

# FORESTVILLE CENTRAL SCHOOLS

Middle and High School Handbook

2023-2024



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Middle and High School Principal

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Middle and High School Secretary

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Superintendent

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## FORESTVILLE CENTRAL MIDDLE AND HIGH SCHOOL

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## Acknowledgement Form - Forestville Middle-High School Handbook

To: All Parents/Guardians

From: Forestville Middle/High School

Please review the following statements and return a signed copy to the main office by **September 23, 2023**. Failure to return the signed acknowledgment form may result in your child's inability to fully participate in educational programs.

"I understand and consent to the responsibilities outlined in the Forestville Central Student Handbook. I also understand and agree that my child shall be held responsible for the behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I further understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school."

"I have read and understand the district's policy and regulations governing student use of computers and agree to abide by their provisions."

"I understand that I have no right to privacy when I use the district's computer network and the Internet, and I understand that district staff will monitor technology."

"I understand that students shall not purposefully or neglectfully damage technology and shall be financially responsible for any repair or replacement required, as determined by the principal or his/her designee. Students may also be held financially responsible for items not returned at the end of the school year."

"I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action."

"Regarding student records, I have read and understand the information regarding access to my child's educational records."

Printed Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Academic Eligibility Rule

Participating in school and school-related extracurricular activities is an excellent way for students to develop their talents, receive individual recognition, and build strong friendships with other students. However, participation in these activities is a privilege that can be revoked due to academic ineligibility. The following is a non-exhaustive list of such activities: games, dances, club activities, field trips, class activities, and prom. Ineligible students are not allowed to participate in these events.

### Ineligibility Rule

Progress reports will be sent home and made available online approximately once every five weeks. If a student is failing two or more courses, they will be placed on an Ineligibility List. Seniors will become ineligible if they are failing one or more graduation requirement courses. Restrictions on activities will begin on the day the list is generated. Please see the dates below for more information.

<b>Report</b>	<b>Mailing Date</b>	<b>Ineligibility Start Date</b>
Progress Note Q1	October 6, 2023	October 10, 2023
Report Card Q1	November 9, 2023	November 13, 2023
Progress Note Q2	December 8, 2023	December 11, 2023
Report Card Q2	February 2, 2024	February 5, 2024
Progress Note Q3	March 7, 2024	March 11, 2024
Report Card Q3	April 19, 2024	April 22, 2024
Progress Note Q4	May 17, 2024	May 20, 2024
Report Card Q4	June 28, 2023	

**Progress Report:** Ineligible students can be removed from the list as soon as they pass the required number of courses as outlined above.

**Report Card:** Ineligible students must remain on the list for one week before they can be removed. After the one-week requirement, students can be removed as soon as they pass the required number of courses as outlined above.

To be removed from the list, students must have their grades reviewed by Ms. Hazelton. It is the student's responsibility to inform Ms. Hazelton that they have met the requirements to be taken off the Ineligibility List. After review, if they meet the requirements for removal, an email will be sent to staff notifying them of the student's removal from the list. The Ineligibility Icon will also be removed from PowerSchool.

Ineligible students cannot participate in practice, scrimmage, rehearsal, dress with the team, or perform in a contest.

Building principals, coaches, or other affiliated groups may impose additional restrictions on extracurricular activity participation related to discipline.

Students who are auditing a course are exempt from academic passing requirements.

- An Eligibility Council, consisting of the building principal, general education teacher involved with the student's ineligibility, special education teacher (if appropriate), and school counselor, will be available for the following purposes:

1. To annually review the Academic Eligibility rule.
2. To review individual ineligibility cases on an "as needed" basis.
3. To review a student's ineligibility if requested by the student.
4. To review academic eligibility before vacations if needed.

Please note: Rules for specific extracurricular organizations, such as Student Council and National Honor Society, will be handed out and discussed at respective organizational meetings. Student clubs and performing groups, such as the band, chorus, and athletic teams, may establish stricter standards of behavior and consequences for misbehavior than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Handbook will apply in addition to any consequences specified by the organization.

## Academic Intervention Services (AIS)

Forestville Central School District offers Academic Intervention Services (AIS) to students who score below the State-designated performance level on Elementary and Intermediate State Assessments, or who are considered "at risk" of not achieving State Learning Standards leading up to Regents Exams.

AIS programs are required by the state, and the intensity of a student's program may vary. This depends on the severity of the student's needs, as determined by their score on a state assessment and/or classroom evidence indicated by the teacher. Students may exit an AIS program by achieving a score above the State's proficiency cut score on the following year's assessment and/or passing a district-approved exit exam with a predetermined score.

## Accidents

All accidents involving students going to or from school, on school property, engaged in school-sponsored activities off-campus or on the school bus, must be reported by the student involved to the teacher or person in charge of the activity as soon as possible. The responsible person will then fill out and sign an accident report to be sent to the health office. Students are also encouraged to report to the health office as soon as possible.

## Arrival at School

Any student not in their assigned location at 7:40 am will be considered late for class. If a student arrives at school after 7:40 am, they MUST report to the Nurse's Office immediately upon entering the building and sign in.

## Assemblies

Student assemblies are an important part of the educational process at all levels of instruction. Such assemblies may be held for various reasons throughout the school year.

To ensure responsible audience participation, students are reminded to follow proper conduct at assemblies by:

- Quietly taking their assigned seats
- Listening attentively and following instructions
- Speaking only in a whisper and only when necessary
- Avoiding inappropriate conduct, which will not be tolerated
- Applauding only when appropriate
- Turning off cell phone ringers and not using phones during assemblies

Violation of these rules may result in removal and suspension from future events.

## Attendance Policy

The Forestville Board of Education recognizes that consistent attendance is a prerequisite for academic success and that school should be a setting where students learn the benefits of punctuality and reliable attendance.

The Board acknowledges the following reasons for excused student absences, tardiness, and early departures from school.

- Personal illness
- Illness, or death in the family
- Impassable roads due to inclement weather
- Religious observances
- Quarantine
- Required court appearance
- Attendance at health clinics
- Approved college visits
- Approved cooperative work programs
- Military obligations
- Road tests
- Other reasons as may be approved by the Board.

The following are examples of student absences, tardiness, and early departures that will be considered unexcused.



- Family vacation
- Hunting
- Babysitting
- Haircut
- Obtain learner's permit
- Oversleeping

Each student absence must be accounted for by a parent or legal guardian.

It is the parent or guardian's responsibility to notify the nurse's office on the morning of the absence. Upon returning to school, any student who was absent must submit a note written and signed by the parent/guardian explaining the absence. If the note is NOT submitted within two school days after the student's return, the absent day(s) will be considered as unexcused absences. Skipping school will be considered truancy and will result in school discipline.

**Truancy** is any absence during the instructional day without permission from the school. Under NYS attendance regulations, habitual truancy tolerated by the parent/guardian will be deemed neglect and shall be reported to Social Services as a person in need of supervision. Refusal on the part of the student to comply with attendance regulations may lead to being petitioned to Family Court.

The district has the right to require that a physician exempt or examines the student in the case of chronic attendance problems. If the district deems that a student has excessive absences, a meeting between the district and parents may be held. The goal of this meeting is to work in conjunction with parents to arrive at a solution that will best serve the child and eliminate the sporadic attendance. A student who has an IEP and has an attendance problem will be referred to the Committee on Special Education.

