



# *Pine Valley Central School*

## *Student Handbook*

### *2024-2025*

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. 7/2024

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# LEADERSHIP & OFFICE PERSONNEL

## PINE VALLEY BOARD OF EDUCATION

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

## LEADERSHIP TEAM

Mrs. Shanda DuClon	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

Mrs. Kristie Ling	Superintendent's Secretary/District Clerk
Ms. Brianna Colburn	Elementary School Office Secretary
Mrs. Victoria Howard	Jr./Sr. High School Office Secretary
Mrs. Jacqui Parisio	IT (Information Technology) Administrative Aide
Mrs. Cheryl Vanzile	Student Services Secretary
Mrs. Debbie Youngberg	Jr./Sr. High School Counseling Office Secretary

## BUSINESS OFFICE STAFF

Ms. Janis Szymanski	Payroll/Employee Benefits
Mrs. Nicole Smallback	Accounts Payable
Ms. Hailey Swanson	Business Office Clerk

# 24-25 ACADEMIC CALENDAR

## 2024-2025 Pine Valley Central School District Calendar

Parent/Teacher Conference
Early Release
Emergency Go Home Early Drill
Holidays
Staff Development Day
Vacations
Rating Day
Regents Exams

AUGUST						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

JUNE						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August 28 & 29	Staff Development Day	February 18 - 21	Mid-Winter Recess
September 2	Labor Day	March 7	Staff Development Day
September 3	First Day of School	April 8 - 9	ELA State Tests: Gr. 3-8
October 14	Indigenous People Day	April 14 - 21	Spring Recess
November 1	Staff Development Day	April 18	Good Friday
November 11	Veterans' Day	Apr 29, 30, May 1	Math State Tests: Gr. 3-8
Nov. 27 - 29	Thanksgiving Recess	May 6	Science State Tests: Gr. 8
Dec. 23 - Jan. 3	Winter Recess	May 13	Science State Tests: Gr. 5
January 20	Martin Luther Jr. King Day	May 26	Memorial Day
January 21 - 24	Regents Exams	June 19	Juneteenth
January 29	Lunar New Year	June 10-11, 17-25	Regents Exams
February 17	Presidents Day	June 26-27	Rating Days

SUMMARY - STUDENT DAYS			
Sept.	20	February	15
October	22	March	20
November	16	April	16
December	15	May	21
January	18	June	17
Student Days	180	Staff Days	185
Take back days in order: April 21, 17, 16, 15, 14; and February 21, 20, 19, 18			

Marking Periods, P/T Conf. Dates, and Early release	
11/8: End of 1st Quarter	3/28: End of 3rd Quarter
11/25: P/T Conf. 12-4 pm & 5-8 pm (ES & HS)	4/10: P/T Conf. 12-4 pm & 5-8 pm (ES)
11/26: Early Release - ES/HS students & Faculty	04/11: Early Release - ES students & Faculty
12/20: Emergency Go Home Early Drill	6/24 & 6/25: Early Release - ES students
1/24: End of 2nd Quarter	6/16: End of 4th Quarter

BOE Approval: 03/07/2024  
 Updated: 05/08/2024  
 BOE Approval: 07/11/24

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

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. A student must be in class for half the class period (currently 20 minutes) to receive credit for attendance at the high school. 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 (excused or unexcused), notification of credit loss 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.

## TARDY TO SCHOOL

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.

## ABSENCE FROM SCHOOL

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. The absence will remain recorded as unexcused if the note is not returned within three school days. 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.

## REQUEST FOR WORK

If a student is expected to be absent for more than two days, requests for homework may be made to the main office before 9:00 a.m. Homework must be picked up at the main office after 2:00 p.m. and before 3:30 p.m.

## ATTENDANCE REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION

Students participating in any athletic or extracurricular event cannot miss more than 40 minutes throughout the school day or must have a medical note to excuse their tardiness/absence. An administrator will address extenuating circumstances on an as-needed basis.

## ELEMENTARY SCHOOL DAY

### STUDENT ARRIVAL

For grades 4PK-6, the 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.

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 of the day a calm, happy one. 3PK arrival is from 7:30 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. to 8:00 a.m.

### SCHEDULE

Schedules at the elementary school are built to accommodate best practices for each developmental age group. Sample schedules for preschool, grades K-4, and grades 5-6 are shown below. Every grade has physical education, gross motor play, and/or recess daily, requiring gym shoes to be brought to school each day. For your classroom's specific schedule, please reach out to the classroom teacher.

