



Pine Valley Central School Student Handbook 2023-2024

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

Elementary Main Office	Ext. 3306
Elementary Health Office	Ext. 3325
Student Services Office	Ext. 3403

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.

Rev. 7/2023

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LEADERSHIP & STAFF

PINE VALLEY BOARD OF EDUCATION

Mr. Jeffrey Chase	President
Mr. Joshua Howard	Vice President
Mrs. Angelica Astry	
Mrs. Kara Frontuto	
Mr. Terry Howe	
Mrs. Rose Kruszka	
Mrs. Christie Lokietek	
Mr. William Pekrul	
Mr. Larry Zollinger	

LEADERSHIP TEAM

Mr. James Przepasniak	Interim District Superintendent
Ms. Carrie Davenport	Director of Special Education & Curriculum
Ms. Nicole VerHagen	Business Executive
Mrs. Kourtney Almeida	Jr./Sr. High School Principal
Mrs. Brandi Meacham	Elementary Principal
Mrs. Kristin Sercu	Transportation Supervisor
Mrs. Teri Tenpas	Technology Coordinator
Mrs. Leslie Milliman	Cook Manager
Mr. David Vanzile	Director of Facilities

OFFICE STAFF

Ms. Lindsay Anderson	Superintendent's Secretary/District Clerk
Mrs. Stacy Chase	College & Career Support Administrative Assistant
Ms. Brianna Colburn	Elementary School Office Secretary
Mrs. Victoria Howard	Jr./Sr. High School Office Secretary
Mrs. Jacqui Parisio	Technology Department Secretary
Mrs. Cheryl Vanzile	Student Services Secretary
Mrs. Debbie Youngberg	Jr./Sr. High School Counseling Secretary

BUSINESS OFFICE STAFF

Ms. Janis Szymanski	Payroll/Employee Benefits
TBD	Accounts Payable

ELEMENTARY FACULTY & STAFF

<u>Grade/Subject</u>	<u>Teacher</u>	<u>Room</u>
12:1:1	Heather Ribbeck	5
12:1:1	Ms. Alicia Buss	48
12:1:1	Mrs. Hazel Morrison	41
3PK	Ms. Brooke Bradigan	11
4PK	Mr. Jeremy Daly-Griffen	14
4PK	Mrs. Alicia Lindquist	8
Kdg.	Mrs. Holly Abers	2
Kdg.	TBD	4
First	TBD	31
First	Ms. Megan Emory	29
Second	Mrs. Terry Mansfield	26
Second	Mrs. Bonita Mathews	24
Third	Mrs. Sierra Rocque	35
Third	Mrs. Brianna Griewisch	39
Fourth	Ms. Cassidy Buchman	21
Fourth	Ms. Abbigale DeLand	23
Fifth	Ms. Karah Herman	40
Fifth	Mr. Robert Paterniti	38
Sixth	Mrs. Tara Hayes	44
Sixth	Mrs. Tracy Raetz	42
Aide	Mrs. Courtney Bradigan	2
Aide	Mrs. Karen Clapp	14
Aide	Ms. Rhoda Ellis	Library
Aide	Ms. Alexandria Gross	4
Aide	Mrs. Kimberly Killock	5
Aide	Mrs. Kelley Ivett	48
Aide	Mrs. Katie Kelley	11
Aide	Mrs. Roxanne Kelley	48
Aide	Mrs. Mercedes Riley	23
Aide	Mrs. Sarah Roland	11
Aide	Mrs. Julie Scott	48
Aide	Mrs. Nicole Smallback	8
Aide	Mrs. Kellie Swanson	5
Behavior Coach	Mrs. Darlene Silleman	52
Computer Technology	Mr. Robert Gebhard	46
Interventionist	Ms. Lisa Caskey	1
Librarian	Mrs. Cindy Snyder	Library
Literacy Coach	Mrs. Jill Marsh	52
Mathematics Coach	Mrs. Christina Lyndsley	52
Music, General	Mr. Shawn Huestis	19
Music, Instrumental	Mr. Alex Peterson	50
Music, Vocal	Mrs. Mary Kay Himes	50
Visual Arts	Ms. Taylor Richter	22
Nurse	Mrs. Kathy Bukoskey	Health Office
Occupational Therapist	Mrs. Nicole Maher	37

Physical Education	Mr. Jeff Housler	Gym
Physical Education	Mr. Kyle Cunningham	Gym
School Counselor	Mrs. Amanda Miller	Office
School Psychologist	Mrs. Catherine Markiewicz	4A
School Social Worker	Ms. Kara Johnson	3
Reading	Mrs. Lisa Kelley	28
Reading	Mrs. Abigail Gloss	1
Mathematics	Mrs. Rose Park	1
Mathematics	Ms. Jennifer Donato	1
Science	Mrs. Amy Palmatier	Library
Special Education	Ms. Amanda Hillebert	28
Special Education	Ms. Alizée Dziduch	25
Special Education	Ms. Ashley Dunlap	25
Speech Language Pathologist	Ms. Julia Santini	7A
Speech Language Pathologist	Mrs. Maggie Pihlblad	31A
Teacher's Assistant	Mrs. Candice Campbell	41

