



Pine Valley Central School

Student Handbook

2021-2022

Pine Valley Jr./Sr. High School
7827 Route 83
South Dayton, New York 14138
716-988-3276

Pine Valley Elementary School
7755 Route 83
South Dayton, New York 14138
716-988-3291

| | |
|--------------------------------|-----------|
| Jr./Sr. High Main Office | Ext. 4307 |
| District Counseling Office | Ext. 4334 |
| Jr./Sr. High Health Office | Ext. 4324 |
| Athletic Director | Ext. 4323 |
| Jr./Sr. High Attendance Office | Ext. 4324 |

| | |
|------------------------------|-----------|
| Elementary Main Office | Ext. 3306 |
| Elementary Health Office | Ext. 3325 |
| District Special Education | Ext. 3403 |
| Elementary Attendance Office | Ext. 3306 |

District Mission Statement

Mission: To prepare all students to be college and career ready as lifelong learners, instilled with the intrinsic values of:

- Integrity
- Perseverance
- Responsibility
- Curiosity
- Community Service

Vision: To provide an education that grows tomorrow's leaders who are fully aware of and able to act upon any and all opportunities.

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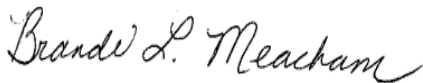
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Dear Families,

Please let us welcome you to the Pine Valley Central Schools. It is our hope that you and your child(ren) will have a rewarding experience as Panthers. In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning through student, family, and school staff partnerships. Working together, there is no limit to what we and our children can achieve. This Student Handbook is only an introduction to your child's school program and guidelines to help ensure this collaborative and respectful environment. After reading the Student Handbook, we encourage you to call the main office with any questions you might have. Families will need to create a FamilyID account with a profile for each child in the family. Once created, families must sign-off on our Student Handbook and Technology Agreements. FamilyID can be accessed from our website at www.pval.org. If you do not have access to the internet, please call the main office and we can arrange a time for you to come in.

Thank you for your support, and we look forward to an exciting and successful school year!

Sincerely,



Brandi Meacham
Elementary Principal



Kourtney Almeida
Jr/Sr High School Principal

LEADERSHIP & STAFF

PINE VALLEY BOARD OF EDUCATION

| | |
|------------------------|------------------------|
| Mr. Jeffrey Chase | President |
| Mrs. Darlene Silleman | Vice President |
| Mr. Gerald Clapp | |
| Mrs. Kara Frontuto | |
| Mr. Joshua Howard | |
| Mr. Terry Howe | |
| Mrs. Rose Kruszka | |
| Mrs. Christie Lokietek | |
| Mr. Larry Zollinger | |
| TBD | Student Representative |

LEADERSHIP TEAM

| | |
|-----------------------|--|
| Ms. Bryna Moritz | District Superintendent |
| Ms. Carrie Davenport | Director of Special Education & Curriculum |
| Mrs. Jamie Rodgers | Business Executive |
| Mrs. Kourtney Almeida | Junior/Senior High School Principal |
| Mrs. Brandi Meacham | Elementary Principal |

OFFICE STAFF

| | |
|-----------------------|--|
| Ms. Lindsay Anderson | Superintendent's Secretary/District Clerk |
| Mrs. Stacy Chase | District Counseling Secretary |
| Ms. Brianna Colburn | Elementary School Secretary |
| Mrs. Jacqui Parisio | Technology Department Secretary |
| Mrs. Cheryl Vanzile | Special Education/CIO Department Secretary |
| Mrs. Debbie Youngberg | Jr./Sr. High School Secretary |

BUSINESS OFFICE STAFF

| | |
|---------------------|---------------------------|
| Ms. Janis Szymanski | Payroll/Employee Benefits |
| Mrs. Kyleen Young | Accounts Payable |

NON-TEACHING STAFF

| | |
|---------------------------|------------------------------|
| Mr. Jordan Campese | Technology Coordinator |
| Mr. Shane Gallivan | School Counselor |
| Mrs. Catherine Markiewicz | School Psychologist |
| Mrs. Amanda Miller | School Counselor |
| Mrs. Kristin Sercu | Transportation Supervisor |
| Mrs. Teri Tenpas | Personal Computer Specialist |
| Mr. David Vanzile | Director of Facilities |
| TBD | School Counselor |

ELEMENTARY STAFF

| <u>Grade/Subject</u> | <u>Teacher</u> | <u>Rm #</u> |
|------------------------|---------------------------|---------------|
| 12:1:1 | Mrs. Jamie Brown | 05 |
| 12:1:1 | Ms. Alicia Buss | 48 |
| 3PK | Ms. Brooke Bradigan | 10 |
| 4PK | Mr. Jeremy Daly-Griffen | 144 |
| PK | Mrs. Alicia Lindquist | 12 |
| Kdg. | Mrs. Holly Abers | 02 |
| Kdg. | Mrs. Lisa Caskey | 04 |
| First | Mrs. Sue Egan | 31 |
| First | Miss Megan Emory | 29 |
| Second | Mrs. Terry Mansfield | 26 |
| Second | Mrs. Bonita Mathews | 28 |
| Second | Ms. Emily Librock | 24 |
| Third | Mrs. Andrea Garrison | 41 |
| Third | Miss Sierra Cross | 35 |
| Fourth | Ms. Margaret Foley | 21 |
| Fourth | Ms. Abbigale DeLand | 23 |
| Fourth | Mrs. Christina Lyndsley | 21 |
| Fifth | Ms. Jennifer Donato | 40 |
| Fifth | Mr. Robert Paterniti | 38 |
| Sixth | Mrs. Tara Hayes | 44 |
| Sixth | Mrs. Tracy Raetz | 42 |
| Librarian | Mrs. Cindy Snyder | Lib. |
| Business | Ms. Lori Addington | 46 |
| Music, Vocal | Mr. Shawn Huestis | 19 |
| Music, Instrumental | Mr. Alexander Peterson | 39 |
| Music, Vocal | Mrs. Mary Kay Himes | 39 |
| Visual Arts | Mr. Don Hill | 22 |
| Nurse | Mrs. Kathy Bukoskey | Health Office |
| Occupational Therapist | Mrs. Nichole Maher | 208 |
| Physical Education | Mr. Jeff Housler | Gym |
| Physical Education | Mrs. Amie Hofner | Gym |
| Psychologist | Mrs. Catherine Markiewicz | 04A |
| Reading | Mrs. Lisa Kelley | 01 |
| Reading | Mrs. Jill Marsh | 01 |
| Mathematics | Mrs. Rose Park | 01 |
| Mathematics TA | Mrs. Candy Campbell | 01 |
| Special Education | Mrs. Hazel Morrison | 50 |
| Special Education | Ms. Shawna Ippolito | 52 |
| Speech | Ms. Julia Santini | 07A |
| Speech | Ms. Kayla Sullivan | 31A |
| Aide | Mrs. Karen Clapp | 14 |
| Aide | Ms. Rhoda Ellis | 4 |
| Aide | Mrs. Crystal Haskins | 28 |
| Aide | Mrs. Victoria Howard | 02 |
| Aide | Mrs. Kelly Ivett | |
| Aide | Mrs. Katie Kelley | |
| Aide | Mrs. Sarah Roland | 10 |
| Aide | Mrs. Julie Scott | 52 |
| Aide | Mrs. Nicole Smallback | 12 |
| Aide | Mrs. Kellie Swanson | 05 |

JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF

| <u>Subject</u> | <u>Teacher</u> | <u>Rm</u> |
|---------------------------|--------------------------|--------------|
| Agriculture | Mr. Isaac Habermehl | 118 |
| Art | Ms. Caitlin Sengbusch | 117 |
| Business | Ms. Lori Addington | 113 |
| Director of Athletics | Mr. Chris Buczek | PE |
| English | Ms. Meghan Arnold | 204 |
| English | Ms. Chandell Nichols | 112 |
| English | Mrs. Jill Szumigala | 110 |
| Foreign Language | Mrs. Julie Grey | 111 |
| Foreign Language | Mrs. Lorraine Sutherland | 202 |
| Home & Careers | Mrs. Elizabeth Hesse | 116 |
| Library | Mrs. Cindy Snyder | Library |
| Mathematics | Mr. Jacob Cuthbert | 205 |
| Mathematics | Ms. Allison Mullin | 103 |
| Mathematics | Mrs. Sherri Goodwill | 203 |
| Music - Instrumental | Mr. Alexander Peterson | 124 |
| Music - Vocal | Mrs. Mary Kay Himes | 123 |
| Physical Education | Mr. Chris Buczek | Gym |
| Physical Education/Health | TBD | Gym/206 |
| Nurse | Mrs. Jill Kenney | Nurse Office |
| Occupational Therapist | Mrs. Nichole Maher | 208 |
| Science | Mrs. Sandy Karpie | 210 |
| Science | Mrs. Amy Palmatier | 105 |
| Science | Mr. Derek Schalk | 211 |
| Science | Mr. Ben Westlund | 209 |
| Social Studies | Mrs. Angela Bittinger | 107 |
| Social Studies | Mr. Tim Majka | 102 |
| Social Studies | Mr. Robert Slisz | 106 |
| Speech Therapist | Ms. Kayla Sullivan | 208 |
| Special Education | Mrs. Dawn Andrews | 206 |
| Special Education | Mrs. Julie Grey | 111 |
| Special Education | Mrs. Elizabeth Hesse | 116 |
| Special Education | Mrs. Lois Fleischmann | 108 |
| Special Education | Ms. Karah Herman | 111 |
| Special Education | Mrs. Ginny Maltbie | 109 |
| Special Education | Mr. Eric Streebel | 207 |
| Special Education | Ms. Susan Zirkle | 207 |
| Technology | Mr. Matt VanKoughnett | 122 |
| Teacher Assistant | Ms. Daphne Cortright | 108 |
| Aide | Ms. Adrienne Kelly | 109 |
| Aide | Mrs. Roxanne Kelley | Library |
| Aide | Mrs. Marsha Smith | 108 |
| Aide | Mrs. Stephanie West | 125 |