**The Forestville Central School District Board of Education expects that students will be in school every day that school is in session.**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

At the middle school/senior high school level, any student with unexcused absences exceeding 10% of absences in a course may not receive credit for the course.

Only students with properly excused absences, tardiness, and early departures for which the student has performed any assigned make-up work, assignments, and/or tests will not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, the District may not deny course credit to a student who has exceeded the allowable number of excused absences but taken all tests, completed missed class work, and secured a passing grade.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working under an approved independent study program; or
- Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school sponsored activity must arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed will be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness, or early departure, it will be the responsibility of the student to consult with his or her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

## Auditing

- Students who have passed a class and wish to retake it may audit the class.
- Students who audit a class will not receive report card grades or progress reports.
- Any classes that are being audited will not appear on the student's transcript. However, students will still be responsible for completing assignments required by the teacher.
- Students must follow the classroom teacher's guidelines on behavior and assignments.
- Students who fail to comply with classroom requirements may be removed from the class. Classes that are being audited will not be considered when determining a student's eligibility.

The principal, school counselor, classroom teacher, and student will meet to determine whether auditing a class is appropriate.

## Challenging a Regents Exam

If the superintendent or their designee determines that a student will benefit academically based on their past academic performance, the student may earn credit by examination. The student must meet the requirements stated in the Regulations of the Commissioner of Education [Part 100.5(d)(1)], including achieving a score of at least 85 on the Regents examination. For science courses, there may be additional requirements, such as state-mandated laboratory requirements, including 1200 minutes of hands-on laboratory with satisfactory laboratory reports. The student must also pass an oral examination or complete a special project to demonstrate proficiency in the knowledge, skills, and abilities covered in the coursework.

Students who challenge a Regents Exam in January but fail to achieve a score of at least 85 will be required to retake the exam in June.

To challenge a Regents exam for credit, the following criteria must be met:

- The student must demonstrate that he/she will benefit academically by exercising this alternative.
- The High School Principal's approval is required.
- A minimum score of 85 percent on a district-approved assessment (pre-test) is required.
- Complete and submit a Request Form to the School Counselor before the deadline.

#### Deadlines:

December 1st for the January Regents, April 15th for the June Regents, and June 1st for the August Regents.

### Bell Schedule

(See enclosure)

### Bus Conduct

Riding the school bus is a privilege afforded to students. The school bus is considered an extension of the school. Because of the nature of transportation, students are to always conduct themselves in a safe manner. Student behavior may be monitored using video cameras.

#### Student Responsibilities:

- Obey and respect the driver.
- Respect other students and property.
- Talk quietly.
- Be on time at the pickup point.
- Follow proper safety procedures (i.e., when crossing the highway, keeping head and arms inside the bus, remaining seated while the bus is in motion, etc.).

To ensure safety, each driver has the right to assign students to seats. The driver will post a set of rules on the bus that students are expected to follow. The driver will explain to the students the discipline plan they will follow for their bus.

#### Discipline Procedures for Minor Offenses:

First Report - The bus driver will send a written report to the appropriate building principal(s) as soon as possible following the incident. The driver will explain the situation and any previous actions taken in the comment section of the report. The building principal will meet with the student to discuss the offense. The parent/guardian will receive a copy of the incident report.

Second Report - The principal may suspend the student from the bus for two days and request a conference with the parent or guardian. The bus driver may be asked to participate in the conference. The parent/guardian will receive a copy of the incident report.

conference. The parent/guardian will receive a copy of the incident report.

Third Report - The principal may suspend the student from the bus for three days and request a conference with the parent or guardian. The bus driver may be asked to participate in the conference if needed. The parent/guardian will receive a copy of the incident report.

Fourth Report - The principal may suspend the student from the bus for four days and request a conference with the parent or guardian. The bus driver may be asked to participate in the conference as needed. The parent/guardian will receive a copy of the incident report.

Fifth Report and After - The principal may suspend the student from the bus for five days and request a conference with the parent or guardian. The bus driver and transportation supervisor may be asked to participate in the conference as needed. The parent/guardian will receive a copy of the incident report.

#### Discipline Procedures for Serious Offenses:

Bus reports relating to conduct for which students are typically suspended from school may result in a bus suspension for more than five (5) days. In addition to the suspension of bus riding privileges, the building principal or designee may impose additional discipline consequences in accordance with the Student Handbook. When necessary, the building principal or designee shall follow the procedures for out-of-school suspensions.

On field trips, extracurricular trips, and athletic trips the teacher, coach, or chaperone shares responsibility for student discipline. The employee is to submit a bus behavior referral in cases of misbehavior.

The consequences of bus violations are in addition to the existing school building disciplinary procedures. Each incident will be reviewed on an individual basis and the principal reserves the right to adjust consequences as deemed necessary

## Care of School Property by Students

All students are expected to show respect and care for Forestville Central School property. Any damage should be reported to the main office or appropriate staff member.

According to BOE Policy 7311, acts of vandalism are considered crimes against the school district and community, which supports the schools. Students who willfully destroy or deface school property will face disciplinary action and may be prosecuted to the fullest extent possible under the law. If a student damages school property, the student and/or their parents or guardian will be required to pay the district for the value of the damage (or lost) property up to the limit of the law. State law now permits parental liability for up to \$2,500.00.

Students are expected to use school equipment with reasonable care. Any damage done to library books, textbooks, or other school equipment due to misuse or negligence must be paid for by the student. Lost or damaged school equipment must be reported to the office for payment.

If other school equipment is damaged, the building principal must be notified. The principal will determine if negligence on the part of the student caused the damage. If so, the student and their parents will be expected to pay for the damages.

## Cell Phones & Personal Electronic Communication Devices

To accommodate the growing use of cell phones and personal electronic communication devices by students, the following guidelines have been established for their use during the school day.

**Purpose:** These guidelines regulate the use of such devices to ensure uninterrupted instruction, safety, decreased bullying, and reduction of theft.

**Definition:** The term "personal electronic communication devices" refers to and includes, but is not limited to, cell phones, iPods or other MP3 players, iPads, tablets, e-readers, personal laptops/notebooks, smartwatches with a display, or any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages.

The term "personal" refers to devices not owned by the school district.

### **\*\*Middle School Guidelines - Grades 7 and 8\*\***

Upon entering the building, students with cell phones or personal electronic communication devices are instructed to turn them off.

Any student who violates this policy will have their cell phone confiscated by FCS faculty or staff. The cell phone will then be turned over to the building principal, who will decide whether to return the phone to the student or insist that the student's parent/guardian come to the school to retrieve it.

#### **Middle School Rules:**

- During the instructional day, cell phones and personal electronic communication devices must be stored in the student's locker, hidden from view, and turned off.
- Any visible cell phone or personal electronic communication device is considered in use and will be subject to confiscation.
- Any cell phone or personal electronic communication device that rings or vibrates in the student's locker will be confiscated by the school administration.

Students who violate these rules will be subject to the following consequences:

The first offense will require the student to meet with the principal or designee and discuss what led to the electronic device being turned in to the office. The device will be returned to the student just before dismissal.

The second and subsequent offenses will require the student to meet with the principal or designee and a parent/guardian to come to the office to pick up the electronic device. These offenses will be treated as insubordination with immediate and appropriate consequences.

