



GENESEE VALLEY CENTRAL SCHOOL

GRADES 7 – 12

STUDENT HANDBOOK

2018 – 2019

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Belmont, NY 14813

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GENESEE VALLEY CENTRAL SCHOOL

MISSION STATEMENT

GVCS shall champion education, a healthy lifestyle and community involvement by incorporating resources to inspire and empower all to be successful in life.

BELIEFS/VALUES

- All people have value
- People and their positive relationships are critical for our success
- Everyone can learn and experience success
- Effort is necessary for growth
- Our school must change to meet the needs of our students in an ever changing world

VISION

GVCS will achieve global recognition as a model for innovative learning and excellence.

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MAJOR EXPECTATIONS

***Be Respectful,
Be Responsible,
Be Ready to Learn***

RULES AND REGULATIONS

Please note that not all rules and regulations are included in this handbook. There are many standard operating procedures used by teachers and the administration. These are explained every year to the student body by teachers.

STUDENT BILL OF RIGHTS

It is each student's right to attend school and gain an education as provided by law. It is each student's right to learn in an atmosphere free of discriminatory influence, an atmosphere that encourages students to discuss and debate their attitudes, ideas and opinion, thereby attempting to eliminate prejudice.

The student has responsibilities, which are inseparable from his or her rights. It is a necessary assumption that students will accept the responsibilities associated with their rights and that they will contribute in a positive way to the maintenance of an orderly environment in which learning is not jeopardized by disruption. Therefore, each student must be responsible to act within the framework of the rules and regulations established by the school district. Such rules and regulations shall be fair, reasonable, and beneficial to the students and the school.

Our Code of Conduct is in effect for all school-related and school-sponsored activities, including transportation and after school extracurricular activities.

2018-2019 BELL SCHEDULE

HS Schedule...	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:45
Period 2	8:48-9:33
Period 3	9:36-10:21
Period 4	10:24-11:09
Period 5 (LUNCH)	11:12-11:42
Period 6	11:45-12:30
Period 7	12:33-1:18
Period 8	1:21-2:06
Period 9	2:09-2:54

MS schedule...	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:45
Period 2	8:48-9:33
Period 3	9:36-10:21
Period 4	10:24-11:09
Period 5	11:12-11:57
Period 6 (LUNCH)	12:00-12:30
Period 7	12:33-1:18
Period 8	1:21-2:06
Period 9	2:09-2:54

- **Grab and Go breakfast will run from 7:45 AM to 8:00 AM**
- **Warning bell will ring at 7:57 AM**
- **Students may not enter their classroom until 7:50 AM**
- **Class periods are 45 minutes and lunch periods are 30 minutes**
- **AM BOCES bus will leave GV at 8:30, return to GV at 11:10. Students will go right to lunch.**
- **PM BOCES students will leave 4th period at 11:07 go to lunch.**
- **PM BOCES bus will leave GV at 11:50, return to GV at 2:05.**
- **The Pledge of Allegiance will be said every day with the morning announcements.**

2018-2019 MODIFIED SCHEDULES

Activity Schedule High School	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:40
Period 2	8:43-9:23
Period 3	9:26-10:06
Period 4	10:09-10:49
Period 5 (LUNCH)	10:52-11:22
Period 6	11:25-12:05
Period 7	12:08-12:48
Period 8	12:51-1:31
Period 9	1:34-2:14

Activity Schedule Middle School	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:40
Period 2	8:43-9:23
Period 3	9:26-10:06
Period 4	10:09-10:49
Period 5	10:52-11:32
Period 6 (LUNCH)	11:35-12:05
Period 7	12:08-12:48
Period 8	12:51-1:31
Period 9	1:34-2:14

****2:14-2:54 – 40 minute activity period****

- **Periods 1-9, 40 minute periods and 30 minute lunches.**
- **AM BOCES bus will leave GV at 8:30, return to GV at 11:10. Students should go straight to lunch.**
- **PM BOCES will attend 5th period lunch, then go to 6th period study hall until called.**
- **PM BOCES bus will leave GV at 11:50, return at 2:05.**

2018-2019 MODIFIED SCHEDULES

Morning Assembly High School	
Breakfast/Homeroom	7:50-8:00
Meeting/Assembly	8:00-8:40
Period 1	8:43-9:23
Period 2	9:26-10:06
Period 3	10:09-10:49
Period 4	10:52-11:32
Period 5 (LUNCH)	11:35-12:05
Period 6	12:08-12:48
Period 7	12:51-1:31
Period 8	1:34-2:14
Period 9	2:17-2:54

Morning Assembly Middle School	
Breakfast/Homeroom	7:50-8:00
Meeting/Assembly	8:00-8:40
Period 1	8:43-9:23
Period 2	9:26-10:06
Period 3	10:09-10:49
Period 4	10:52-11:32
Period 5	11:35-12:15
Period 6 (LUNCH)	12:18-12:48
Period 7	12:51-1:31
Period 8	1:34-2:14
Period 9	2:17-2:54

****8:00-8:40 – 40 minute Morning Assembly****

- Periods 1-9, 40 minute periods and 30 minute lunches.
- AM BOCES bus will leave GV at 8:30, return to GV at 11:10. Students should report to study hall until lunch.
- PM BOCES students will report to lunch early at 11:15.
- PM BOCES bus will leave GV at 11:50, return at 2:05.