NON-INSTRUCTIONAL STAFF

Area

Transportation & Food Service
Transportation
Transportation
Building Maintenance Mechanic
Cleaner
Transportation & Food Service
Cleaner
Transportation
Transportation
Transportation & Pool Aide
Food Service
Transportation
Transportation & Food Service
Transportation
Transportation
Food Service
Transportation & Food Service
Transportation
Transportation
Food Service
Cleaner
Transportation
Transportation & Food Service
Transportation
Cleaner
Cleaner
Cleaner
Transportation
Transportation
Transportation
Building Maintenance Mechanic
Cleaner
Cleaner

Name

Ms. Mia Abbey
Mr. Darin Ackley
Mr. Jeff Bailey
Mr. Ed Barnes
Ms. Cassandra Chase
Ms. Cathy Chase
Ms. Susan Czechowski
Ms. Delana Dayton
Ms. Jackie Dybka
Ms. Deb Emke-Walker
Ms. Frances Flagg
Ms. Julie Goodway
Ms. Jody Granger
Ms. Tina Graziano
Ms. Deanna Herman
Ms. Donna Hitchcock
Ms. Penny Howe
Ms. Michelle Lanphere
Ms. Amy Meyers
Ms. Leslie Milliman
Mr. Lyle Milliman
Ms. Darlene Morrison
Ms. Patricia Moskal
Mr. Bruce Newcomb
Ms. Lorri Pchelka
Mr. Pat Richter
Mr. Ryan Riley
Ms. Jane Scott
Mr. Don Silva
Ms. Gretchen Snyder
Mr. Ryan Stefanik
Ms. Patricia Swan
Ms. Doris Treusch

STUDENT DAY

BELL SCHEDULES

GRADES 3PK-6

The Elementary student school day will run from 7:50 am – 3:00 pm.

The doors to the Elementary School are open at 7:30 for breakfast. Students must go directly to the cafeteria. We encourage students entering at 7:30 am to bring a quiet activity or book with them.

Student Arrival: Students arriving by bus will enter from the front of the building. Students being dropped off must enter through the PVES Family Lane by the Receiving Room door. Preschool and Kindergarten parents may choose to park in a visitor parking spot and walk students in through the Receiving Room doors. Please do not park in the drop-off lane. Parents of our students entering 3-year-old preschool (3PK) should plan to drop off older siblings at our Receiving Room doors through the PVES Family Lane and then bring 3PK students to the Administration Doors. Our teachers and/or aides will be happy to greet you and your 3-year-old at these doors to make the start to the day a calm, happy one. Please note that parents should not pull around our parked buses when lights are flashing. Our buses are parked from 7:40-8:00 am.

Dismissal begins at 3:00 pm. Parents should pick up students using the student's family number through the PVES Family Lane. Please remain in your car and in the car lane for the dismissal process. Always pull to the furthest forward spot in our PVES Family Lane to assist with timely dismissal. We encourage students to enter cars on the passenger side to avoid students walking into the parking lot. Do not pull out of the PVES Family Lane as this endangers students entering other cars in the lane. 3PK dismissal will be at our Administration doors using your family number. Please do not drive around our buses. For more details regarding parent pick-up and drop-off, please visit our school website (www.pval.org).

Our preschool day is built around the research and theories of the Creative Curriculum. Students will learn through self-selected play in themed interest areas, outdoor play, small group lessons, whole group lessons, mealtimes, and much more! Students in preschool should always keep a change of clothes at school and have weather-appropriate attire for each day.

The K-6 school day consists of various classes using curriculum from American Reading Company for ELA, Common Core Mathematics, Step-Up to Writing, Mystery Science, and BOCES Integrated ELA/Social Studies. Students complete a rotation of Visual Arts, Music, Library, and Technology throughout the week and participate in Physical Education and/or recess activities daily. All students should be prepared with weather-appropriate attire each day.

GRADES 7-12

| | | |
|-------------|----------------------|--|
| 7:30-7:40 | Students Arrive | |
| 7:40-7:50 | Advisorship Homeroom | 10 minutes |
| 7:53-8:33 | Period 1 | 40 minutes (Career and Tech AM students leave after Period 1) |
| 8:36-9:16 | Period 2 | 40 minutes |
| 9:19-9:59 | Period 3 | 40 minutes |
| 10:02-10:42 | Period 4 | 40 minutes |
| 10:45-11:12 | Period 5 Lunch | 27 minutes (Career and Tech PM students leave at after Period 5 Lunch) |
| 10:45-11:25 | Period 5/6 | 40 minutes |
| 11:29-11:56 | Period 7 Lunch | 27 minutes |
| 11:29-12:09 | Period 6/7 | 40 minutes |
| 11:29-12:09 | Period 7/8 | 40 minutes |
| 12:00-12:40 | Period 8/9 | 40 minutes (Career and Tech AM students return) |
| 12:13-12:40 | Period 9 Lunch | 25 minutes |
| 12:44-1:24 | Period 10 | 40 minutes |
| 1:27-2:07 | Period 11 | 40 minutes |
| 2:10-2:50 | Period 12 | 40 minutes (Career and Tech PM students return at 2:45) |

The Advisorship Homeroom is an opportunity for students and staff to build strong connections. Students will use this time to eat breakfast, connect with their Faculty Advisor and prepare for their day. The Faculty Advisor will follow their assigned cohort through graduation.

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. Excellence in Attendance means the student is absent, tardy, or excused early less than three times during the school year. Perfect Attendance means that your child is in school all day, every day.

Any student with more than 28 absences in a full-year course, 14 in a half-year course, 7 in a half-year, every-other-day course may not receive credit for the course. At the High School, a student must be in class for half the class period, currently 20 minutes to receive credit for attendance. A student who is absent from class regardless of the reason, must make arrangements with the student's teacher to make up any work missed in a timely manner. Notices will be sent home for those students with excessive absences and a meeting with the building principal will be set up. Once a student has reached the maximum absences, 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 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 the absence. State law requires a written note with the appropriate dates and reasons for the 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. Both excused and unexcused absences count towards loss of credit.

TARDIES

After three (3) unexcused tardies, student may be issued a detention. If a student driver has more than 3 unexcused tardies, it may result in the student having the students driving privileges suspended for up to two weeks as determined by the principal.

Students participating in any athletic or extracurricular event must be in attendance for ½ of the school day, or the equivalent of 5 full periods, and have a doctor’s note in order to participate in the activity. Extenuating circumstances will be addressed by the principal or athletic director on an as-needed basis.

EMERGENCY CLOSING DURING THE SCHOOL DAY

At times it is necessary to implement an emergency closing. Please instruct students about what to do or where to go in case school closes early and no one is home. When necessary, emergency closings will be announced as soon as possible via the district’s Twitter, Facebook, parent broadcast system, and the following radio and television stations: WBEN, WGRZ, WKSJ, WDOE, WJTN, WHTT, and channels 2, 4 and 7. In the event of an emergency closing, the students will follow their normal drop-off procedures unless the school secretary is notified of a change in plans by the parent.

Elementary School Secretary: Brianna Colburn: 716-988-3291

Junior/Senior High School Secretary: Deb Youngberg: 716-988-3276

SNOW DAYS

Due to inclement weather, whenever necessary, school will be delayed by two hours. Delays and/or closing will be reported as soon as possible via the district’s Twitter, Facebook, parent broadcast system and to the following radio and television stations: WBEN, WGRZ, WKSJ, WDOE, WJTN, WHTT, and channels 2, 4 and 7. If you hear that PVCS is closed, this includes all evening activities.

Pine Valley participates in the telephone broadcast system, and it will be utilized for school closings and activity announcements. It is very important that you keep the school informed as to changes in your phone numbers. In emergency situations, all numbers are called. In non-emergency situations, only the primary number is called.

PICKING UP STUDENTS AT SCHOOL

When picking up students during the school day, parents should report to the school office and present photo identification. Students should report to the office to sign out before being excused. It is requested that parents do not park in the bus loading area of the school during AM drop off (7:30-8:00) and PM pick up (2:50-3:20). Instead, use the parking facilities.

Elementary students can be signed out at dismissal in the hallway between the gym and the cafeteria.

STAYING AFTER SCHOOL

Students are not to remain after school hours unless they are attending a supervised activity or performing some duty authorized by the school staff. This includes staying after to attend a sporting event as a spectator. Any student participating in an after-school assignment must stay in their assigned room/work area and adhere to all Pine Valley rules as outlined in the district’s code of conduct. The district only provides late bus transportation Monday through Thursday. Students participating in after-school activities should inform their parents of their whereabouts. The late bus leaves the Junior/Senior High School at approximately 3:50 pm and the Elementary School at approximately 4:00 pm.

STUDENT LIFE

ACADEMIC INTEGRITY

Academic integrity is the commitment to, and demonstration of, honest and moral behavior in an academic setting. This includes providing credit to other people when using their ideas. As such, students must reword and/or provide a proper citation for any print, internet, or other source of information. To ensure academic integrity while within the Pine Valley Central School system, students should avoid plagiarism, the fabrication of data, cheating, or false statements related to academic work. Penalties for academic dishonesty may result in both grading penalties and disciplinary action.