**\*Note\*:** These guidelines do not prohibit any device used for medical purposes or worn by the student because of a condition that requires the device. The parent/guardian must provide the school with permission for the student to wear the device, as well as a signed statement from a licensed physician (MD, DO) prescribing its use.

## High School Guidelines – Grades 9 through 12

High school students are allowed to carry cell phones and personal electronic communication devices during the school day, subject to the following guidelines:

- Ringers must be turned off from 7:40 am - 3:00 pm.
- Students are required to place their phones in the pocketed phone holder at the start of each instructional class.
- Students may use their phones between classes, in study halls, and during their lunch period.
- Students may use their devices in conjunction with wired or Bluetooth headsets between classes, in study halls, and during their lunch period. The device should be set at a low volume and not audible to anyone other than the owner.
- Personal devices are strictly prohibited during testing sessions.
- Failure to comply with these guidelines will result in the electronic device being turned over to the principal.

Students who violate these rules will face the following consequences:

- The first offense will require the student to meet with the principal or designee to retrieve their device and discuss what led to the electronic device being turned in.
- The second offense will require the student to meet with the principal or designee and a parent/guardian to pick up the electronic device.
- The third offense will require the student to meet with the principal or designee and a parent/guardian to pick up the electronic device and result in loss of privileges for a defined period of time.
- Additional offenses will require the student to meet with the principal or designee and a parent/guardian to pick up the electronic device, result in loss of privileges for a defined period of time, and may lead to suspension.

The school district recognizes that cell phones are commonly used by high school students. However, the privilege of using a cell phone or personal electronic communication device can be lost if it is misused. "Misuse" includes inappropriate language, harassment, bullying, threats, or use during class when instructed not to by a person in authority.

*\*Also, using a cell phone or personal electronic communication device to capture a picture, video, or audio of another person is strictly prohibited.\**

Students are encouraged to leave all personal electronic communication devices at home. The school takes no responsibility for lost or stolen devices.

## Technology Guidelines

Each student is responsible for his/her actions and activities involving Forestville Central Schools computers and Internet services and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal.

### Consequences for Violation of Computer Use Rules:

Student use of Forestville's computers and Internet services is a privilege, not a right. Compliance with rules concerning computer use is mandatory. Students who violate these rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the incident.

### Acceptable Use:

Forestville's computers and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum, and instructional goals. All school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

### Prohibited Uses:

Examples of unacceptable uses of computers that are expressly prohibited include, but are not limited to, the following:

Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

### No Expectation of Privacy:

Forestville CSD's computers remain under the control, custody, and supervision of the district always. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs.

### Compensation for Losses, Costs and/or Damages:

Students and parents are responsible for compensating Forestville CSD for any losses or damages incurred due to the neglectful or purposeful actions of the student.

### Student Security:

A student is not allowed to reveal his/her full name, address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

## Dress Code

The dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

### Values:

- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal attire without feeling it necessary to regulate another's clothing and/or self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Consistent staff adherence to the Goals and Expectations.

### Goals:

- To maintain a safe learning environment in classes where protective or supportive clothing is needed, such as technology, science (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

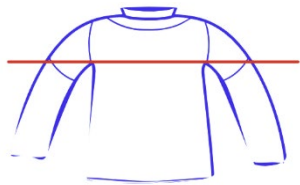
### Expectations:

FCS expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Forestville Middle and High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Clothes must be worn in a way such that all private areas (genitals, buttocks, etc.) are always covered.



2. All students must wear a shirt that has material from armpit to armpit (illustrated below) with fabric in the front, back, and on the sides under the arms, bottom attire, and footwear. Also, the shirt may be raised no higher than the top of the navel (belly button).



\* Certain class activities and school events may require a more formal attire that is appropriate for the occasion. Students will be expected to follow the guidelines for each of these occasions.

3. Students are permitted to wear:

- Hats, including religious headwear. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts (not to be worn over the head)
- Fitted pants, sweatpants, shorts, skirt, dress, including leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear is not exposed.
- Athletic attire
- Clothing with commercial or athletic logos

4. Students may not wear:

- Profanity, violent language, or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech or pornography.
- Clothing, including gang identifiers, must not threaten the health or safety of any student or staff.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Undergarments must not be worn alone.
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any headgear that obscures the face (except as a religious observance or as a personal protective equipment PPE).
- Blankets

### Enforcement

To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Expectations 1 to 4.

- Staff may refer students with questionable attire to administration using a standard discipline referral form.
- If a violation occurs, the student will be expected to change their clothing to align with the Dress Code Expectations.
- Asking students to account for their attire in the classroom or hallways in front of others is strongly discouraged. This should be handled privately.

The dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Student athletic apparel will be defined by safety and competitive performance standards.

## Late Bus Sign-Up Procedures

- Students will sign up for their respective late bus during their lunch period.
- Students will have the opportunity to sign up for a late bus through the end of 7th period. All students must be signed up no later than 1pm. Sign up sheet is located outside of the main office.
- Students will provide a signed late bus pass from their teacher upon entering the bus. Students who consistently do not follow these procedures can lose the privilege of riding a late bus.

## Detention Procedures

Detention is a time when a student is assigned to stay after school for unacceptable behavior.

Students should fully understand that any instructional or non-instructional staff member in the building has the authority and responsibility to correct misconduct at any time.

### Regulations:

- Detention begins immediately after the completion of the regular school day. Students must report to Room 313.
- Students must come prepared to work with books, paper, pens, and pencils.
- Students will not be permitted to leave the detention hall without written permission.
- There will be NO talking during this period.
- An atmosphere conducive to study will be maintained.
- Violations of these regulations will result in additional detention and/or suspension.
  - Students will be assigned to detention on the next detention day.
- The student may be assigned a different day or time of detention with the permission of the principal or his designee.
- If a student fails to attend the assigned detention, he/she will be given an additional detention.
- Students are not permitted to leave school grounds after last period before detention begins. This will be considered truancy.
- Students who are assigned ISS may be assigned to serve a detention on the same day as their ISS. The detention will last until 4:00 pm.

## Discipline Chart

The purpose of the discipline procedure is to prevent unacceptable behavior and to ensure uniform treatment for students in discipline matters. The procedure will apply to Forestville Central School students while they are at school, on school property, on school buses, and whenever they participate in school activities. Only the building administrator or his/her designee will administer this procedure unless otherwise stated. The building administrator or his/her designee may assign additional penalties at his/her discretion as part of the discipline code at any level. All cases of misconduct not explicitly covered by this discipline code will be handled at the discretion of the administration.

The building principal will review the Code of Conduct when determining which disciplinary measure to impose. In addition to reviewing the Code of Conduct, prior to determining the appropriate disciplinary and/or intervention measures, the following may be considered; the student's age, maturity, and previous disciplinary record (including the nature of the prior misconduct the number of prior instances of misconduct, and the disciplinary measure imposed for each); the circumstances surrounding the incident leading to the discipline; and the student's IEP, BIP and 504 Accommodation Plan, if applicable.

Student athletes must abide by the rules stated in this handbook and to the rules stated in the athletic handbook. Violations to the school handbook or athletic handbook may lead to consequences up to and including permanent removal from a team or squad.

