

CODE OF CONDUCT ON SCHOOL PROPERTY SUMMARY

The complete Code of Conduct is posted on our website:

www.pval.org – For Parents – District Policies

If you would like a copy mailed, please contact a school secretary at:

988-3276 ext. 4307 (Jr./Sr. High School) or 988-3291 ext. 3306 (Elementary School)

The District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Code of Conduct shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Standards and procedures to assure security and safety of students and school personnel;
- c) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- d) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less;
- e) Disciplinary measures to be taken for incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;

- f) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- g) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- h) Provisions ensuring the Code of Conduct and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- i) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- j) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- k) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition will be filed;
- l) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- m) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three or more occasions during a trimester, as applicable;
- n) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- o) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior, and which shall be publicized and explained to all students on an annual basis; and
- p) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline.

ATTENDANCE POLICY

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. Therefore, students are expected to be in class and prepared to work.

Any student with more than twenty-eight (28) absences in a full-year course, fourteen (14) in a half-year course, seven (7) in a half-year, every-other-day course may not receive credit for the course. A student must be in class for half the class period, currently 20 minutes to receive credit for attendance. Students who are absent from class regardless of the reason are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Notices will be sent home for those students with excessive absences and a meeting with the building principal will be set up for those who have lost credit for half of the allowed absences. Once a student has missed the maximum absences (excused or unexcused), notification of loss of credit will be mailed home and the respective teachers will be notified to not enter grades for said student. The student is required, however, to continue to attend class.

If a student is absent, a parent/guardian must notify the attendance monitor via telephone and state the reason for absence. State law requires a written note with the appropriate dates and reasons for absence sent on the first day student returns to school. If the note is not returned within three school days the absence will be recorded as unexcused. State attendance registers define excused absences as follows: personal illness, sickness or death in the family, religious observance, quarantine, doctor and dental appointments, approved college visits, military obligations, and alternate instruction. Unexcused absences or tardiness will be assigned penalties in accordance with the school's code of conduct.

Perfect attendance means that your child is in school all day, every day. Excellence in attendance allows your child to be absent, tardy, or excused early three times or less during the school year.

DIGNITY FOR ALL STUDENTS

Pine Valley Central School condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Any violations of our "Dignity for All Students Act" policy will be investigated and dealt with under the policy. Complaints need to be forwarded to one of our Dignity Act Coordinators: Mrs. Catherine Markiewicz, Mrs. Laura Moeller, Mr. Joshua Tedone and Mrs. Kelly Zimmerman.

DISCIPLINE POLICY

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

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

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

Classroom Management - Each teacher will set his/her own classroom rules. He/she will post them in the room and will review them with students so that students know what is expected. In addition, a copy of the rules must be submitted to the main office. {Rules will indicate disciplinary steps to be taken.}

Areas of Control - Behavior that the teacher will have authority and control over: Students unprepared for class, students late to class, profanity, disruption, insubordination, cheating, harassment, student travel, public display of affection (PDA).

Teacher Options - 1) Verbal warning; 2) Recommendation of after school detention; 3) Contact parents by phone or letter; 4) Assignment devised in conjunction with the offense; 5) Teacher-arranged conference with parents and student (principal optional); 6) Referral to the office after steps 1-4 have occurred or the serious nature of the offense warrants step 5 immediately.

When a student is not in class the teacher will: 1) Check attendance; 2) Mark student absent; 3) Notify the attendance officer.

Possible punishments depending on severity and number of occurrences may include - not in any particular order but progressive in nature:

Definitions:

ASD

After School Detention (3:45 pm) - assigned by the principal.

No talking, eating, music, etc., will be allowed.

1. 3:45 p.m. detentions may be requested by a teacher through the principal.

Suspension

If an out-of-school suspension is warranted, it will be determined by the principal and/or superintendent in accordance with school policy.

NP

No privilege - means no participation in ANY after-school activity (such as sports – home or away, dances, concerts, drama productions, academic club or activity).

LP

Loss of privileges - no privileges within school building.

"No Computer Lab Privileges" means no access to any computers in the building due to inappropriate behavior either in the Computer Lab or when using a computer elsewhere in the building.

No Parking

Students who do not drive responsibly, violate the attendance policy habitually, or violate the parking regulations will lose parking privileges. Students leaving school without authorization, taking other students off the premises without principal's permission or failing to register their vehicle will be subject to "no parking" penalties.