2018-2019 MODIFIED SCHEDULES

2 Hour Delay High School

No Breakfast served	
9:50 Report to Homeroom	
Period 1	9:50-10:23
Period 2	10:26-10:57
Period 3	11:00-11:31
Period 5 (LUNCH)	11:34-12:04
Period 4	12:07-12:38
Period 6	12:41-1:12
Period 7	1:15-1:46
Period 8	1:49-2:20
Period 9	2:23-2:54

2 Hour Delay Middle School

No Breakfast served	
9:50 Report to Homeroom	
Period 1	9:50-10:23
Period 2	10:26-10:57
Period 3	11:00-11:31
Period 4	11:34-12:05
Period 6 (LUNCH)	12:08-12:38
Period 5	12:41-1:12
Period 7	1:15-1:46
Period 8	1:49-2:20
Period 9	2:23-2:54

- **Periods 1-9, 31 minute periods and 30 minute lunches.**
- **PM BOCES students will eat lunch at 11:15 and the bus will leave at 11:50. BOCES bus will return to GV at 2:05. Students should report to the library until 2:20.**

2018-2019 MODIFIED SCHEDULES

11:00am Early Dismissal HS	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:20
Period 2	8:23-8:43
Period 3	8:46-9:06
Period 4	9:09-9:29
NO LUNCH	
Period 6	9:32-9:52
Period 7	9:55-10:15
Period 8	10:18-10:38
Period 9	10:41-11:00

11:00am Early Dismissal MS	
Breakfast/Homeroom	7:50-8:00
Period 1	8:00-8:20
Period 2	8:23-8:43
Period 3	8:46-9:06
Period 4	9:09-9:29
Period 5	9:32-9:52
NO LUNCH	
Period 7	9:55-10:15
Period 8	10:18-10:38
Period 9	10:41-11:00

- **20 minute periods and NO lunch.**
- **Normal AM BOCES but NO PM BOCES.**
- **AM BOCES students will be picked up early to return for early dismissal.**

CLASS ATTENDANCE

1. Regular attendance and class participation are essential for the successful completion of any academic endeavor. A written excuse must be provided **within three days** of an absence/tardy or it will be logged as an unexcused absence.
2. Students who miss class due to a suspension may not participate or practice in any extra-curricular activities for the duration of their suspension.

SCHOOL ATTENDANCE

Students who have been absent from school must bring in a **written note** from a parent, a guardian or other agency representative to be given to the Welcome Desk attendant on the day they return to school. Absences without written excuses will be logged as unexcused after **three** days.

Genesee Valley Central School permits legal absences from school for the following reasons only:

- Physical Illness, Dental, Mental and other health related appointments
- Physical illness with written parent excuse (within **three** days of absence)
- Judicial
- Religious Observance
- Extenuating circumstances as judged by the Principal
- Educational (Field Trip, Band Lesson, College Visit, Learner's Permit, Road Test, etc.)

All other absences are illegal. All absences regardless of Excused/Unexcused designation will count against total student absences for credit.

Only excused absences will allow for one day per absence to make up work and tests.

In order to receive credit for a course, a student must not have more than 22 absences for a full year course or more than 11 absences for a half-year course.

Parents are requested to call the attendance line when they know their child will be out of school for any reason. In the absence of notification, parents or guardians will be contacted by phone by the attendance officer.

In case of chronic absences or tardiness, notes from parents will not be sufficient. The administration may request further documentation (doctor's notes, etc.)

TARDINESS

Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning in the classroom. Tardiness will be addressed according to the following procedures:

Tardy to Class

1. **First** and **second** tardy, allow the student to enter class, teacher documents the tardy, and provides a verbal warning per class. After the **third** tardy, allow the student to enter class, teacher submits a referral form to the main office and assigns the student a lunch detention, then contacts the parents of the student, informing them of the tardy behavior.
2. After each quarter students begin with a clean slate.

Tardy to School

1. If you are late to school, you **MUST** sign in at the **Welcome Desk**. Then you will be issued a pass to go to your class. (Do not go to any other office for a pass).
2. If you have an excused tardy, give your note to the **Welcome Desk Attendant**.
3. If you are **20 minutes or more late** for any class, you will not receive credit for that class.
4. **ALL UNEXCUSED ABSENCES** will not count towards credit for the class.
5. All work, including tests and quizzes, must be made up the following day.
6. All students who practice or participate in athletic contests or extra-curricular activities are expected to be in attendance the entire school day or they may not participate.

Tardy to school will be excused for the following reasons only:

- a. Late bus
- b. Illness substantiated by a **written** excuse from parent, doctor, or dentist
- c. Required legal appearance substantiated by an official document
- d. Religious observances substantiated by a parent's note.

Additional tardiness by a student will result in disciplinary action that could include removal of driving privileges, lunch release (can't leave cafeteria), extended detentions, or in-school suspension.

EARLY LEAVE PROCEDURE

All requests for early leaves must be in writing. All notes must be submitted to the **Welcome Desk Attendant** at the beginning of the school day. If a parent needs to have their child leave school for any reason, they must come into the building to the **Welcome Desk**, produce a written note, and sign their child out.

1. Students who leave school without a written note will be disciplined according to the discipline code (leaving school without permission).
2. Reaching the age of 18 does not give students the right to sign out of school without permission of a parent/guardian and an administrator. The policy of GVCS is to involve parents as long as the student is in school.
3. Should an emergency situation arise during the course of the school day, only an administrator has the authority to grant an early leave.