Infractions	Range of Possible Disciplinary Actions	Range of possible guidance interventions to be used in addition to disciplinary actions, as appropriate
LEVEL 1		
Public display of affection (PDA)	<ul style="list-style-type: none"> <li>Reprimanded by school staff</li> <li>Student / teacher conference</li> <li>Reprimand by appropriate supervisor</li> <li>Parent conference</li> <li>Removal from classroom by teacher</li> <li>In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.)</li> <li>In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Parent outreach</li> <li>Change clothes to match dress code</li> <li>Intervention by counseling staff</li> <li>Intervention by SRO</li> <li>Conflict resolution</li> <li>Development of and individual behavioral contract</li> <li>Short term behavioral progress reports</li> <li>Referral to the child study team</li> <li>Referral to a community-based organization (CBO)</li> </ul>
Late or tardy to class		
Unauthorized use of electronic devices such as cell phones, personal electronic devices, cameras, etc		
Profanity		
Horseplay		
Horseplay resulting in an injury		
Being in an an authorized area		
Unexcused tardy to school		
Unexcused absence		
Class disruption		
Failing to sign up for the late bus		
Lying		
Loitering		
Infractions	Range of Possible Disciplinary Actions	Range of possible guidance interventions to be used in

		<b>addition to disciplinary actions, as appropriate</b>
<b>LEVEL 2</b>		
repeated class disruptions	<ul style="list-style-type: none"> <li>• Reprimanded by school staff</li> <li>• Student / teacher conference</li> <li>• Reprimand by appropriate supervisor</li> <li>• Parent conference</li> <li>• Removal from classroom by teacher</li> <li>• In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.)</li> <li>• In-school suspension or out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent outreach</li> <li>• Change clothes to match dress code</li> <li>• Intervention by counseling staff</li> <li>• Intervention by SRO</li> <li>• Conflict resolution</li> <li>• Development of and individual behavioral contract</li> <li>• Short term behavioral progress reports</li> <li>• Referral to the child study team</li> <li>• Referral to a community-based organization (CBO)</li> </ul>
Harassment		
Gambling		
scuffling or verbal assault		
cutting class		
disrespectful behavior		
defacing property / minor vandalism		
altering a pass		
minor dangerous action		
skipping detention		
<b>Infractions</b>	<b>Range of Possible Disciplinary Actions</b>	<b>Range of possible guidance interventions to be used in addition to disciplinary actions, as appropriate</b>
<b>LEVEL 3</b>		
inappropriate websites	<ul style="list-style-type: none"> <li>• Reprimanded by school staff</li> <li>• Student / teacher conference</li> <li>• Reprimand by appropriate supervisor</li> <li>• Parent conference</li> <li>• Removal from classroom by teacher</li> <li>• In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.)</li> <li>• In-school suspension or out-of-school suspension</li> <li>• Superintendent suspension that results in an extended suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above</li> </ul> <p>Additionally</p> <ul style="list-style-type: none"> <li>• Support for students transitioning from suspension</li> <li>• Students returning from suspension will be provided with support staff intervention to maximize their ability to meet social and academic standards within the school community.</li> </ul>
striking another student		
improper use of computers		
Insubordination		
Threat		
Truancy		
Forgery		
possession or use of alcohol, tobacco products, E cigarettes, vape devices, prescription, or non-prescription drugs, over the counter drugs		
major dangerous actions or safety violations		
possession of stolen property		
gross vulgarity		
repeated harassment		
sexual harassment		

Infractions	Range of Possible Disciplinary Actions	Range of possible guidance interventions to be used in addition to disciplinary actions, as appropriate
LEVEL 4		
Assault	<ul style="list-style-type: none"> <li>In-school suspension or out-of-school</li> <li>Superintendent suspension that results in an extended suspension</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Same as above</li> </ul> <p>Additionally</p> <ul style="list-style-type: none"> <li>Support for students transitioning from suspension</li> <li>Students returning from suspension will be provided with support staff intervention to maximize their ability to meet social and academic standards within the school community.</li> </ul>
fighting another person		
possession of a weapon		
Extortion		
gross disrespect		
gross insubordination		
major vandalism		
Arson		
alcohol or drug abuse		
possession or use of alcohol or drugs		
drug paraphernalia		
look-alike drugs or weapons		
Theft		
Endangerment		
possession of pornography		

## Vaping or possessing a vape device

Students who are caught vaping will receive an in-school suspension. Due to the dangers associated with vape use, this penalty will be progressively enforced.

1<sup>st</sup> Offense – One In-School Suspension

2<sup>nd</sup> Offense – Two In-School Suspensions

3<sup>rd</sup> Offense – Out of school suspension for a timeframe to be determined by the building principal.

With each offense, the device(s) will be confiscated and destroyed (by our School Resource Officer) and a parent/guardian will be notified.

The school may require counseling services for repeat offenders.

## Doubling

Taking more than one class in a particular discipline at the same time (for example English 10 and English 11) is not an option unless the student is a senior and the completion of both classes would lead to graduation at the close of that school year. Students who consider “doubling” must do so under the following provisions:

- A meeting with the teachers of the doubled courses, school counselor and principal must take place to determine appropriateness of doubling.
- Students must maintain a minimum average of 75% in both classes.

- An individual student contract outlining the specific parameters of the doubling up of courses must be signed by the student.
- Parent notification as to the contract must occur.

Measurement will occur at approximately five-week intervals with progress reports and report cards. During the marking period, if the seventy-five percent is not maintained or the student contract was compromised, the student will be required to drop a class, keeping the lower-level course to forego the higher-level course.

## Other Electronic Devices

All electronic games and devices including laser pointers are viewed as a distraction to the learning process and are to be left at home. If specific permission is given by a staff member for the educational use of such a device, it may be used by a student for a particular class. If not, such devices may be confiscated by the building principal and held until the parent picks the device up or until the end of the school year.

## Fighting

Fighting between students is considered a very serious matter and will be dealt with accordingly. Any student involved in a fight may face suspension and/or the filing of criminal charges.

## Grade Reporting

### Report Cards

Regular computerized report cards are printed and mailed home for the students and parents at the end of each marking period and during the progress reporting time. Report cards can also be viewed online through PowerSchool. Parents are urged to examine these reports and compare them with previous cards. If the report is unsatisfactory, the parent is asked to investigate the cause. In all cases of discrepancies, the parents are urged to contact the school counselor's office or teacher. Parent conferences are encouraged.

### Progress Reports

Progress reports will be mailed home for students and parents every five weeks into each marking period. Progress reports will be used to determine eligibility.

### Circle 55

Middle and High School students who may experience extenuating circumstances (with approval from the building principal) will not receive a report card grade below 55% for the first quarter only. This allows a student who may experience extenuating circumstances the opportunity to "rebound" from a challenging quarter and still pass a course for the year.

*This only applies to full-year courses.*

### Final Grades

The final grade for each senior high course, as listed on the report card and permanent report card, is derived by averaging each quarter grade with the final exam grade. All courses are weighted based on the rigor of the curriculum.

The final grade, along with attendance requirements, determines whether a student will pass or fail a course and therefore also determines whether a student is eligible for course credit. The *minimum passing final grade is 65%*. Students' Regents test scores are included and shall be weighted as 20% of the student's overall course average. Local final exams will be weighted as a percentage of the overall grade based on content area. Students will be notified at the beginning of the course a) if there is a final exam and, b) what percent of the overall course grade it will represent.