Please refer to the complete Pine Valley Central School Code of Conduct for information on prohibited student conduct and disciplinary penalties, procedures and referrals. It is posted on our website: www.pval.org – For Parents – District Policies

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BUS DISCIPLINE POLICY

Expectations for Riding the Bus:

- No eating, drinking, drugs, alcohol, smoking
- Follow directions given by the driver
- Stay in your own space at all times keeping your hands, etc., to yourself - moving only for rotation purposes
- Use quiet, courteous voices - not profanity or vulgarity
- You must obtain a bus pass from the office before riding any bus other than the one assigned to you. NO BUS PASS/NO ADMITTANCE.

Consequences for bus offenses:

- Warning
- Write-up and referral to administration
- Any recurring infractions beyond this level will be reported to the Administration and may result in ASD or Bus Suspensions.

Severe Action: Incidents of fighting or other acts of violence are to be reported to the principal immediately.

Questions about bus transportation may be directed to Mr. Joe Goodway, Head Bus Driver, at 988-3254.

GUNS OR WEAPONS ON SCHOOL PROPERTY

In accordance with the Educate America Act (Public Law 103-227) Section 1032, Gun Free Schools, it is the policy of Pine Valley Central School that any student who is found to have brought a weapon to school will face possible expulsion for one year. This policy may be modified by the Superintendent on a case-by-case basis. "Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used.



HARASSMENT POLICY

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature. This may include verbal - such as derogatory comments, jokes or slurs; physical - unnecessary or offensive touching; visual -such as derogatory posters, cards, cartoons, graffiti, drawings, or writing, looks or gestures.

Any person who believes he/she has been the victim of sexual harassment or violence by a student or employee of the school district is required to report the alleged acts immediately to a designated school official. If you believe you have been a victim of sexual harassment or have questions, seek the aid of an adult you trust such as a teacher, counselor, parent or building administrator. Any report will be investigated. If it is determined that a student has sexually harassed another, the possible consequences include: parent conference, apology to victim, detention or out of school suspension, placement on the No Privilege list, notification of authorities.

Our Anti-Harassment Officers are Mrs. Amanda Miller, Mrs. Laura Moeller, Mr. Joshua Tedone and Mrs. Kelly Zimmerman.

HOMELESS CHILDREN AND YOUTH

Homeless children and youth shall be educated as part of the school's regular academic program. Services must be provided to homeless children and youth through programs and mechanisms that integrate homeless children and youth with their non-homeless counterparts, including programs for special education, vocational and technical education, gifted and talented students, before and after school, English language learners/limited English proficiency, Head Start, Even Start, and school nutrition. Services provided with McKinney-Vento funds must expand upon or improve services provided as part of the regular school program. Consequently, the School District shall ensure that homeless children and youth are not segregated in a separate school, or in a separate program within the school, based on their status as homeless; and to the extent feasible consistent with the requirements of Commissioner's Regulations, keep a homeless child or youth in the school of origin except when doing so is contrary to the wishes of the child's or youth's parent or guardian. Further, the School District shall review and revise policies and practices, including transportation guidelines that may act as barriers to the enrollment, attendance, school success, and retention of homeless children and youth in the School District.

MISCELLANEOUS INFORMATION

ACCIDENTS

A nurse is available in the elementary school and junior/senior high school to provide first aid in case of an accident. In emergency cases, parents will be contacted and if not available, the family doctor called and his instructions followed.

AIDS INSTRUCTION

In compliance with the regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction, which must include the following:

1. The nature of the disease;
2. Methods of transmission of the disease; and
3. Methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

Parents may request to have their child/ren excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home.

ARRIVAL & DISMISSAL WITH PARENT (ELEMENTARY SCHOOL STUDENTS)

The student drop off/pick-up area is located in the parking lot adjacent to the sidewalk from the parking lot door to the curve. **Please drive around the circumference of the parking lot – SLOWLY – and do NOT cut through the parking lot. Be aware of others possibly pulling out of parking spaces. Your safety as well as that of our students and staff is a top priority.**

Students transported by parents should NOT arrive earlier than 7:30 a.m. A monitor is at the parking lot door and a monitor is in the cafeteria at 7:30 a.m.