#### 4PK Sample Schedule

Time	Class
7:50-8:30	Breakfast/Morning Play
8:30-9:00	Whole Group Meeting
9:00-10:00	Interest Areas (play centers)
10:00-10:30	Small Group Lessons
10:30-10:45	Handwashing
10:45-11:15	Lunch
11:15-12:30	Outdoor/Gross Motor Play
12:30-1:15	Rest
1:15-1:30	Snack
1:30-1:50	Read Aloud
1:50-2:20	Special Class (Art/Music/Library)
2:20-2:50	Interest Areas (play centers)



**SCHEDULE CONTINUED**

Kindergarten through 4<sup>th</sup> Grade Sample Schedule

<b>Time</b>	<b>Class</b>
7:50-8:25	Homeroom/Social Emotional Learning
8:25-9:25	Mathematics
9:25-11:00	English Language Arts
11:00-11:30	Physical Education
11:30-12:00	Tier 3 Intervention
12:00-12:35	Lunch
12:35-1:05	Math Intervention
1:05-1:15	Bathroom Break
1:15-1:45	Special (Art/Music/Library/Chorus/Tech)
1:45-2:00	Recess
2:00-2:30	ELA Intervention
2:30-3:00	Science/Social Studies

5<sup>th</sup> - 6<sup>th</sup> Grade Sample Schedule

<b>Time</b>	<b>Class</b>
7:50-8:20	Homeroom/Social Emotional Learning
8:20-9:00	Physical Education/Technology
9:00-10:40	English Language Arts
10:40-11:30	Mathematics
11:30-12:20	Science
12:20-12:35	Recess
12:35-1:05	Lunch
1:05-1:45	Tier 2 and Tier 3 Interventions
1:45-2:20	Special (Art/Music/Library)

**STUDENT DISMISSAL**

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 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 2:30 p.m. Please do not drive around our buses. Please visit our District's website ([www.pval.org](http://www.pval.org)) for more details regarding parent pick-up and drop-off.

## JR./SR. HIGH SCHOOL DAY

### STUDENT ARRIVAL

For grades 7-12, all students are expected to be in the homeroom/advisorship by 7:40 a.m. Students may enter the building starting at 7:25 a.m. if dropped off by a guardian or driving. Buses unload at 7:35 a.m.

### BELL SCHEDULE

Time	Class	
7:35-7:40	Student Arrives	5 Minutes
7:40-7:50	Advisorship/Homeroom	10 Minutes
7:53-8:33	Period 1	40 Minutes (Career & Tech AM students leave after 1 <sup>st</sup> Period)
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 <sup>th</sup> 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 9 Lunch	27 Minutes (Career & Tech AM students return)
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.)

### EARLY DISMISSAL

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.

## **AFTER SCHOOL SUPPORT**

Students are only to remain after school hours if they attend a supervised activity or perform some duty authorized by the school staff. In order to stay after to attend a sporting event as a spectator or at the fitness center, the student must stay with a staff member until the fitness center opens or the event starts. Any student participating in an after-school assignment must remain in their assigned room/work area and adhere to all Pine Valley rules outlined in the District's Code of Conduct. The District 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. The student may be assigned a 5:30 p.m. Principal's Detention on Tuesdays and Thursdays. The parent/guardian is responsible for transportation home when a Principal's Detention is assigned.

## **EMERGENCY CLOSURES**

Emergency closures could include a two-hour delay, full-day closure, early dismissal, and/or cancellation of after-school activities. Students should know their arrival/dismissal plans for each of these scenarios. If you hear that PVCS is closed, this includes all evening activities and the Fitness Center. When necessary, emergency closings will be announced as soon as possible via the District's website, X, Facebook, the local radio and television station websites, and the telephone broadcast system. Pine Valley participates in the telephone broadcast system, which 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. In the event of an emergency closing during the school day, 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

# 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, data fabrication, cheating, or false statements related to academic work. Penalties for academic dishonesty may result in both grading penalties and disciplinary action.

## AGENDA

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 assist with the transition to the Jr./Sr. High School. The purpose of the Jr./Sr. High School's agenda is to promote organizational skills, increase communication between staff and students, 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 a 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).

## ANNOUNCEMENTS & STUDENT EMAIL: JR./SR. HIGH SCHOOL

Announcements will occur each school day during our homeroom/advisorship period and the beginning of 12<sup>th</sup> period. Announcements include notices of club meetings, athletics, social events, and other general information. Emails will also be utilized to send notices and information to students. Students are encouraged to check their school email daily.

## ASSEMBLIES & CONCERTS

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

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

## **DANCES & EXTRACURRICULAR EVENTS**

Most dances are for Grades 7-12 students and their guests, who must also 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 7<sup>th</sup> grade for Homecoming, 18 years or under, and in good standing. Prior approval from the Principal is required for guests. Dress is semi-formal (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 9<sup>th</sup> grade for Winter Ball, under 21 years of age, and in good standing. Prior approval from the Principal is required for guests. Dress is semi-formal (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 9<sup>th</sup> grade for Prom, under 21 years of age, and in good standing. Prior approval from the Principal is required for guests. 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 another detention assignment.
- 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.