### Senior Averages / Rank in Class

The senior average is the average of the grades in all courses completed prior to the fall semester of the student's senior year. This senior average is sent with initial college applications and also used for determining rank in class.

When all senior averages have been computed, the averages of all seniors are listed in descending, numerical order. The senior class top 10 is determined by the cumulative average at the end of the 3rd quarter of the senior year. The final senior ranking is determined once all coursework is completed, and exams are final. Rank and average are recorded on the permanent record card. All courses are weighted based on course rigor.

## Grading and Honor Roll

Minimum passing average at Forestville Middle / High School is 65%. A designation of *Incomplete* may be issued under special circumstances.

Four times each year, after report cards have been issued, an Honor Roll will be released.

## Homework/ Assignment Guidelines

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments complement class work and are relevant to instruction. Homework is a natural extension of the school day and an integral part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning.

### Grades 7-12 Guidelines:

Students are responsible to complete homework to the best of their ability and to ensure that it is handed in on-time. *All teachers are strongly encouraged to follow these guidelines for all homework assignments if they do not have a written homework policy outlined in their course syllabus.* A teacher's written homework policy that is included in their syllabus for the course or a separate policy handed out at the beginning of the year, will replace the suggested guidelines listed below.

On-time 100% credit - Students who hand in homework on-time may receive up to 100% credit for that assignment.

- 1 Day Late 75% - Students who hand in homework 1 day late may receive up to 75% credit for that assignment.
- 2 Days Late 50% - Students who hand in homework 2 days late may receive up to 50% credit for that assignment.
- 3 Days Late 25% - Students who hand in homework 3 days late may receive up to 25% credit for that assignment.
- After 3 Days Late 0% - Students who hand in homework after 3 days will receive 0% credit for that assignment.

Students who have an excused absence on the day a homework assignment is due will be expected to hand in the assignment the next day they attend school. Failure to do this may result in partial credit or no credit on the assignment.

Students with IEPs and/or 504 Plan Accommodations will be honored. Teachers and students should discuss how the Homework Guidelines will be adjusted to meet their plans.

## PowerSchool Parent Portal FAQ

Question: What information is available to me through the Parent Portal?

Answer: Parents can access the following information:

- Grades for current classes, as well as the assignments that make up those grades.
- Attendance- current and cumulative. A legend of attendance codes used by the school is at the bottom of the page. You can also view a list of all days absent during the current year.
- Current teacher comments; and
- Course selection by students will be available at the start of the fourth quarter for the following year.

Question: How often can parents/students expect grades to be updated?

Answer: Many factors determine how soon a teacher can grade and return assignments. Some projects and papers may take up to several weeks to complete and grade. We urge students and parents to be patient as teachers do their best to return assignments and post grades as promptly as their schedules allow.

Question: How often can we expect attendance to be updated?

Answer: The faculty is to record attendance daily. Personnel in the main office and nurse's office also enter some attendance codes as information is received from parents (absence excuses) or teachers (scheduled field trips, for example).

Question: Can other people see my son's/daughter's grades?

Answer: If you protect your username and password, others will not be able to look at your child's information.



Question: I know that teachers sometimes weight grades based on categories. How does this affect the way a grade is calculated?

Answer: Many teachers use categories such as tests, quizzes, daily work, and homework to organize and give different weights to grades; how they weight them is an individual decision. If you have questions regarding the weighting and categories of grades, please contact your child's teacher directly.

Question: What should a parent do if he or she is concerned about a grade?

Answer: Parents should talk to their child about the grade in question and encourage their son/daughter to speak to the teacher about the situation, if necessary. The primary purpose of the Parent Portal is to open the lines of communication between our students and their parents concerning academic performance. We believe that this will facilitate a stronger working relationship between our families and the school district, leading to a better learning environment and higher academic achievement. If, after speaking with your child, you are still in need of further explanation, please contact your child's teacher directly.

Question: What should parents do if they have trouble logging into the system?

Answer: Please click on "Having trouble logging in?" on the login screen. If you continue to have difficulty, please contact the office, and they will help you to access your account.

## Graduation Requirements

Twenty-two (22) credits are required for graduation. Students are required to take at least 6.0 credits per year.

### Required Credits:

- English – 4.0
- Social Studies – 4.0
- Math – 3.0
- Science – 3.0
- Art or Music – 1.0
- Language other than English (Spanish) – 1.0
- Health – 0.5
- Physical Education – 0.5 credit per year for four years
- Electives – 3.5

To receive a Regents Diploma, students must score 65 or above on the five required Regents Exams.

### Exams required for Regents Diploma:

- English Language Arts (ELA)
- Global History and Geography and US History and Government
- Math (Any)
- Science (Any)

Exams required for Advanced Regents Diploma (All of the above plus):

- Language other than English (Spanish)
- Geometry, Algebra II/Trig
- Science- 1 Life Science, 1 Physical Science

*To receive a Regents or Advanced Regents Diploma with Honors, a student must achieve a score of at least 90% on all Regents exams within their respective category.*

## School Counselor Office

The School Counseling Department at Forestville Central School is dedicated to helping students. School counselors can help students with school issues, educational and vocational planning, as well as personal problems. Students may make an appointment to see a counselor before, during, or after school. Students requesting to meet with a school counselor should report to their teacher first, and then request a pass to the counselor's room. When students leave the counseling room, he/she will be given a pass back to class. No appointment is necessary in case of a true personal emergency.

## Administrative Procedure for Determining Class Rank

Students at each grade level are assigned a class rank as a result of their academic performance in comparison to their classmates. The student with the highest overall average at each grade level is ranked "one" in that class. The student with the second highest overall average is ranked "two," etc.

Each student's average is determined by calculating the average grade of all the credit-bearing courses the student has taken in high school. When determining class rank, courses that are considered as Regents Preparatory/Advanced Elective Courses, Regents, Advanced Regents/College Preparatory or College/AP level courses are given a weighted value. Class ranking will be determined by calculating grade point averages following the third report card of the senior year.

The chart below indicates the formula used to calculate the weighted average.

Course Level	Weighting
Local Courses	grade earned is multiplied by 1.00 Regents
Regents	grade earned is multiplied by 1.03 Regents
Advanced Elective Courses	grade earned is multiplied by 1.06 Advanced
College Prep	grade earned is multiplied by 1.09
AP / College Class	grade earned is multiplied by 1.12

Weighted averages are for class ranking purposes only. Actual course grades will appear on the student's report cards and permanent record file.

## Lockers

School lockers, desks, and other storage areas are the property of the school district, and as such may be opened and may be subject to inspection. Students can expect NO privacy regarding lockers and desks. Students may not use their own locks on school lockers. The school will issue locks to students, and it

will be the responsibility of the student to return that lock to the main office at the end of the school year.

Students may not change lockers without permission and care should be taken to keep locker combinations from other students. Stickers are not to be affixed to lockers. The school will not be held responsible for lost, damaged, or stolen property.

Coats and backpacks are to remain in your student locker during the school day. However, students may bring a backpack to PE to change clothes.