ASSEMBLIES AND CONCERTS

Various assemblies and music concerts are held throughout the year. Students are expected to be polite and attentive, and to remain seated throughout the entire program. Students may be removed from the assembly or concert for failure to conduct themselves appropriately.

Grade levels are invited to the cafetorium or gym to take their assigned seats. Class or homeroom teachers are notified as to correct seat assignments prior to the event. Teachers sit with their classes. All assemblies should be positive experiences for both the audience and presenter(s).

For evening performances, we stress "Theater Etiquette" which requires gentlemen to remove hats or other headgear, and for all guests to enter or leave the auditorium only at scheduled breaks in performing.

DANCES/EXTRACURRICULAR EVENTS

The Homecoming Dance and Winter Ball are for currently enrolled PVCS students in grades 9-12 and one approved, invited guest. Guests must be in at least 9th grade, 18 years old or under, and enrolled in school, or the armed services and in good standing. Prior approval of guests from the principal is required. Dress is semiformal (e.g. dress shirts, dresses, ties, dress pants, etc.).

The Prom is for PVCS juniors and seniors and the student's dates. Dates must be high school students aged 21 years old or under. Each PVCS student is limited to one date. Prior approval by the principal is required for invited dates not currently attending PVCS. The prom is formal.

The Pine Valley Code of Conduct applies to all events, and any violation may result in disciplinary action and/or legal consequences. Drinking alcoholic beverages and/or the possession or use of alcohol, smoking materials, chewing tobacco, vaping devices or illegal drugs are absolutely prohibited in school, on school grounds, or at any school-sponsored activity.

Students will face disciplinary action as well as any legal consequences for violation of the above guidelines. Once admitted, students are not allowed to leave the event and will NOT be readmitted under any circumstance.

Students participating in any extracurricular event must be in attendance for ½ of the school day, or the equivalent of 4 5 full periods, in order to participate in the activity. If a student leaves early or arrives late, a note MUST be turned

into the office before student may attend event. Extenuating circumstances will be addressed by the principal on an as-needed basis.

DOUBLING UP ON CLASSES

Underclassmen are not permitted to "double up" in failed subjects. For example, a student may not enroll in English 10 and English 11 in the same year. In extenuating circumstances, the principal may consider this option for a senior needing graduation credit, but only for courses in one subject area. For example, a senior may be permitted to enroll in English 11 and English 12 but would not also be able to enroll in US History 11 and Government/Economics.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and 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. Avoid extremely brief, tight-fitting garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare mid-riffs/backs, see-through garments and other garments deemed inappropriate, 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. Ensure proper footwear.
5. Hats/hoods/headwear MUST be removed before entering homeroom in the morning and remain off until exiting the building.
6. Not include string bags, briefcases or fanny packs inside the school building during the school day unless provided by the school or deemed necessary by administration.
7. Not include items that are vulgar, obscene, derogatory, or are criticizing to 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.

Each building principal or the principal's 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.

FACE MASKS

Due to COVID-19, the district will issue guidance on the mask requirement based upon CDC guidance. Any student refusing to follow the district requirement will be insubordinate and be subject to the consequences outlined in this handbook.

FIELD TRIPS

Teachers wishing to plan a classroom field trip will follow the guidelines and procedures outlined in BOE Policy/Procedures. In addition, they will submit to faculty and administration the list of eligible students two weeks prior to the trip. The parent of any student not eligible to participate in the field trip will be contacted by the teacher. All field trips require a permission slip signed by parents.

Field trips that are academic and graded as part of a course must be attended. Field trips will not be used as a punishment but may be denied to students due to delinquent schoolwork. Students who misbehave while on field trips jeopardize future opportunities.

FOOD & BEVERAGES

Because Pine Valley receives state and federal funds to operate a breakfast/lunch program, students are not permitted to "order out" and have food delivered during normal school hours (7:40 am - 3:00 pm). Specific programs and teacher-directed activities can be accommodated by checking with the principal. No food or drinks are allowed in the Library or Computer Labs. No energy drinks will be permitted. Water is the preferred drink of choice and students are encouraged to bring a water bottle to refill throughout the day.

School lunch/breakfast information and an application for free or reduced meals are sent via the district newsletter in August. We encourage everyone to submit an application each school year. Should your financial situation change, it is necessary to submit a new form. Forms are available from the school offices. Please note that if your student qualified for free or reduced lunches you may be eligible for waivers and reduced fees on college testing and applications. Extra food and snack items are available in the "a la carte line". Students are to pay cash for extra food unless the parent has designated that the child's debit account may be used. **Please visit myschoolbucks.com to manage money on debit accounts.**

Elementary parents are invited to eat lunch with their child during specific months. Parents will receive a letter that must be signed and returned prior to their child's scheduled parent lunch. Due to space constraints, younger siblings are discouraged. Pre-payment is not necessary as parents pay at the time of the lunch. Please follow the timelines referred to in your invitation letter. For pre-planning, you can locate the specific date(s) in the district calendar.

HOMEWORK

Pine Valley Central School District believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, as well as encouraging self-initiative on the part of the student. 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
- Avoiding undue pressure
- Helping create a "homework habit" at the same time each night
- Encouraging a good night's sleep
- Encourage and monitor homework assignments

LAB POLICY

All labs must be completed and are required by NYS to be eligible to take the Regents Exam.

LOST AND FOUND/THEFT

All students are strongly encouraged to NOT bring in large amounts of money or valuable items. The elementary school procedure is to check with parents when a student has \$5.00 or more in the student's possession that has not been specifically identified for lunch, field trips, book orders, or other school purchases. Parents are required to have their student's possessions labeled to aide in returning lost articles to their rightful owner. Questions on lost articles should be directed to the principal. **Students should keep lockers locked at all times.** The school is not responsible for the loss or theft of personal property.

SAFETY DRILLS

Fire drills (8) and lockdown drills (4) will be conducted at least twelve (12) times during the year. Students should take all drills serious so that in the event of an emergency, no one is injured. Drill procedures include, stay in line or assigned location, remain quiet, and quickly follow the teacher's directions.

SCHEDULE CHANGES

If a change is necessary, students must make an appointment with their counselor. **NO changes will be made after the first full week of school.** In cases involving dropping or adding of courses, signatures of parent or guardian, teachers, the school counselor and the principal are necessary. **All 7th and 8th** grade courses, except for junior band and chorus, are courses mandated by the New York State Education Department and do not count for credits toward high school graduation requirements. However, these classes are critically important in preparing students for high school courses.

Further information on schedule changes can be found in the **Curriculum Guide**.

SENIOR PRIVILEGES – EFFECTIVE FALL OF SENIOR YEAR

Seniors may make arrangements to come into school before the start of second period if they have a first period study hall. Seniors may also make arrangements to leave 12th period if they have a study hall during that time. This will require a note from the parent as well as permission from the building principal.

Additional privileges may be discussed with the principal by having the Senior Class Officers write up a proposal and schedule a meeting.

MANDATORY GUIDED STUDY

- At the 5-week mark of each quarter, students who are failing 2 or more classes will be called down to the office to sign-off that they know they are failing specific classes. This is called the warning week.
- At the beginning of week 7, if a student is failing 2 more classes, the following goes into place:
 - During their Learning Center, they report to the In-School Support Room to complete assignments.
 - Monday through Thursday from week 7 through week 10, each student is required to stay after school from 2:55-3:50 for Mandatory Guided Study. This is a time for them to focus on their studies to ensure that they are passing by the end of the quarter.
 - Each student will need to produce at least one owed item of work at the end of each day. They will give this to their Mandatory Guided Study Teacher and the Mandatory Guided Study Teacher will put it in the teacher's mailbox.
 - Once a student has been assigned in Mandatory Guided Study (failing 2 or more classes at the end of week 6), the student will remain in it through the end of the quarter, even if the student gets all their grades to passing at any point during week 7-10.
 - If a student skips a Mandatory Guided Study, they will serve In-School Suspension the following day and will not be able to participate in extracurricular activities that day/evening.

LEARNING CENTER

This is a time for students to work on any projects, homework, a time to study and connect with available faculty and counselors.

LEARNING CENTER EXPECTATIONS

- Students must provide a pass from the teacher they would like to go to and sign out of their Learning Center at the beginning of the period. No student will be permitted to leave to their Learning Center without a pass.
- Students will be completing schoolwork quietly during their Learning Center. If they have none, they should bring reading material.
- Students should bring enough work for the entire period.
- Students that need to go to the library should present to the Learning Center teacher a pre-signed pass signed by the teacher giving the assignment.
- Only one person may leave the room at a time when using a bathroom or locker pass. A student may use such a pass only once during a period.
- Students who are on the Mandatory Guided Study list will report to the In-School Support Room during their Learning Center (weeks 7-10). If a student skips the In-School Support room time during their learning center, the student will serve a lunch detention. If the student skips a second time, the student will serve an after-school detention. If the student skips a third time, an ISS will be assigned. Each additionally one, will result in a day of ISS.
- In addition to these rules, each Learning Center teacher may establish his or her own Learning Center procedures, pending approval from administration.

DETENTION RULES

- Students must be in their assigned detention no later than 2:55 pm. The ending time is 3:50 pm. Students arriving late or not staying the full time will not have their day count.
- No cellphone use will be allowed during issued detentions. Technology (not including cell phones) may be utilized for homework and class assignments only. Misuse of technology may result in the detention not counting.
- No visitors are permitted in the detention room during detention hours.
- Students serving detention are required to utilize this time to self-reflect, work on homework, or complete other quiet academic activities.
- Students will be respectful and sit quietly during detention hours. Any disruptions during detention will result in the day served not counting.
- Any student may request a meeting with the building principal to discuss detention guidelines.
- Students are expected to come to detention prepared with work.
- If your child skips detention, they will serve In-School Suspension the following day and still be required to make-up the skipped detention.

