

# Cherry Valley-Springfield

Central School District



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STUDENT HANDBOOK

2023-24

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## **Mission Statement**

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

## **Board of Education**

Amy Garretson, President  
April Aramini

Greg Lowry, Vice Pres.  
Ellen Johnson

Erin Seeley

## **School Officials**

Ms. TheriJo Snyder, Superintendent of School	(607) 264-3265 (ext. 501)
Mr. Kevin Keane, Secondary Principal/Technology Director	(607) 264-3265 (ext. 220)
Mrs. Rachel Wright, Elementary Principal	(607) 264-3265 (ext. 220)
Mrs. Samantha Seamon, CSE Chairperson	(607) 264-3265 (ext. 507)
Ms. Angeline Conte, Counselor (Grades 7-12)	(607) 264-3265 (ext. 507)
Ms. Amber Van Scooter, Counselor (Grades PK-6)	(607) 264-3265 (ext. 507)
Mrs. Rebecca Meehan, 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 Supervisor	(607) 264-3265 (ext. 149)
Mrs. Laura Carson, District Clerk	(607) 264-3265 (ext. 501)
Mr. Gary Wannamaker, Social Worker	(607) 264-3265 (ext. 530)

**In order to help you locate answers to any questions you may have about our school please find contents in alphabetical order.**

## **Academic Late 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 at 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

#### **5100 STUDENT 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 unexcused absences:

<b>Course Length</b>	<b>Maximum Absences</b>
Semester	14
Full-year	28
Full-year: meets every other day	14
Full year + 1 lab (A or B day)	40

**(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, approved field trips, approved cooperative work programs, driving permit or driving test, 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 such as truancy, missing the school bus, family trips while school is in session, shopping, hair cut, hunting, fishing, oversleeping, birthday or other celebrations, employment - including paper routes and baby-sitting.

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 absence 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

FT=Field Trip

AU= Absence Unexcused

L=Lessons

TE=Tardy Excused

HE=Health Office

TU=Tardy Unexcused

D=Dismissed

ED=Educational

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 unexcused absences. Accumulation of unexcused absences at 5 and 10 will be clearly monitored during quarter 1, 2 and 3. The Building Principal will collaborate with the teacher to counsel the student and/or parent. At 14 absences there will be formal meetings with parent involvement.

#### Full-year course:

# of Absences	Procedures
5	Building Principal collaborates w/teacher(s) and student
10	Building Principal collaborates w/teacher(s), student and parent. Letter mailed 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 or 10 absences during quarter 4 the District waives the right to follow the procedures stated above. If a student reaches 14 absences during quarter 4 the building principal will initiate an informal meeting with the student. If absences continue the building principal will involve the parent.**

*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
4	Building Principal collaborates w/teacher(s) and student
7	Building Principal collaborates w/teacher(s), student and parent. Letter mailed home.
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 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.

## **J. Annual Review**

The Board of Education and the Attendance Committee shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

### **Bell Schedule**

First Bell	7:55
Office Hours	8:00 - 8:20
Period 1 (41 min)	8:23 - 9:04
Period 2 (41 min)	9:07 - 9:48
Period 3 (41 min)	9:51 - 10:32
Period 4 (41 min)	10:35 - 11:16
Lunch (30 min)	11:19 - 11:49
Period 6 (41 min)	11:52 - 12:33
Period 7 (41 min)	12:36 - 1:17
Period 8 (41 min)	1:20 - 2:01
Period 9 (41 min)	2:04 - 2:45

### **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 it 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 or designated area, not in the hallways. Food in classrooms is not permitted without special permission from the classroom teacher or Principal. Only water is allowed in classrooms.

### **CAFETERIA**

All students enrolled at Cherry Valley-Springfield Central School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If a student chooses to purchase extra items then they will be required to have sufficient funds in their lunch account.