Should you wish to pick your child up from school, **a written note or phone call is required.** Your child will be held in the office until **you come into the school to pick him/her up. Do NOT take your child from the bus. ALL children who are to be picked up at the end of the school day will report to the hallway between the gym and the cafeteria serving line. Parents will pick them up from this location AFTER signing them out with the monitor on duty.**

Please remember that it is **illegal to pass a stopped school bus when the red lights are flashing!!!** DO NOT park in front of the school when buses are arriving to school or loading at dismissal.

PICKING UP STUDENTS AT SCHOOL

When picking up students during the school day, parents should report to the school office if a note was not sent in that morning. Students should report to the office before being excused to sign out. It is requested that parents do not park in the bus loading area of the school but use the parking facilities.

ASBESTOS NOTICE

In accordance with Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) regulations, all buildings in the Pine Valley Central School District have been re-inspected for asbestos-containing building material. The management plan/inspection report is available to all interested parties. For further information, please contact Mr. David Vanzile, Director of Facilities, at 988-3293 ext. 3333.

CHILD FIND

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate and evaluate all children suspected of having disabilities. The search is for children birth to 21 years of age who are in need of early intervention, preschool or school-age services.

If you suspect your child, or a neighboring child, has of a disability, or you have questions or concerns, please contact Mrs. Kelly Zimmerman, Director of Special Education, at 988-3291 ext. 3305.

COMPUTER USE POLICY

Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Each student who has or wants access to the district computer network and Internet must be inserviced.

The following list identifies specific violations of the Pine Valley Computer Network Access Policy and applies to all users of the Pine Valley Central School Computer Network.

- Revealing your password to others or attempting to learn passwords of other users or network administrators.
- Gaining unauthorized access to networked or stand alone systems or trespassing in another user's folder, work or files.
- Intentionally developing programs that cause damage to the system.
- Harassing, insulting, attacking or threatening others, or sending inappropriate messages, programs or mail to others.
- Copying or modifying server or network system files.
- Intentional physical abuse of system hardware (i.e. laptop, desktop, monitor, mouse, keyboard, etc.).
- Use of the school's network to obtain, view, download, or gain access to materials that are unlawful, obscene, abusive, or otherwise objectionable.
- Making copies of licensed software and/or storing copies of networked software in personal folders.
- Violating copyright laws.
- Installing non-school owned software on any school owned networked or stand alone computer system without prior written permission from the technology department.
- Employing the network for commercial purposes, product advertising or lobbying.

COMPUTER USE POLICY (cont'd)

VIOLATIONS WILL RESULT IN LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION

Consequences for violations can include, but are not limited to the following depending on severity of violation:

- Students/parents may be required to provide remuneration for any damages that occur.
- Students will receive a warning and suspension of computer use.
- Suspension may result in a specified time frame, remainder of year or permanent suspension.

(Please refer to the Student Handbook for complete information on the PVCS Computer Use Policy)

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.



CRIMINAL PENALTIES: FALSE REPORTING OF EMERGENCIES

When a person reports a false bomb threat, they commit a crime that is punishable by up to one-year imprisonment and a fine of up to \$1,000. (Falsely Reporting an Incident in the Second Degree: Section 240.55 subsection 1 of the New York state Penal Law: Class "E" Felony).

Recently, laws dealing with this issue have been expanded to include instances where someone places a device fashioned to resemble or contain a bomb, when in fact it is an inoperative facsimile or imitation. In these circumstances, a person would also be guilty of a crime punishable by up to one year imprisonment and up to a \$1,000 fine (Placing a False Bomb: Section 240.61 of the New York State Penal Law: Class "E" Felony).

If an emergency worker is seriously injured or killed while responding to or performing duties in connection with a bomb threat, the crime is elevated to a much more serious offense (Falsely reporting an Incident in the First Degree: Section 240.60 subsection 2 of the New York State Penal Law: Class "E" Felony). This crime is punishable by imprisonment up to four years and/or a fine of up to \$5,000.

EMERGENCY CLOSING

It is rarely necessary to close school early in the day, but there is always the possibility of power or heat failure, dangerous road conditions or ice storms. Please instruct your child/ren about what to do or where to go in case school closes early and no one is home. In case of early closings, parents will be notified via the automated parent notification system.

Snow Days

Due to inclement weather, delays and/or closings will be reported as soon as possible to the following radio and television stations: WBEN, WGR, WKSJ, WDOE, WJTN and channels 2, 4 and 7. In addition, the automated parent notification system, Facebook and Twitter will be used to contact students' families. When PVCS is closed for school, this includes the fitness center, pool and all evening activities.



