

## **Administration**

<b>Superintendent</b>	Mike Virgil (Interim)	638-5530
<b>Dean of Students</b>	Melissa Leonard	638-5881
<b>District Treasurer</b>	Amy Kukenberger	638-5530
<b>Director of Special Education</b>	Pamela Barber	638-5881
<b>Super. Building &amp; Grounds</b>	Joe Bomba	638-5881
<b>Director of Transportation</b>	Joe Kukenberger	638-9081
<b>Athletic Director</b>	Scott Wolstenholme	638-5881

## **Board of Education**

### **Members:**

Dr. Kelly Gallagher, **President**

Kathryn Fredette, **Vice President**

Dr. Jay Deitchman

Stacie Haynes

Elizabeth Reed

## **Board Membership**

The five members of the Board of Education are district residents who are unpaid public officials elected by the voters of this school district to take formal legal actions and assume the major responsibilities for the governance of the school. These people are average citizens. They have taken on the additional tasks of Board membership to provide leadership for the welfare of district students.

## **Meetings**

Board Of Education meetings convene on the second and fourth Tuesday of each month at 7:00 p.m. in the cafetorium. Public attendance and participation is welcome subject to the laws of New York State and local board policy.

Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of district students. Individuals wishing to speak to the Board and be placed on the agenda are asked to file written notice by completing a form available in the District office. At the beginning of each Board meeting, the president may ask for brief comments from the public and set a time limit on such comments. More information can be found on our district Web site at: [www.schenevuscsd.org](http://www.schenevuscsd.org)

## **Public Complaints**

The Board of Education recognizes the right of community members to register individual or group concerns about matters involving the school. It is the intent of the District to resolve all concerns with only the parties involved, whenever possible. Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution.

All matters referred to the Superintendent and/or the Board must be in writing. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report and/or resolution.

## **Educational Philosophy**

The Schenevus Central School Board of Education is dedicated to educating students to develop desired moral, ethical, and cultural values, to stimulate and expand a continual learning process and to cultivate an understanding and appreciation of the rights and responsibilities of American citizens, which will enable them to function effectively as independent individuals in a democratic society.

The educational program is designed to encourage each student to develop his/her educational potential by providing fundamental academic skills and basic knowledge, an opportunity to develop individual interests and abilities to their fullest extent according to his/her individual potential, and special services to promote the physical, mental and emotional development of each student. It is the District's goal to foster in students good work habits, integrity, self-discipline, good sportsmanship, self-confidence and a sense of purpose. Extracurricular activities are offered to enhance the academic program.

The Board encourages parents and teachers to offer their expertise in helping to develop a school environment that is academically challenging, psychologically satisfying and socially fulfilling for students at all levels. The objectives of an educational program are best realized when mutual understanding, cooperation, and effective communications exist among the home, community and school.

## **Budget Hearing and Vote**

The annual district budget vote takes place on the third Tuesday in May. Copies of the budget are made available fourteen days prior to the vote. The vote is also preceded by a public hearing at which the Board of Education will explain the proposed budget, and will consider comments, responses, and suggestions from the public concerning the proposed budget.

## **Equal Opportunity**

Each student is encouraged to develop and achieve individual educational goals. The District will provide every student with equal educational opportunities, regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The Superintendent is the designated compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

## **Accident Prevention and Safety Procedures**

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

- 1) Immediately report to the Principal or Dean of Students any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
- 2) Immediately report to the Principal or Dean of Students any unsafe practices by anyone in the building or on the grounds;
- 3) Ride bicycles, skates, or skateboards only on the roadways, not the sidewalks or near parked cars. Bikes parked on school property should be stored in the bike rack at the front of the school. Pleasure riding on the school grounds is prohibited during school hours; and from 10 p.m. – 7 a.m. (when school grounds are closed).
- 4) Observe the 10-mile per hour speed limit on school grounds.

## **Arrival at School**

The doors open at 7:45 a.m. Students must come into the building and report to their designated areas. 7-12 students may eat breakfast from 7:45-8:06 and Pre-K-6 from 7:45-8:15. Students may not leave campus or stay in their cars in the parking lot.

Pre-K-1 report to hall downstairs; Grades 2-4 sit in hall outside classroom; Grades 5-12 report to designated areas in the cafetorium.

## **Assemblies**

Student Assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Schenevus Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take an assigned seat quietly.
- Pay attention to the speaker/performers(s).
- Don't speak above a whisper, and then only when necessary.
- Applaud only when appropriate.
- At times students may want to attend assemblies that their grade level is not invited to. (Ex.: Elementary Moving Up Day, Elementary Concert). Only family members may attend these events. A student will need a written note a day in advance to be excused from class to attend the assembly. Permission notes should be sent to the Attendance Office. The Attendance Office will generate a list of students who will be dismissed from class to attend the assembly their sibling is in.