#### **Prices:**

Student extra breakfast \$ 1.25

Student extra lunch \$1.50

Milk \$ .50

Adult breakfast entree only \$1.62

Adult complete breakfast, entree, milk juice \$3.00

Adult main dish \$3.00

Adult complete lunch \$5.31

(\*Adult Prices include tax)

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 School Bucks, 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. Parents need to set up an account and follow instructions on usage on the My School Bucks website.

### **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	SAVE Promise Club
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. The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-discipline and social and emotional growth; and
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

Responsible behavior by students, teachers, other district personnel, parents and other visitors is expected, as it is essential to achieving this goal.

For this to happen, everyone in the school community must demonstrate and offer respect to others.

With the recognition that all children make mistakes and that this is part of growing up, schools must help all students learn to grow from their mistakes. School discipline policies should support students and teachers and ensure that everyone is treated with dignity and respect.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and at the same time to develop a bond with caring, supportive adults reduces negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of student's achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems.

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.

All persons on school property must behave in a safe manner. When required by the district during an outbreak of a communicable disease, this may include maintaining appropriate distance from others and wearing face coverings or other personal protective equipment.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices. To this end, the Board adopts this code of conduct ("code"), which is based upon education laws, regulations, and Board policies.

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 actual or perceived race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.
2. To be respected as an individual and treated fairly and with dignity by other students and school staff.
3. To express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner.
4. Present their version of the relevant events to school personnel authorized to impose consequences.
5. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
6. To be provided with clear expectations regarding:
  - a. Course objectives, requirements and state standards;
  - b. Grading criteria and procedures;
  - c. Assignment requirements and deadlines; and
  - d. School and classroom rules and expectations regarding behavior.

### **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. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Use a polite tone of voice and appropriate body language, listening when others are speaking to you.
8. To be truthful when speaking with school officials regarding Code of Conduct violations.
9. Respect personal space.
10. Work to develop skills to manage their emotions and reactions and resolve conflict with

others.

11. Ask questions when they do not understand.
12. Seek help in solving problems.
13. Dress appropriately for school and school functions.
14. Accept responsibility for their actions.
15. 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.

## **PROHIBITED STUDENT CONDUCT**

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 with the goal of making school a community free of violence intimidation, bullying, harassment, and discrimination. Exclusion from the school environment and suspension will only be used when necessary to protect the safety of students and staff or when all other measures have been exhausted.

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 mistakes or 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 learn from their behavior and grow in self-discipline.

The Board recognizes the need to make its expectations for student behavior 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 behavior.

Students may be subject to disciplinary action, up to and including, in extreme or repeated occurrences, suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of this type of behavior include, but are not limited to:
  1. Running or otherwise unsafe behavior 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. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, 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 deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate. Examples of this type of behavior 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 belligerence or disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
- C. Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive. Examples of this type of behavior include, but are not limited to:
1. Inappropriate public sexual contact
  3. Display or use of personal electronic devices, such as, but not limited to, cell phones, music or video players, cameras, in a manner that is in violation of district policy.
- D. Engage in conduct that is violent. Examples of this type of behavior include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, another student or any other 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.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such this type of behavior include, but are not limited to:
1. Attempting to engage in or perform an act of violence noted in Section D.
  2. 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.
  3. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  4. 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.

5. 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.
  6. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
  7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
  9. Selling, using, distributing or possessing obscene material.
  10. Using vulgar or abusive language, cursing or swearing.
  11. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
  12. 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.
  13. Inappropriately using or sharing prescription and over-the-counter drugs.
  14. Gambling.
  15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  17. Knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.
- F. Engage in misbehaviors otherwise prohibited by sections A-E of this section while on a school bus and to remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor. 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.
- G. Engage in any form of academic misbehavior. Examples of academic misbehavior 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 misbehavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misbehavior includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).

## **REPORTING VIOLATIONS**

Because the district's goal is for making school a community free of violence, intimidation, bullying, harassment, and discrimination, all students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function is expected to report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

Students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.