## Make-Up Opportunities

Students who are absent will be given two school days to make-up assignments missed during their absence. (Cases of prolonged illness may warrant extended make-up time and will be taken on an individual case by case basis).

Classroom teachers will determine the appropriate assignments for the purpose of making up missed work. Assignments may be sent home. It is the student's responsibility to request all make-up assignments from subject teachers during or following an absence from class. The student must get approval from the principal for legal pre-approved absences. Assignments should be requested at least one week in advance to allow adequate time for completion before the end of the marking period for pre-approved absences by the principal. Please go to the principal if further assistance is needed.

*Students and parents may request work when students are absent by calling the office by 11:30 am to have homework for that day.*

## Nurse / Health Office

Students who feel ill or are injured while in school should report to the health office immediately. If the nurse is unavailable, they should report to the main office for instructions.

Students who feel ill may be released to go home only if the nurse, principal or designee receives parental consent. Any student leaving the building without first getting permission from the health office, the principal or designee will be considered truant and will be dealt with accordingly. *Do not call someone to pick you up. The nurse or office personnel will do so for you.*

Under New York State Law, the Nurse is permitted to give first aid treatment only to injuries received in a school activity and to give medication only on the written order of the family physician. Please call the Health Office if your child will be receiving medication.

## Parent Conferences

Parent – teacher conferences are an important element in reporting student progress to parents.

Parents may initiate a conference by calling the office (965- 2711)and making an appointment with the school counselor. 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. 7th and 8th grade parent-teacher conferences will be held in November.

## Permission to Leave

Any student wishing to leave school early must present a written request from his/her parent or guardian clearly stating the reason for the request, the time to be excused, and a phone number where the parent can be reached during the day. The written request must be given to the school nurse before first period. Legal reasons for which the school can grant permission to leave are:

- Personal illness
- Illness, or death in the family
- Impassable roads due to inclement weather
- Religious observances
- Quarantine
- Required court appearance; Attendance at health clinics
- Approved college visits
- Approved cooperative work programs
- Military obligations
- Road tests
- Other reasons as may be approved by the Board.

If the request is for a legal reason, the school nurse or main office will issue a permission-to-leave pass to the student indicating the time and date the student is permitted to leave school. If a request for an early release is not for an excused reason, it must be approved by the building principal. *Every attempt should be made to schedule appointments after school.*

Please note that students are responsible for making up work for missed classes. Students must sign out in the nurse's office before leaving.

## Plagiarism / Cheating

The staff at Forestville Central School insists on academic honesty. The teaching staff also wants to educate students concerning the facts of plagiarism and furthermore wishes to prevent students from committing plagiarism out of ignorance. To this end, all teachers will review and clarify various types of plagiarism and the consequences thereof.

Plagiarism is defined as the act of passing off someone else's work, in part or, paraphrased or verbatim, as one's own.

Students who plagiarize will receive a zero for the grade pertaining to the plagiarized incident. The teacher may also assign up to three personal detentions and will also communicate with the parent regarding to the incident. A discipline referral will also be filled out for written documentation. At the senior/high level students may also fail a course depending upon the extent and type of plagiarism involved. These more severe incidents will include consultation with the building principal.

Cheating is defined as the act of obtaining answers for any test, quiz or homework that does not come directly from the student's own work or recall of information. This includes copying work from another student who has completed the assignment. Although students are often encouraged to work cooperatively, each child should still strive to complete the work on their own and not merely "give" answers to another student. Students who cheat and are caught will receive a zero for the grade pertaining to the cheating incident. The teacher will communicate with the principal and the parent/guardian to discuss the ramifications of the incident.

*The administration and staff reserve the right to use computer-based resources to assist in detecting plagiarized material.*

## Possession of Weapons

Students are not allowed to bring any weapons or objects intended to do bodily harm on school property. A student found with a weapon in his/her possession or in his/her locker faces suspension from school for a period up to one year by federal law or expulsion.

## Principal's Office

Should a student be sent to the office, he/she is to proceed there immediately and stay there until he/she meets with the principal personally or is otherwise instructed by one of the office staff.

## Promotion Policy

Middle School (Grades 7-8): A child will be promoted if he/she passes 3 out of 4 core subjects (English, Social Studies, Science, Math) in grade 7 with a 65% or better. A student who fails Spanish 7 will re-take the course the following year. In the 8th grade, the student must pass all four core classes excluding foreign language.

High School (Grades 9-12):

Sophomore (Grade 10) Students must have a total of at least 6 units, one of which must be English 9 and one unit of Social Studies 9.

Junior: (Grade 11) Students must have a total of at least 12 units, two of which must be English 9 and 10, and two units of Social Studies 9 and 10.

Senior: (Grade 12) Students must have a total of at least 18 units, three of which must be English, and three Social Studies and carrying enough credits to be eligible to graduate (22).

Regents exams will be considered the “final exam” for each Regents level course. Each quarterly report card grade will account for 20% of the final grade, and the Regents exam score will make up the remaining 20% in determining the final grade for the course.

If a student fails a sequential course, that student will not be allowed to take the next course in the sequence unless recommended by the teacher, counselor, and administrator.

## Public Conduct on School Property

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

No person either alone or with others shall:

1. Willfully injure any other person, or threaten to do so
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property
3. Disrupt the orderly conduct of classes, school programs or other school activities, operations or administrative functions, transportation of students or staff, school programs or other school activities or events
4. Distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, appear libelous, disruptive to the school program or obstruct the rights of others or are disruptive to the school program
5. Intimidate, harass, or discriminate against any person on the basis of race, color, religion, gender, age or disability
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed
7. Obstruct the free movement of any person in any place to which these rules apply
8. Violate the traffic laws, parking regulations or other restrictions on vehicles
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function
10. Possess or use weapons, including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious sprays in or on school property
11. Loiter on or about premises, school buildings or grounds
12. Gamble on school premises, property or at school functions
13. Refuse to comply with any lawful, reasonable order of identifiable school district officials performing his or her duties
14. Willfully incite others to commit any of the acts herein prohibited
15. Possess or use of tobacco products/e-cigarettes/vapor devices
16. Violate any federal or state statute, local ordinance, or Board policy while on school property or at a school function

## Rules of Conduct at School Events

Forestville Central School expects a high standard of conduct from its students, faculty, and support staff, as well as visitors to the school. The school will enforce a code of conduct which governs the conduct of all persons, whether their presence is authorized, upon any premises or property under the control of the district and used in teaching, administrative, cultural, recreational, athletic, and other programs and activities.

1. Refreshments are to be consumed in designated areas only.
2. Elementary students in grade 6 and under are to be accompanied by an adult.
3. Students who go under the bleachers are subject to expulsion from an event and any future event.
4. Congregating in the lavatories, hallway or near the gymnasium doors is not permitted.
5. Students who leave the building during an event are not allowed to return.
6. Since athletic events are public events, all spectators are expected to display good taste in attitude and behavior. Those who do not will be given a warning from the chaperone. Subsequent offenses will result in removal from the activity in accordance with Educational Law.
7. FCS school and grounds are designated as smoke-free, tobacco free and e- cigarette free areas. Students and adults are prohibited to use tobacco products.
8. Students deemed to be unruly will be removed from an event.