EXPECTATIONS MATRIX	<u>BE RESPECTFUL</u>	<u>BE RESPONSIBLE</u>	<u>BE READY TO LEARN</u>
Hallways	<ul style="list-style-type: none"> *Stay to right and keep moving. *Keep hands and feet to self. *Use appropriate language. *Use "indoor" voice. *Respect other's personal space. 	<ul style="list-style-type: none"> *Walk. *Keep hallways clean. *Keep belongings locked in locker. *Turn off all electronic devices. *Follow all staff directions and requests. 	<ul style="list-style-type: none"> *Be on time for classes. *Be prepared for classes.
Cafeteria	<ul style="list-style-type: none"> *Keep hands and feet to self. *Use appropriate "indoor" voice. *Be polite to adults and students. *Use good manners. *Use appropriate language. 	<ul style="list-style-type: none"> *Stay in seat. *Take care of garbage and dishes appropriately. *Make sure table is cleared and clean. *Clean up/report spills. 	<ul style="list-style-type: none"> *Remain in cafeteria until dismissed. *Push in chair before leaving table.
Locker Room	<ul style="list-style-type: none"> *Respect other's privacy. *Respect other's property. *Use "indoor" voice. *Use appropriate language. 	<ul style="list-style-type: none"> *Keep belongings locked in locker. *Keep area clean. *Use good hygiene. *Use equipment for its intended use. 	<ul style="list-style-type: none"> *Change clothes in timely manner. *Dress appropriately. *Make sure materials needed are with you. *Leave on time.
Bathroom	<ul style="list-style-type: none"> *Respect other's privacy. *Keep hands and feet to self. *Use "indoor" voice. 	<ul style="list-style-type: none"> *Wash hands. *Keep area clean. 	<ul style="list-style-type: none"> *Use time efficiently. *Use facility for intended use.
Bus	<ul style="list-style-type: none"> *Use polite language and manners with driver and students. *Use appropriate language. *Listen and follow directions. *Use an "indoor" voice. *Sit in assigned seat. 	<ul style="list-style-type: none"> *Keep bus clean. *Remain in seat until bus is stopped. *Keep aisle clear. *Keep hands, feet, and objects to self. *Be quiet at railroad crossings. 	<ul style="list-style-type: none"> *Enter and exit in single file. *Be alert. *Prepare belongings to take with you upon exiting. *Listen to driver. *Wait for crossing signal from bus driver.

FORBIDDEN ITEMS/ACTIVITIES

WEAPONS: ****As defined by Safe Schools Glossary.** The possession of a weapon on school district property, in school buildings or at any school sponsored event or activity is strictly prohibited, except by authorized law enforcement personnel.

DRUGS/SMOKING PARAPHERNALIA/TOBACCO PRODUCTS: GVCSD is a drug free zone. Possession of drug and smoking paraphernalia, including tobacco, and the act of taking drugs and/or smoking is prohibited and will not be tolerated, and is subject to Federal and State law and the school district policy. This includes all synthetic or organic substances and over-the-counter medications or dietary supplements.

GAMBLING/BETTING/GAMES: Gambling and sports betting will not be tolerated.

DISTRIBUTION OF LITERATURE: School authorities shall regulate the time, manner, place and duration for distributing literature on school grounds.

DRUG USE/ABUSE POLICY

Our concern for the welfare of our students and the importance of the problem of drug abuse leads us to believe that in addition to educational programs already in operation, the following guidelines and emergency procedures are necessary:

1. If a student's behavior leads to the school personnel to suspect that the student may be using drugs, the administration should be immediately notified. The student will be placed under the supervision of the school nurse, with a record made of pulse, respiration, and blood pressure.
2. The administrator or school nurse will then notify the parents/guardians, and if they are unavailable, the emergency contact person, who will assume responsibility until the parents/guardians can be contacted.
3. As soon as possible, the student, accompanied by the parent/guardian, should be referred for medical evaluation treatment. In the absence of a family physician, the matter will be referred to the school district physician. A physical examination should be carried out within a 24-hour period following the alleged incident.
4. Every attempt should be made to hold a parent conference with an Administrator before the student returns to school.
5. When school officials have tangible evidence of the possession or sale or giving away of drugs on school property or buses, the procedure shall be as follows:
 - a. The student shall be detained in the school office.
 - b. The chief school administrator and the law enforcement agency shall be notified.
 - c. The student's belongings and locker will be searched.
 - d. A building administrator shall notify the student's parent or guardian.

- e. The student shall be removed from the school immediately. Further disciplinary action, including a Superintendent's Hearing to suspend the student from school in excess of five days may result.
6. In all out-of-school cases of students arrested for drug possession or sale or giving away of such drugs, the building principal shall initiate whatever action is necessary to counsel, educate, or control the student with due regard for the health and safety of other students.

***THE USE OF ALCOHOL AND TOBACCO IS REGARDED IN THE SAME MANNER AS
THE USE OF DRUGS AND WILL BE TREATED ACCORDINGLY!***

IN-SCHOOL SUSPENSION (ISS)

1. The student will fully cooperate with the ISS teacher until the term of suspension is completed.
2. The student will bring all textbooks and materials to work on to the ISS room. ISS will be utilized for completion of work with an atmosphere conducive to learning.
3. All electronics, including cell phones, will be left in the Main Office at the beginning of the day and can be picked back up at the end of the day.
4. The student can bring his/her lunch or will be given the opportunity to purchase lunch from the cafeteria.
5. Students must be on time for ISS. If student is absent on the day or days of in-school suspension, the suspension will be rescheduled to the following day.
6. Student's failure to obey any of the above rules may result in out-of-school suspension, parent conferences, and/or recommendation for a Superintendent's Hearing.

FRAUD

Fraud is a very serious matter!

All work done through fraudulent methods will not be accepted for credit. This applies to all school and state tests, quizzes, midterms and final exams, essays and research papers. Students are required to protect their work and provide accurate citations of research information. Plagiarism will not be tolerated. It is the student's obligation to check work before submission.

DRESS CODE

A student's dress, grooming and appearance should be safe, appropriate and not to interfere with the educational process. Neatness and cleanliness are simple standards to which all should adhere. To promote courtesy, respect and academic appropriateness, blankets and all types of headwear, including hats, hoods, headbands, do-rags, and bandanas cannot be worn during the school day and during administrative detention. (Permission may be granted for medical or established religious reasons).