EMERGENCY PLANS

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

Each year the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" at least one week prior to the drill.

The District Emergency Management Plan includes the following:

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

GRADUATION REQUIREMENTS

Information on New York State Pathways to Graduation can be found by visiting: www.nysed.gov/curriculum-instruction/multiple-pathways.

Hard copies of this information may be obtained from the Jr./Sr. High School Guidance office.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

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

Pine Valley Central School District believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Each teacher will have his/her own late homework policy.

LUNCH PROGRAM

Replacement electronic cards will be issued at a cost of \$2.00 each.

Sixth grade students who had balances on their accounts and are entering 7th grade will find the money on account in the Jr./Sr. High School.

The Pine Valley Central School District offers an online payment processing system, My School Bucks, to allow parents to have easy and convenient online access to purchase and pay for school meals 24 hours a day, 7 days a week.

Parents can make payments on the school's web site, www.pval.org, with an e-check or credit card. To ensure your security, My School Bucks does not store personal bank or credit card information.

Jamie Rodgers (988-3293 ext. 3300) is available to walk you through the process or answer your questions.

OFFICE HOURS

If you wish to speak with or make an appointment with school personnel, call the Junior/Senior High School at 988-3276 ext. 4307 or the Elementary School at 988-3291 ext. 3306 between 7:30 am and 3:45 pm.

PESTICIDE USE NOTIFICATION

The Pine Valley Central School District is following Integrated Pest Management (IPM) as an effective and environmentally sensitive approach to pest management. IPM uses common sense practices to control pests by taking advantage of various management options including the judicious use of pesticides. New York State Education Law Requires school districts to inform staff and persons in parental relations of pesticide use in district buildings and on district grounds. The pesticide notification process consists of three parts:

1. **Initial Annual Notification** – At the beginning of each school year all staff and persons in parental relations will be informed that there is potential pesticide use at school facilities (buildings and grounds); that the school district will maintain a list of individuals wishing to receive notification 48 hours prior to actual pesticide use; Tim Brunswick, Director of Facilities, is the school district Integrated Pest Management contacts.
2. **48-Hour Prior Notification** – Staff and persons in parental relations may ask to be notified 48 hours in advance of pesticide use in facilities where they regularly work or have children attending classes. Schools must keep a list of these individuals and provide them with written notification at least 48 hours before pesticide use giving date, location and name of pesticide used.
3. **Interim (Summary) Notification** – Within two days of the end of winter and spring recess, and within 10 days of the end of the school year, all staff and persons in parental relations must be notified of pesticide use since the last notification.

This article is to inform you that during the school year it may be necessary to use pesticides at Pine Valley Central School facilities to meet pest management goals. School districts are required to keep a list of individuals wishing to be notified at least 48 hours before pesticide use at the facilities in which they work or have a child attending classes. If you wish to have your name placed on the 48-hour pesticide notification list or if you have any questions about the Integrated Pest Management Program or pesticide use at Pine Valley, contact David Vanzile, Director of Facilities, at 988-3293 ext. 3333.

PHYSICAL EDUCATION (P.E.) CLOTHING

Gym suits, sneakers, swimsuits and towels must be provided by students. A complete change of clothing is required for all students in the junior/senior high school.

PHYSICAL EXAMINATIONS

All students shall have a periodic physical examination as indicated below by the school physician at the District's expense and such examination shall be conducted in accordance with all legal requirements:

- a. Grades UPK, K, 1, 3, 5, 7, 9 & 11
- b. Students transferring into the district whose health records show no examination in the previous grade listed above;
- c. All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during that school year;
- d. All students referred.



SCHOOL COUNSELING SERVICE

Guidance - educational, vocational and personal guidance are offered to the students of PVCS. Parents wishing to speak with counselors may do so by contacting the guidance department.

Employment Certificates - employment certificates (working papers) are required for students under 18 years of age and are available in the central office of the junior/senior high school building.

College Information - the Career Center maintains a large collection of current college catalogs and DVDs. Notices of scholarship availability is also available online under the Counselor/Psychologist section of the Pine Valley website.

SCHOOL SUPPLIES

Some supplies needed by the student are not provided by the school. It is the responsibility of the parent to provide these necessary items. However, it is recommended that at the beginning of the year parents do not purchase school supplies before a request is made by the teacher.