JR./SR. HIGH SCHOOL FACULTY & STAFF

<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
Agriculture	Mr. Isaac Habermehl	121
Aide	Ms. Rhoda Ellis	Library
Aide	Ms. Adrienne Kelly	109
Aide	Mrs. Marsha Smith	108
Aide	Mrs. Stephanie West	125
Art	Ms. Caitlin Sengbusch	117
Behavior Coach	Mrs. Darlene Silleman	Coaches Office
Computer Technology	Mr. Robert Gebhard	113
Director of Athletics	Mr. Chris Buczek	PE
English	Ms. Meghan Arnold	204
English	Ms. Chandell Nichols	112
English	Mrs. Jill Szumigala	110
Family & Consumer Science	Mrs. Elizabeth Hesse	116
Librarian	Mrs. Cindy Snyder	Library
Literacy Coach	Mrs. Jill Marsh	Coaches Office
Mathematics	Mr. Jacob Cuthbert	205
Mathematics	Mrs. Danielle Long	103
Mathematics	Mrs. Sherri Goodwill	206
Mathematics Coach	Mrs. Christina Lyndsley	Coaches Office
Music, Instrumental	Mr. Alex Peterson	124
Music, Vocal	Mrs. Mary Kay Himes	123
Physical Education	Mr. Chris Buczek	Gym
Physical Education/Health	Mr. Zachary Len	Gym/203
Nurse	Mrs. Jill Kenney	Nurse Office
Occupational Therapist	Mrs. Nicole Maher	108A
School Counselor	Mrs. Lori Svenson	Office
School Psychologist	Mrs. Catherine Markiewicz	Office
School Social Worker	Ms. Kara Johnson	Office

Science	Mrs. Sandy Karpie	210
Science	Mrs. Amy Palmatier	105
Science	Mr. Derek Schalk	211
Science	TBD	209
Social Studies	Mr. Carter Russo	107
Social Studies	Mr. Todd Cardone	102
Social Studies	Mr. Robert Slisz	106
Speech Language Pathologist	Ms. Julia Santini	108A
Special Education	Mrs. Dawn Andrews	203
Special Education	Mrs. Elizabeth Hesse	116
Special Education	Mrs. Jamie Brown	108
Special Education	Ms. Amanda Hillebert	111
Special Education	Mrs. Ginny Maltbie	109
Special Education	Mr. Eric Streebel	208
Special Education	Ms. Jennifer Youngblood	111
Special Education	Ms. Susan Zirkle	207
Technology	Mr. Matt VanKoughnett	122
Teacher's Assistant	Ms. Daphne Cortright	108
World Language	Mrs. Lorraine Sutherland	202
World Language	TBD	202

NON-INSTRUCTIONAL STAFF

<u>Area</u>	<u>Name</u>
Building Maintenance Mechanic	Mr. Ryan Stefanik
Building Maintenance Mechanic	TBD
Cleaner	Mr. Wayne Greg Barber
Cleaner	Ms. Cassandra Chase
Cleaner	Mr. Bruce Colvenbach
Cleaner	Mr. Joseph Parisio
Cleaner	Mr. Pat Richter
Cleaner	Mr. Ryan Riley
Cleaner	Ms. Patricia Swan
Cleaner	Mrs. Doris Treusch
Food Service	Mrs. Frances Flagg
Food Service	Mrs. Donna Hitchcock
Food Service	Ms. Amy Meyers
Transportation & Food Service	Mrs. Mia Abbey
Transportation & Food Service	Mrs. Cathy Chase
Transportation & Food Service	Ms. Jody Granger
Transportation & Food Service	Mrs. Penny Howe
Transportation & Food Service	Ms. Patricia Moskal
Transportation	Mr. Darin Ackley
Transportation	Mr. Jeff Bailey
Transportation	Ms. Terry Brown
Transportation	Mrs. Jackie Dybka

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Mrs. Deb Emke-Walker
Ms. Frankie Fagnan
Mrs. Julie Goodway
Mrs. Tina Graziano
Ms. Deanna Herman
Mrs. Michelle Lanphere
Ms. Jennifer Miller
Ms. Darlene Morrison
Mr. Bruce Newcomb
Ms. Delana Richter
Mr. Donald Silva
Ms. Hailey Smock
Ms. Gretchen Snyder

STUDENT DAY

ATTENDANCE EXPECTATIONS

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, or 14 in a half-year or half-credit 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 their teacher to make up any work missed in a timely manner. Notices will be sent home to those students with excessive absences, and a meeting with the Principal will be set up. Once a student has reached the maximum number of absences, notification of loss of credit will be mailed home, and the respective teachers will be notified not to enter grades for the student. The student is required to continue to attend class.

If a student is absent, a parent/guardian must notify the Office Secretary 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 the student returns to school. If the note is not returned within three school days, the absence will remain recorded as unexcused. The note needs to be turned in to the Main Office. 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.

A tardy means coming late to school after the school day officially starts. Chronic tardiness is defined as five or more tardies per academic quarter. At the Principal's discretion, lunch detention may be given for chronic tardiness.

Students participating in any athletic or extracurricular event must be in attendance by the end of the first period, or have a doctor's note in order to participate in the activity if they are not here by the end of the first period. Extenuating circumstances will be addressed by the Principal or Athletic Director/Advisor on an as-needed basis.

BELL SCHEDULES

GRADES 3PK-6

The elementary student school day will run from 7:50 a.m. – 3:00 p.m. The PVES Family Lane doors to the elementary school open at 7:30 a.m. Students must go directly to the cafeteria. We encourage students entering at 7:30 a.m. 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 doors. Parents/Guardians of our students entering 3-year-old prekindergarten (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. Prekindergarten and kindergarten parents/guardians may choose to park in a visitor parking spot and walk students to the Receiving Room doors. Please do not park in the drop-off lane. For 3PK, our teachers and/or aides will be happy to greet you and your 3-year-old at your car at the Administration doors to make the start to the day a calm, happy one. 3PK arrival is from 7:25 a.m.-7:40 a.m. Please note that parents/guardians should not pull around our parked buses when lights are flashing. Our buses are parked from 7:45 a.m.-8:00 a.m.

Dismissal will begin by 3:00 p.m. Parents/Guardians should pick up students using their 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 (4 cars pull up together to the spots indicated by the cones) 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 from 2:25 p.m.-2:40 p.m. Please do not drive around our buses. For more details regarding parent pick-up and drop-off, please visit our District's website (www.pval.org).

Our 3PK and 4PK 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 prekindergarten 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 English Language Arts, enVision Mathematics, Step-Up to Writing, Zaner-Bloser Handwriting, 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. Chorus is offered for Grades 3-6, while Band lessons are open to Grades 5-6.