Acceptable Attire:

- Shall ensure that all private areas are concealed while sitting or standing
- Shall ensure that the front and back of the mid drift are concealed
- Shall ensure that shirts have a strap over each shoulder
- Shall ensure shorts and skirts are not mini or extremely brief

Acceptable Attire Shall Not:

- Display, promote nor encourage alcohol, tobacco or drugs nor the use of such items
- Display, promote nor encourage violence, or other illegal behavior
- Include the wearing of heavy objects or chains attached to clothing
- Include pajamas or slippers
- Include hats, do-rags or headgear of any kind (except for religious or medical reasons with administrative approval)

Students who are dressed inappropriately will be addressed by faculty, staff, or the administration. They will be given the option of changing clothes, turning shirts with inappropriate words or pictures inside out or borrowing a t-shirt to wear. Students who refuse will be considered insubordinate and will have consequences as listed on the Infraction Matrix.

CAFETERIA/FOOD SERVICE DEPARTMENT

Upon entering the high school entrance of the building in the morning, students in grades 6th – 12th may pick up a “Grab-n-Go” Breakfast. Breakfast will be available at the concession window by the high school gym from 7:45am to 8:00am. Students may get their breakfast and take it to their homeroom at 7:50am. You may not leave the Grab-n-Go area until 7:50. Breakfast prices will be posted.

Lunches will still be served in the cafeteria for PK – 12th graders. The school cafeteria has a variety of lunch options. Students may get a hot lunch, a salad, soup, sandwiches, or a sub sandwich. All cafeteria food must be consumed in the cafeteria.

All lunch accounts must be current and paid in full for all students at the end of the year. Senior students with a balance at graduation shall not receive their diploma until said balance is paid in full.

*****STUDENTS MAY NOT ORDER FOOD FROM OUTSIDE AND HAVE IT DELIVERED DURING THE DAY.**

CELL PHONES IN THE CAFETERIA

- Students can only listen to music, play games, or visit appropriate websites.
- Students cannot use their phone for calls.

EXTRA-CURRICULAR ACTIVITIES/FIELD TRIPS/DANCES

Extra-curricular activities, field trips and dances are an added privilege and therefore may be cancelled due to inappropriate behavior.

1. Students must be picked up within **15 minutes** after the conclusion of an after school day activity or field trip. Failure to do so may result in suspension from subsequent activities.
2. Ineligibility begins on Monday of each week. If a student is on the ineligibility list (not as probation), he/she will not be allowed to attend the activity that week. Field trips are an extension of the classroom. Repeat offenses for classroom disruption could result in an alternate experience in the school building, rather than attendance on the field trip. Exceptions are the Prom, Senior Trip, School Play or School related trips.
3. Students are expected to follow both the Code of Conduct and DASA regulations both on and off campus. The code is enforced at or during school-related functions, field trips, sporting events, abroad transportation, dances, and other extra-curricular events.
4. All school rules and the Code of Conduct apply during activities and field trips, both on and off school grounds.

Dances are an added privilege and therefore may be cancelled due to continuous inappropriate behavior.

1. Guests must be approved by administration by the day prior to the event.
2. Any inappropriate behavior or dress that results in disruption or interference with the activity will result in **immediate ejection from the school premises**.
3. In the absence of a school administrator, **THE TEACHER(S) IN CHARGE REPRESENTS THE FINAL AUTHORITY** in terms of discipline matters at the dance.

ELIGIBILITY AND LEARNER BEHAVIOR RUBRIC FOR GRADES 6-12

Students in grades 6-12 will be accountable to learner behaviors. On the following page is a copy of the learner behaviors and rubric. These learner behaviors will be used to determine eligibility for athletics and extra-curricular activities for students in grades 6-12.

Initially, if a student earns a level 1 or two level 2's on the learner behavior rubric, that student will be put on probation for one week. During this time the student has an opportunity to improve on these learner behaviors. In the following weeks for that quarter, if that student earns a level 1 or two level 2's on the learner behavior rubric, that student will be deemed ineligible for one week. A student may only be placed on probation once during each quarter; they will become ineligible if they subsequently earn a level 1 or two level 2's during that same quarter. At the end of each quarter, the student starts fresh with a clean slate and this process begins anew once again.

Learner Behavior Key – Grade Level Expectations (Grades 6-12)

Exceeding Expectations	4
Meeting Expectations	3
Working Towards Expectations	2
Not Meeting Expectations	1

Learner Behavior	4	3	2	1
Engages in classroom routines	Always engages in class activities	Engaged in most of the class activities	Minimum cooperation during class activities	No participation, inattentive to directions and/or questions
Demonstrates organizational skills and effective time management	Prioritizes and organizes self and materials to meet established timelines with diligence and effectiveness	Prioritizes and organizes self and materials to meet established timelines most of the time	Occasionally prioritizes self and/or materials, only meets established timelines half of the time	Does not prioritize/organize self or materials, meets established timelines less than half of the time
Accepts responsibility; respects other students, adults and school property, including technology	Never disruptive, polite to teachers and/or students, cooperative in class, accepts responsibility for self, respects school property & technology	Rarely disruptive, generally kind to teachers and/or students, accepts responsibility for behavior, school property and/or technology most of the time	Displays disruptive behavior, rarely accepts responsibility for his/her behavior, has misused or abused technology and/or school property	Continuously inappropriate/disruptive behavior or a one-time egregious behavior, does not accept responsibility for self, displays inappropriate use of school property and/or technology
Demonstrates effort in classwork	Completes all classwork on time in a reasonable amount of time, work is high quality and is neat, always tries his/her best with minimal mistakes, always follows directions	Completes most classwork in a reasonable amount of time, work is good quality and is neat most of the time, student tries his/her best most of the time, attempts to follow directions	Attempts less than half of the classwork in a reasonable amount of time, work needs improvement, student does not always try his/her best, struggles to stay on task or follow directions	Attempts less than half of the classwork in a reasonable amount of time, does not complete work or try his/her best, does not follow directions
Demonstrates effort in homework	Homework is 100% complete; work is organized, neat and on time	Homework is at least 80% complete, work is fairly organized and neat, work was not more than 1 day late	Homework is at least 60% complete, work needs improvement in organization and quality, work was no more than 2 days late	Homework is less than 60% complete, lacks organization and quality, work was 3 or more days late

PERSONAL ELECTRONIC DEVICES

In an effort to provide an environment that fosters and supports learning and the exchange of ideas, Genesee Valley School finds that the increased use of personal electronic devices in the school makes it necessary to address acceptable use of these devices.