## **DETENTION RULES *CONTINUED***

- If a student skips detention, they will receive one written warning. The next detention skipped, they will serve a 5:30 Principal's Detention and still be required to make up the skipped detention. For every detention skipped after this, an in-school suspension will be served, and the skipped detention(s) must be made up.

## **DRESS CODE**

All students are expected to dress appropriately for school and school functions. Students and their parents/guardians are primarily responsible 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 include the following guidelines:

- Be safe, appropriate, and must not disrupt or interfere with the educational process.
- Students may be asked to wear appropriate protective gear in certain classes (i.e., FACS, science lab, physical education).
- Avoid extremely brief, tight-fitting tops, including those with plunging necklines, bare mid-riffs/back, see-through garments, and other inappropriate garments.
- Skirts and shorts should provide appropriate coverage.
- 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 instructional 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. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Each 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 academic field trips. 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. Energy drinks are not permitted in grades 3PK-8. In the elementary, soda pop is not 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.
- Creating a "homework habit" at the same time each night.
- Checking the agenda nightly.

## **LEARNING CENTER EXPECTATIONS**

This is a time for students to work on projects or homework, 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. Additionally, if they are failing a class, they must remain in their learning center. The only exception is if they present a pass from a teacher whose class they are failing.
- 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 the Principal.

## **LOCKERS, BACKPACKS, & GYM BAGS**

Each student will be assigned a locker for their personal belongings and books. Students are expected only to use the locker assigned to them. Students are responsible for keeping their lock combinations confidential. Students should keep their lockers locked at all times and should not share their combination or locker with another student.

Backpacks will be permitted to carry books and school supplies to and from classes. Gym bags must remain in lockers during the school day.

## **MANDATORY GUIDED STUDY (MGS)**

- At the 5-week mark of each quarter, students failing two or more classes will be called to the office to acknowledge they are failing specific classes. This is called the “warning week”.
  - During warning week, the student will report to the Mandatory Guided Study (MGS) room to complete their assignments during learning centers.
- At the beginning of week 7, if a student is failing two or more classes, the following goes into place:
  - During their Learning Center, the student will 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. to 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 an MGS, they will receive one written warning. The next skipped MGS will serve a 5:30 Principal’s Detention. For every MGS skipped after this, an In-School Suspension will be served.

## **POWERSCHOOL PORTAL: GRADES 5-12**

The PowerSchool Portals provide families and students with 24/7 access to their academic information. With a Portal account, individuals may log on anytime to view schedules, grades, and attendance information. Parents/Guardians needing assistance for grades 5-6 should contact the elementary main office. Parents/Guardians needing assistance for grades 7-12 should contact the counseling office. Student accounts will be set up through the counseling office. A link to our specific PowerSchool service is available on our school website. <https://powerschool.pval.org/public/home.html>



## **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, their homeroom advisor will give them the Purple Sheet the day they return. 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 and four lockdown drills will be conducted during the school year. Students should take all drills seriously so that in the event of an emergency, no one is injured. Staff will review the Emergency Action Plan procedures with students in their class at the start of and throughout each year. Drill procedures include staying in line at an assigned location, no device use, remaining quiet, and quickly following the staff's directions.

## **SCHEDULE CHANGES**

Schedule changes are only allowed within the first full week of school or the first full week of the second semester if the course is newly starting in the second semester. No changes will be made after the first full week of the year or the semester. If a change becomes necessary, students must make an appointment with their counselor. When dropping or adding courses, the signatures of the parent/guardian, teacher(s), the school counselor, and the Principal are necessary. All 7<sup>th</sup> and 8<sup>th</sup> grade courses, except for junior band and chorus, are mandated by the New York State Education Department. Further information on the scheduling process can be found in the Pine Valley Jr./Sr. High School Curriculum Guide.

## **SENIOR PRIVILEGES**

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

## **STUDENT VALUABLES**

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. The school is not responsible for the loss or theft of personal property.

## **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.

## **VEHICLES & PARKING**

Due to limited parking availability and safety concerns, all students must park in the front, right side (Fitness Center) parking area of the Jr./Sr. High School. Parking and driving on school property is a privilege that 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 riding with the approved driver, they must 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. Law enforcement officers may issue ticket violations, 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, which will 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 SCHOOL

## CLUBS & ORGANIZATIONS

### *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

## ATHLETIC OFFERINGS

<i>FALL</i>	<i>WINTER</i>	<i>SPRING</i>
Unified Bocce Ball	Modified Basketball JV Basketball Varsity Basketball	Modified Baseball Varsity Baseball
*Merged with Gowanda School District Modified Football Varsity Football	Unified Bowling	Unified Basketball
*Merged with Gowanda School District Modified Soccer Varsity Soccer		Modified Softball Varsity Softball
*Merged with Fredonia School District Varsity Swimming		
Modified Volleyball JV Volleyball Varsity Volleyball		

## CLUBS & ORGANIZATIONS

### *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.

### *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.

## **CLUBS & ORGANIZATIONS CONTINUED**

### ***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 are 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 production size). All profits from productions will be used to support next year's effort. Fundraisers are determined by the group.