## **Attendance Policy**

See Appendix

## **Bullying & Cyberbullying**

Schenevus Central School is committed to providing a safe and productive learning environment. All forms of bullying, including cyber bullying, are unacceptable and, to the extent such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention and administrative discipline.

It is the responsibility of students, parents, teachers, and administration to create an environment free from bullying and harassment and safe for learning.

Successful intervention requires us to recognize that there are three distinct roles in bullying, each with varying levels of participation: the victim, the bully, and the bystander.

- Intervention for the student identified as the bully requires that we recognize the pattern of harassment quickly, define it as bullying and harassment, provide counseling, and impose disciplinary consequences.
- Intervention for the student identified as the victim requires that teachers develop relationships with their students that build trust and open communication. Teachers must report bullying behaviors to the administration; bullying is beyond the scope of disciplinary issues that can be handled solely by the teacher. Successful intervention for the student identified as the victim also requires that bullying be dealt with by the administration quickly, seriously, and with zero tolerance for retaliation by the bully.
- Intervention for the bystander requires education that models respect, kindness and empathy and addresses the severe effects bullying can have on students. Bullying prevention education must also emphasize to parents and students the importance of reporting bullying behaviors to school officials.

Please do your part in preventing bullying at Schenevus Central School and help others to understand the problem and their role in preventing it. See BOE Policies 7550 (Dignity for All Students Act), 3160 (Anti-Harassment), 7570 (Bullying), and 7571 (Hazing) in Appendix.

## **Bus Rules**

1. Respect the driver and follow instructions.
2. Remain seated, keep head and arms inside bus and hands to yourself.
3. Keep door and aisle clear of obstacles.
4. Do not throw anything, at anytime, on or out of the bus.
5. Do not eat, drink, or chew gum on the bus.
6. Keep conversations quiet.
7. Use no foul or obscene language or gestures.
8. Cross the road in front of the bus, after waiting for the driver's signal.
9. Comply with all regulations in the Student Code of Conduct.

Violation of these Rules could result in a loss of bus riding privileges for a student. The safety of all children on each bus can be endangered by ONE student whose actions are distracting to the Bus Driver.

Time spent now in reviewing the Rules may prevent a problem at a later date.

***REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. GOOD BEHAVIOR IS THE ONLY WAY TO CONTINUE RIDING.***

If any of these rules are disobeyed, the following consequences will result:

1. Driver warns student.
2. Director of Transportation is notified and talks with student, Principal or Dean of Students is notified.
3. Letter sent home to parents.
4. Further disciplinary action.

In cases of severe misbehavior the student may lose bus privileges. The length of exclusion will be determined by the Principal or Dean of Students and Director of Transportation.

## **Cafeteria**

The lunch room at Schenevus Central School will be welcoming, safe, and orderly; a time when civility, respect, and proper manners are nurtured and expected.

### **Lunch Room Rules and Consequences**

1. Be kind and respectful to your classmates, the adults in charge, and yourself. Please stay seated at your table; ask permission if you need to get up (Elementary).
2. Please raise your hand if you need to speak with a lunchroom Aide (Elementary).
3. Please respect the lunchroom; clean up after yourself and use proper table manners. Food should not be taken out of the cafeteria.
4. Ask for permission to leave the cafeteria.
5. High School students may visit the cafeteria for a snack during morning study hall periods provided they have permission from their study hall teacher and that they eat in the cafeteria. Students must return to their study hall when they are finished eating.

Lunch Room Time-Out:

- Assigned by Aides
- 5 minutes in duration for 1 to 5 days
- Students sit at a separate table

Lunch Detention:

- Assigned by Aides, Classroom Teacher, Principal or Dean of Students
- 1-5 days in duration
- Students report to the Main Office during lunch
- Parent notified by Principal or Dean of Students

## **Care of School Property by Students**

This is your school. All staff and students need to work together to keep it clean. Except by special permission, food and beverages may only be consumed during lunch period. Glass bottles are not allowed on school grounds.

All students must show respect and care for school property. Any property damage should be reported to the main office or the appropriate teacher. Acts of vandalism are crimes 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, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law. State law permits parental liability for up to five thousand dollars (\$5,000).

## **Code of Conduct**

See Code of Conduct

## **Communication with the School**

Parents are encouraged to contact their child's teacher directly with questions or concerns via email or phone 638-5881. Staff contact information along with classroom teacher pages and other school district information can be found on the school website at [www.schenevuscsd.org](http://www.schenevuscsd.org).

## **Complaints and Grievances**

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the school administration.