All district staff who are authorized to impose disciplinary consequences are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who will in turn impose an appropriate disciplinary consequences if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate consequences

Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary consequences, which may include permanent suspension and referral for prosecution.

The Principal or designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## **DISCIPLINARY PENALTIES , PROCEDURES AND REFERRALS**

Consequences, and if needed discipline, are most effective when they deal 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.



Consequences and 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 consequence, school personnel authorized to impose disciplinary consequences 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 consequence than subsequent violations. However, district staff are empowered to utilize the consequence most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

If the conduct of a student is related to a disability or suspected disability, the student will be referred to the Committee on Special Education and discipline, if warranted, will 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 will not be disciplined for behavior related to their disability, unless the discipline is consistent with the student's individualized education plan (IEP).

#### A. Consequences

Students who are found to have demonstrated inappropriate behavior may be subject to the following interventions and consequences, either alone or in combination. The school personnel identified after each consequence are authorized to assign that consequence, consistent with the student's right to due process.

1. Oral warning, teacher/student conference, parent contact, in-class time out, brief time out of class, loss of classroom privileges – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Suspension from transportation – Director of Transportation, Principal, Superintendent
6. Suspension from athletic participation – coaches, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal

11. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
12. Long-term (more than five days) suspension from school –Superintendent, Board
13. Permanent suspension from school – Superintendent, Board.

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged inappropriate behavior and must investigate, to the extent necessary, the facts surrounding the alleged misbehavior. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

Students who are to be given consequences other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

#### 1. Detention

Teachers, Principals and the Superintendent may use after school detention as a consequence for student misbehavior in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no parental objection to the consequence and the student has appropriate transportation home following detention.

#### 2. Suspension from transportation

If students do not conduct themselves properly on a bus, the bus driver is expected to bring such misbehavior to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent(s) will become responsible for seeing that their child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the consequences involved.

#### 3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the consequences involved.

#### 4. In-school Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the consequences involved.

#### 5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the Principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

Teachers will first use interventions aimed at teaching appropriate and responsible behaviors so students can learn and demonstrate safe and respectful academic, social and emotional behavior. Examples of these include using affective statements, using affective questions, establishing relationships with students, giving positive directives that state expectations, and giving positive and specific feedback etc.

On occasion, a student's behavior may become more disruptive than a teacher can manage. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why they are being removed and an opportunity to explain their version of the relevant events before the student is

removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why they were removed from the classroom and give the student a chance to present their version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that they have the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal or the Principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference. No student removed from the classroom by the classroom teacher will

be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher will be offered continued educational programming and activities until they are permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from their class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from class until they have verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

## 6. Suspension from School

Suspension from school is a severe consequence, which may be imposed only upon students who are severely insubordinate, disorderly, violent, or severely disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals will be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, \_\_\_will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### a. Short term (five days or less) Suspension from School

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misbehavior for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misbehavior the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the

school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice will provide a description of the charges against the student and the incident for which suspension is proposed and will inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference will be in the dominant language or mode of communication used by the parents. At the conference, the parents will be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference will take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference will take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal will promptly advise the parents in writing of the decision. The Principal will advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within ten (10) business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent will issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

a. Long term (more than five days) Suspension from School

When the Superintendent determines that a suspension for more than five days may be warranted, they must give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student will have the right to be represented by counsel, the right to question witnesses against them and the right to present witnesses and other evidence on their behalf.

The Superintendent will personally hear and determine the proceeding or may, in their discretion, designate a hearing officer to conduct the hearing. The hearing officer will be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before them. A record of the hearing will be maintained, but no stenographic transcript will be required. A tape recording will be deemed a satisfactory record. The hearing officers will make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer will be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within thirty (30) days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The

Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

c. Procedure After Suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions will be specified in writing. However, if the student violates the agreed-upon terms and conditions within a certain time period, the unserved portion of the suspension may be re-imposed.