### ***POWERSPORTS CLUB***

The Powersports Club is for mechanically inclined students. 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 powersports equipment is then unveiled at our annual Motor Show fundraiser.

### ***STUDENT COUNCIL***

This organization is a group of students chosen as representatives of each class and serving 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 and Winter Ball activities 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.

## **CLUBS & ORGANIZATIONS CONTINUED**

### **TRAP**

Trapshooting is a game of movement, action, and split-second timing. It requires safety, accuracy, and skill to repeatedly break the 4 1/4-inch disc, which is hurled through the air at a speed of 42mph, simulating the flight path of a bird. Competitive trapshooting allows for continual growth and is popular for people of all ages, incomes, and abilities.

### **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.

## **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 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 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.

## ACADEMIC ELIGIBILITY CONTINUED

- 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 that all Members avoid inappropriate use of social media sites such as Facebook, SnapChat, YouTube, or other such sites. Any identifiable image, photo, video, or posted online conversation (including phone messages) discovered that 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 failing two or more classes will be called to the office to sign off that they know they are failing specific classes. This is called the "warning week".
  - During warning week, the student will report to the Mandatory Guided Study (MGS) room to complete their assignments during learning centers.
- 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. to 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, who 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 receive one written warning. The next MGS skipped, they will serve a 5:30 Principal's Detention. If they skip the Principal's Detention, an In-School-Suspension will be served, and the skipped detention(s) must be made up. They will also be unable to participate in the event on that day.
  - 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 coach or extracurricular activity advisor's responsibility to ensure that the penalties are being enforced.*

## CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES & ATHLETICS CONTINUED

### 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 probation period, 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 teams. Scrimmages **are not** considered scheduled contests.
2. Penalties that 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 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



## *PENALTIES FOR NON-ACADEMIC VIOLATIONS CONTINUED*

### **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 probation period, 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.

## **CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES & ATHLETICS CONTINUED**

### ***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 the 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 during the appeal process.

### ***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 ParentSquare at the start of the school year. No Member will be allowed to participate in any Activities until the signed acknowledgment is filed with the District.

### ***FOR ATHLETICS ONLY***

Each family must go onto ParentSquare at the beginning of each sports season (fall, winter, and spring), which will be found on the District website at <https://www.pval.org/>. 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 ParentSquare. 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.

# 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](http://www.pval.org). In case of emergency, students should see the Principal or Administrator.

School breakfast/lunch 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, you must submit a new form. Forms are available from the school offices. Please note that if your student qualifies for free or reduced lunches, they 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](http://myschoolbucks.com) to manage money on debit accounts.

### *ELEMENTARY PARENT/GUARDIAN LUNCH*

Elementary parents/guardians are invited to eat lunch with their children 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 PREPARATORY EXAMINATIONS

Most colleges require applicants to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) as part of their admissions process. Both tests are given numerous times during the school year and are generally administered at other school districts in the area.

The Pine Valley Counseling office now has the ability to offer the SAT as an In-School exam two times each school year. These testing dates are available through the Counseling office or on their portion of the district website. The recommended time to take an SAT or ACT is at the end of the junior year because most juniors are completing rigorous courses with Regents exams soon after.

Pine Valley is invested in ensuring students are college and career-ready. Therefore, all juniors will be permitted to take the PSAT, which measures their knowledge and skills essential for college and career readiness and success.

Pine Valley can also proctor Jamestown Community College's Accuplacer Placement test as needed for College Connections program enrollment or admissions. Test coordination is handled by the Counseling Department.

## **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 all students. Programs are tailored to maximize all students' 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 & 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;
- College and career exploration through fairs, assessments, and field trips;
- Connections to college and military representatives;
- Short-term counseling;
- Referrals for long-term support;
- Collaboration with families, teachers, administrators, and the community for student success;
- Student transitioning informational events;
- Scholarship coordination and Financial Aid (FAFSA) support;
- Assistance in improving all students' equity, access, achievement, and opportunities.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

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, cyberbullying, harassment, and discrimination. "Bullying," "Cyberbullying," "Harassment," and "Discrimination" also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. Dignity Act Coordinators Officers are Mrs. Brandi Meacham, Mrs. Amanda Miller, and Mrs. Kourtney Almeida.

## **HEALTH SERVICES**

If a student becomes ill or is injured through an accident at school, they must report to the 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 ensuring that all required medical examinations and inoculations are current.