A student filing a complaint for any matter, or alleging discrimination on the basis of disability and/or sex, including sexual harassment or racial harassment, should read the following information regarding the resolution of the complaint.

### **Investigation of a Complaint**

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

### **Informal Complaints**

The Schenevus Central School District encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal or Dean of Students. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Superintendent, or his designee. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint the Compliance Officer, designee, Building Principal, Dean of Students or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

### **Formal Complaints**

Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

Complainants who do not feel that their complaint has been adequately resolved may file a grievance complaint with the Compliance Officer.

### **Dignity for all Students Act**

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function. See BOE Policy 7550R (Dignity for All Students Act) and Code of Conduct

**Dignity Act Coordinator (DAC)**  
**Melissa Leonard, Dean of Students**

### **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 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, shall:

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 (exposing cleavage, front, back and/or rear), shorts, dresses and skirts (length must be 2" inches beyond fingertips) 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 head coverings in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities, or display images of an indecent nature.
8. Not promote, define, designate, or endorse gang related or gang like attire (colors, bandanas, sweat jackets).
9. Not include wallets with chains or decorative heavy chains.

The Building Principal/Dean of Students or designee shall be 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 shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### **Emergency Closings**

The Superintendent of Schools may close the school or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling school on days of poor weather; it is important to keep school phone lines open for emergency communications. Delayed opening and emergency closing decisions will be made as early as possible to avoid inconveniences. ***If there is a delayed opening of two hours, breakfast will not be served.*** At the beginning of the school year all parents are instructed to provide information to the school on where your child should go and who should be contacted along with correct telephone numbers, in the event of an emergency dismissal from school.

School closing and delayed starting times will be announced using the automated phone call parent notification system, will be posted on the school Website, social media pages and over local radio stations.

**If no report is heard, it can be assumed that school is opening on time.**

### **Emergency Plans**

In accordance with regulations of the Commissioner of Education, the district has developed an emergency management plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a “test” or drill of the emergency management plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents will be notified of any such “test” at least one week prior to the drill.

The district emergency management plan includes the following:

- 1) Definitions of “emergency” and procedures to be followed to activate the plan;
- 2) Designation of a control center in anticipation of, or in response to, an emergency;
- 3) Identification of sites of potential emergencies;
- 4) Identification of appropriate responses to emergencies;
- 5) Procedures for coordinating the use of district resources and personnel during emergencies;
- 6) Identification of district resources which may be available for use during an emergency;
- 7) A system for informing all schools within the district of the emergency;
- 8) Plans for taking the following actions, if appropriate: school cancellation, early dismissal, evacuation and sheltering.
- 9) Pertinent information about each school (including information on school population, number of Staff, transportation needs and the business and home telephone numbers of key employees of the district and other, as appropriate); and

10) Procedures for obtaining advice and assistance from local government officials.

Copies of the emergency management plan are available in the Superintendent's Office.

### **Extra Curricular Activity Academic Eligibility Policy**

See Appendix

### **Fire Drills**

Fire drills are conducted in order to instruct students and staff in exiting the school building in the shortest time possible in an emergency and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline.

### **First Aid**

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

- 1) No medical treatment except first aid is permitted in school;
- 2) A master first aid kit shall be kept and properly maintained in the school and on each school bus;
- 3) Parents are asked to sign and submit an emergency medical authorization that shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
- 4) In all cases where the nature of an illness or an injury appears serious, the parents will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.
- 5) School is in compliance with NYS Ed Law 917 requiring schools to provide and maintain on-site at least one functional automated external defibrillator.

## **Free and Reduced Price Food Services**

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school breakfast and lunch programs, and provides free or reduced price food services to qualified district students.

An application to participate in free or reduced lunch services is mailed to every student family at the beginning of the school year. Families who are eligible are encouraged to make use of these services. For more information contact the main office.

## **Grade Reporting**

Report Cards are issued four times a year, approximately every ten weeks. Interim progress reports are sent halfway through each quarterly marking period. Students must have an average of 65 or above to be considered passing. The precise dates for the end of each quarter and interim period are shown on the school calendar and can be accessed on the school website.

## **Student Center**

The Student Center is responsible for providing pupil personnel services including scheduling, counseling and college exploration. The Student Center provides an array of programs operating in both an individual and group setting which are focused on helping students to address academic and behavioral problems. If you have questions about these or other student assistance services, please contact the Student Center at: 638-9329.

## **Hall Behavior**

Students are to walk in hallways.

No hats are to be worn in school.

No iPod/MP3 player or cell phone use (see Personal Electronic Devices Policy).

Students are not to carry book bags (backpacks) from class to class.

Students must not abuse the lockers.