GRADES 7-12

7:35-7:40	Students Arrive	5 minutes
7:40-7:50	Advisorship Homeroom	10 minutes
7:53-8:33	Period 1	40 minutes (Career & 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 & Tech PM students leave after 5 th Lunch)
10:45-11:25	Period 5/6	40 minutes
11:29-11:56	Period 7 Lunch	27 minutes
11:16-12:09	Period 6/7	40 minutes
11:29-12:09	Period 7/8	40 minutes
12:00-12:40	Period 8/9	40 minutes (Career & Tech AM students return)
12:13-12:40	Period 9 Lunch	27 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 & Tech PM students return at 2:45 p.m.)

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 website, Twitter, Facebook, telephone broadcast system, and the following radio and television stations: WBEN (930 AM), WGR (555 AM), WKSE (Kiss 98.5), WTSS (Star 102.5), WDOE (1410 AM/96 Kix FM), WWSE (93.3 FM), WHUG (101.9 FM), WKSJ (1340 AM), WQFX (FM 103.1), WJTN (1240 AM) and TV Stations WGRZ-TV Channel 2, WIVB Channel 4/WNLO CW 23, and News Channel 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/guardian.

- Elementary School Office Secretary: Brianna Colburn: 716-988-3291
- Jr./Sr. High School Office Secretary: Victoria Howard: 716-988-3276

PICKING UP STUDENTS DURING SCHOOL HOURS:

When picking up students during the school day, parents/guardians should report to the main office and present photo identification, if requested. Students must report to the office to sign out before being excused. It is requested that parents/guardians do not park in the bus loading area of the school during morning drop off (7:20 a.m.-8:10 a.m.) and afternoon pick up (2:40 p.m.-3:10 p.m.). Instead, use the parking facilities. If you know you are picking up a student, please send a note or call the Main Office.

SNOW DAYS

Due to inclement weather, whenever necessary, school will be delayed by two hours. Delays and/or closings will be reported as soon as possible via the District's website, Twitter, Facebook, telephone broadcast system, and the following radio and television stations: WBEN (930 AM), WGR (555 AM), WKSE (Kiss 98.5), WTSS (Star 102.5), WDOE (1410 AM/96 Kix FM), WWSE (93.3 FM), WHUG (101.9 FM), WKSJ (1340 AM), WQFX (FM 103.1), WJTN (1240 AM) and TV Stations WGRZ-TV Channel 2, WIVB Channel 4/WNLO CW 23, and News Channel 7. If you hear that PVCS is closed, this includes all evening activities and the Fitness Center.

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.

STAYING AFTER SCHOOL

Students are not to remain after school hours unless they attend a supervised activity or perform some duty authorized by the school staff. This includes staying after to attend a sporting event as a spectator or the fitness center. 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. Parents/Guardians will be informed if a student is required to stay after school. The late bus leaves the Jr./Sr. High School at approximately 3:50 p.m. and the Elementary School at approximately 4:00 p.m. On Tuesdays and Thursdays, the student may be assigned a 5:30 p.m. (Principal's Detention). The parent/guardian is responsible for transportation home when a Principal's Detention is assigned.

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.

AGENDA USE

Each student in Grades 5-12 will be issued an agenda for the year. The purpose of the 5th/6th grade agenda is to promote organizational skills, increase communication between school and home, and to assist with the transition to the Jr./Sr. High School. The purpose of the Jr./Sr. High School agenda is to promote organizational skills, increase communication between staff and students, to reduce time out of the classroom, and serve as a hall pass. The hall passes are located within the agenda. Each column represents the amount of hall passes each student gets per quarter. Before the student leaves the classroom, a row needs to be filled in with pen in the agenda and the student will take the agenda with them. If an agenda is lost/stolen, the replacement cost is \$5.00. Additionally, when a student obtains a new agenda, they will only get one hall pass per week for the remainder of the quarter (i.e., if there are four weeks left, they get four total hall passes).

ASSEMBLIES & CONCERTS

Various assemblies and music concerts are held throughout the year. Students are expected to be polite and attentive and to remain in their assigned seats throughout the entire program. Students may be removed from the assembly or concert for failure to conduct themselves appropriately. All assemblies should be positive experiences for both the audience and presenter(s).

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

DANCES/EXTRACURRICULAR EVENTS

Most dances are for students in Grades 7-12 and their guests, who also must be in a Jr./Sr. High School program. The guest must be in good standing and receive prior approval from the PVCS Principal. One guest per PVCS student is allowed. Casual attire is acceptable; however, extremely brief, or sheer garments are prohibited. The student may be asked to leave if attire is deemed inappropriate.

The Homecoming Dance is for currently enrolled PVCS students in Grades 7-12 and one approved, invited guest. Guests must be in at least 7th grade for Homecoming, 18 years or under, and in good standing. Prior approval of guests from the Principal is required. Dress is semiformal (i.e., dress shirts, dresses, ties, dress pants, etc.). Extremely brief or sheer garments, jeans, and flip flops are prohibited.

The Winter Ball is for currently enrolled PVCS students in Grades 9-12 and one approved, invited guest. Guests must be in at least 9th grade for Winter Ball, under 21 years of age, and in good standing. Prior approval of guests from the Principal is required. Dress is semiformal (i.e., dress shirts, dresses, ties, dress pants, etc.). Extremely brief or sheer garments, jeans and flip flops are prohibited.

The Prom is for PVCS juniors and seniors and their dates. Guests must be in at least 9th grade for Prom, under 21 years of age, and in good standing. Prior approval of guests from the Principal is required. Dress is formal (i.e., tuxedos, suits with collared shirts, ties, dress shoes, dresses, etc.). Extremely brief or sheer garments, jeans, and flip flops are prohibited.

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 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.