Medications administered to or taken by students must only be those medications that must be administered or taken during school hours- inclusive of district transportation or at school-sponsored events. Medications that can be given at other times of the day should not be administered or taken at school.

The school nurse will give no medications during school hours without a written Medication Order from a Physician, Nurse Practitioner, or Physician's Assistant. Prescription and non-prescription (over-the-counter) medications require a written medication order from a licensed prescriber. Do not send over-the-counter medications such as Tylenol (Acetaminophen), Advil (Ibuprofen), cold medicine (tablets or liquid), allergy medicine, eye drops, or other medications to school unless a written medication order is included. Prescription medications such as inhalers, antibiotics, ADD or ADHD meds, and other prescription medications will not be given without a written medication order. Medications will not be sent on the bus. Parents must bring the medication to the health office.

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 to the adult in charge at the time of occurrence. Do not wait until the next day.

## **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 of 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 if the report of the doctor's care is delayed more than 30 days from the time of injury.

## **INSURANCE CONTINUED**

After the final settlement, a completed claim, an affidavit from the attending physician, and parent/guardian information shall be returned to the school to ensure a prompt settlement. The claim form and all bills must be submitted to the school at the earliest possible date.

## **PHYSICAL EXAMINATIONS**

School physicals are required for students in pre-kindergarten, kindergarten, second, fourth, seventh, and tenth grades. Students are also requested to have a dental examination in pre-kindergarten, 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 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. Other scholarships are granted by college financial aid offices based on the availability of funds. Some scholarships are awarded by independent organizations and clubs based on academic achievement, community service, financial need, or other criteria. The Counseling Department often sends scholarship opportunities to students through their school email, and these opportunities are posted on the department's section of the school website. See the Counseling office for details.

Parents/guardians of college-bound students must complete the Free Application for Federal Student Aid (FAFSA).

## **SCHOOL EQUIPMENT & MATERIALS**

All school property is 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 or lost item.

## **SUPPORT SERVICES**

By state mandate, Student Support Services must be provided the semester following the completion 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 that 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, 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 the 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 unlawful, obscene, abusive, or otherwise objectionable materials.
- 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 the 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, cell phones 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 videos 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 earbuds, 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.

## TRANSPORTATION

Should parents/guardians find it necessary to send their child somewhere other than their usual bus stop, the main office must have notice from the parent/guardian before 2:00 p.m. When giving notice, 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 request is required even if no actual bus change is required. When presented with notice, the main office will issue a bus pass. A copy of this bus pass will be kept on file until the next school day. Long-term bus passes are also permissible, but this must be stated when giving notice.

In an emergency only, a request can be made after 2:00 p.m. Please be sure to speak with someone directly. Do not leave a message if calling after 2:00 p.m.

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

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

*Additional rules regarding vehicles and parking are in the Student Life Section.*

## WORKING PAPERS (EMPLOYMENT CERTIFICATES)

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. Applicants for working papers must have a current physical examination and proof of age; the application must be signed by the parent and returned to the school for validation.



# ACADEMICS - ELEMENTARY

## PRE-KINDERGARTEN

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.

## KINDERGARTEN-SIXTH

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.

## ACADEMIC RECOGNITION

Students in 5<sup>th</sup> and 6<sup>th</sup> grades are acknowledged each quarter for academic excellence by qualifying for the Honor and Merit Roll. All courses receiving a numerical grade will be used to calculate GPA. Course grade weighting is applied in this calculation, and grades are not rounded up. Honor and Merit Roll lists are published at the end of each marking period and released to the local newspapers.

- Honor Roll= 90% and above
- Merit Roll= 85%-89.99%

# ACADEMICS - JR./SR. HIGH SCHOOL

## ACADEMIC RECOGNITION

Students in 7-12 grades are acknowledged each quarter for academic excellence by qualifying for the Honor and Merit Roll. All courses receiving a numerical grade will be used to calculate GPA. Course grade weighting is applied in this calculation, and grades are not rounded up. Honor and Merit Roll lists are published at the end of each marking period and released to the local newspapers.

- Honor Roll= 90% and above
- Merit Roll= 85%-89.99%

## 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 program's first half 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.

## **BOCES CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS CONTINUED**

### **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. 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.

### **DIPLOMA DESIGNATIONS**

#### **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 the 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 diploma endorsement if they successfully complete 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.

### **EARNING CREDIT**

- Credits reflect the length of a course. Full-year courses, which occur every day, equal 1 credit. Semester-long or every-other-day courses equal ½ credit.
- Students must meet minimum attendance requirements. *See Attendance Expectations section.*
- Passing scores for course and exam credit is 65% or higher.
- Students must pass the class and the Regents exam to receive credit for the class towards graduation requirements. Credit for a course will not be given by passing the final exam alone.
- A student may earn Regents credit by passing the exam with a minimum grade of 65. A student must meet the state-mandated minimum laboratory requirements for Science Regents courses to be deemed eligible to take the accompanying Regents exam.