Student behavior such as overt displays of affection, fighting, horseplay and profanity are not allowed.

## **Health Services**

If a student is hurt or ill, he/she should tell a teacher and ask for a pass to the nurse's office. The school nurse will provide emergency care for students in accidental or unexpected medical situations.

Students may need to take prescription or over-the-counter medications during school hours. The school nurse or other school employee, with the written permission of the student's parent and health provider, may give medications. For the purposes of this regulation a health provider may be a *medical doctor, nurse practitioner or physician's assistant*. All medication must be kept in the nurse's office. The only exceptions to this are if the student's health provider deems it is necessary for the students to have the medication with him or because of an immediate health problem, such as an asthma attack. Written permission from parents and the health provider are required for the student to keep the medication. Medications must be transported to school by a parent or other adult designated by the parent. It must be in its original container.

Students will need a written note from a health provider if they need to be excused from a class/activity (ex. P.E., recess).

## **Homework**

Schenevus School believes that parental involvement is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Parents can assist their children with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his/her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

## **Honor Roll**

Four times each year, after report cards are issued, an honor roll will be released based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis.

High honors will be given to those students with an average of 90 or above. Honors will be awarded to students with an average between 85 and 90. Students will be on the Principal's List if they have an average of 95 or better. No student may be listed on an honor roll if they have a grade of less than 70. Student honor rolls will be provided to local newspapers for publication.

## **Interscholastic Athletics**

Interscholastic athletics are an integral and desirable part of the District's secondary school educational program. Student eligibility for participation on interscholastic teams shall include authorization by the school physician and written parent or guardian consent. All student athletes must sign a written contract stating that they understand and will abide by the District's *Athletic Training Rules and Policies*. The District offers the following athletic teams:

### **Fall**

Boys Varsity Soccer  
Girls Varsity Soccer  
Modified Boys Soccer  
Modified Girls Soccer  
Boys Cross Country  
Girls Cross Country

### **Winter**

Boys Varsity Basketball  
Girls Varsity Basketball  
Boys JV Basketball  
Girls JV Basketball  
Boys Modified Basketball  
Girls Modified Basketball

### **Spring**

Boys Varsity Baseball  
Girls Varsity Softball  
Boys Track and Field  
Girls Track and Field

## **Lateness to Class**

Students are not to be late (tardy) to class. When a student comes in late, it is a disruption to the teacher and the class. A student who is tardy to class three times will receive a lunch detention.

## **Lockers**

All school lockers assigned to students are the property of the Schenevus Central School. Lockers are provided for the convenience of students. The District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant. Such searches may be conducted by school officials with or without the presence of law enforcement personnel. Students who are assigned lockers must abide by the following rules.

- 1) Lockers are to be kept neat and orderly. Students should clean them regularly.
- 2) No open drink containers are to be kept in lockers.
- 3) Gym clothes stored over the weekend must be kept in gym lockers.
- 4) There will be no stickers or magic markers used on the lockers.
- 5) There is to be no marking on the outside of the lockers. Students will be asked to remove any offensive material displayed inside their lockers.
- 6) Mistreatment of a lock and/or locker may result in a student losing locker privileges.
- 7) Students must keep their hall and gym locker doors closed and locked.
- 8) Lockers will be checked periodically during the school year.

## **Money and Valuables**

Money or valuable items should not be carried about the building or left in hall or gym lockers. Student lockers should be locked at all times. Students should give money or items of value to the secretary or physical education teachers to hold.

## **National Honor Society**

### **Purpose**

The Andrew S. Draper Chapter of the National Honor Society was established in 1960 to recognize and encourage students who have attained outstanding accomplishments in the areas of scholarship, leadership, character and service. These characteristics continue to be of vital importance today. Selection into the Schenevus Central School National Honor Society is an important distinction for those students who consistently strive to be outstanding scholars and honorable citizens.

## Selection Process

Fall:

- After the fourth quarter of the school year, the Guidance Office will submit a list to the National Honor Society Advisor of all **incoming Seniors** who are academically eligible, i.e. they have a cumulative average of 90 or higher.

Spring:

- After the first semester of the year, the Guidance Office will submit a list to the National Honor Society Advisor of all **Juniors and Seniors** who are academically eligible, i.e. they have a cumulative average of 90 or higher.

These eligible students (and their parents) will then receive a letter from the advisor notifying them of their eligibility and inviting them to submit a listing of their extra-curricular activities, awards, employment, and other noteworthy activities in which they have been involved, if they would like to be considered for membership. Faculty members will be provided with copies of the lists submitted by each candidate and will be asked to rate the students and provide comments. Candidates are also be required to submit an essay detailing what they have done to make the school/community a better place and two (2) letters of recommendation – one from a teacher in the school and one from an advisor/coach/adult leader (in or out of school – but not a friend.)