DETENTION RULES

- Students must be in their assigned detention no later than 5 minutes past dismissal. The ending time is 3:50 p.m. Students arriving late or not staying the full time will be assigned another detention. A late bus is available at 3:50 p.m. for the Jr./Sr. High School and 4:00 p.m. for the Elementary.
- A student assigned a Principal's Detention must be in their assigned detention no later than 5 minutes past dismissal. A parent/guardian must provide transportation when their child receives a Principal's Detention which ends at 5:30 p.m.
- 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 an assignment of another detention.
- 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 may result in the assignment of another detention.
- Any student may request a meeting with the Principal to discuss detention guidelines.
- Students are expected to come to detention prepared with work.
- If a student skips detention, they will serve In-School Suspension the following day and still be required to make up the skipped detention.

DOUBLING UP ON CLASSES

On a case-by-case scenario, the Principal, with a recommendation from the Counseling Department, will approve a student's enrollment in more than one course of the same subject (i.e., English 10 and English 11).

DRESS CODE

All students are expected to dress appropriately for school and school functions. Students and their parents/guardians 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:

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Avoid extremely brief, tight-fitting tops, including those with plunging necklines, bare mid-riffs/back, see-through garments and other garments deemed inappropriate.
- Skirts and shorts should provide appropriate coverage (3.5 inseam).
- Ensure that underwear/undergarments are completely covered with outer clothing.
- Ensure proper footwear.
- 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.
- Not promote and/or endorse the use of alcohol, tobacco, or drugs, and/or encourage other illegal or violent activities.
- Not include hats and hoods in the elementary school during instructing hours.

The 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 will 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 will be subject to appropriate disciplinary action, up to and including In-School Suspension for the day.

Each Principal, or their 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.

FIELD TRIPS

Field trips may be taken to promote academic, behavioral, and cultural excellence. All eligible students should attend field trips that are academic. The parent/guardian of any student not eligible to participate in the field trip will be contacted by staff. All field trips require a permission slip signed by parents/guardians.

Field trips will not be used as a consequence but may be denied to students due to substantial missing schoolwork or extreme behavioral trends. Students who misbehave while on field trips jeopardize future opportunities and are subject to disciplinary action.

FOOD & BEVERAGES

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 a.m. - 3:00 p.m.). Specific programs and teacher-directed activities can be accommodated by checking with the Principal. 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.

HOMEWORK

Homework provides opportunities for developing good study habits, providing for individual differences and abilities, as well as encouraging self-initiative on the part of the student. All homework is expected to be completed by the student and returned on time. Good homework habits include:

- Having a study area free of distractions and with good lighting.
- Avoiding undue pressure.
- Creating a "homework habit" at the same time each night.
- Getting a good night's sleep.
- Checking your agenda nightly.

LEARNING CENTER EXPECTATIONS

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

- To sign out of a Learning Center, students must provide a pass from the teacher they would like to go to and present that pass at the beginning of the period. No student will be permitted to leave 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 or an activity that keeps them engaged.
- Students should bring enough work for the entire period.
- 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 on the Mandatory Guided Study list will report to the Mandatory Guided Study room during their Learning Center (weeks 7-10). If a student skips the Mandatory Guided Study 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, the student will serve a Principal's Detention. Each additional skip will result in a day of In-School Suspension
- In addition to these expectations, Learning Center teachers may establish their own Learning Center procedures, pending approval from Administration.

LOST & FOUND/THEFT

All students are strongly encouraged not to bring in large amounts of money or valuable items. The Elementary School procedure is to check with parents/guardians when a child has \$5.00 or more in their possession that has not been specifically identified for lunch, field trips, book orders, or other school purchases. Parents/Guardians are required to have their student's possessions labeled to aid in returning lost articles to their rightful owners. 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.

MANDATORY GUIDED STUDY (MGS)

- At the 5-week mark of each quarter, students who are failing two 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 two more classes, the following goes into place:

- During their Learning Center, they report to the Mandatory Guided Study (MGS) room to complete assignments.
- Monday through Thursday from week seven through week ten, each student is required to stay after school from 2:55 p.m.-3:50 p.m. for MGS. 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 MGS teacher and the MGS teacher will put it in the teacher's mailbox.
- The student will remain in MGS through the end of the quarter, even if the student gets all their grades to passing at any point during weeks 7-10.
- If a student skips a MGS, they will serve In-School Suspension (ISS) the following day and will not be able to participate in extracurricular activities that day/evening.

PURPLE SHEET

The purple sheet promotes the importance of attendance, is a communication method between teacher, student, and parent/guardian, and ensures that everyone is accountable. When a student misses a whole day, the day they return, their homeroom advisor will give them the Purple Sheet. The student must connect with all their teachers to see what work they have missed during their absence(s). The following school day, they will be required to stay after school until all their teachers have signed off that they have caught up from the day missed, and the Purple Sheet is handed into the main office.

SAFETY DRILLS

Eight fire drills and four lockdown drills will be conducted at least twelve times during the school year. Students should take all drills seriously so that in the event of an emergency, no one is injured. Drill procedures include staying 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 courses, signatures of parent/guardian, teachers, the School Counselor, and the Principal are necessary. All 7th and 8th grade courses, except for junior band and chorus, are mandated by the New York State Education Department. Further information on schedule changes can be found in the Curriculum Guide.

SCIENCE LAB POLICY

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

SENIOR PRIVILEGES – EFFECTIVE FALL OF SENIOR YEAR

Privileges may be discussed with the Principal by having the Senior Class Officers write up a proposal and schedule a meeting.

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; and 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 Coordinators are the Elementary School Principal and the Jr./Sr. High School Principal and the Director of Special Education and Curriculum. The Section 504 and ADA Officer is the Director of Special Education and Curriculum. Contact the Title IX Coordinators at Pine Valley Central School, 7755 Rt. 83, South Dayton, NY 14138 or by email at: TitleIX@pval.org.

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 and obtained a PV parking sticker from the Jr./Sr. High School Main Office and abide by parking/driving regulations.