All personal electric devices must not be seen or heard during the school day for any reason other than academic and approved by your teacher. Headphones are allowed for educational purposes and cafeteria or study halls, but are not allowed in the hallway.

Personal electronic devices can be used on school buses, before school, and after school. Personal Electronic Devices may be used as long as they meet study hall expectations per teacher. See the Acceptable Use Policy for further details.

STUDY HALL EXPECTATIONS/GUIDELINES

Students must take work to do during study hall and/or a book to read. Students must meet their Study Hall Teacher in their assigned room. Students must be on time. If a student has permission to go to the library or to another teacher's room, he/she must obtain a pass to leave and have a pass to return. Students must return to study hall upon leaving their secondary destination. You must sign out if you leave for any reason. Students may sign out a computer to use in study hall, but they may not be used for games or other non-academic reason. **Study Halls will be quiet and conducive to learning.** Personal Electronic Devices may be used as long as they meet study hall expectations per teacher. Any student on the Ineligibility list has to stay in study hall and can't sign out to go to other places in the buildings, unless they have permission from the teacher, or teachers, who placed them on the Ineligibility list.

NATIONAL HONOR SOCIETY

Areas of consideration for selection of students for induction to the Genesee Valley Chapter of the National Honor Society:

SCHOLARSHIP

A student must be a junior or senior. All members must have/maintain a cumulative average of 90%.

LEADERSHIP

A student must demonstrate a high degree of positive leadership. Leadership in both school and community will be considered.

CHARACTER

Both positive and negative aspects of character will be evaluation including honesty, responsibility, fairness, courtesy, tolerance and cooperation.

SERVICE

Consideration is given to the contribution the students have made to school, classmates, and community, and to the student's attitude toward service. Emphasis is placed upon the student's pattern of continuous involvement and the quality, diversity, and quantity of service.

Procedures used in selecting students into National Honor Society may be obtained from the National Honor Society Advisor(s).

NHS privileges include the following, applicable when NHS students do not have a scheduled class:

- Leave cafeteria (Students must notify the administrator or cafeteria monitor on duty.)
- Sign out from study hall (Students must first report to study hall for attendance purposes.)
- Use of pool vestibule
- Sign out for outdoor walking path (Students are required to sign out and back in at the Welcome Desk.)

PRINCIPAL'S HONOR ROLL/HIGH HONOR/HONOR ROLL

At the end of each marking period, students who have achieved academic excellence, having maintained a **93% or better average**, are recognized by being placed on the **Principal's Honor Roll**. Students who have maintained a **90% - 92.9% or better average**, are recognized by being placed on the **High Honor Roll**. Students who have maintained **85% - 89.9% average**, are recognized by being placed on the **Honor Roll**.

LOSS OF CREDIT APPEALS PROCESS

Upon loss of course credit due to excessive absences, a person with parental authority may request a building level review of their child's course credit and attendance record. The principal (and/or a designee) will meet with this person to review the progress and plans for the student.

MARKING POLICIES

All credit bearing courses will be graded according to numerical grades. The final average for all 1-credit courses will be computed by averaging the four-quarter grades, and the final exam grade. The final average for a ½ -credit course will be calculated by taking the average of each quarter average counted twice, plus the final exam grade. Courses with college level credit have 5 points added to the average on each report card.

A Regents course of study involves class attendance, homework assignments, quizzes, tests, and other activities, as well as, the Regents examination that is administered at the end of the course. The granting of course credit WILL NOT be based solely on the Regents examination score.

"50" Policy. All students enrolled in full year courses will receive no grade lower than ***a 50 for the first quarter only***. The approximate grade will appear in the comment section of the report card.

Final Exam Exemption Policy. Student MAY be exempted from local final exams, at the teacher discretion, if they have a cumulative average of 90% or better for the entire course. There is no exemption from Regents Exams.

COURSE POLICIES

NOTE: Students must be taking a minimum of 6 credits unless given written permission by the high school principal. (This should only be for students taking several college courses or students with a modified schedule because of an internship or because they are working.)

COURSE ADD/DROP

The dropping of a course is generally discouraged. However, in certain cases, the drop of a course will be granted up to three weeks into the course with administrative, teacher, and parent approval. After three weeks, if a student has concerns about dropping a course, the student should schedule a meeting with their guidance counselor. Courses beyond a three week mark will not be granted unless there is an extenuating circumstance; this will be determined by the building principal. In the case of twenty week courses, students will have ten days to drop/add a class. Only students in grades 7 – 12 may drop a course, but must add another course. Only one period of study hall may be scheduled.

INCOMPLETES

In order to receive credit for any course, students must satisfactorily complete all major assignments. **Completion of major assignments is required to attend summer school in the event of a course failure.**

Although all work mandated by each teacher must be turned in, the teacher is not obligated to grade any late work. All work must be completed to the teacher's satisfaction if credit for the course is to be earned.

Only students who have had long illnesses documented by a doctor's note will receive a mark of "I" (incomplete) and will receive 15 days to make up work for the quarter. For the short term excused absences, students and teachers must work together to satisfy all work assigned during the absence. Students will receive one day of extra time to make up work and/or tests for every day they have an excused absence. Extra time will not be granted for any other circumstances.

