is assigned a lunch detention for the day he/she is tardy.

**4<sup>th</sup>** unexcused tardy in a marking period: Student is assigned a lunch detention for the day he/she is tardy.

**5<sup>th</sup>** unexcused tardy in a marking period: Student is assigned a lunch detention for the day he/she is tardy.

**6<sup>th</sup>** unexcused tardy in a marking period: Student is assigned after school detention from 3:00 p.m. until 5:00 p.m. for the day he/she is tardy.

Every unexcused tardy thereafter will result in after school detention on the day the student is tardy. Failure to comply with these consequences will result in further disciplinary action.

The School District has determined that absences, tardiness and early departures will be considered **excused** or **unexcused** according to the following standards:

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, music lessons, or other such reasons as may be approved by the Board of Education.

**Unexcused:** An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

### **Telephone**

The telephones in the offices are available for emergency use only. We make every effort to maximize a student's instructional time. Therefore, students will not be called from classes to the telephone except in family emergencies. Employers and parents are requested not to call the school asking that messages be given to students if the situation can be handled before or after school.

### **Textbooks**

Textbooks and/or workbooks are issued without cost to students. Textbooks or workbooks that are lost, stolen, or damaged are the responsibility of the student. The minimum replacement cost of damaged or lost books is determined by the age of the books.

### **Vacation (during the instructional year)**

We encourage families to take vacation when school is not in session. There are times that this is unavoidable and parents often ask for work in advance. As a rule teachers are not responsible for putting together work for students that are going to be missing school due to vacation. Make up work will be provided as appropriate upon their return.

### **Video Cameras On Buses**

All buses are equipped with video cameras. Violations of the District Code of Conduct, as well as participation in any illegal activities, will be dealt with in accordance with applicable laws and school regulations. All video media used in relation to this policy shall be the sole property of the District and the Superintendent shall designate the custodian of such media.

### **Visitors to the School**

Parents and other community members are encouraged to visit the school periodically during the school year. Everyone, other than students and staff, are required to report immediately to the Main Office when they enter the school building. All persons should enter by the front doors that lead directly into the main office. Student visitors from other schools are not permitted to enter school buildings unless they have a specific reason and prior approval of the Principal (A form is available in the Main Office). Generally, student visitations are discouraged during the school day unless there are unique circumstances.

Visitors to the school district shall be governed by the following procedures:

- A group wishing to visit the school should contact the Principal and obtain approval prior to the visit.
- All visitors must report to the main office, sign in, and be issued a visitor's pass which must be displayed at all times.
- Parents are encouraged to make an appointment to visit teachers, guidance counselors, school nurses, school psychologists and other support personnel in order to discuss any problems or concerns.
- Appointments may be made through the Guidance and school offices

## **Volunteers**

At CV-S we have an opportunity to use parents and others that volunteer to help out in many ways. Contact your child's teacher if you would like to volunteer to be a room parent. Room parents help with photocopying, assembling materials, holiday parties, field trips and other special events. For more information contact your child's teacher or the main office. All Volunteers must be approved by the BOE.