The following guidelines apply to student drivers:

- Students must complete the Driving Permission Form, provide a copy of their license and registration, and receive a parking sticker from the Jr./Sr. High School Main Office. If passengers will be with the approved driver, they must also complete the Passenger Form.
- Since parking on school property is a privilege, students have no reasonable expectation of 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.
- The speed limit on all school property is 10 miles per hour. Violations of such rules and regulations are classified as traffic infractions. Violations may be ticketed by law enforcement officers, and cars may be removed from the premises. Reckless driving on campus may also result in a loss of privileges.
- Students may lose driving privileges for a length of time to be determined by the Principal for any disciplinary, academic, or attendance issues.
- Students who lose their parking privileges and continue to park on school grounds will receive a parking ticket issued by the police.

STUDENT ACTIVITIES – ELEMENTARY

SAFETY PATROL

Fifth grade students act as safety monitors reminding other students to walk, remove hats upon entering the building, and inform teachers on bus duty that all students have entered/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

Sixth grade students provide character education lessons to students and serve as role models to the younger students. The Creating a Safe School (CASS) 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 in creating a safe school that supports the success of all students."

E-SPORTS

E-Sports club is a group open to everyone in Grades 6-12. 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.

STUDENT ACTIVITIES – JR./SR. HIGH SCHOOL

CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES & ATHLETICS

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

APPLICATION OF THE CODE

This Code of Conduct will apply to each student/athlete/member (Member) of an extracurricular team/club/organization (Activity) for one calendar year (including summer) from the date of their 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/Advisor or Administrators. Each Advisor/Coach also has the prerogative to establish and implement additional guidelines specific to their activity.

ACADEMIC ELIGIBILITY

Members are expected to commit themselves to their Activity and ensure attendance at school and at extracurricular events/practices/games/competitions/contests (Events) for the duration of the season. When this commitment is not fulfilled, the membership and/or position in the Activity will be reviewed by the Advisor/Coach with the Member, and a recommendation of action will be made to the Principal, who has the discretion to impose consequences.

- All Members must adhere to the District Code of Conduct adopted by the Pine Valley Central School Board of Education.
- Use or possession of alcohol, tobacco, vaping, drugs, and THC/marijuana products (edibles, vapes, or other forms) will be placed on probation.
- Other improper conduct, including being disrespectful to officials, being inconsiderate to others, disobeying Advisor/Coach directions, playing unfairly, not cooperating with teammates, or behaving in a manner that reflects a poor image for the school, will result in disciplinary action.
- If a Member, in any 7-week reporting period, fails more than two subjects, the Member is subject to the guidelines listed under the "Academic Eligibility" of this section.
- Members participating in any Activity are expected to be in school on time each day. Unexcused absences from school will result in the Member not being able to participate in any practice or competition. Members must be in attendance by the end of first period. If a Member is not in attendance by the end of first period, they must provide a doctor's note. Extenuating circumstances will be addressed by the Principal and Athletic Director/Advisor on an as-needed basis.
- Members are expected to attend all practices and contests unless excused by the Advisor/Coach. It is the Member's responsibility to notify the Advisor/Coach, in advance, of any circumstances which would prohibit attendance at a scheduled event other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the Activity, dependent upon the nature and/or frequency of the offense.
- The Advisor/Coach will establish expectations for attendance and participation. All Members will be given a written copy of the expectations, and the Advisor/Coach will review the expectations with the activity members. All Members are expected to comply with and abide by the expectations established for their Activity.

- As a Member of an Activity, it is expected that Members' top priority is academics. Participation in non-school-related activities or athletic teams in the same season as another Activity team is permissible as long as such participation does not conflict with fulfilling the Members' responsibilities to the Activities.
- We highly recommend all Members 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 Member will be investigated. Any inappropriate use of social media that negatively impacts learning and/or the school environment may result in disciplinary action.

This information is also provided under Mandatory Guided Study in the Student Life section.

- At the 5-week mark of each quarter, Members who are failing two 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 Member is failing two more classes, the following goes into place:
 - During their Learning Center, they report to the Mandatory Guided Study room to complete assignments.
 - Monday through Thursday from week seven through week ten, each Member is required to stay after school from 2:55 p.m.-3:50 p.m. for MGS. This is a time for them to focus on their studies to ensure that they are passing by the end of the quarter.
 - Each Member will need to produce at least one owed item of work at the end of each day. They will give this to their MGS Teacher and the MGS Teacher will put it in the teacher's mailbox.
 - The Member will remain in MGS through the end of the quarter, even if the Member gets all their grades to passing at any point during weeks 7-10.
 - If a Member skips an MGS, they will serve In-School Suspension the following day and will not be able to participate in the Event that day/evening.
 - Members will not be able to attend their Events Monday-Thursday until they are dismissed from MGS, which will occur at 3:50 p.m.

It is the responsibility of the coach or the extracurricular activity advisor to be sure that the penalties are being enforced.

PURPLE SHEET

This information is also provided under Purple Sheet in the Student Life section.

The purple sheet promotes the importance of attendance, is a communication method between teacher, Member, and parent/guardian, and ensures that everyone is accountable. When a Member misses a whole day the day they return, their homeroom advisor will give them the Purple Sheet. The Member must connect with all their teachers to see what work they have missed during their absence(s). The following school day, they will be required to stay after school until all their teachers have signed off that they have caught up from the day or periods missed, and the Purple Sheet is handed into the Main Office.

PENALTIES FOR NON-ACADEMIC VIOLATIONS

Penalties resulting from the violation of the Code will be imposed by the Principal. Depending on the violation, Members will have the option of participating in a cessation program or receiving professional assistance. If the Member chooses the option for professional assistance, the Member will be allowed to participate in all Events, permitting them to meet the requirements of such program. In determining appropriate penalties, the Principal shall be guided as follows:

First Offense (Athletics):

1. Effective on the date when penalties under Code are imposed, the Member will be placed on probation for one school year. During the period on probation, the Member will be expected to practice with their 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 next four (4) scheduled contests. Members 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 competition in the next season in which the Member participates in and competes. The penalty assigned will be adjusted proportionately based on the number of regular seasons scheduled contests in the subsequent season.