REPORT CARDS/GRADING POLICY

Report Cards will be mailed and available on PowerSchool every 10 weeks, and Progress Reports will be mailed and available every 5 weeks. The final average for 1-credit courses will be the average of the four quarter grades and either the final exam or the Regents grade. A ½-credit course will be the average of each quarter counted twice and the final exam grade. The passing grade for all subjects and exams is 65%. College level courses will be given additional weighting in grade calculations to reflect the challenging nature and additional effort required to successfully complete such courses.

All state mandated labs in all Regents Science courses must be completed by the time students take the Regents test. Failure to do so will result in denying students' access to Science Regents Exams.

REPEATING SUBJECTS

Students who fail English, Social Studies, Science or Math in grades 9-11 must repeat the course during the next school year or must participate in the GVCS credit recovery program. These students will also be placed in a Lab for the failed subject until the class is passed.

Programs of transfer students will be evaluated on an individual basis.

DOUBLING UP

A student may double up to graduate early only if there are extenuating circumstances and if given written permission by the parent, high school principal, high school guidance counselor, and superintendent. A form must be obtained and completed with the high school guidance counselor. Permission will only be granted in extreme situations.

PROMOTION AND GRADE CLASSIFICATION

All students will be considered on a case by case base only.

To be considered a senior, a student must be able to schedule sufficient credits (22 credits) to meet all requirements for graduation. Also, all seniors must complete 20 hours of community service.

SUMMER CREDIT RECOVERY/ACCRUAL: POLICY FOR PROGRAM ADMITTANCE

The priority of the summer program for high school students is credit recovery. This will ensure that students are able to graduate with their cohort. Consideration for admittance will occur in June of each school year preceding the summer session and according to the following order and criteria:

- Seniors who were not successful in meeting June graduation requirements and seek to graduate in August;
- Juniors in danger of not graduating with their cohort;
- Sophomores in danger of not graduating with their cohort;
- Freshmen in danger of not graduating with their cohort.

After the above have been considered and if there are open spots, the following students will be considered for summer credit accrual:

- Sophomores entering their junior year who wish to “double up” and graduate early. Electives are not available for summer credit accrual. These students will be considered on a case-by-case basis and according to the following criteria:
 - Attendance
 - Effort
 - Behavior
 - IEP/504 needs
 - Past academic history
 - Outside factors
 - Post-graduation plans.

Once admitted to the program, students are expected to attend daily. Students will be permitted to miss no more than 3.5 hours out of the 56-hour program total. After that, students will be notified that they are no longer eligible and the spot will be awarded to the next student on the wait list. Students who engage in behaviors not conducive to the learning environment may also be requested to leave the program.

LOCAL/REGENTS EXAMINATIONS

Students from grades 8-12 who take any Regents level course that has a required Regents in June, should be aware that the exam grade will count as 1/5th of their final grade for that school year.

If a student misses a Regents exam, the student can reschedule for the next regularly scheduled Regents Examination time period.

If a local examination is missed and the student is qualified, a verified medical note, court appearance ticket or a valid documented college orientation visit must be submitted to the school principal for review before a makeup is given. This includes the Spanish final exam.

GRADUATION REQUIREMENTS

REQUIRED SUBJECTS	REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
English (ELA)	4 credits	4 credits
Social Studies	4 credits	4 credits
Mathematics	3 credits	3 credits
Science	3 credits	3 credits
Language other than English (LOTE)	1 credit	1 credit **
Arts	1 credit	1 credit
Health	.5 credit	.5 credit
Physical Education	2 credits	2 credits
Electives Courses	3.5 credits	3.5 credits
Total (Minimum)	22 credits	22 credits

Regents Diploma:

Assessment: 5 required Regents exams with a score of **65 or better** as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government.

Advanced Regents Diploma:

** In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.

Assessment: 8 required Regents exams with a score of **65 or better** as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and either a locally developed Checkpoint B LOTE examination or a 5 unit sequence in the Arts or CTE.

NOTE: Option of Mastery in Math and Science.

Local Diploma: Option for students with IEP's or 504's.

COMMUNITY SERVICE REQUIREMENT

NOTE: This is a reminder that all students have a GVCS requirement to obtain 20 hours of community service as part of their graduation requirement.

Students are required to complete 20 hours of community service by the end of their senior year as a graduation requirement. Any student that does not complete the 20 mandatory hours by the end of April of their senior year, will be required to set up a mandatory parent/student meeting with the principal. Also, the student will not be able to walk the stage at graduation. Students may begin to fulfill

this requirement at the start of their freshman (9th grade) year. Completed hours will be logged by the high school office. It is suggested, but not mandatory, that students try to complete five hours per year throughout high school. This policy was adopted by the Board of Education and implemented in the 2009-2010 school year. The hours required are therefore pro-rated, as follows:

Freshman year: 5 hours

Sophomore year: 10 hours

Junior year: 15 hours

Senior year: 20 hours

Community Service Guidelines:

- Students cannot be paid for the work they do
- Work done by family members does not count
- Community service hours require a description of the service, number of hours worked, signature of the supervisor of the task performed, and approval by the high school principal.

Examples of Acceptable Community Service (but not limited to):

- Helping in elementary classrooms
- Peer tutoring
- Big Brothers/Big Sisters
- Working with church sponsored events
- Helping the elderly (non-family members)
- Volunteering with the SPCA, hospitals, libraries, nursing homes, youth sports, e.g. Little League, etc.
- Volunteering for school activities that are non-related to clubs in which you are involved

BOCES PROGRAM

Genesee Valley School is a partner with the Cattaraugus-Allegany BOCES. A student who wishes to pursue a career in programs offered by BOCES, may schedule an appointment with the guidance department to discuss their options for attendance at BOCES. The guidance counselor will set up a visitation to the Belmont BOCES Center. For a complete list of programs offered through the Belmont BOCES Center, please see the guidance counselor.