TITLE IX/SECTION 504/ADA

The Pine Valley Central School District does not discriminate on the basis of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex in the educational programs or activities which it operates, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; complaints or grievances aired by employees or students. Occupational programs, course offerings and/or student activities shall be readily accessible to students with disabilities. The Title IX Coordinator, Section 504 and ADA Officer is Ms. Carrie Davenport. Ms. Davenport can be contacted at Pine Valley Central School, 7755 Rt. 83, South Dayton, NY 14138 or by phone at: 716-988-3291 ext. 3428.

VEHICLES/PARKING

Due to limited parking availability and safety concerns, all students must park in the front, right side (Fitness Center) parking area. Parking and driving on school property is a privilege that can be denied and will only be allowed to students who have registered their vehicles, obtained a PV parking sticker from the High School Office AND abide by parking/driving regulations. **Privileges may be revoked after a student receives 3 detentions for any reason, excessive tardiness or other discipline reasons.**

Cars can be driven to and from school with the following guidelines:

1. Students who lose their parking privileges and continue to park on school grounds will receive a parking ticket issued by the police.
2. Since parking on school property is a privilege, students have no reasonable expectation to privacy with respect to their vehicles and school officials retain complete control over them. This means that students' vehicles may be subject to search at any time by school officials, without prior notice to students and without their consent.

3. The speed limit on all school property is 10 miles per hour. Violations of such rules and regulations are classified as traffic infractions, violators may be ticketed by law enforcement officers, and cars may be removed from premises. Reckless driving on campus may also result in a loss of privileges.
4. Students may lose driving privileges for a length of time to be determined by the principal for any disciplinary, academic or attendance issues.
5. **Students must complete the Driving Permission Form, provide a copy of their license and registration and receive a parking sticker from the High School Office. If passengers will be with the approved driver, they must also complete the Passenger Form.**

STUDENT ACTIVITIES – ELEMENTARY

SAFETY PATROL

6th grade students act as safety monitors reminding other students to walk, remove hats upon entering the building, and informing teachers on bus duty that all students have exited the building. The safety patrol may also give praise and positive reinforcement tickets for students following school rules.

CASS (CREATING A SAFE SCHOOL) MENTOR

6th grade students provide character education lessons to students and serve as role models to the younger students.

The CASS (Creating a Safe School) mission statement is, "The Pine Valley School community works in collaboration to create a school where all children can learn and grow as unique individuals. Differences among and within our students, their families, and our teachers will be recognized and supported by all. We work to bring safety into our school and keep violence out. Every child can come to school without fear and be ready to learn. Kindness, empathy, respect, and understanding will be exercised daily in our classrooms and on our playgrounds. We join together in creating a safe school that supports the success of all students."

STUDENT ACTIVITIES – JR./SR. HIGH SCHOOL

CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Students and Parents/Guardians:

Participation in the extracurricular programs at Pine Valley Central School is a privilege which should elicit great pride in both the student and the student's family. Qualifying for membership to any team requires high standards being met for school citizenship, sportsmanship and scholarship.

APPLICATION OF THE CODE

This code of conduct will apply to each member of an extracurricular organization and/or student for one calendar year (including summer) from the date of the student's most recent signature and will be in effect at all times, in all locations, including non-school activities. Violation of this code will result in penalties, which are consistent with those identified within the code as determined by the athletic director or administrators. Each advisor/coach also has the prerogative to establish and implement additional guidelines specific to the student's particular team.

CONDITIONS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES OR ATHLETIC TEAMS

Student extracurricular members/athletes are expected to commit themselves to their organization or team and ensure attendance at school and at practices/contests for the duration of the season. When this commitment is not fulfilled, the student's membership and position on the team shall be reviewed by the advisor/coach with the student and a recommendation of action will be made to the Jr./Sr. High School principal who has the discretion to impose consequences.

1. All student extracurricular members/athletes must adhere to the District Code of Conduct adopted by the Pine Valley Central School Board of Education.
2. Use or possession of alcohol, tobacco, vaping or illegal drugs will be placed on probation.
3. Other improper conduct including being disrespectful to officials, being inconsiderate to others, disobeying coach's orders, playing unfairly, not cooperating with teammates or behaving in a manner which reflects a poor image for the school will result in disciplinary action.
4. If a student, in any 7-week reporting period, because of the student's own lack of effort as determined by the principal, fails more than one subject, the student is subject to the guidelines listed under the "Academic Eligibility" section of this Code of Conduct.
5. Student extracurricular members/athletes are expected to be in school on time, each day. Unexcused absences from school will result in the student not being able to participate in any practice or competition. Additionally, students participating in any athletic or extracurricular events should be in attendance for the equivalent of five (5) full periods. If students are not in attendance for five (5) full periods, students are required to bring in a note from their parents or a doctor in order to participate. The principal and coach will evaluate other circumstances on a case-by-case basis.
6. Student extracurricular members/athletes are expected to attend all practices and contests unless excused by the coach/advisor. It is the student's responsibility to notify the coach/advisor, in advance, of any circumstances which would prohibit attendance at a scheduled activity/practice/event other than

absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team/organization dependent upon the nature and/or frequency of the offense.

7. The extracurricular advisor/coach will establish rules for practice/game attendance and participation. All members will be given a written copy of the rules, and the advisor/coach will review the rules with the team members. All members are expected to comply with and abide by the rules established for their organization/team.
8. As a member of an organization or interscholastic team, it is expected that your top priority is academics. Participation in non-school-related activities or athletic teams in the same time or season of participation in a school team is permissible as long as such participation does not conflict with fulfilling your responsibilities to the organization or interscholastic team.
9. We highly recommend our students avoid inappropriate use of social media sites such as Facebook, SnapChat, YouTube or any other such sites. Any identifiable image, photo, video or posted online conversation (including phone messages) discovered which implicates a student will be investigated. Any inappropriate use of social media that negatively impacts learning and/or the school environment may result in disciplinary action.

PENALTIES FOR NON-ACADEMIC VIOLATIONS

Penalties resulting from the violation of the Code will be imposed by the Principal. **Depending on the violation, students will have the option of participating in a cessation program or receive professional assistance. If the student is given this option, the student will be allowed to participate in all practices and games/activities, permitting they meet the requirements of such program.** In determining appropriate penalties, the Principal shall be guided as follows:

First Offense

1. Effective on the date when penalties under the code are imposed, the student will be placed on probation for one school year. During the period of probation, the student will be expected to practice with the team (unless directed otherwise by the coach) but will not be allowed to participate in 25% of the team's scheduled competitions according to the eligibility chart. For example, a player on a team with a 16-game schedule found guilty of smoking would be expected to practice with the team but would not be permitted to participate in the first four scheduled contests. Students will be expected to attend scheduled competitions and sit with their team. Scrimmages **are not** considered scheduled contests.
2. Penalties, which cannot be served during the season in which they are imposed, will be carried over for completion in the next season in which the student participates in and competes. The penalty assigned will be adjusted proportionately based on the number of regular season scheduled contests in the subsequent season.

Second Offense (Athletics)

If a second offense occurs during the probationary period, **the student shall be removed from participation in all interscholastic athletics for one calendar year beginning on the date the penalty for the second offense is imposed.**

ELIGIBILITY CHART

| # of Regular Season Scheduled Contests | Contest Penalty Offense | First |
|---|----------------------------|-------|
| 8 | 2 | |
| 9 | 2 | |
| 10 | 2 | |
| 11 | 2 | |
| 12 | 3 | |
| 13 | 3 | |
| 14 | 3 | |
| 15 | 3 | |
| 16 | 4 | |
| 17 | 4 | |
| 18 | 4 | |
| 19 | 4 | |
| 20 | 5 | |
| 21 | 5 | |
| 22 | 5 | |
| 23 | 5 | |

It should be noted, notwithstanding the above chart of penalties, that the facts of an incident may warrant immediate removal from the team if the Athletic Director and the administration believe that the offense committed by the student warrants such action.

First Offense (Musical, Clubs and Organizations)

1. Effective on the date when penalties under the code are imposed, **the student will be placed on probation for one calendar year.**
2. During the period of probation, the student will be **denied** the privilege to participate in all performances or activities of the organization for twenty (20) school days.

Second Offense (Musical, Clubs and Organizations)

1. If a second offense occurs during the probationary period, the student shall be removed from participation in **all** extracurricular activities for one calendar year beginning on the date the penalty for the second offense is imposed.

C. Self/Parental Referral

Students and parents may employ a *self-referral* procedure, allowing the student an avenue to seek guidance, counseling and/or treatment. Pine Valley Central School will maintain a current list of treatment and evaluation providers, which will be available to students and parents who choose to seek our assistance, as well as to any student who violates our Code

of Conduct for Members of Extracurricular Activities and Athletics. The cost of assessment and or treatment is the sole responsibility of the student, parent/guardian.

ACADEMIC ELIGIBILITY

Students are expected to be in good academic standing to participate in extracurricular activities. To determine eligible academic progress, students will begin to be monitored after the first five weeks of a new school year. Progress will be continually monitored throughout the school year every 5 weeks. If any extracurricular member/athlete is failing more than one subject at the 7-week mark of each quarter; the student will be placed on the Mandatory Guided Study list. Penalties resulting from the violation of the Academic Eligibility Code, detailed below, will be imposed and at the discretion of the principal.