# of Regular Season Scheduled Contests	Contest Penalty – First Offense
8	2
9	2
10	3
11	3
12	3
13	3
14	4
15	4
16	4
17	4
18	5
19	5
20	5
21	5
22	6
23	6

Second Offense (Athletics):

1. If a second offense occurs during the probationary period, the Member 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.

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 Member warrants such action.

First Offense (Clubs and Organizations):

1. Effective on the date when penalties under the Code are imposed, the Member will be placed on probation for one calendar year.

2. During the period of probation, the Member will be denied the privilege to participate in all performances or activities of the organization for twenty (20) school days.

Second Offense (Clubs and Organizations):

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

SELF/PARENTAL REFERRAL

Members and parents/guardians may employ a self-referral procedure, allowing the Member 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 all students and parents/guardians who choose to seek 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 parent/guardian.

DUE PROCESS

Prior to the imposition of any penalty under the Code, the Athletic Director/Advisor and/or Principal will notify the Member of the nature of the infraction and the Member will be given an opportunity to explain their side of the issue.

APPEAL PROCEDURE

The extracurricular Member and/or parent/guardian has the right to appeal penalties to the Principal. Appeals must be made in writing within three school days of assignment of a penalty for a violation of the Code.

1. The Principal, Athletic Director, and Coach/Advisor will meet within forty-eight 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 Member and their parents/guardians will be notified within forty-eight hours of receipt of the written appeal.
3. Upon review of the appeal, the Principal, Athletic Director, and Coach/Advisor will render a decision. The Principal will notify parents/guardians of the decision in writing.

If the Member or parent/guardian is dissatisfied with the Principal's decision following the hearing, they may appeal the decision in writing to the Superintendent of Schools within five school days of the Principal's decision. The Superintendent's ruling on the appeal will be given within five school days of the receipt of the appeal. The Member will be allowed to participate in Events while the appeal process is taking place.

DISTRIBUTION OF POLICY

The Advisor/Coach will review this policy with all potential Members prior to the first official tryout session or Event. During the tryout period, all Members are subject to all school and athletic policies and conditions under this Code.

All student extracurricular Members and parents/guardians will be required to acknowledge this code on FamilyID at the start of the school year. No Member will be allowed to participate in any Activities until the signed acknowledgement is filed with the District.

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>, which is also available on the District's website. Various District athletic policies including our concussion management policy and procedures are also on the District's website. No Member will be allowed to participate in athletics until the Member and their parents/guardians 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.

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 an 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/guardian.

CLUBS & ORGANIZATIONS

E-SPORTS

E-Sports club is a group open for everyone in Grades 6-12. 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.

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 a desire to render service, promote leadership, and develop character in students. The Honor Society members determine one or more service projects each year that fulfill a need within the school or community. Membership qualifications for the Honor Society are Scholarship (90% cumulative average), Leadership, Service, and Character. The Faculty Council convenes to determine eligibility and periodically reviews student status.

MURAL CLUB

Mural Club is a group open to everyone in Grades 9-12. Students will have multiple opportunities to locate, design and execute murals on the Pine Valley school walls. There will also be opportunities to collaborate with the surrounding communities to create large mural installations with site specific content designed by our students and community members. Mural locations, designs, and execution is determined each school year.

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 (varies 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.

POWERSPORTS CLUB

The Powersports Club is for students who are mechanically inclined. The club is open to students in Grades 7-12. The club participates in several events throughout the year. The students take a piece of powersports equipment and fix it or modify it to reflect our school. The piece of powersports equipment is then unveiled at our annual Motor Show fundraiser.

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 Jr./Sr. High School are approved first by the Student Council 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.

YEARBOOK

The Pine Knot is a culmination of a full year's work. Students 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 SERVICES

BREAKFAST & LUNCH

All students will be offered free breakfast and lunch on campus daily. Our District uses *My School Bucks*, an online meal accounting system. You can learn more about this system on the District's website: www.pval.org. In case of emergency, students should see the Principal or Administrator.

School lunch/breakfast information and an application for free or reduced meals are mailed to each household at the beginning of each school year. We encourage everyone to apply every 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 "à la carte line". Students are to pay cash for extra food unless the parent/guardian has designated that the child's debit account may be used. Please visit myschoolbucks.com to manage money on debit accounts.

ELEMENTARY PARENT/GUARDIAN LUNCH

Elementary parents/guardians are invited to eat lunch with their child during specific months. Parents/Guardians will receive a letter that must be signed and returned prior to their child's scheduled parent/guardian 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.

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 juniors 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

The Counseling Department's primary objective is to assist each student in their educational process to reach their fullest potential through planned programs that support the education of our entire student body. Programs are tailored for each student to maximize their personal, academic, social, and career potential.

The counseling program's purpose is to help all students:

1. Understand the school and its environment.
2. Understand themselves in relation to others.
3. Understand their academic progress in relation to their strengths and weaknesses.
4. Understand themselves regarding educational, vocational opportunities, and requirements.

The Counseling Department serves all students and shall include advisory assistance and counseling regarding curriculum, career plans, attendance, and behavioral or social/emotional concerns. Through the counseling program and the counseling relationship, students learn to take responsibility for decision making, educational progress, career planning, and personal and social development. Meaningful counseling can only come about through the cooperative effort of all-students, parents/guardians, teachers, counselors, and administrators- toward the development of the student. The Pine Valley Central School Comprehensive School Counseling Program has been developed pursuant to Commissioner's Regulations 8 New York Code of Rules and Regulations (NYCRR) SECTION 100.2(j).

The School Counseling Department Programs include:

- Individual student academic planning and goal setting;
- Classroom character education lessons based on student success standards;
- Financial Aid Night;
- Assist seniors with scholarships & the FAFSA;
- College and career field trips;
- Coordinate visits from college and military representatives;
- 6th & 8th Grade Parent/Guardian Information Nights;
- PSAT, SAT, & AP Administrations;
- ASVAB Career Exploration Program;
- Career Day Events;
- Short-term counseling;
- Referrals for long term support;
- Collaboration with families, teachers, administrators, and the community for student success;
- Assist in improving equity, access, achievement, and opportunities for all students.