## **GRADE POINT AVERAGE & 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.

### ***CLASS RANK***

Course grades will be computed using a weighted system to give students taking our most challenging courses additional points on the grade earned. A student's class rank is calculated by averaging students' course grades with a weighted scale. Class rankings will be announced at the end of the third quarter of the student's senior year.

### ***COMPUTATIONS***

The following weighting system will be applied:

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

Class rank and GPA will be calculated based on course grades earned in grades 9-12, with exceptions noted below:

- Regents level courses taken in 8<sup>th</sup> 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 toward 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.
- AIS grades and Science Lab will not be included in GPA or class rank calculations.
- Students who choose to repeat a course will not receive duplicate credit, and only the grade earned on the first attempt will be included in the class rank.
- A student who retakes a Regents exam will not be allowed to use the retake score to recalculate averages or class rank.

## GRADE POINT AVERAGE & CLASS RANK *CONTINUED*

### 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

### 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):
  - *Example:*

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 an NYS Regents Exam as the final exam grade.
- Science labs and AIS courses will receive a Satisfactory "S" or Unsatisfactory "U" grade each quarter. These grades are not included in GPA or class rank.
- Students may be given an Incomplete "INC" in a course for which they have been absent for an extended period or other extenuating circumstances. These grades must be made up within two weeks of the end of the marking period.
- Only the highest score on an NYS Regents Exam will be entered on a student's transcript. However, the first attempted score will be used in the calculation of the course grade.
- The cumulative average consists of the weighted average of all courses taken. *See also the Grade Point Average and Class Rank section for more information.*

## **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 school counselor.

## **COMMUNITY SERVICE REQUIREMENT**

PVCS students are 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 (2 hours per grade) to meet the graduation requirement by May 15<sup>th</sup> of their senior year. Students who transfer to PV after 7<sup>th</sup> grade will have their hours pro-rated based on a scale set by the coordinator.

## **GRADUATION REQUIREMENTS**

In cooperation with the Superintendent, the Principal will determine a student's eligibility for Pine Valley High School graduation. This determination will be based on the student's official high school record. There are various pathways to graduation. The table on the next page outlines the credit and examination requirements in New York State.

<b><u>REGENTS DIPLOMA</u></b>	<b><u>REGENTS DIPLOMA W/ ADVANCED DESIGNATION</u></b>
<p><b><u>Credits</u></b></p> <p>4.0 English  4.0 Social Studies  3.0 Math  3.0 Science  1.0 World Languages  2.0 Physical Education  0.5 Health  1.0 Art or Music  3.5 Electives</p> <p><b>Total: 22 credits for graduation</b></p>	<p><b><u>Credits</u></b></p> <p>4.0 English  4.0 Social Studies  3.0 Math  3.0 Science  3.0 World Languages *  2.0 Physical Education  0.5 Health  1.0 Art or Music  1.5 Electives</p> <p><b>Total: 22 credits for graduation</b></p>
<p><b><u>Assessment Requirements</u></b>  Five required Regents exams with a score of <b>65 or higher</b> as follows:</p> <ul style="list-style-type: none"> <li>• 1 ELA</li> <li>• 1 Social Studies</li> <li>• 1 Math</li> <li>• 1 Science</li> <li>• 1 additional: <ul style="list-style-type: none"> <li>○ Regents or approved exam (ELA, math, science, or social studies)</li> <li>○ 1 Pathway Assessment (Arts, CDOS◇, World Languages)</li> <li>○ Approved CTE program plus the 3-part assessment</li> <li>○ Completion of CDOS commencement credential ◇</li> </ul> </li> </ul> <p><b>PLUS</b> the Checkpoint A Exam in World Language</p>	<p><b><u>Assessment Requirements</u></b>  Eight required Regents exams with a score of <b>65 or higher</b> in one of the combinations as follows:</p> <ul style="list-style-type: none"> <li>• <b>Traditional Combination:</b>  ELA, Global History and Geography, US History and Government, 3 mathematics, 2 sciences (1 must be life science and 1 must be physical science)</li> <li>• <b>Pathway Combination</b> (other than STEM):  ELA, 1 social studies, 3 mathematics, 2 sciences (1 must be life science and 1 must be physical science), and 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential ◇</li> <li>• <b>STEM (Mathematics) Pathway Combination:</b>  ELA, 1 social studies, 4 mathematics, 2 sciences (1 must be life science and 1 must be physical science)</li> <li>• <b>STEM (Science) Pathway Combination:</b>  ELA, 1 social studies, 3 mathematics, 3 sciences (1 must be life science and 1 must be physical science)</li> </ul> <p><b>PLUS</b> the Checkpoint B Exam in World Language</p>

## **GRADUATION REQUIREMENTS *CONTINUED***

### **\* WORLD LANGUAGES OR 5-UNIT SEQUENCE IN ARTS OR CTE**

Completion of this sequence requires one of the following options:

- Earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination
- Complete a 5-unit sequence in the Arts
- Complete a 5-unit sequence in CTE

The 5-unit sequence should be a meaningful group of courses building upon a student's skills and interests in a particular area. This sequence must begin with a foundational course (i.e., Design and Drawing or Studio Art) and then advance through electives in the discipline. A sequence must be outlined cooperatively between the School Counselor and the student.