This information will then be used to assist the five-member Faculty Council in making the actual selections. The Council will meet to review the surveys and discuss the candidates. A majority vote will be required for selection. Next, the advisor will notify the parents of selected and non-selected candidates. A formal induction ceremony will be held, late April or early May, during a 6-12 assembly. Seniors selected during the fall will become members of the National Honor Society as soon as the selection is made and the letters are sent, enabling them to include this achievement on their college applications and they will immediately begin to participate in chapter activities.

Students wishing to become members of National Honor Society should remember that selection is based on student performance in high school. Those chosen to be members have exhibited a constant commitment to high academic standards, worked cooperatively and respectfully with both peers and adults, and are involved in community and school organizations in which they demonstrate both a commitment to serving others as well as leadership skills.

Once students have been inducted into the National Honor Society, they have a responsibility to uphold the standards of scholarship, leadership, character, and service, which are required for membership. In addition, they will conduct service projects, both individually and as a group. Members who do not continue to meet the standards risk disciplinary action, including dismissal.

## **Night Time Activities**

Dances and recreation nights are sponsored by classes and clubs for the purpose of providing recreational activities for students. The following rules will be maintained:

1. The hours will normally be from 7:00-9:00 p.m.
2. Dances and recreation nights will be organized so that they are age appropriate. Generally speaking, elementary, junior high school and high school students will not attend the same events.
3. Only Schenevus Central School students will be allowed to attend. Exception will be made for the Prom and Super Dance.
4. There will be a minimum of four chaperones: parents and advisors. The names of parent chaperones must be confirmed by the end of the school day three days prior to activities and given to administration. Advisors are responsible for obtaining telephone numbers of administrator on call.
5. All cars must be parked in school parking lots.
6. Scheduling for activities will be by class rank. Seniors will get first choice with the other classes following in order.
7. Parents of disruptive students will be contacted by phone and asked to pick their children up at school. These students will then be banned from these activities for the next ten (10) school weeks.
8. The school reserves the right to prevent anyone from entering who may appear under the influence of drugs or alcohol.
9. Students leaving these activities may not re-enter. Students will not be allowed into these activities after 8:00 p.m. without the administrator's approval or via chaperones/advisor if administrator is not present.
10. Students attending an activity must be in attendance during the day of the activity. (Advisors/Chaperones should obtain an Absentee List prior to the event.)
11. All provisions of the Code of Conduct will be enforced.

## **Parent Conferences**

Parent-teacher conferences are an important element in reporting student progress to parents. Conferences are scheduled in November for parents of children in grades PreK-6. Parents will receive notification of the time and place of the conference in the mail. Additional conferences are scheduled later in the year as needed.

Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor, Building Principal or Dean of Students. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

### **Parent Involvement**

The Schenevus Central School District believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom (as volunteers) or during extracurricular activities. However, the Board of Education also encourages direct parental involvement at home (for example, planned home reading time, informal learning activities, and/or homework "contracts" between parents and children).

For further information on how parents can be involved in the schools, contact the Schenevus PTO. For information on how parents can assist their children academically, contact the school Guidance Department.

### **Parent Requests for Student Placement**

In assigning students to classes, teachers and administrators work together to seek the best possible placement for each individual student. Consultation with parents or guardians may be held in cases where special needs, particular interests or concerns exist and parent wishes are given full consideration. However, it is at the sole discretion of the school authorities to make the final determination in any student placement.

### **Parent-Teacher Organization**

The Schenevus Parent-Teacher-Student Organization (PTO) is comprised of individuals who are concerned about the education program. Members of the Organization meet periodically to discuss educational matters and plan various functions for students, faculty and association volunteers.

Schenevus Central School strongly encourages active membership and financial support of this organization. Meetings are held on the third Tuesday of each month at 7:00 p.m.

Some PTO activities include:

- sponsoring book fairs
- providing voluntary assistance to teachers on educational activities both inside and outside of the classroom.
- helping coordinate activities, which seek to better link the school and surrounding community.

## **Personal Electronic Device Policy**

### **Personal Electronic Devices**

Personal electronic devices such as cell phones, iPods, MP3 players and similar devices are a part of modern society and the school recognizes that many students will possess them. However, their application and relevance to learning are limited. Teachers and students have a right to teach and learn in an environment free from interruption from such devices.

Cell phones, iPods, MP3 players and similar devices in school present a number of challenges. Our policy tries to allow for sensible student use of such devices while addressing these challenges and maintaining an environment that is ideal for teaching and learning.

Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved.