The School District complies 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, Mrs. Lori Svenson, and Mrs. Kourtney Almeida.

ID CARDS

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

INSURANCE

The parents'/guardians' 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/guardian information shall be returned to the school to insure prompt settlement. The claim form and all bills must be submitted to the school at the earliest possible date.

NURSE

If a student becomes ill or is injured through an accident at school, they must report to the School Health Office for aid. The Nurse will evaluate the student's condition and determine the next steps. If the student must go home, the Nurse will contact the parents/guardians, make any necessary arrangements, and notify the Main Office.

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/guardian 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/guardians can be reached. If a parent/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. For insurance purposes, accidents must be reported at the time of occurrence to the adult in charge. Do not wait until the next day.

PHYSICAL EXAMINATIONS

School physicals are required for students in: Prekindergarten, Kindergarten, second, fourth, seventh and tenth grades. Students are also requested to have a dental examination in: Prekindergarten, Kindergarten, second, fourth, seventh and tenth grades. Students transferring into the District whose health records show no examination in the previous grade listed above are also 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:

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

SCHOLARSHIPS & AWARDS

The school District shall obtain and grant 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 (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 them 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 technology equipment 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 technological tools will result in, but are not limited to, loss or revocation of the privilege to use such devices 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 District'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 may receive a warning and suspension of computer use. Suspension may result in a specified time frame, remainder of year or permanent suspension.

TELEPHONE & CELL PHONES

The office phone is only to be used for school business or in 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 their cell phones on them throughout the day. Cell phones need to be used as directed by the teacher in grades 9-12 within the classroom. Students may not use their device or a school device to record, transmit, or post photos or video of a person or persons on campus without their permission. Images taken or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.

Other technology items (such as ear buds, headphones, or speakers) are only permitted for academic use, with instructor permission within the classroom. 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.

The above expectations apply in all school settings, including the bus and after school activities.

SCHOOL EQUIPMENT & MATERIALS

All 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 student defaces, loses, or damages any school property, the parents/guardians will be required to pay, in full, for the damage.

TRANSPORTATION

Should parents/guardians find it necessary to send their child somewhere other than their usual stop, the Main Office must have a written note from the parent/guardian. 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 Main 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 receive disciplinary action including and but not limited to detention, suspension, or loss of bus riding privileges.

In emergencies only, parents/guardians may call the office for a bus pass by 2:00 PM. Please call and be sure to speak with an individual in the office; do not assume a voicemail will be received in time. Long-term bus passes are permissible, but you must state this in your note.

Students who wish to ride their 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 Building Main Office before students ride or walk to school. This also applies to students wishing to ride snowmobiles to school.

WORKING PAPERS

Employment certificates (working papers) are required for students under 18 years of age and are available in the Counseling Office of the Jr./Sr. High School building.

ACADEMICS

BOCES CAREER & TECHNICAL EDUCATION (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 two-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 & PINE VALLEY

- Automotive Body Repair
- Automotive Technology
- Conservation/Natural Resource Management
- Construction Technology
- Cosmetology
- Criminal Justice/Crime Scene Investigation-Forensics
- Culinary Arts
- Health Careers
- Small Animal Science
- Sports Conditioning & Exercise Science
- Welding/Metal Fabrication

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 will have a cumulative GPA minimum of 70% and must have the required 10.5 credits to be considered a junior.

REQUIREMENTS TO REMAIN IN CTE PROGRAMS

If a student is not performing to the standards expected by Pine Valley, the Administration reserves the right to review the student's performance and remove them 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 their CTE program as determined by the BOCES calendar. This pertains to times even when Pine Valley is not in attendance (i.e., Spring Break). Students may not miss more than 18 days per year.

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 to the student. Students will be expected to complete a total of 12 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:

7 th Grade =	2 Hours
8 th Grade =	2 Hours
9 th Grade =	2 Hours
10 th Grade =	2 Hours
11 th Grade =	2 Hours
12 th Grade =	2 Hours
Total=	12 Hours

DISCIPLINE PROGRESSIONS

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.

TIER I DISCIPLINE MATRIX

<i>Offense</i>	<i>1st infraction</i>	<i>2nd infraction</i>	<i>3rd infraction</i>	<i>4th infraction</i>
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)	Lunch Detention (may be given for chronic tardies)	Lunch Detention (may be given for chronic tardies)	Lunch Detention (may be given for chronic tardies)	Lunch Detention (may be given for chronic tardies)
Unexcused absence (school)	Purple Sheet	Purple Sheet	Purple Sheet	Purple Sheet
Profanity (general-not directed toward an individual)	Written Warning	Lunch Detention	Detention	Principal's Detention
Class disruption	Use of tiered supports in the classroom based on student needs.			
Excessive horseplay (not resulting in injury)	Written Warning	Lunch Detention	Detention	Principal's Detention
Public display of affection	Written Warning	Lunch Detention	Detention	Principal's Detention
Unauthorized use of electronics (cellphone, iPad, camera, etc.)	Written Warning	Lunch Detention & Confiscation- pick up phone @ end of day from the Office	Detention Confiscation- Contact home for pick-up of cell phone	Principal's Detention Confiscation- Contact home for pick-up of cell phone

TIER II DISCIPLINE MATRIX

Offense	1st infraction	2nd infraction	3rd infraction	4th infraction
Excessive class disruption	Written Warning	Lunch Detention	Detention	Principal's Detention
Skipping detention or Mandatory Guided Study	ISS & make up missed Detention	ISS & make up missed Detention	ISS & make up missed Detention	ISS & make up missed Detention
Cutting class or leaving class	Lunch Detention	Detention	Principal's Detention	ISS
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 Detention
Defacing property (minor vandalism)	Lunch Detention	Detention	Principal's Detention	ISS
Disrespect (negative attitude, profanity, minor insubordination, non-compliance, lying)	Written warning	Lunch Detention	Detention	Principal's Detention
Threat (implied)	Lunch Detention	Detention	Principal's Detention	ISS
Dangerous action (minor)	Lunch Detention	Detention	Principal's Detention	ISS
Academic Dishonesty	Grade Penalty & Resubmit Assignment	Grade Penalty & Resubmit Assignment & After School Detention	Grade Penalty & Resubmit Assignment & Principal's Detention	Grade Penalty & Resubmit Assignment & ISS