### **◇ CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES (CDOS) CREDENTIAL**

The NYS CDOS Commencement Credential is recognized by the NYS Board of Regents that certifies a student has the standards-based knowledge and skills necessary for entry-level employment. The CDOS learning standards will be achieved through access to career and technical education (CTE) coursework and through opportunities to engage in school-supervised work-based learning experiences in school and the community. In addition, students must participate in career planning and preparation and have an employability profile demonstrating readiness for entry-level employment. In addition to the required 22 units of diploma credit, students will also be required to:

- Develop a career plan
- Complete 216 hours (or 2 units) of CTE coursework
- Participate in work-based learning experiences (minimum of 54 hours)
- Complete an employability profile

**MORE INFORMATION ABOUT GRADUATION REQUIREMENTS CAN BE FOUND ON THE NYS EDUCATION DEPARTMENT WEBSITE.**

Visit the NYSED website to access a chart that includes information on the required units of credit and examinations for a Regents diploma, a Regents diploma with an advanced designation, a local diploma, the CDOS Commencement Credential, and the Skills and Achievement Commencement Credential.



## MIDDLE SCHOOL ACADEMIC ACCELERATION PROGRAM

Students in 7<sup>th</sup> and 8<sup>th</sup> Grade will have opportunities to earn high school credit and/or exposure to advanced coursework by taking accelerated classes while in middle school. By doing so, students would have the opportunity to take other advanced classes, including college classes, while in high school.

Admission criteria for any accelerated class are as follows:

- 95% or higher average in the content area from the year prior,
- Teacher recommendation from the content class, and
- Student/parent agreement to participate in the programs.

These placements and decisions will be discussed with the school counselor at the student's annual individual advisement meetings. Students who take accelerated classes are taking high school courses, which, in turn, will impact high school rank.

## PHYSICAL EDUCATION CLOTHING EXPECTATIONS

Students must provide gym attire, sneakers, swimsuits, and towels. A complete change of clothing is required for all students in the Jr./Sr. High School physical education classes.

## 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 9<sup>th</sup> 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 <sup>th</sup> )
5.5-10	Sophomore (10 <sup>th</sup> )
10.5-15	Juniors (11 <sup>th</sup> )
15.5 and above	Senior (12 <sup>th</sup> )

## REPORT CARDS

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.

## SCIENCE LAB POLICY

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

## 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 they 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 may be eligible to attend 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 continue to attend school during the regular school year.

### *SUMMER SCHOOL GRADING POLICY*

- In computing a final grade for GPA and class rank purposes, the final Summer School grade will be averaged with the final school year grade.
- Only the highest score on a NYS Regents Exam will be entered on the transcript.
- If a student receives documented learning accommodation and the final average grade (school year + summer school) is not passing, a 65 may be awarded with the approval of the Principal.
- 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.

## VALEDICTORIAN AND SALUTATORIAN DETERMINATION

Using the class rank calculation method at PVCS, the valedictorian and salutatorian status is awarded to the students earning the highest and second highest calculation. This ranking will be based on any and all completed courses specified in the prior section. To be eligible for the honors of Valedictorian and Salutatorian, a student must have been in attendance at Pine Valley Jr./Sr. High school as follows: the student must attend PVCS district for at least two full consecutive years (four semesters) if transferring from out of state, OR one full year (two consecutive semesters) if from within New York state.

## VIRTUAL LEARNING EXPECTATIONS

### VIDEO CONFERENCING

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

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

# RESOURCES

## 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 "X" accounts.

Directory information, which 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

## 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>1<sup>st</sup> infraction</i>	<i>2<sup>nd</sup> infraction</i>	<i>3<sup>rd</sup> infraction</i>	<i>4<sup>th</sup> infraction</i>
<b>Not prepared for class (homework/supplies)</b>	Verbal Warning	Written Warning	Teacher Detention	Teacher Detention
<b>Unexcused tardy (class)</b>	Verbal Warning	Written Warning	Lunch Detention	Detention
<b>Unexcused tardy (school)</b>	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)
<b>Profanity (general-not directed toward an individual)</b>	Written Warning	Lunch Detention	Detention	Principal’s Detention
<b>Class disruption</b>	Use of tiered supports in the classroom based on student needs.			
<b>Excessive horseplay (not resulting in injury)</b>	Written Warning	Lunch Detention	Detention	Principal’s Detention
<b>Public display of affection</b>	Written Warning	Lunch Detention	Detention	Principal’s Detention
<b>Unauthorized use of electronics (cell phone, iPad, camera, etc.)</b>	Written Warning	Lunch Detention & Confiscation- pick up the phone at the 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