## General Rules of Conduct

Students are expected to:

- Behave responsibly, demonstrating courtesy and respect for the rights of other students and district staff. Student cooperation and respect for the property of others, including district property, is essential to maintaining safety, order, and discipline.
- Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- Be well-groomed and appropriately dressed each day.
- As required by law, the district has developed and adopted rules that prohibit certain behaviors—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Handbook, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

The school learning environment must be free from any disruption that interferes with teaching and learning activities. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct. The district has the authority over the student during the regular school day and while the student attends extracurricular activities.

The jurisdiction includes any activity during the school day on school property and attendance at school-related activities, regardless of time or location. Students who violate these rules will be subject to disciplinary action and shall be referred, when appropriate, to legal authorities for criminal prosecution for violation of the law.

Students attending school or at school-related activities are prohibited from the following:

1. Cheating or copying the work of another student.

2. Leaving school grounds or school-sponsored activities without permission.
3. Insubordination such as disobeying directives from school personnel.
4. Directing profanity, vulgar language, or obscene gestures toward teachers, students, school employees or visitors.
5. Possession or use of matches, lighters, fire, or committing arson.
6. Stealing from students, staff, or the school.
7. Damaging or vandalizing property owned by the school district, other students, or employees. Tampering with school security and/or other safety devices is a serious infraction because of the potential impact on overall school security. Anyone responsible for damaging any school security equipment, such as security cameras, will be subject to stiffer penalties at the discretion of the building administrator.
8. Disobeying school bus rules.
9. Scuffling, fighting, committing physical abuse, or threatening physical violence.
10. Committing extortion, coercion, blackmail, or obtaining money or another object of value from an unwilling person using force or threat of force.
11. Name calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will disrupt the school program or incite violence.
12. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will disrupt the school program or incite violence.
13. Inappropriate sexual contact that is disruptive to the school environment such as sitting on laps, etc.
14. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual behavior.
15. Assaulting a teacher or any other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of any controlled substance including drugs, drug paraphernalia, aerosol paint, alcoholic beverages or any volatile chemical.
17. Bringing weapons to school. Federal laws require expulsion for this conduct. Possessing any weapon prohibited by law or by school policy including firearms, switchblades, knives, metallic knuckles, ammunition, chemical dispensing devices, zip guns, clubs, fireworks, razors, chains or any other objects used to threaten or injure.
18. Smoking or using tobacco products including e-cigarettes and or vapor products.
19. Hazing.
20. Possession of unauthorized electronic devices.
21. Behaving in such a way that disrupts the school environment or the educational process.
22. Engaging in any conduct constituting felony criminal mischief defined by law.
23. Membership or participating in any secret society, fraternity, sorority, club, or gang.
24. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with a teacher's communication with students or with the ability of students to learn.
25. Violating safety rules as communicated in the student handbook or classroom/campus rules.
26. Inappropriate or indecent exposure of a student's private body parts.
27. Possessing or selling look-alike drugs or items attempted to be passed off as drugs/contraband.
28. Violating computer use policies, rules, agreements signed by the student and parent/ guardian.
29. Violating dress, grooming standards as communicated in the student handbook, code of conduct, or by coaches.



30. Defacing or damaging school property—including textbooks, furniture, and other equipment—with graffiti or by other means.
31. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
32. Discharging a fire extinguisher.
33. Pulling a fire alarm.
34. Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury on another person.
35. Possessing or selling "look-alike" weapons.
36. Possessing air guns or BB guns.
37. Possessing mace or pepper spray.
38. Gambling.
39. Making bomb threats.
40. Making false threats, hoaxes, or accusations regarding school safety.
41. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
42. Possessing or using a laser pointer for other than an approved use.
43. Using the Internet/ and or social media to threaten students, employees, or cause disruption to the educational program.
44. Using school technology to send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
45. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
46. Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety.
47. Possessing material that is pornographic.
48. Violating extracurricular standards of conduct.
49. Repeatedly violating any other communicated campus/district standard of behavior.
50. Public Display of Affection (PDA) is defined as physical contact including, but not limited to intimate touching, fondling, cuddling, kissing, etc.

## Selecting Courses

At the middle school levels, the school counselor will meet either individually or in small groups with students to begin career awareness and selecting appropriate courses to support career interests. All students will be given the opportunity to select their program of courses in the winter of the preceding school year. Course selection is a very important process. You, your parents, and your counselor should work together on this decision.

Note: A student selecting a course does not necessarily mean that the course will end up on his/her schedule for the following year. There are many factors that may result in a student not being assigned to a selected course. However, school counselors will make every effort to work with students and parents to design the best academic plan.

## Schedule Changes

Students are generally assigned to classes based upon their ability, past performance, teacher recommendations, and personal choice. A student may be moved from one class to another if it is

determined that he/she may benefit from such a change. Any questions relating to schedule changes should be addressed with the school counselors and may involve the building principal.

Specifically, students will receive individual schedules for the following school year in the summer leading up to the school year. Students will have a brief add/drop window in September of the following school year. Classes must be dropped within the first 30 days of the class, or the student will be responsible to take the class until its completion. All students must maintain a minimum of 6 credits throughout the year. The building principal must approve any add/drop after the deadline.

Students wishing to withdraw from a course must obtain a required "Request to Drop" form from the guidance office. The student must secure the written information from the teacher and school counseling department and may involve a parent conference with the school counselor and building principal to review the students' course load and career plans. All withdrawal requests will involve final verification and approval of the building principal.

## Sexual Harassment of Students

Sexual harassment in school is a serious offense and is punishable.

It is prohibited for any student, male or female, to harass another student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature.

Some examples of sexual harassment include, but are not limited to: comments, jokes, name-calling, innuendos, unwelcome physical contact, or any behavior that is intended to or has the reasonable effect of being offensive based on a person's gender or sexual orientation.

If a student feels he or she is a victim of sexual harassment, it must be reported immediately to a teacher, counselor, administrator, or another school official. If a student does not report being harassed at school but does share the information at home, we strongly encourage parents to contact us immediately.

## Student Dismissal - Precautions/Regulations

To ensure students' safety, the main office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school.

**No** student 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 on the list. Exceptions to this procedure can be made under extenuating circumstances where the parent or legal guardian permission will be obtained before a student is released to an individual not on the authorized list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. Copies of any court orders of 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 school offices.

Anyone seeking the release of a student from school must report to the main office and sign the student out.

## Student Driving

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Sections of the school parking lot are allotted for such students.

Students who wish to park on school grounds must follow these procedures:

1. Report to the main office and request a Student Parking Permit Application.
2. Complete the application and return a copy, attaching a copy of their driver's license and include a \$1.00 processing fee.

If the application is approved, the student will receive the permit.

The parking permit must be displayed in a location that may be seen easily from the outside of the vehicle. School parking permits must be renewed each year. Student vehicles without a parking permit are not allowed to be parked on school property.

The school takes no responsibility for student property left in student cars during the school day.

Misuse of driving privileges may lead to revocation of the parking permit. Student parking regulations are listed on the back of the parking permit application.

*A student who is tardy on four or more occasions will have his/her driving privileges revoked for the time remaining in the quarter. Each quarter will be monitored independently.*

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make sure that it is locked and that the keys are not given to others.