A. STUDENTS FAILING AND/OR RECEIVING AN INCOMPLETE IN MORE THAN ONE (1) SUBJECT:

- At the 5-week mark of each quarter, students who are failing 2 or more classes will be called down to the office to sign-off that the student knows the student is failing specific classes. This is called the warning week.
- At the beginning of week 7, if a student is failing 2 more classes, the following goes into place:
 - During their Learning Center, the student will report to the In- School Support Room to complete assignments.
 - Monday through Thursday from week 7 through week 10, each student is required to stay after school from 2:55-3:50 for Mandatory Guided Study. This is a time for the student to focus on the student's studies to ensure that the student is passing by the end of the quarter.
 - Students will not be able to attend practice, game, or performance, Monday- Thursday until the student is dismissed from Mandatory Guided Study, which will occur at 3:50pm.
 - Each student will need to produce at least one owed item of work at the end of each day. The student will give this to the Mandatory Guided Study Teacher and the Mandatory Guided Study Teacher will put it in the teacher's mailbox.
 - If a student skips Mandatory Guided Study, the student will serve In-School Suspension the following day and will not be allowed to participate in any extracurricular activities that day/evening.
 - Once a student has been assigned in Mandatory Guided Study (failing 2 or more classes at the end of week 6), the student will remain in it through the end of the quarter, even if the student gets all their grades to passing at any point during week 7-10.
- It is the responsibility of the coach or the extracurricular activity advisor to be sure that the penalties are being enforced.

B. DUE PROCESS

Prior to the imposition of any penalty under the Code, the Athletic Director and/or Principal will notify the student extracurricular member/athlete of the nature of the infraction and the athlete will be given an opportunity to explain his/ her side of the issue.

C. APPEAL PROCEDURE

The extracurricular member/athlete and/or parent/guardian has the right to appeal penalties to the Junior/Senior High School Principal. Appeals must be made in writing within three (3) days of assignment of a penalty for a violation of the code.

- 1. The Junior/Senior High School Principal, Athletic Director and Coach (or Jr./Sr. High School Principal and Advisor) will meet within forty-eight (48) hours upon receipt of a written notice to appeal a penalty unless these individuals are unavailable. In such a circumstance the meeting will convene as soon as these individuals may be assembled.
- 2. In most cases, the student and the student's parent(s)/guardian(s) will be notified within forty-eight (48) hours of receipt of the written appeal.
- 3. Upon review of the appeal, the Junior/Senior High School Principal, Athletic Director and Coach (or Jr./Sr. High School Principal and Advisor) will render a decision. The Junior/Senior High School Principal will notify parents of the decision in writing.
- 4. If the accuser or the accused is dissatisfied with the principal's decision following the hearing, the student may appeal the decision in writing to the Superintendent of Schools within five (5) days of the principal's decision. The Superintendent's ruling on the appeal will be given within five (5) school days of the submission of the appeal. The student will be allowed to participate in athletics and/or extracurricular activities while the appeal process is taking place.

D. DISTRIBUTION OF POLICY

The advisor/coach will review this policy with all potential participants prior to the first official tryout session. During the tryout period, all participants are subject to all school and athletic policies and conditions under this code.

All student extracurricular members/athletes and parent(s)/guardian(s) will be required to sign and return the acknowledgement portion of the code to their respective advisor/coach. The signed acknowledgement will be kept on file by the Athletic Director/Advisor and is in effect for any sport/extracurricular activity in which a student participates in a calendar year. **No student will be allowed to participate in any team/organization activities until the signed acknowledgement is returned to the coach/advisor.**

I have read and understand the preceding rules and disciplinary actions concerning athletic and extracurricular participation at Pine Valley Central School. Therefore, my son/daughter _____ has my permission to participate in school athletics and/or extracurricular activities.

Date Student Signature Parent Signature

FOR ATHLETICS ONLY

Each family must go onto FamilyID at the beginning of each sports season (fall, winter, and spring). The link to reach FamilyID is <https://www.familyid.com/organizations/pine-valley-central-school>. Various district athletic policies including our concussion management policy and procedures are on the site. **No student will be allowed to participate in athletics until the student and the student's parent(s) have completed all the information and tasks within FamilyID. If you need access to a computer and internet to complete this, please contact the Athletic Director.**

The district may host **MANDATORY** meetings for student athletes and the student's parents to attend prior to the start of the fall, winter and spring sports seasons. Parents/Guardian will be notified of these dates by the Athletic Department. Various district athletic policies including our concussion management policy and procedures will be discussed. If a student participates in more than one sport, it is only necessary to attend one meeting per year.

Pine Valley Central School carries an **excess injuries coverage program of athletic insurance**. This pays doctor bills, x-rays and miscellaneous bills up to certain limitations. In case of injury requiring a doctor's care, all bills must be submitted to your family health insurance first. If there is a balance due, copies of payments and balance due may be submitted to the school's business office. The school athletic insurance is a scheduled policy with payments made according to their schedule. All claims over the limitations are the responsibility of the parent.

I have read and understand the risk of injury and insurance policy information concerning athletic participation at Pine Valley Central School. My son/daughter _____ has my permission to play sports. I understand that interscholastic athletic participation carries the risk of injury – including severe injuries such as fractures, brain injuries, paralysis or even death.

Student Name (please print): _____

Date

Student Signature

Parent Signature

CLUBS AND ORGANIZATIONS:

FUTURE FARMERS OF AMERICA (FFA)

FFA is for students with agricultural interests. Activities include Alfred Tech Stockman's Contest, leadership training, public speaking contest, forestry and wildlife identification contest, state FFA annual meeting, FFA field days, FFA camp, agricultural experience projects, national FFA annual meeting, county and district planning meetings, corn plot demonstration, and tractor driving.

HONOR SOCIETY (JUNIOR AND SENIOR)

The Honor Society recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. The purpose of this organization is to create enthusiasm for scholarship, stimulate desire to render service, promote leadership, and to develop character in students.

The Honor Society members determine one or more service projects each year which fulfill a need within the school or community.

Membership qualifications for Honor Society are: Scholarship (90% cumulative average), Leadership, Service and Character. The Faculty Council convenes to determine eligibility and periodically reviews the student status.

PINE VALLEY PLAYERS (DRAMA)

The Pine Valley Players is a drama performance group open by audition to all students in Grades 7-12. Each year one play will be rehearsed and performed (may vary from year to year depending on the size of the production). All profits from productions are used to support the next year's effort. Fundraisers are determined by the group.

E-SPORTS

Esports club is a group open for everyone in Grades 7-12. Each year students will have different opportunities to play games against students from other schools in the local area and even around the country. Games played are determined each school year.

MOTORSPORTS CLUB

Powersports is a category of motorsports. Any type of sport that involves a motor or motorized vehicle can be considered a powersport. However, most people typically consider ATV-ing, snowmobiling, motorcycling, and jet skiing are to be the most common Powersports. Motorized dirt biking can also be called a powersport. In this club, the students will explore these activities. The club will meet to discuss proper safety and techniques.

YEARBOOK

The Pine Knot, is a culmination of a full year's work. Student apply for staff and editorial positions in the Spring of the previous year. The entire book is developed by the Yearbook students and covers the entire school year. Staff meets monthly to discuss and assign duties.

STUDENT COUNCIL

This organization is a group of students who are representatives of each class and serve as mediators between the student body, administrators and the Board of Education. The Student Council plays an active part in the government of the school. Students who have complaints about school policies may bring their ideas to the Student Council, which in turn will discuss these ideas with the administration to resolve the problem.

All fund-raising activities within the Junior/Senior High School are approved first by the Student Council in order to disperse them evenly throughout the school year. The Student Council sponsors Homecoming activities, Winter Ball, and conducts various fundraisers.

Active participation in the Student Council provides an excellent background for the development of leadership and responsibility. Two students are elected by each class, while the Vice-President of each class is an ex-officio member of the Council. The President, Vice-President, Secretary and Treasurer are elected in May by the student body for the following year. The President and Vice-President elect must have one previous year of membership in the Student Council.

STUDENT SERVICES

BREAKFAST & LUNCH

All students will be offered the opportunity to have both breakfast and lunch on campus daily.

Students that participate in this will need to pay for the service. It is the parents' responsibility to provide for breakfast/lunch either by providing a lunch from home or providing money to purchase in our cafeteria. If you need assistance, free/reduced lunch applications are available in the newsletter, on our website and in the main office. Our district uses *My Lunch Money*, an online meal accounting system. You can learn more about this system on our website: www.pval.org. In case of emergency, students should see the building principal or Administrator.

Due to COVID-19, New York State is providing free breakfasts and lunches to all students for the 2021-2022 school year. Students will have the option to purchase extra meals or snacks. We still strongly encourage that families complete the application so that the student may qualify for other waiver opportunities.

COLLEGE ENTRANCE EXAMINATIONS

Most colleges require that an applicant take either the Scholastic Aptitude Test (SAT) or American College Test (ACT) as part of their admissions process. Both tests are given numerous times during the school year and are generally administered in Fredonia, Jamestown and Dunkirk. Students may take the exams at any time, but the end of the Junior year seems to be the most propitious opportunity since most 11th graders are completing rigorous courses with Regents exams soon after. To prepare for these tests all students will take the PSAT in the fall of their Junior year.

COUNSELING SERVICES

- √ **Counseling** - educational, vocational and personal guidance are offered to the students of PVCS. Parents wishing to speak with counselors may do so by contacting the counseling department.
- √ **Employment Certificates** - employment certificates (working papers) are required for students under 18 years of age and are available in the Counseling Office of the junior/senior high school building.
- √ **College Information** - the Career Center maintains a large collection of current college catalogs and DVD's. A scholarship database is also available, and parents are encouraged to call to review it.