*C. Minimum Periods of Suspension*

1. Students who bring or possess certain weapons on school property

Any student, other than a student with a disability, found guilty of bringing a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The Superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.
- f. Other extenuating circumstances.

A student with a disability may be suspended in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing or possessing certain weapons on school property

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death onto school property, will be subject to suspension from school for at least one day. If the proposed consequence is the minimum one-day

suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day suspension on a case-by-case basis. In deciding whether to modify the consequence the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one day. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed consequence is the minimum one-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### *D. Referrals*

1. Counseling

The Counseling Office will 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 they require 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 possessing 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

For students found to have brought either a weapon (defined in 18 USC §930(g)(2) or firearm (defined in 18 USC §921), the Superintendent is required to make the following referrals:

- a. To the County Attorney for a juvenile delinquency proceeding before the Family Court:  
All students under age 16, except student age 14 or 15 who qualify for juvenile offender status under the Criminal Procedure Law 1.20(42).
- b. To the appropriate law enforcement authorities:  
All students age 16 or older, and all students age 14 or 15 who qualify for juvenile offender status under Criminal Procedure Law 1.20(42).

### Community Service Graduation Requirement

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

#### Community Involvement Guidelines:

- Activities to accumulate hours are to commence at the beginning of the student's Sophomore year and must be completed prior to the last Board of Education Meeting in May of their graduation year.
- Students are strongly encouraged to have completed 10 hours of the 15 hours by the end of their Junior year.
- No monetary compensation (pay, tips) may be accepted.
- Students may not ask to do activities for relatives, friends or private businesses owned by relatives or friends.
- ALL activities must be tracked on the Community Service Record Form.
- Completion of the Community Service Activities are 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 the Fire Departments, Libraries, 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 Counseling 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 these 15 hours of Community Service the student must present at a Board of Education (BOE) meeting. Meetings follow a Board of Education calendar, and take place usually once a month on Thursdays at 7 p.m. in the cafeteria.
  - State their name
  - What they did for Community Service
  - What they learned from the experience
  - Future plans
- The Counseling Office will be the home base for Community Service. Community individuals and/or groups may contact the Counseling Office to request work to be completed.
  - All paperwork and scheduling to present at Board of Education meetings will take place within the Counseling 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.

### **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 22, 2023. 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. Students who bring a guest are required to submit a completed Guest Authorization Release form by the end of the school day before the dance. Forms are located in the Main Office.
- 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 may be attended by students in grades 9-12 and their guests.
- 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 Entrance and press the button by the left entrance door to announce your arrival. Office staff will call the student to the Main Office. If the student returns to school prior to 2:45 PM, he/she will be required to sign in at the Main Office.

### **Dress Code**

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. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, must:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriffs, and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or hoods in the building, except for the hallways and for medical or religious purposes.
6. Not include the wearing of sunglasses in the building.

7. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so.

Each Building Principal or designee is responsible for informing all students and their parents of the student 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 are 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 will be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code will be subject to further discipline, 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**

#### 4526-R ACCEPTABLE USE REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the Internet.

#### I. Administration

- The Superintendent of Schools shall designate a Director of Technology to oversee the district's computer network.
- The Director of Technology will track and examine all network activities, as appropriate, to ensure proper use of the system.
- The Director of Technology shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The Director of Technology shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The Director of Technology shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- The Director of Technology will review staff requests to use 'cloud-based' educational software/applications to ensure that personally identifiable information (PII) is protected in accordance with district standards prior to student use.
- All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.

#### II. Internet Access

- Students will be provided Internet access: in a controlled environment.
- Students will be provided with individual access accounts
- Students may have Internet access: for educational purposes.
- Student Internet access may be restricted depending on the grade level.
- Students are not to participate in chat rooms.
- Students may construct their own web pages using district computer resources.
- Students will have an individual email address.

A staff member will be required to track all or some of these activities.