#### **A. Cell Phones, iPods/MP3 Players and similar devices:**

1. use is permitted during MS/HS lunch in the lunchroom.
2. may be permitted by the teacher during class. Students may not have these devices out without the classroom teacher's permission..
3. are not allowed at any time in private areas on school grounds such as bathrooms and locker rooms.
4. recording functions on personal electronic devices used to take photos, video, or audio recordings are not to be used during the school day without permission of a teacher.

#### **B. Cell Phones, iPods, MP3 Players and similar devices on School Buses**

1. Use is permitted provided students use ear pieces or headphones for music and they do not distract the driver or disturb other students.

#### **C. Violations of the Personal Electronic Devices Policy**

1. 1<sup>st</sup> Offense – device is confiscated and given to the Building Principal/Dean of Students. The device will be returned to the student after a warning by the Principal/Dean of Students. Offense is recorded in the student's discipline file.

2. 2<sup>nd</sup> Offense – device is confiscated and given to the Building Principal/Dean of Students. The device will be returned at the end of the day. Offense is recorded in the student’s discipline file.
3. 3<sup>rd</sup> Offense – device is confiscated and given to the Building Principal/Dean of Students. The device will be returned to the parent or guardian.
4. Use of recording function on a personal electronic device – the device is confiscated and given to the Building Principal/Dean of Students. Pictures or recordings may be reviewed by the Principal/Dean of Students. The device will be returned to the parent or guardian.
5. The Building Principal/Dean of Students may rescind permission for a student to possess these devices in school if a student violates this policy.

## **Physical Education**

Each student in grades 9-12 must successfully complete the physical education course during each year of attendance in school in order to qualify for graduation. Students must wear a tee shirt, shorts and athletic sneakers with non-marking soles in physical education class. In colder weather a sweat suit will be needed.

Students who need to be excused from physical education class for medical reasons should submit a note from their physician to the nurse’s office.

## **Plagiarism**

The Schenevus Central School Board of Education, Administration, and Faculty firmly believe in providing an education to all students that conforms to ethical practices and procedures. The purpose of this policy on plagiarism is to ensure that our students, their parents, the Faculty, and the Administration understand the seriousness of this issue and the procedures that will be followed regarding it.

Plagiarism is concerned with the issue of false attribution and consists of:

- claiming or implying original authorship of a work created by another
- incorporating material from someone else's written or creative work, in whole or in part, into one’s own without adequate acknowledgment
- reproducing another’s ideas, opinions, or theories as one’s own
- handing in the same work for more than one assignment without the express consent of the instructors (self-plagiarism)
- allowing someone else to copy one’s work or writing a paper for someone else
- purchasing, copying, pasting, down-loading, printing or paraphrasing another’s book, article, paper, speech, exam, portfolio, creative work,

argument or any other work and presenting it as one's own, either in whole or in part

- assuming academic integrity of collaborative study by students working in a group; each student is individually responsible for the integrity of the group project

Teachers suspecting a student of plagiarism will:

- Inform the student of his/her concern, citing specific reasons for the concern
- Utilize available resources to support his/her concerns (software, text, etc.)
- Contact parents and inform them of the issue
- Report incident in writing to the Principal to be included in student's file

In the academic world, plagiarism by students is a very serious academic offense and can result in punishments, including but not limited to failing grades.

First Offense: At the teacher's discretion, a zero may be given on the assignment or the assignment may be done over. Parents will be notified. A letter will be placed in the student's file in the Guidance Office.

Second Offense: A zero on the assignment, and a parent, student, teacher conference. Another letter will be placed in the student's file in the Guidance Office.

Third Offense: Failing grade in the course for the quarter, semester, or year.

(These offenses are erased at the beginning of each academic year, but letters are kept in the student's file.)

## **Recess**

Recess at Schenevus Central School will be welcoming, safe and fun; a time when cooperation, fair play, respect, and friendship is nurtured and expected.

### Recess Rules

- Be kind and respectful to your classmates, the adults in charge, and yourself
- We do not bully, harass, push or hit at Schenevus Central School
- Use appropriate language
- Use all recess equipment appropriately
- Wear appropriate clothing – recess is outside unless the temperature or wind chill falls below 20 degrees
- Get permission if you need to leave recess
- Tell an adult in charge if you are having a problem with another student

### Recess Consequences

#### Short-Term Recess Time-Out:

- Assigned by Aides
- 5 minutes in duration
- Student sits out from play

**Long-Term Recess Time-Out:**

- Assigned by Aides
- 1-2 days in duration
- Students sit out from play
- Teacher notified
- Parent notified

**Recess Detention :**

- Assigned by Aides, Classroom Teacher, Principal or Dean of Students
- 1-5 days in duration
- Student reports to the Main Office
- Parent notified by Principal or Dean of Students