The Counseling Office will notify students regarding guidance appointments by issuing a pass by email and calendar invitation to the student. The email or calendar appointment will specifically state the date, time and/or period the student is requested to report to guidance. Students should report to their scheduled class and present the notification for the scheduled appointment to the teacher before reporting to the office. A School Counselor or Secretary may personally request a teacher release a student to the counseling office if needed.

Any student wishing to meet with a counselor should request this meeting either before or after school. Students are not authorized to absence themselves from a class under the pretext of scheduling an appointment.

This School District is complying with the "Dignity for all Students Act". The Pine Valley Board of Education is committed to providing an environment for all students that is free of bullying, cyber bullying, harassment and discrimination based on race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. Dignity Act Coordinators/Anti-Harassment Officers are Mrs. Brandi Meacham, Mrs. Amanda Miller, Mr. Shane Gallivan and, Mrs. Kourtney Almeida.

ID CARDS

Students are provided with school ID Cards in mid-fall. ID Cards must be presented to purchase a breakfast or lunch, sign out library books and sign out any other school owned property such as technology equipment.

INSURANCE

The parents' insurance program coverage is the primary coverage to be used when appropriate. The school provides accident insurance within certain limits of reimbursement for injuries received in school. Claims cannot be honored unless school authorities provide proper claim sheets to be taken to the doctor on the first visit. No claim can be honored whose report of doctor's care is delayed more than 30 days from time of injury.

After final settlement, a completed claim, affidavit of attending physician, and parent information shall be returned to the school to insure prompt settlement. See that the claim form and all bills are submitted to the school at the earliest possible date.

NURSE

If you become ill or are injured through an accident at school, you must report it to the School Health Office for aid. **If a student is sick, the student must report to the school nurse and the nurse will determine his/her condition.** If the student is to go home, **the nurse will contact the parents**, make any necessary arrangements, notify the main office, and sign the student out of school. **Violation of this procedure will meet with appropriate disciplinary action.** **Students are not allowed to call home and ask the parent or guardian to come to school to get the student because the student is sick.**

In addition to giving first aid and assisting students who have accidents or are ill during school hours, the nurse is available to advise students regarding problems, health and hygiene. The nurse also maintains the students' health records and is responsible for making sure that all required medical examinations and inoculations are up to date.

By New York State regulations, the nurse is prohibited from dispensing any medication, including aspirin, and may not administer any medical treatment other than first aid and treatment of minor cuts and burns classified as first aid. All prescription medicine should be deposited with the nurse by a parent each morning for safekeeping; students are not permitted to have medication on their person. The nurse will issue a request slip for the time the student needs to take the medication, and this should be done only at the Health Office. This procedure minimizes the chances that these drugs will fall into the wrong hands and be abused and ensures that the drugs will be administered as prescribed.

Families should be sure the school nurse has the telephone number at which parents or guardians can be reached. If a parent or guardian plans a trip, they must designate, in writing to the school nurse, the person to whom they delegate authority to authorize emergency medical treatment for any student still in attendance.

For student protection, it is always best to report illness or injury to the health office. Accidents must be reported at the time of occurrence for insurance purposes to the adult in charge. DO NOT WAIT until the next day.

PHYSICAL EXAMINATIONS

School physicals are required for grades pre-kindergarten, kindergarten, second, fourth, seventh and tenth. Students are also requested to have a Dental Examination in grades pre-kindergarten, kindergarten, second, fourth, seventh and tenth. Students transferring into the district whose health records show no examination in the previous grade listed above also are required to have a physical.

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) All athletes prior to their first sport of the school year, then only those who were injured or ill during the students first sport before participating in a second sport during that school year.
- b) All students referred.

SCHOLARSHIPS AND AWARDS

The school district shall obtain and grant to its students awards and scholarships. The Board of Education, having been entrusted by law, will hold in trust gifts, grants, bequests and legacies given or bequeathed to the board and shall apply the same and/or its interest and proceeds according to the instruction of the donor and according to the procedures established by the administration.

Many scholarships are available to the student who has the ability, ambition, and persistence to make the most of all opportunities. Most scholarships are granted by college financial aid offices based upon availability of funds. Others are awarded by independent organizations and clubs based on academic achievement, community service, or financial need. Parents of college-bound students must complete the Free Application for Federal Student Aid form (FAFSA). There are also regional and local scholarships available. All college-bound seniors are automatically considered as candidates for local awards, based on eligibility for each award. See the Counseling Office for details.

SUPPORT SERVICES

By state mandate, Student Support Services must be provided the semester following the taking of a required assessment on which the student scores below the proficient level. Response to Intervention (RTI) is a class provided before, during, or after school that is in addition to the regular class. For additional information, or to review the complete Board adopted RTI plan, please contact your child's main office.

TECHNOLOGY & COMPUTER USE

Students are expected to ensure all equipment being used and/or loaned to the student is received and returned in good working order. Students and parents/guardians must sign a technology use form prior to student access to equipment. Students will not be allowed to take a laptop home until this paperwork is turned in.

Additional tablets/laptops, cameras and audiovisual/peripherals may be purchased to provide students with unique resources. Students will be made aware of any additional responsibilities. To maintain system integrity, ensure internet safety and verify that users comply with school policies, the network will be closely monitored and consequences for misuse may result in loss of privileges.

All equipment will be assigned using the technology inventory bar-coding system. If misuse, damage, or loss occurs, the student will be assessed a fee and may lose use privileges for the current school year. **Please note:**

- All district computer use policies are in effect for laptops, iPads, desktops and audiovisual/peripherals, etc. as above.
- Failure to follow procedures that result in problems with these technology tools will result in, but are not limited to, loss or revocation of the privilege to use laptop computers for the rest of the school year.
- Failure to report a problem when encountered will also result in loss or revocation of privilege to use technology equipment.
- Any damage due to student irresponsibility may also result in assessing a fee for damages.

Examples of Computer Misuse:

- Revealing your password to others or attempting to learn passwords of other users or network administrators.
- Gaining unauthorized access to network or standalone 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 standalone computer system without prior written permission from the technology department.
- Employing the network for commercial purposes, product advertising or lobbying.

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 the severity of the 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.

TELEPHONE & CELLPHONES

The office phone is only to be used for school business or in the case of an emergency. For grades PK-8 cellphones must be turned off and remain in their locker for the entire day. For grades 9-12, students may have the cellphones on the student throughout the day. Cellphones need to be used as directed by the teacher in grades 9-12 within the classroom. Students may not use the device or a school device to record, transmit or post photos or video of a person or persons on campus without permission. Images taken or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.

iPods, MP3 players, ear buds and headphones are only permitted for academic use, with instructor permission, or during lunch. These items should not be visible in the hallway or within a classroom without permission from a teacher. Any violations will be dealt with on an individual basis and may include the measures listed under Telephones and Cellphones.

TEXTBOOKS, LAPTOPS, IPADS, NOOKS AND OTHER SCHOOL PROPERTY

Textbooks, laptops, iPads, Nooks, library books and other school property are furnished on a loan basis. It is the responsibility of each student to care for the items 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.

TRANSPORTATION

Should you find it necessary to send your child somewhere other than the students usual stop, **we must have a written note from the parent or the child's caretaker**. Please be specific listing the **full name and address of where your child is to go**. Notes for bus passes should be taken to the Main Office. **A note is required even if there is no actual bus change required**. When presented with a written note, the office will issue a bus pass. A copy of this bus pass will be kept on file until the next school day.

Transportation is a privilege. School rules apply and students who do not comply with these rules will meet with disciplinary action including and but not limited to detention, suspension, or loss of bus riding privileges.

In **emergencies only**, you may call the office for a bus pass by **2:00 PM**. If you get the voicemail, please call later to make sure that your call was received. Long-term bus passes are permissible, but you must state this in your note.

Students who wish to ride a bicycle or walk to and from school must have a signed and completed form, found online or in the main office. The completed form must be returned to the main office before you ride or walk to school. ~~returned to the office~~. This also applies to students wishing to ride snowmobiles to school.

Due to COVID-19, we are not issuing bus passes so that we can maintain minimal exposure for our students. Students will be allowed two pickup/drop-off locations. These locations must be home or a daycare provider.

ACADEMICS

BOCES CTE PROGRAMS - OVERVIEW OF THE PROGRAMS

Erie 2-Chautauqua-Cattaraugus BOCES offers various Career and Technical Education (CTE) programs. Students successfully completing this program can earn a Regents Diploma with a CTE Endorsement. This program is a 2-year program. Students complete the first half of the program in their junior year and the second half in their senior year. During the second year, students are expected to participate in an internship set up by their CTE teacher. Students attend the CTE program at the E2CCB LoGuidice Center in Fredonia.

PROGRAMS OFFERED IN COOPERATION WITH BOCES AND PINE VALLEY

- Automotive Body Repair
- Automotive Technology
- Conservation/Natural Resource Management
- Construction Technology
- Cosmetology
- Criminal Justice
- Culinary Arts
- Health Careers
- Small Animal Science
- Welding

REQUIREMENTS TO ENTER CTE PROGRAMS

To be considered to enter a CTE program at BOCES, a Pine Valley student must be in good standing in both academics and discipline as well as have a good attendance record. It is expected that a student have a cumulative GPA minimum of 70%.

REQUIREMENTS TO REMAIN IN CTE PROGRAMS

If a student is not performing to standards expected by Pine Valley, Administration reserves the right to review the student's performance and remove the student from the program if necessary. A student's grades will be monitored and are expected to meet or exceed 70% in all courses at BOCES and Pine Valley. Situations will be handled on an individual basis.