SMOKING ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with state law, students, staff and public are forbidden to use or possess tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco) on school premises, on school buses, or at school-sponsored activities. The use of e-cigarettes and any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Students violating this policy will be disciplined according to the Student Discipline Code of Conduct.

STAYING AFTER SCHOOL

3:50 pm bus runs will be provided Mondays-Thursdays. **Only** students who will be staying with a teacher for academic assistance or participating in an organized study hall, club, activity or athletic team are permitted to stay after school. **All** students **must be supervised at all times**, and their supervisor will provide them with a valid bus pass.

Note: Students who remain after school without prior arrangements with a supervising teacher/advisor/coach will be asked to call home for a ride and not allowed to ride the 3:50 pm bus.

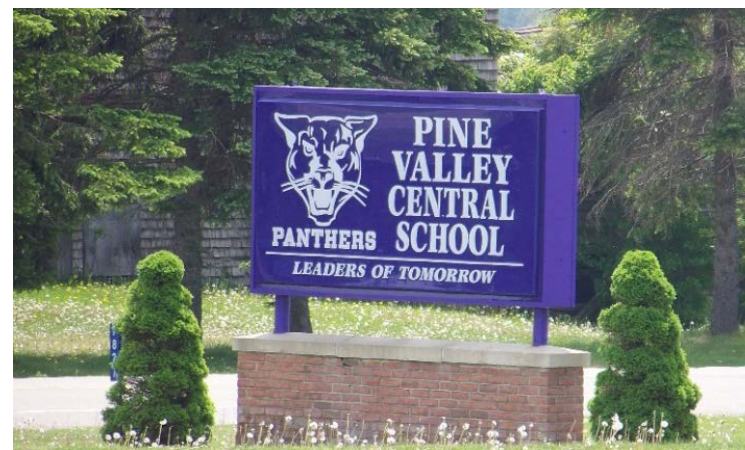
STUDENT DRESS CODE

The school has a responsibility to guide students in becoming employable. Personal experience may determine employability. Therefore, good taste, safety and health determine the policy on school attire. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process. Students may be asked to wear appropriate protective gear in certain classes. (e.g. home economics, lab, physical education).
2. Recognize that extremely brief tight fitting garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare mid-riffs/back, see-through garments and other garments deemed inappropriate are not permitted unless covered at all times by a blouse, sweater, or sweatshirt. Skirts and shorts should be no shorter than mid-thigh.

3. Ensure that underwear/undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or bandana inside of any school building. Hats **MUST** be removed upon entering the building in the morning and remain off until the end of the day.
6. Not include string bags, back packs, briefcases or fanny packs inside the school building during the school day unless provided by the school.
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

Administration reserves the right to make judgments on the appropriateness of the article of clothing. Student dress will be judged on a case by case basis. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to appropriate disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension. Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.



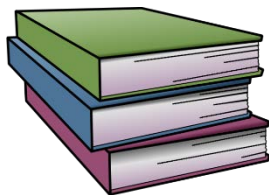
STUDENT MEDICATION

Before any medication may be administered to or by any student during school hours, the following shall be required:

- a. Written request of parent/guardian giving permission for such administration and relieving the Board and its employees of liability for administration of medication;
- b. Written order of the prescribing physician which shall include the purpose of the medication, the dosage, the time at which or the special circumstances under which the medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication;
- c. **Parent/guardian shall deliver medication to the school nurse.**
- d. Open containers are not permitted in school. Any student requiring for medical reasons dispensation from this rule must have written permission from the nurse or principal.

TEXTBOOKS, LAPTOPS, iPADS AND OTHER SCHOOL PROPERTY

Textbooks, laptops, iPads, library books and other school property are furnished on a loan basis. It is the responsibility of each student to care for books and return them in good condition. When a pupil defaces, loses or damages any school property, the parents or guardian will be required to pay, in full, for the damage. Technology replacement costs can be found on our website: www.pval.org – Parents – District Policies – Technology Policies – Technology Replacement Costs.