**Schedule Times**

The Middle School and High School period schedule for the **2017-2018** school year is as follows:

8:00 - 8:05	Buses arrive
8:06	Warning Bell – all MS/SH students start for lockers
8:10 - 8:53	Period A – All elementary students report to class
8:56 - 9:36	Period B
9:39 - 10:19	Period C
10:22 - 11:02	Period D
11:05 - 11:45	Period E
11:48 - 12:28	Period F
12:30 - 1:00	Period G
1:00 - 1:30	Period H
1:32 - 2:12	Period I
2:15 - 2:55	Period J

**2 Hour Delay**

10:06	Warning Bell
10:10 – 10:19	Homeroom/Period A

After period A – resume regular schedule – go to Period D Classes.

**School Year Calendar**  
**See Appendix**

## **Sexual Harassment of Students**

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape. Sexual harassment is a form of sex discrimination and is prohibited by Federal Law under the terms of Title IX.

The Board of Education and Federal Law under the terms of Title IX and Title VI prohibit discrimination on the basis of race, color and national origin. Any student who believes that he or she has been subjected to sexual or racial harassment, whether by a teacher, other student, or any individual on school property or at school activities, should report the alleged misconduct immediately to the District compliance Officer or his designee, so that appropriate corrective action up to and including discharge of an employee or suspension of a student may be taken. The student can pursue his/her complaint informally or file a formal complaint.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual/racial harassment, will promptly begin an investigation and take action as deemed appropriate upon learning the results of the investigation. See BOE Policies 3160 (Anti-Harassment), and 7531 (Sexual Harassment of Students) in the Appendix.

## **Student Dismissal Precautions Regulation**

No students will be dismissed early from school unless they have written permission from their parents. All students leaving the building before regular dismissal time must sign out in the Main Office. Parents wishing to have their children take a different bus to or from school must submit written permission ahead of time to the Main Office. Students should not wait until the end of the day to call home for permission. Only in emergencies will verbal permission be allowed.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school. No students may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list. A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a signature of the parent or guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child shall be maintained in District offices.

In the event of an emergency, the Superintendent, Principal, or Dean of Students may release a student to some individual not appearing on the approved list only if the parent has been contacted by the Superintendent, Principal or Dean of Students and has approved the release, and the Superintendent, Principal or Dean of Students determines that an emergency exists.

At dismissal, bus riders need to load the buses and not leave campus prior to loading the bus.

### **Student Drivers and Parking**

Anyone who violates the following rules may have driving privileges forfeited:

1. All cars must be parked in designated parking areas.
2. Caution must be exercised when driving on school property. (ex.: follow 10 MPH Speed Limit)
3. Vehicles must be locked when parked on school property.
4. Students are not to be in or around vehicles in the parking lot during the day. This includes early morning and late afternoon.
5. Student vehicles will not leave school grounds during the school day. Unless special permission is given under extenuating circumstances.
6. If a student must leave the lot, the parent should contact the administrator who will issue the pass.
7. Students will not park vehicles off school grounds or drive them during school hours.

### **Student Records**

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the commissioner's regulations.

Where necessary, the district shall arrange to provide translations of the following notice to parents in their native language or dominant mode of communication.

#### ***To Parent(s) / Eligible Students:***

This is to advise you of your rights with respect to the school records of (your son) (your daughter) (you) pursuant to the Family Educational Rights and Privacy Act (FERPA).

Parents or students 18 years or older (eligible students) have a right to inspect and review any and all official records, files, and data directly related to the student's

education, including all material that is incorporated into each student's cumulative record folder, and is intended for school use. Requests for access to the student's school records should be made in writing to the Principal. Upon receipt of the request, arrangements shall be made to provide access to such records within a reasonable period of time, but not more than 45 days after the request has been received. The school may charge a reasonable fee for copies.

Parents or eligible students have a right to request that the school correct records that they believe to be inaccurate or misleading. Such a request should be addressed, in writing, to the Principal, and identify clearly the record to be changed, and specify why it is inaccurate or misleading. If the Principal decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request for amendment, and the procedures concerning the hearing process. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

As a general rule, student records, and any material contained therein, which is personally identifiable, are confidential and may not be released or made available to persons other than the parents or eligible students without the written consent of such parents or students. There are, however, a number of exceptions to this rule, including the release of student records to other school employees and officials, and certain State and Federal officials, who have a legitimate educational need for access to such records in the course of their employment.\* Upon request, the district will disclose educational records without the consent of the parent/guardian or eligible student to officials of other agencies or institutions in which the student intends to enroll.