Attendance is also important. Students are expected to attend the students CTE program as determined by the BOCES calendar. This pertains to times even when Pine Valley is not in attendance (i.e.: spring breaks). Students may not miss more than 18 days per year.

GRADING POLICY

1. The Pine Valley Central Junior/Senior High School will use a numerical system of grading for each marking period. A minimum passing grade of 65 is required.
2. The final grade for a full year course will be computed as follows (4/5 marking period average and 1/5 final test):
Example:

| | |
|-------------------------|--|
| 10 weeks average | 60 |
| 20 weeks average | 70 |
| 30 weeks average | 65 |
| <u>40 weeks average</u> | <u>78</u> |
| Final exam | 73 |
| Final grade: | 69 {60+70+65+78+73 = 346 divided by 5} * |
3. Teacher may use final exam or Regents Exam as the final exam grade.
4. A student may earn Regents credit by passing the exam with a minimum grade of 65. For Science Regents courses, the student must meet the state mandated minimum laboratory requirements for the course. If the state requirements are not met, the student is not eligible to take the final exam.
5. Students must pass the class **and** the Regents to receive credit for the class.
6. In computing a final grade for class average and class rank purposes, the final Summer School grade will be averaged with the final school year grade. A higher score on a NYS Regents Exam will be entered on the Transcript.
7. The cumulative average consists of the weighted average of all courses taken.

* In order for a student to receive course credit, the student must have a passing average. Credit for a course will not be given by passing the final exam alone.

REPORT CARDS

Five (5) week progress marks and ten (10) week grades dates are indicated in the calendar. Progress marks and quarter grades are available online through Pine Valley's PowerSchool Parent Portal. **If parents or guardians are unable to access the Parent Portal, a request for paper reports can be made by calling the Counseling Office.** Parents are encouraged to contact teachers any time they see a potential problem or receive a progress report that is troubling. Parent conferences are held in the fall at the Junior/Senior high school and in the fall, winter or early spring at the elementary school.

VIRTUAL LEARNING EXPECTATIONS

VIDEO CONFERENCING

It is important to understand the expectations for video conferencing should hybrid or virtual learning be necessary. Attendance and participation within video platforms such as Zoom, Google Meet, or Microsoft Teams may be required in these situations. Our focus is on being respectful, responsible and safe within all learning environments. As such, students should adhere to the following expectations.

| | SAFE | RESPONSIBLE | RESPECTFUL |
|--|--|--|---|
| Entering a Video Platform | <ul style="list-style-type: none"> *Choose a calm, distraction free space to sit *Use equipment as intended *Use kind words and faces *Only join meetings you have been invited to | <ul style="list-style-type: none"> *Be on time and ready to learn *Start class charged or plugged in *Have materials ready *Use the chat for questions and comments related to the topic | <ul style="list-style-type: none"> *Video on at all times when possible *Audio off (i.e. mute) *Use chat as needed *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teacher's privacy: do not photograph, record, or share |
| Teacher-Led Whole Group Instruction | <ul style="list-style-type: none"> *Use the chat to ask for help *Use kind words & facial expressions | <ul style="list-style-type: none"> *Ask questions (voice or chat) when you have them *Be present and participate; avoid multitasking | <ul style="list-style-type: none"> *Video on at all times when possible *Audio off *Use chat as needed *Respect others' cultures, opinions and viewpoints *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teacher's privacy: do not photograph, record, or share |
| One-on-One Instruction | <ul style="list-style-type: none"> *Use kind words & facial expressions | <ul style="list-style-type: none"> *Ask questions out loud when you have them *Try your best *Be present and participate; avoid multitasking | <ul style="list-style-type: none"> *Video on at all times when possible *Audio on *Listen attentively *Answer questions out loud on cue *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teacher's privacy: do not photograph, record, or share |
| Small Group Activities | <ul style="list-style-type: none"> *Encourage others to participate *Use kind words & facial expressions | <ul style="list-style-type: none"> *Encourage each other to stay on topic *Complete the work together *Use "Raise Hand" button if you have questions *Be present and participate; avoid multitasking | <ul style="list-style-type: none"> *Video on at all times when possible *Audio on *One speaker at a time: wait to use chat to respond when others are talking *Respect others' cultures, opinions and viewpoints *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teacher's privacy: do not photograph, record, or share |

GRADUATION REQUIREMENTS:

GRADUATION CREDITS

| Minimum Credits for Graduation & Regents Diploma | |
|--|----------|
| English | 4 |
| Social Studies | 4 |
| Science | 3 |
| Math | 3 |
| Foreign Language (LOTE) | 1 * |
| Health | .5 |
| Art/Music | 1 |
| Physical Education | 2 |
| Electives | 3.5 |
| Career/Community Service | 70 hours |
| TOTAL | 22 |

*Students may earn an **Advanced Regents** diploma in two ways:

LOTE (Language Other than English) Option: defined as three consecutive language credits (must be same language) plus a grade of 65% or higher on the regional assessment.

Technology or Art Sequence Option Sequence: In place of the language requirement, a student can take the five sequence of Technology courses defined by Pine Valley as a replacement of the LOTE requirement

EXAM REQUIREMENTS FOR A REGENTS DIPLOMA

To receive a traditional **REGENTS** diploma, students must achieve a minimum score of 65 on **five** exams:

- 1 Math
- 1 Science
- 1 Social Studies
- 1 ELA
- 1 Pathway Assessment (One additional, Math, Science, Social Studies, LOTE, Art, CTE, or CDOS Commencement Credential)

EXAM REQUIREMENTS FOR AN ADVANCED REGENTS DIPLOMA

To receive an **ADVANCED REGENTS** diploma (traditional version), students must achieve a minimum score of 65 on **eight** exams:

- 1 ELA
- 2 Social Studies
- 3 Math
- 2 Science
- Spanish Regional Assessment or a 5 unit sequence in Technology or Art

HONORS DISTINCTION

To receive **HONORS DISTINCTION** on a diploma, the student must meet all assessment requirements with a computed average score of 90% or better.

MASTERY IN MATH AND/OR SCIENCE DESIGNATIONS

Students who complete all course work and testing requirements for the Regents diploma with advanced designation, and who pass, with a score of 85 or better, three Regents examinations in math and/or three Regents examinations in science, will earn an Advanced Regents diploma with an annotation on the diploma that denotes mastery in math and/or science.

CAREER AND TECHNICAL ENDORSEMENT

Students attending a BOCES Career and Technical program have the ability to earn this endorsement on their diploma if the student successfully completes the course and Regents exam requirements required for the Regents or Advanced Regents diploma as outlined above PLUS successfully completes the three-part technical assessment designated for the students particular approved career and technical program which the student completed.

OTHER NOTES ON GRADUATION CEREMONY AND AWARDING OF DIPLOMAS

Please Note: Diplomas will not be awarded to any student unless and until all graduation requirements are completed and certified by the Pine Valley High School building principal. Likewise, only those students completing all requirements will be invited to participate in the Pine Valley High School commencement ceremony.

Individuals interested in more detailed NYS Education Department requirements may visit their website at:
<http://www.emsc.nysed.gov/deputy/documents/06-21regents65pr.htm>

COMMUNITY SERVICE:

PVCS students will be required to participate in Community Service. Community service is defined as participating in an activity to benefit a community member or community organization for no compensation or monetary benefit of the student. Community service will not be accepted if provided to family members (immediate or distant); this requirement was set to involve students in the community and to provide a service or assistance to others in need. Students will be expected to complete a total of 70 hours to meet the graduation requirement by May 15th of their senior year. Students who transfer to PV after 7th grade will have their hours pro-rated based on a scale set by the coordinator. Please refer to the chart below as a recommendation of hours to complete each year:

7th Grade = 10 Hours
8th Grade = 10 Hours
9th Grade = 15 Hours
10th Grade = 15 Hours
11th Grade = 15 Hours
12th Grade = 5 Hours
Total of 70 Hours

***Students who were enrolled in grades 7-11 in the 19-20, 20-21 school years will have a 25 hour reduction in community service and students entering 7th grade for 21-22 school year will have a 10-hour community service reduction due to COVID-19.**

GPA AND CLASS RANK

Grade Point Average (GPA)

The District calculates Grade Point Averages for all students in two different methods: weighted and unweighted. GPA's are calculated each year. In addition, a cumulative GPA will be calculated to include all courses taken in grades 9-12. Students who take a Regents level course in grade 8 will also have that course included in the student's cumulative GPA.

Grade Conversion Scale

The following conversion table will be used to convert any letter grade to a numeric grade for incorporation into a student's record. This scale will also be used to convert scores for students coming from other schools or institutions.

| LETTER GRADE | PERCENT GRADE | 4.0 SCALE |
|---------------------|----------------------|------------------|
| A+ | 97-100 | 4.0 |
| A | 93-96 | 4.0 |
| A- | 90-92 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.7 |
| C+ | 77-79 | 2.3 |
| C | 73-76 | 2.0 |
| C- | 70-72 | 1.7 |
| D+ | 67-69 | 1.3 |
| D | 65-66 | 1.0 |
| F | Below 65 | 0.0 |

Class Rank

A student's class rank is calculated by averaging students course grades based on a weighted scale. The class rank determination will be made at the end of the first semester of the student's senior year. All final course grades earned from 9th grade through 12th grade, or grades earned in Regents level courses as an 8th grade student, will be factored into the calculation.

Computing Class Rank

Only grades earned in grades 9-12 will be factored into class rank, with the exception to the notes below:

- Students who take a Regents level course in 8th grade will have that score factored into class rank.
- Grades earned in a credit recovery/summer school program will not directly be factored into the student's GPA nor class rank.
- Physical education grades will count towards a student's GPA but will not be included in class rank calculations.
- Driver Education course grades will count towards a student's GPA but will not be factored into class rank.