PHYSICAL EDUCATION DEPARTMENT

Physical education is a state-mandated course of all students in grades PK–12. Students at Genesee Valley Central School must pass four quarters of physical education during each school year they are in attendance. A total of 2.0 credits are needed to satisfy graduation requirements of Physical Education.

There are time requirements that must be met to pass physical education. Additionally, students who are unprepared or absent must make up these classes before credit is granted. No exemptions from active participation in physical education will be granted except for medical reasons, and a doctor's script must be submitted to the school nurse. When an exemption is granted for medical reasons, students will be required to complete an alternative activity or project approved by the physical education teacher. Students who receive a medical exemption will be periodically re-evaluated by a physician to determine whether or not they can resume active participation. The Genesee Valley School District has determined swimming competencies to be an important part of the physical education curriculum. Students must complete all required components of the physical education curriculum, including swimming. Students in grades 10–12 may complete and pass a swimming test to be considered exempt from the swimming component of the physical education program. **If a lifeguarding class is able to be offered, it will count as a ½ semester credit of physical education.**

*****Students cannot participate in interscholastic athletics while they have a medical exemption from physical education.***

EDUCATIONAL RESOURCES LOANED TO STUDENTS

School resources loaned to students include, but are not limited to, items such as textbooks, calculators, sports uniforms, tablets, and library books. These resources are loaned to students free of charge for the duration of the school year. These items must be returned in satisfactory condition to homeroom teachers at the end of each school year. Students must pay the cost of replacing any educational resources issued to them that have been damaged, lost, or stolen. Diplomas will not be issued to graduating students until all accounts for missing or damaged items have been settled.

LIBRARY MEDIA CENTER

The library provides a variety of programs and services. In addition to a wide range of books, periodicals and newspapers, non-print software and A.V. equipment are available. Computers are available for database and internet research, as well as, inter-library loans and word processing. All copyright laws will be followed for all persons utilizing library resources.

LOCKS & LOCKERS

STUDENT LOCKERS/PHYSICAL EDUCATION LOCKERS

Locks and lockers are the property of Genesee Valley School and not of any individual student. Only school supplied locks may be used on lockers. Personal locks will be cut off without advance warning. The school will not be responsible for the theft or the loss of personal items kept in lockers. All items left in lockers and any items still remaining in the Lost & Found at the close of the school year will be discarded or donated to local charities. Backpacks are subject to be searched. No glass containers may be brought to school. No stickers or writing may be in or on their lockers.

DRIVER'S EDUCATION

Driver's Education is available to students who are 16 years old or older with a learner's permit. Enrollment is selected by a student's date of birth. (Example: an 18 year old student will have first choice over a 16 year old student).

SCHOOL VISITORS

All parents and other adult visitors must report directly to the Welcome Desk area in the Main Entrance to sign into the building and obtain a visitor's pass. When the visit is complete, visitors must sign out. Classrooms may not be disrupted for any reason during the school day. Parents and adult visitors wishing to meet with a staff member, must have a scheduled appointment.

All doors to the school building will be locked during the school day. Any person who tries to circumvent the locking of the doors, by propping doors open, will be subject to disciplinary action. Security cameras are placed in common interior and exterior areas and reviewed frequently.

TRANSPORTATION DEPARTMENT

Bus drivers are in complete charge of the pupils on their bus, and their instructions must be followed at all times. Violations will be disciplined through the school and may result in loss of transportation privileges. Security cameras are installed on the buses for periodic review.

Transportation to and from school and school sponsored activities is a privilege. School bus rules are posted on every bus and include the following:

- Observe classroom conduct on the bus
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the bus driver
- Do not smoke or use any type of tobacco product
- Do not damage the bus or equipment
- Stay in your seat
- Keep your head, hands and feet inside the bus
- Do not fight, push or shove
- Do not tamper with bus equipment
- Do not bring pets on the bus
- Do not bring flammable material on the bus
- The bus driver is authorized to assign seats
- Students must ride the bus they are assigned to, unless approved by the office to change

NO SCHOOL PROCEDURES

When inclement weather occurs, the Genesee Valley School District may be forced to close or dismiss its students early. Closings, delays and early dismissal information will be announced on the following radio stations: 930 AM, 1180 AM, 55 AM, 91.5 FM, 103.5 FM, 95.7 FM, 89.1 FM, 105.3 FM, 790 AM, 1360 AM and on the following television stations: Channels 2, 4, and 7.

A parent broadcast will be issued, whereas, an automated call will go to telephone numbers provided by parents. **It is important for parents to update all student information when there are any changes.**

We ask that parents do not call the school for closing or delay information. It is important to keep telephone lines open in case of an emergency. Student safety is our number one concern and we thank you for your cooperation.

EMERGENCY DRILLS

A District Emergency Management Plan is in place that addresses the district response to emergency situations.

At the ringing of the alarm, all students should be silent and await instructions from the teacher. Students will be taken out of and away from the building and assembled as a group at a safe point, on the lawn areas, away from fire hydrants and cars.

Each teacher will take attendance when they are outside. If a fire alarm sounds at a time you are not in a classroom, leave the building directly by the nearest exit and remain with the nearest class. Give the nearest class teacher the name of your regularly scheduled class.

All drills are to be treated as if there is a real fire. Students on crutches or in a wheelchair on the second floor should NEVER use the elevator. They should go to the assigned holding area.

WORKING PAPERS

Employment certificates/Working Papers are issued by the Guidance Department. A recent physical (within one year) is a requirement for all certificates. Physicals for working papers may be done in the Health Office or by your family physician. For more information, please contact the Guidance Department. Juniors need to have these in order to work the summer Senior Stand at the Fair!

FUNDRAISING

Students may only sell for GVCS fundraising events, however, they may not sell during school hours, which is disruptive to the school day. All students must have a signed "Parent Consent Form" to participate in any fundraiser. No items should be delivered without collecting payment. Unreturned products and/or funds will result in an unpaid obligation.