- The speed limit on campus is 5 m.p.h.
- No "gunning" engines or loud music on campus.
- Student parking is in the south parking lot between the bus garage and the school building.
- Students may not arrive on campus and leave again during the school day without the principal's permission. Forestville Middle/High School has a closed campus policy which means that once students arrive on campus, they are to remain. (See "Permission to Leave" and Leaving School Grounds")
- Once parked, students should not return to their vehicles during the school day without permission from the office.

Students driving snowmobiles will also be required to register their snowmobiles with the main office. Proper identification, registration, proof of insurance, and a snowmobile safety certificate must be given to the office for approval before driving to school.

## Student Rights and Responsibilities

Forestville students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students those certain responsibilities accompany these rights.

### It shall be the right of each student:

1. To have a safe, orderly, healthy, and courteous school environment
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, sexual orientation or disability
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law
4. To have school rules and conditions available for review and, when necessary, explanation by school personnel
5. To be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed
6. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanction
7. To express his/her opinions verbally as long as his/her expressions do not interfere with the rights of others or disrupt normal school operations and is done in a tactfully and appropriately.

### It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct
2. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible
3. When participating or attending school sponsored events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions
4. To seek help in solving problems that might lead to disciplinary procedures
5. To be in regular attendance at school and in class
6. To contribute to an orderly, learning-centered environment, and to show due respect for other persons and for property
7. To dress in accordance with standards promulgated by the Board of Education and superintendent (See Code of Dress) and,
8. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

## Summer School

If a student fails a course, he/she may be eligible to attend summer. If a student successfully completes summer school, this may help his/her chances at promotion to the next grade.

All efforts throughout the school year should be made to help the student to be successful at obtaining passing grades in all courses they are taking. However, should a student be in danger of failing, a meeting and/or phone call between school counselors and parents should be arranged. The school will do everything in its power to inform parents, outside of normal report card and 5-week progress reports, of the student's academic difficulties.

Parents should always request meetings with a teacher, counselor or building principal when they feel their child is in danger of failing a course or grade.

## Tardiness

### Tardy to school:

The school day begins at 7:40 a.m. Tardiness, whether the fault of the child or the parent, will not be tolerated. A note explaining the cause of the lateness is required. Since excessive tardiness and absences are not conducive to learning good work habits, parents should make every effort to have their child at school every day on time. Chronic tardiness and truancy are disruptive to both fellow students and teachers, and therefore will not be tolerated. A student who is tardy to school must report to the nurse's office to sign in.

### Tardy to class:

A student is tardy to class once the bell has rung.

1. The first and second tardiness will result in verbal warnings from the student's teacher.
2. The third tardy will constitute one session of teacher detention.
3. The fourth (or more) tardy will necessitate a parent conference and an assignment to in-school suspension. Student drivers will also have their driving privileges revoked after the fourth tardy.

*A student who reports ten or more minutes late for a class will be considered absent for that period.*

## Use of School Computers and Electronic Devices

The Board of Education considers computers and other electronic devices to be a valuable tool for education and encourages the use of computer-related technology in district classrooms.

Through software applications, online databases, Internet and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national and global communication opportunities for students and staff.

Internet use is limited to those students who have an approved written agreement on file in the appropriate office. Users of the district's computer equipment and other electronic equipment shall have NO expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

Students wishing to bring in their own laptop computers, cell phones, and handheld devices will be permitted to do so if they are used in conjunction with teacher instruction to meet curricular needs. Students may also use their own devices to assist and enable them to accomplish individual tasks that

are necessary relating to school. All use of the personal devices during school time and on school grounds is subject to the computer guidelines stated in this policy handbook.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Giving name, telephone number, or photo to anyone on the Internet
- Entering a code protected file
- “Hacking” computer systems
- Plagiarism
- Altering a software program
- Destruction, modification, or abuse of the system’s computer hardware or software in any way
- Using the network for any political or commercial purposes
- Violating laws or participating in any illegal activity

Users of the District Network will:

- Use the network in such a way that it does not disrupt its use by others.
- Maintain the integrity of files and data. Modifying, browsing, or copying personal files/data of other users without the individual’s permission is not permitted.
- Be ethical and courteous. Defaming, harassing, or obscene mail or discriminatory remarks are not allowed on the network.
- Treat information created by others as the private property of the creator. Always respect the copyrights.
- Use the network to access only educationally relevant material.
- Use only your personal password and do not share your password with others. Respect personal privacy.

Each student must sign an agreement (See Acknowledgement Form) to abide by district policy and regulations concerning the use of computers. These agreements shall be kept on file in the main office.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of computer access and related privileges.

## Visitors

All visitors to the school must report to the main office immediately upon arrival at school. There, they will state the nature of their visit, and request permission to visit school premises. If permission is granted by the principal, the visitor will sign the visitor’s register and obtain a visitor’s pass which must be always displayed.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Students not enrolled in Forestville Central School may only visit for legitimate academic reasons and must have advance approval from the principal.

## Vocational Attendance / Tardiness

Forestville Central School District students enrolled in full-time programs provided through BOCES shall comply with the comprehensive attendance policy adopted by the Erie 2-Chautauqua-Cattaraugus BOCES Board of Education. Career and Technology Education (CTE) students enrolled in certified programs must meet the number of hours required for certification and/or course credits. Students who are not maintaining satisfactory attendance in CTE programs may be withdrawn from the programs and returned to Forestville Central School at the campus principal's discretion.

Seniors requesting to drive to BOCES because of work obligations at the end of the day must sign a written contract with Forestville Central School, who works in conjunction with BOCES, to ensure legitimate reasons. Students and parents alike must sign the BOCES driving permission form.

*Students who attend all day field trips at BOCES that require home school permission are asked to have appropriate paperwork filled out one week in advance of the date of the proposed trip.*

## Working Papers

The procedure for applying for working papers is as follows:

- Students can request an application in the main office.
- After the student's parent/guardian completes parts 1 & 2 on the application, the school nurse will verify the student's date of their last physical and complete the section.
- Completed applications are returned to the main office where working papers can be issued if all application guidelines are met.

A physical is required at the beginning age of each of the following groups:

11-17 Newspaper Carrier

12-13 Farm work

14-15 Farm work

14-15 Non-factory

16-17 General Employment

## Work Release

Daily early dismissal for work purposes is a privilege reserved only for members of the senior class. All early work release students must be approved by the building principal.

## Withdrawal and transferring from school

- Secure authorization withdrawal or transfer note from parents or guardian.
- Obtain appropriate forms from the school counseling office.
- Have all forms filled out by teachers; return all schoolbooks and property, and make sure all fees are paid.
- Take completed forms to the school counseling office for final clearance.

## School Resource Officer (SRO)

Students requesting to meet with the SRO should report to their teacher first, and then request a pass to the SRO room. When students leave the SRO room, he/she will be given a pass back to class.

Students may meet with the SRO during study halls, lunch periods, or any other non- instructional time throughout the school day. Students may not miss instructional periods, unless it is a true emergency. Emergencies may be verified by the SRO, counselor, or building principal.

Students arriving at the SRO room without a pass will be sent back to their scheduled location. Students MUST report to their scheduled room to obtain a proper pass before showing up at the SRO room.

## The Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students regarding surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or student's parent\*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights regarding the surveying of minor students, the collection of information from students for marketing purposes, and certain non- emergency medical examinations. In addition, an eighth category of information (\*) was added to the law.