- Students who choose to repeat a course will not receive duplicate credit and only the grade earned in the first attempt will be included in class rank.
- A student who retakes a Regents exam will not be allowed to use the retake score to recalculate class rank.

For purposes of class rank, the following category weighting system will be applied:

- Non-Regents and Electives- 1.00
- Regents- 1.04
- AP and College Level- 1.1

Transfer students

A student who transfers into the District, who has taken courses comparable to courses offered in the District, shall receive the weighted value offered by the District. However, a transfer student shall not receive credit for a weighted grade that is not available at the District.

Valedictorian and Salutatorian Determination

To be eligible for the honors of Valedictorian and Salutatorian, a student must have been in attendance at the District high school as follows: the student must reside in the Pine Valley School District at least two full years (four semesters) if transferring from out of state, one full year (two semesters) if from within New York State.

PROMOTION AND RETENTION

Students in grades 7 and 8 failing two or more core subjects at the completion of the school year may be retained. Students will only repeat a grade (7 or 8) once and then will be socially moved on to the next grade.

Generally, a student’s grade level is determined by the amount of credits earned starting during the year of the students first entry into 9th grade. These credits must be from core subjects, however, often language exemption comes into play and exceptions are made. The determination is as follows:

| Earned Credits | Grade Level |
|-----------------------|-------------------------------|
| 0-5 | Freshman (9 th) |
| 5.5-10 | Sophomore (10 th) |
| 10.5-15 | Juniors (11 th) |
| 15.5 and above | Senior (12 th) |

SUMMER SCHOOL

The Pine Valley Central School Policy regarding Summer School will be in accordance with the NYSED Summer School Handbook.

I. ELIGIBILITY TO ATTEND:

- Any student, grades 7-12, who has completed seat time but has received a failing final grade in a course which is offered in Summer School. Student must have earned a final average of 50 to attend summer school. If a student did not earn a final average of 50, a meeting can be requested with the Building Principal to discuss the possibility of summer school. Maximum of 2 courses can be taken over the summer.

- B. A student who does not attend Summer School for a course which they failed may result in the student having to repeat the course in the following school year.
- C. Students losing credit due to attendance may attend Summer School if the student continues to attend school during the regular school year.
- D. Summer School may not be an option on a yearly basis due to program availability. Students should never rely on attending Summer School to recover credit and may have to repeat the course the following year, if it is not offered over the summer.

****Eligibility also based upon availability and administrative approval.***

II. STUDENTS FAILING:

- A. Students who need to attend a Summer School course, may not attend Driver Education unless the two programs do not conflict.
- B. The principal may determine that a student can be promoted based on extenuating circumstances.

III. SUMMER SCHOOL GRADING:

In computing a final grade for class average and class rank purposes, the final Summer School grade will be averaged with the final school year grade. A higher score on a NYS Regents Exam will be entered on the Transcript.

IV. ATTENDANCE:

The attendance policy will be consistent with the NYSED Summer School Handbook (published annually).

DISCIPLINE PROGRESSIONS

TIER I DISCIPLINE MATRIX

As a general rule, discipline at Pine Valley will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, there may be situations to immediately invoke a higher-level disciplinary action due to the nature and/or degree of the inappropriate behavior.

| Offense | 1st infraction | 2nd infraction | 3rd infraction | 4th infraction |
|--|---|--|---|--|
| Not prepared for class (homework/supplies) | Verbal warning | Written warning | Teacher Detention | Teacher Detention |
| Unexcused tardy (class) | Verbal warning | Written warning | Lunch Detention | Detention |
| Unexcused tardy (school) | Verbal warning | Verbal warning | Lunch Detention | Repeat steps 1-3 with possible restricted driving privileges |
| Unexcused absence (school) | Verbal warning | Verbal warning | Mandatory Guided Study | Mandatory Guided Study |
| Profanity (general-not directed toward an individual) | Verbal warning | Written warning | Lunch Detention | Detention |
| Class disruption | Use of tiered supports in the classroom based on student needs. | | | |
| Excessive horseplay (not resulting in injury) | Verbal warning | Verbal warning | Written warning | Detention |
| Public display of affection | Verbal warning | Written warning | Lunch Detention | Detention |
| Unauthorized use of electronics (cellphone, iPad, camera, etc.) | Verbal warning | Written warning Confiscation - pick up end of day | Detention Confiscation- Contact home for pick up | Principal's Discretion Confiscation- Contact home for pick up |

TIER II DISCIPLINE MATRIX

| Offense | 1st infraction | 2nd infraction | 3rd infraction | 4th infraction |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Excessive class disruption | Written warning | Lunch Detention | Detention | Principal's Discretion |
| Skipping detention or Mandatory Guided Study | ISS & make up missed Detention | ISS & make up missed Detention | ISS & make up missed Detention | Principal's Discretion |
| Cutting class | Lunch Detention | Detention | ISS | Principal's Discretion |

| Offense | 1st infraction | 2nd infraction | 3rd infraction | 4th infraction |
|--|--|--|--|----------------------------------|
| Failure to stay after with teacher | Written warning and make up missed time with teacher Teacher contact home | Lunch Detention and make up missed time with teacher | Detention and make up missed time with teacher | Principal's Discretion |
| Defacing property (minor vandalism) | Lunch Detention | Detention | ISS | Principal's Discretion |
| Disrespect (negative attitude, profanity, insubordination, non-compliance, lying) | Written warning | Lunch Detention | Detention | ISS |
| Dangerous action (minor) | Written warning | Lunch Detention | Detention | ISS |

TIER III DISCIPLINE MATRIX

| Offense | 1st infraction | 2nd infraction | 3rd infraction | 4th infraction |
|---|---|----------------------------------|----------------------------------|----------------------------------|
| Improper Use of Electronics | Suspension: ISS / OSS / Alternative OSS | | | |
| Insubordination | Suspension: ISS / OSS / Alternative OSS | | | |
| Threat | Suspension: ISS / OSS / Alternative OSS | | | |
| Truancy | Suspension: ISS / OSS / Alternative OSS | | | |
| Forgery | Suspension: ISS / OSS / Alternative OSS | | | |
| Poss./Use of Tobacco Products | Suspension: ISS / OSS / Alternative OSS | | | |
| Poss./Use/Distribution of E-Cigarette, Vaping, Device | Suspension: ISS / OSS / Alternative OSS | | | |
| Major Dangerous Actions or Safety Violations | Suspension: ISS / OSS / Alternative OSS | | | |
| Possession or Receiving Stolen or Forged Property | Suspension: ISS / OSS / Alternative OSS | | | |
| Gross Vulgarity | Suspension: ISS / OSS / Alternative OSS | | | |
| Sending or Posting Messages that are Abusive, Obscene, Sexually Oriented, Threatening, Harassing, or Damaging to another's reputation. | Suspension: ISS / OSS / Alternative OSS | | | |
| Sexual Harassment | Suspension: ISS / OSS / Alternative OSS | | | |

TIER IV DISCIPLINE MATRIX

| <i>Offense</i> | <i>Any Incident</i> |
|--|---|
| Assault, Major Fight, Striking Staff Member, Possession of a Weapon, Extortion, Gross Disrespect, Gross Insubordination, Major Vandalism, Arson, Alcohol, Chemical & Drug Abuse (Possession or Use), Possession of Drug Paraphernalia, Look-a-likes, Theft, Endangerment, Possession of Pornography | Referral to Principal for ISS, OSS, Alternate OSS, Possible Contact of Law Enforcement Officials, Possible Superintendent’s Hearing |

DISCLAIMER: District Administration reserves the right to modify any provision of the Pine Valley Central School Student Handbook, with or without notice, to promote safety and educational objectives.

ALMA MATER

We are proud of you Pine Valley,
Alma Mater we are true
To the standards you have set us,
To the things that you would have us do;

We will ever laud and praise you
For we know that you are right;
We will sing an Alma Mater
For the purple and the white.

Chorus:

Oh, hail thee Alma Mater,
All glory to your name;
Lift voice in song
Our cheers prolong
All hearts will feel the same;

Then give us old Pine Valley;
Let's make it a firm rule
That when we cheer,
These words we'll hear
PINE VALLEY CENTRAL SCHOOL

Valerie Tarbell Milliman, '53

Student Handbook Review
Signature Page
2021-2022

If you have access to internet, please go to the following link to sign-off on the handbook:
<https://www.familyid.com/pine-valley-central-school/2021-22-student-handbook>

| Item | Student & Parent Initials | |
|--|--|-------|
| Attendance Policy..... | _____ | _____ |
| Dress Code..... | _____ | _____ |
| Food & Beverages..... | _____ | _____ |
| Homework & Lab Policies..... | _____ | _____ |
| Vehicle Policy- Students 16 and older..... | _____ | _____ |
| Code of Conduct for Athletics & Extra Curricular | _____ | _____ |
| Breakfast & Lunch (ID Cards)..... | _____ | _____ |
| Technology & Computer Use Agreement | _____ | _____ |
| Cell Phone Policy | _____ | _____ |
| Textbook & School Property | _____ | _____ |
| Grading Policy | _____ | _____ |
| a. Graduation Requirements | | |
| b. Class Rank | | |
| Community Service Requirement..... | _____ | _____ |

* I hereby certify that the student and I have read and understand the handbook and agree to abide by its rules and policies. _____

Please sign that school rules and policies have been discussed and are understood.

Student Name: _____
(Please print)

 Parent/Guardian Signature

 Date

 Student Signature

 Date