### III. Acceptable Use and Conduct

- Access to the district's computer network is provided for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically.
- Only those network users with written permission from the principal or computer network coordinator may access the district's system from off-site (e.g., from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

### IV. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.

- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

#### V. No Privacy Guarantee

All users using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

#### VI. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secrets. Users must respect all intellectual and property rights and laws.

#### VII. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

## 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, during after school study hall and after school detention, with the exception of lunch.

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:

<b>Offense</b>	<b>Action Taken</b>	<b>Consequences</b>
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	One day of In-School Suspension

	the parent at the end of the day	Parent Conference with Administration
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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. 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, during after school study hall and after school detention, with the exception of lunch.

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 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 the incident to the 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, Counseling 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 ensure 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, flash drives, 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.

### **Secondary 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>th</sup>s 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. (108 hour)
  - 1/2 unit of credit is earned by passing a 1/2 year course. (54 hour)
- **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.

### Weighted Grades

Academically challenging courses offered at Cherry Valley-Springfield Central School will be graded using a weighing system. The purpose of this system is to encourage students to take higher level courses and reward those students for challenging themselves. The weighing system is broken down as follows:

- Level I: All courses except AP, College and Advanced Designation courses
- Level II: Advanced Designation courses (Algebra II, Chemistry, Physics); add one point per marking period
- Level III: College level courses; add 2 points per marking period
- Level IV: AP courses; add three points per marking period

### 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>.

### **COUNSELING SERVICES**

The 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 Counseling Office.

Counselors are available for parent conferences during the school day by appointment. To schedule an appointment, please call the Counseling Office (607-264-3265, ext 507).

### **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 Gary Wannamaker.

### **Home Tutoring**

If a child is medically unable to attend school, or is suspended from instruction, every effort will be made to provide 10 hours per week for secondary students and 5 hours per week for elementary students 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.

### **K-9 Searches**

#### Cherry Valley-Springfield Central School Regulations Pertaining to the Use of Dogs to Detect Illegal Drugs and Substances

In accordance with the terms and conditions of a contract or agreement between the district and the provider of the dog(s) and the handler(s), dogs may be used from time to time, to detect illegal drugs and substances in the district's lockers provided to the students. The use of dogs is to combat the illegal use of contraband by students while in the school. It is the goal of the district to maintain a learning conducive environment for all of the students. The following guidelines apply to the use of dogs:

- 1) The dog(s) and the handler(s) shall be given access to a particular building by the Principal who shall be given advance notice by the Superintendent of the date and time when the dog(s) and the handler(s) shall be at the building.
- 2) The dog(s) and the handler(s) shall access the building only during times when students are in class.
- 3) The Principal shall notify all teachers, in advance, to not allow students to leave class while the dog(s) and the handler(s) are in the building.
- 4) Students shall remain in their respective classes until the dog(s) and the handler(s) have completed the task of detection, the results have been communicated to the Principal and the Principal has taken any necessary actions regarding detection(s), if any, by the dog(s), and their handler(s).
- 5) The Principal shall notify the teachers when it is permissible for students to leave their respective classes.

### **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.

### **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 offered a hall locker and issued 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. PE locks may be obtained from the athletic office. 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 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.

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. 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, locker rooms, classrooms, 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 note from their healthcare provider 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 signup 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 children's 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(s)/guardian(s) 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 already do, 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 complete the 'Rules for Student Drivers' form and obtain a parking permit from the Principal's Secretary'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 areas 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 not be any 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.

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

PK-4 students can be picked up in the parent pickup location starting at 2:40 PM. Persons picking up students are not to enter the building at any location. Students will have one pickup and one drop location for the school year. Parents may send a note into the Main Office for transportation changes in an emergency situation only.

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 dates are announced in the CV-S Calendar or by individual bulletin.

### **Playground**

Weather permitting, most classes go outside for 15-30 minutes daily for use of the playground equipment, exploring the nature trail, or walking the school grounds. 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 Counseling 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 8:00 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 8:00 a.m. 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 Dance**

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 Counseling 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.