## DISCIPLINE PROGRESSIONS *CONTINUED*

### TIER II DISCIPLINE MATRIX

<i>Offense</i>	<i>1<sup>st</sup> infraction</i>	<i>2<sup>nd</sup> infraction</i>	<i>3<sup>rd</sup> infraction</i>	<i>4<sup>th</sup> infraction</i>
<b>Excessive class disruption</b>	Written Warning	Lunch Detention	Detention	Principal's Detention
<b>Skipping Mandatory Guided Study</b>	Written Warning	Principal's Detention	ISS	ISS
<b>Skipping Detention</b>	Written Warning	Principal's Detention and make up the missed detention	ISS and make up the missed detention	ISS and make up the missed detention
<b>Skipping Principal's Detention</b>	Written Warning	ISS and make up the missed principal's detention	ISS and make up the missed principal's detention	ISS and make up the missed principal's detention
<b>Skipping class or leaving class</b>	Written Warning	Lunch Detention	Detention	Principal's Detention
<b>Failure to stay after with the teacher</b>	Written Warning and make up missed time with teacher Teacher contact home	Lunch Detention and make up missed time with the teacher	Detention and make up missed time with teacher	Principal's Detention
<b>Defacing property (minor vandalism)</b>	Lunch Detention	Detention	Principal's Detention	ISS
<b>Disrespect (negative attitude, profanity, minor insubordination, non-compliance, lying)</b>	Written Warning	Lunch Detention	Detention	Principal's Detention
<b>Threat (implied)</b>	Lunch Detention	Detention	Principal's Detention	ISS
<b>Dangerous action (minor)</b>	Lunch Detention	Detention	Principal's Detention	ISS
<b>Academic Dishonesty</b>	Grade Penalty & Resubmit Assignment	Grade Penalty & Resubmit Assignment & After School Detention	Grade Penalty & Resubmit Assignment & Principal's Detention	Grade Penalty & Resubmit Assignment & ISS
<b>Theft (minor)</b>	Lunch Detention	Detention	ISS	ISS

**DISCIPLINE PROGRESSIONS CONTINUED**

*TIER III DISCIPLINE MATRIX*

<b>Offense</b>	<b>1<sup>st</sup> infraction</b>	<b>2<sup>nd</sup> infraction</b>	<b>3<sup>rd</sup> infraction</b>	<b>4<sup>th</sup> infraction</b>
<b>Improper use of electronics</b>	Referral to Principal for ISS, OSS, Alternate OSS, Possible Contact of Law Enforcement Officials, Possible Superintendent’s Hearing			
<b>Gross insubordination</b>				
<b>Elopement</b>				
<b>Threat (direct)</b>				
<b>Truancy</b>				
<b>Possession/Use of tobacco products</b>				
<b>Possession/Use/Distribution of E-cigarette, vaping, or other related devices</b>				
<b>Major dangerous actions or safety violations</b>				
<b>Possession or receiving stolen or forged property</b>				
<b>Gross vulgarity/racial slurs</b>				
<b>Sending or posting messages that are abusive, obscene, sexually-oriented, threatening, harassing, or damaging to another’s reputation</b>				
<b>Sexual Harassment</b>				
<b>Skipping class or leaving class (5<sup>th</sup> infraction and above)</b>				

**DISCIPLINE PROGRESSIONS *CONTINUED***

***TIER IV DISCIPLINE MATRIX***

<i>Offense</i>	<i>Any Incident</i>
<b>Assault, major fight, striking staff member</b>	Referral to Principal for ISS, OSS, Alternate OSS, Possible Contact of Law Enforcement Officials, Possible Superintendent’s Hearing
<b>Possession of a weapon</b>	
<b>Extortion</b>	
<b>Gross insubordination, gross disrespect</b>	
<b>Major vandalism, arson</b>	
<b>Alcohol, chemical &amp; drug abuse (possession or use), Possession of drug paraphernalia, Look-a-likes</b>	
<b>Theft (major)</b>	
<b>Endangerment</b>	
<b>Possession of pornography</b>	

**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 2024-2025

Please go to the District website (<https://www.pval.org/>) and click the link for ParentSquare to electronically sign that you have read and understand these District policies.

*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 2024-2025 Student Handbook.

**Student Name:** \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date