TIER III DISCIPLINE MATRIX

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

TIER IV DISCIPLINE MATRIX

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

GRADING POLICY

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

<i>Example:</i> 10 weeks average	60
20 weeks average	70
30 weeks average	65
40 weeks average	78
<u>Final Exam:</u>	<u>73</u>
Final Grade:	69

- Teachers may use a teacher-developed final exam or a NYS Regents Exam as the final exam grade.
- 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.
- Students must pass the class and the Regents to receive credit for the class towards graduation requirements.
- 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 their transcript.
- In order for a student to receive course credit, a student must have a passing average. Credit for a course will not be given by passing the final exam alone.
- The cumulative average consists of the weighted average of all courses taken.

REPORT CARDS

Five week progress marks and ten week grades dates are indicated in the District Calendar. Progress marks and quarter grades are available online through Pine Valley's PowerSchool Parent Portal. If parents/guardians are unable to access the Parent Portal, a request for paper reports can be made by calling the Counseling Office. At the end of each quarter, report cards are mailed home for students in Grades 7-12 and sent home in backpacks for students in Grades 3PK-6. For the Elementary School, report card envelopes should be signed and returned within one week. Parents/guardians are encouraged to contact teachers any time they see a potential problem or receive a progress report that is troubling. Parent-teacher conferences are held in the fall at the Jr./Sr. High School and elementary school. The elementary school has an additional day of parent-teacher conferences in late winter or early spring.

GRADUATION REQUIREMENTS

GRADUATION CREDITS

Minimum Credits for Graduation & Regents Diploma	
English	4
Social Studies	4
Science	3
Math	3
World Language	1 *
Health	.5
Art/Music	1
Physical Education	2
Electives	3.5
Career/Community Service	12 hours
TOTAL	22

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

World Language Option: defined as three consecutive language credits (must be same language) plus a grade of 65% or higher on the Checkpoint B Exam.

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

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 Checkpoint A Exam in World Language (One additional, Math, Science, Social Studies, World Language, 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
- 1 Checkpoint B Exam in World Language 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.

*Due to NYS Regents Exam exceptions starting in 2019-2020 school year, this calculation varies depending on the cohort.

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 higher, three Regents examinations in Math and/or three Regents examinations in Science, will earn an Advanced Regents diploma with mastery in Math and/or Science designations.

*Due to NYS Regents Exam exceptions starting in the 2019-2020 school year, this calculation varies depending on the cohort.

CAREER & 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 their particular approved career and technical program.

OTHER NOTES ON GRADUATION CEREMONY & AWARDING OF DIPLOMAS

Diplomas will not be awarded to any student unless and until all graduation requirements are completed and certified by the Jr./Sr. Pine Valley High School 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 schedule a meeting with the student's counselor.

GPA & CLASS RANK

GRADE POINT AVERAGE (GPA)

The District calculates Grade Point Averages for all students in two different methods: weighted and unweighted. GPAs 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 their 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.

Computing Class Rank & GPA

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

- Regents level courses taken in 8th grade will be factored into class rank.
- Grades earned in a Credit Recovery/Summer School program will not directly be factored into their 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 averages or 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 Pine Valley Jr./Sr. High School as follows: the student must attend 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 & RETENTION

Students in Grades 7-8 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 number of credits earned starting during the year of their 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. Additionally:

- 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.
- 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.
- Students who need to attend a Summer School course may not attend Driver Education unless the two programs do not conflict.

ELIGIBILITY TO ATTEND

- Any student, Grades 6-12, who has completed seat time but has received a failing final grade in a course which is offered in Summer School. Students 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. A maximum of two (2) courses can be taken over the summer.
- Students losing credit due to attendance may attend Summer School if they continued to attend school during the regular school year.

SUMMER SCHOOL GRADING POLICY

- 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.
- If a student receives documented learning accommodations and the final average grade (school year + summer school), is not passing, a 65 may be awarded with the approval of the Principal.
- Additionally, if a student attains an 80 or higher, attends Summer School for a minimum of 20 hours, meets expectations and the final grade is not passing, a 65 may be awarded by a committee including the Principal, teacher, and a School Counselor.

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 chart on the following page:

	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 teachers' 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 (i.e., mute) *Use chat as needed *Respect others' cultures, opinions, and viewpoints *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teachers' 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 camera *Show self-control of your body *Wear appropriate clothing *Respect your classmates' and teachers' 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 teachers' privacy: do not photograph, record, or share

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Pine Valley Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pine Valley Central School may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Pine Valley Central School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- Images on the district website, Facebook Page, or Administrative Twitter Accounts.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, or secondary educational institutions. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pine Valley Central School to disclose directory information from your child's education records without your prior written consent, you must notify the School Principal in writing. Pine Valley Central School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

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 2023-2024

Please go to the District website and click the link for FamilyID to electronically sign that you have read and understand these District policies. The link to the FamilyID website is:

<https://www.familyid.com/pine-valley-central-school/2023-24-student-handbook>

Extracurricular Activities:

I have read and understand the preceding rules and disciplinary actions concerning athletic and extracurricular participation at Pine Valley Central School.

Athletic Activities:

I have read and understand the risk of injury and insurance policy information concerning athletic participation at Pine Valley Central School. My child 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.

Please sign that you have reviewed all District procedures, rules, and policies set forth in this 2023-2024 Student Handbook.

Student Name: _____
(Please print)

Parent/Guardian Signature Date

Student Signature Date