TITLE IX/SECTION 504/ADA

The Pine Valley Central School District does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a service animal, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The Pine Valley Central School District Compliance Officers are:

Title IX: Ms. Carrie Davenport, Director of Curriculum & Instructional Technology, 7827 Rt. 83, South Dayton NY 14138; 988-3276 ext. 4335; cdavenport@pval.org

Section 504 and ADA: Mrs. Kelly Zimmerman, Elementary Principal/Director of Special Education, 7755 Rt. 83, South Dayton NY 14138; 988-3291 ext. 3305; kzimmerman@pval.org

Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: OCR.NewYork@ed.gov.

UNIVERSAL PRE-KINDERGARTEN (UPK)

Pine Valley is pleased to offer a full-day Universal Pre-kindergarten class. District children are eligible to attend UPK during the year in which they turn 4 by December 1st. (e.g. a child who turns 4 by December 1, 2019 is eligible to begin the 2019-20 school year at the start of school in September 2019.) Children may be enrolled at any time during the school year, if space is available.

The registration process for the 2020-21 school year will begin in March, and Pre-Kindergarten Round-Up is scheduled for May 8th.

If you are interested in having your son/daughter attend pre-kindergarten, or to find out more information about the program, please contact the elementary school office at 988-3291 extension 3306.

VISITORS

Please contact building principals to make an appointment. All visitors must receive permission from building principals and sign in at the main office.

CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Participation in the extracurricular programs at Pine Valley Central School is a privilege which should elicit great pride in both the student and his/her family. It is also an acceptance of responsibility which requires an extra commitment from those who wear our school colors and represent their organization, team, coaches, school and community. Standards of behavior are necessarily high and a willingness to meet these standards is a condition for being a member of one of our organizations/teams.

The complete Code of Conduct for Members of Extracurricular Activities and Athletics is posted on our website (www.pval.org – Departments – Athletics) or please contact Chris Buczek, Athletic Director, (988-3276 ext. 4323) for a copy.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) and PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Pine Valley Central School has developed and adopted policies regarding students' rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. **For copies of our district's policies on "Health Examinations (HIPAA) #6140" and "Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors (PPRA) #7250," please contact the Superintendent.**



FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT

LEGAL NOTICE IS HEREBY GIVEN, in accordance with the Federal Family Education Rights and Privacy Act, the Freedom of Information Law, Public Officers Law section 84-90 (Sunshine Law) and the Education Law, that Pine Valley Central School shall make available qualified documents for public inspection to any eligible qualified voter, parent or student during normal business hours. Pine Valley Central School shall follow the above referenced statutes in determining qualification and eligibility for review and or release of information.

NOTICE IS ALSO GIVEN, that parents and eligible students (those over 18 years of age) have the right to: inspect and review a student's education record within 45 days of the day the District receives a request for access, request the amendment of a student's education record that the student or parent believes are inaccurate or misleading and, consent to disclosures of personally identifiable information contained in a student's education record except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent shall be made to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest (teachers, administrators, board members, support or clerical staff, attorney, nurses and health staff, counselors, information systems specialists, substitute teachers and volunteers)
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

The District is also authorized to disclose directory information without consent to local news media for articles, announcements or programs about school activities, in public displays sponsored by the school, in school sponsored promotional information including brochure, flyers, newsletters, videotapes, etc., and via the World Wide Web in school sponsored web-sites or related

internet activities. The following has been designated as directory information: name and address of student, telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities, weight and height of members of athletic teams, degrees, honors and awards received and most recent previously attended educational institution.

Under the No Child Left Behind Act §9528 (20 U.S.C. § 7908), the School District is required to provide access to secondary school students' names, addresses and telephone listings upon request by military recruiters. A secondary school student or a parent/guardian of the student may request that such information not be released without prior written consent. The School District is required to provide this notification of the option to make such a request and is required to comply with any such request. Both provisions require that military recruiters be afforded the same access to secondary student students as is provided generally to post-secondary educational institutions or to prospective employers of those students. The NCLBA, unlike the General Military Law, also requires that institutions of higher education have access to students' names, addresses and telephone listings.

Parents or eligible students have the right to refuse to allow the District to designate any or all of the above information as directory information. If a parent or eligible student wishes to **exercise their option to withhold their consent to release** any or all of the above information as directory information, then they must notify the Superintendent of Schools in writing by September 15th of each year or within 15 days of enrolling in the district. If the District receives no objection by this date, then such information may be disclosed without consent.

NOTICE IS ALSO GIVEN, that parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

NOTICE IS ALSO GIVEN, that custodial parents are required to notify the District of any and or all student information that they don't wish released to non-custodial parents.