Under FERPA a parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district personnel to employ with FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

\*A school official has a legitimate educational interest to access student education records if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials include those individuals employed by the district as administrators, supervisors, instructors, or support staff members, including medical staff and law enforcement personnel. In addition, this definition includes Board members, persons or companies that the district hires to perform specific tasks, such as an attorney or auditor, or parents and students serving on an official school committee, such as the disciplinary or grievance committee.

## **Student Rights and Responsibilities**

See Code of Conduct

### **Study Hall Rules**

1. The study hall is to be used to accomplish quiet academic work. A quiet atmosphere must be maintained.
2. Students are expected to bring books and all other materials for individual academic work with them to the study hall. Students may be denied permission to return to their lockers for additional materials.
3. Students may leave study hall with a pass. They must return to the study hall before the end of the period.
4. Students on the Academic Restriction List will be assigned to Restricted Study Hall and may not sign out unless they have pre-signed passes from teachers for specific academic work (see Extra Curricular Activity Academic Eligibility Policy).
5. Honor Society members may leave study halls without passes, but they must sign in and out on the Daily Sign-out Sheet.
6. No food or drinks may be brought to or consumed in study hall. High School students may visit the cafeteria for a snack during study hall periods A-E provided they have permission from their study hall teacher and that they eat in the cafeteria. Students must return to their study hall when they are finished eating.
7. When possible, students should take every opportunity to meet during this time with teachers of courses in which they are having difficulty.
8. Only students with pre-signed passes may go to the library.

### **Telephone Numbers**

Main Office	638-5881
District Office	638-5530
Student Center	638-9329
Health Office	638-5831
Library	638-5832
Bus Garage	638-9081

### **Textbooks**

Textbooks are school property and must be treated as such. All textbooks should be covered. There are to be no marks made in any books. All books assigned to a student must be returned in reasonable shape or a damage fee will be assessed.

Students will not be issued schoolbooks, uniforms or equipment if debts to the school are not paid.

### **Transportation**

Questions about the school transportation program should be directed to the Director of Transportation.

### **Use of School Computers**

The Board of Education considers computers to be a valuable tool for education and encourages the use of computer-related technology in District classrooms. The Board of Education has established computer, Internet and e-mail regulations governing the use and security of the District's computer network. These regulations prohibit the following:

1. Removing or altering computer hardware, software or supplies.
2. Damaging computers, computer systems or computer networks. No use of the network shall serve to disrupt the use of the network by others.
3. Sending or displaying offensive messages or pictures.
4. Using obscene language, sending hate mail, engaging in harassment, discriminatory remarks or other antisocial behavior.
5. Participating in chat sessions.
6. Violating copyright laws.
7. Using another person's password.
8. Trespassing in another person's folders, work, or files.
9. Intentionally wasting limited resources.
10. Printing more than five pages without permission.
11. Playing games on computers without permission.
12. Intentionally visiting sites generally considered obscene or socially unacceptable.
13. Refusing access to students who need to do schoolwork or research if the current user is not involved in doing schoolwork or research.

All students using school computers must agree to follow these regulations by signing an *Acceptable Use Agreement and Parent Permission Form* before using any school computers.

### **Visitors and Parents**

Procedures for A Safe, Orderly Learning Environment

1. All visitors to the school must sign-in at the Main Office. Visitors should sign-out at the end of their visit. The Office will call to announce your visit and verify permission with the classroom teacher.
2. Parents dropping children off at school in the morning are asked to please escort them to the main entrance only. Do not escort them to their classrooms. If there are special situations or needs, please speak with the Building Principal or Dean of Students.
3. Parents picking their children up at the end of the day are asked to meet them outside the school building where classes are dismissed. Please do not park directly in front of the building as this blocks the area where the buses park.
4. Parents picking up their children during the day due to illness, appointments or any other situations are asked to stop at the Main Office, to sign the child out.
5. Parents are encouraged to speak with their child's teachers regarding their concerns, issues or to get answers to questions. The best way to accomplish this is to schedule a meeting with the teacher at a time that is convenient for both parties.
6. Students arriving to school before 7:45 AM will not be allowed past the Main Office Lobby.
7. Club leaders need to establish designated meeting areas for members of their organizations. Designated meeting areas must not interfere with classroom instruction or obstruct the flow of traffic at dismissal time. Club leaders who are not employees of the district must sign-in and out at the Main Office when picking up members of their clubs.
8. Parents of Pre-Kindergarten and Kindergarten students will be allowed to drop their children off at their classrooms for the first two weeks of school. After that, parents are asked to escort their children to the main lobby only.

## **Wellness Policy**

The District is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by fostering healthy eating and physical activity. The District has developed a Wellness Policy that recommends annual goals relating to nutrition education, physical activity and other school-based activities.

**Working Papers**

Students under 18 who are interested in working papers may pick up applications in the Student Center.