INSURANCE

A limited accident insurance covers you during school hours as well as intramural and interscholastic athletics (also Physical Education programs) and is provided for you by the Board of Education. This policy only supplements your own health insurance coverage. Please be aware that the school coverage is SECONDARY. If you are injured while in school and have medical expenses, they must be submitted through YOUR insurance first. If there are any questions, please call your school nurse.

SCHOOL NURSE

MEDICAL CARE/MEDICAL LEAVE FROM SCHOOL

The school nurse will phone parents, when necessary, assess and administer first aid should a student become ill or injured in school. In order for students who are ill to be released, they must go to the Nurse's Office to be evaluated. After evaluation, the school nurse will then contact the parent. ***The school nurse will transfer a student to the emergency room via EMS ambulance should a higher level of care be needed or if the parent can't reach the student in a reasonable and safe amount of time.*** When students are being sent home ill or injured by the nurse, the nurse will either call the parent or will call a responsible person listed by the parent on the emergency sheet. ***Students can't be released to other students or contacts not listed on the student information card to be transported home.*** Driving students will only be allowed to drive themselves home if assessed to be safe to do so and after notifying the parent and obtaining their permission. In the event that a student is unable to drive, the parent or emergency contact person should bring the child home. The student's vehicle may remain in the parking lot while plans to pick up later are arranged. In some situations, the school may be able to arrange emergency transportation for a child who is well enough to go home.

ACCIDENT REPORTS

Any student injured while participating in a school activity should notify his/her teacher/coach/advisory or nurse immediately who will then complete an accident report.

HEALTH OFFICE VISIT

Students may come to the health office for health information, advice, medical questions, illness, medication administration, physical exams and assessments, care of injuries or short rest periods for headache or minor discomforts. Students who do not feel improved or are unable to attend classes will be sent home. Students must bring a pass to the nurse unless in cases of emergency. Only the school nurse and school principal may approve a student to be released from school.

SPORT PARTICIPATION

Students and parents must fill out a sports permission form, health questionnaire, emergency card and have a current physical report (within the last year) on file in the health office. All forms must be in the health office prior to tryouts or students will not be able to participate.

MEDICATIONS

Students **may not** carry or keep medications on them or in their locker or athletic bags with **two exceptions:**

1. Rescue asthma inhalers
2. Epi-Pens

They must have a prescription from the doctor filed in the health office giving administration advisory and permission to carry.

All other medications including prescription medications, over the counter medications such as: Tylenol, Advil, Midol, sinus medications, eye drops, cough syrup, etc. **must have a doctor's note and be kept in the health office.**

All medications must be in each student's **own** original container and properly labeled. The nurse will store all medications and dispense from the health office as needed or prescribed. There are no stock supplies so student must supply their own bottles of medications.

PHYSICAL EXAMINATIONS

Public school students are required to receive physical examinations at various times throughout their school career. Genesee Valley students will be examined at the following times:

- Upon initial entry to the school district
- In kindergarten and in grades 1, 3, 7, and 10
- Prior to athletics once per year

The school physician is available to conduct these physical exams at no charge to the parents or guardians. While exams must be approved by the school physician, families may choose to have the exam conducted by another physician at their own expense.

CLOSED CAMPUS POLICY

Genesee Valley School operates with a "Closed Campus" policy. Students are not to leave school grounds during any part of the day unless permission has been granted from the school principal.

Failure to follow the closed campus policy as a driver or passenger could result in serious disciplinary action including revocation of parking privileges.

Students who are in the parking lot without a pass from a teacher or an administrator will be subject to disciplinary action. Students are not to sit in cars, congregate in the parking lot or go to their vehicles. Lock it and leave it.

Guests are not to be on campus during the school day. Unauthorized visitors (those who do not have permission from the building principal to be on campus) are trespassing and will be subject to arrest and prosecution.

STUDENT PARKING

Student parking regulations apply only to the regular school day hours. Student safe driving requirements apply to all hours and all days of the week. All drivers who wish to drive to school must complete the following steps:

- Complete the Student Parking Registration Form (available in the Main Office)
- Provide a copy of driver's license, proof of insurance and vehicle registration

We have designated student parking spaces located in the back of the school building. Students who have completed the proper paperwork and who have provided copies of the proper identification will be issued a hang tag to go on their rearview mirror. Starting with seniors, then juniors, then sophomores. No freshman may drive to school. Students who do not follow proper parking may have their driving privileges revoked. Students attending the BOCES program may not drive to BOCES without permission by the BOCES Principal and the Genesee Valley School Building Principal.

School ground speed limits must be adhered to at all times. ***Speeding or reckless driving is prohibited and driving privileges will be removed for offenders.***

The Board of Education is not responsible for loss of property or damage to automobiles. Students park at their own risk.

STUDENT SERVICES

GUIDANCE DEPARTMENT

A student may see his/her counselor during the school day by obtaining a pass from the guidance office or a staff member. All appointments will be arranged mainly during study hall periods, lunches, or homeroom. Parent/teacher meeting requests and information regarding students should be directed to the appropriate grade-level guidance counselor.

COLLEGIATE LEVEL COURSES

Any student taking any collegiate level course such as: AP, CLEP, distance learning, local community colleges etc., will be required to pay their own fees or tuition totaling up to \$100.00. Any additional fees and/or textbooks will be covered by the Genesee Valley School District. Students taking online collegiate level courses during the calendar school year or over the summer will be required to pay all expenses, including books and any pertinent resources.

SCHOOL PSYCHOLOGIST

Students in need of emotional support or crisis intervention should seek assistance from the school psychologist, or the guidance counselor if the psychologist is temporarily unavailable.

SOCIAL TOLERANCE

FACULTY ROOMS ARE OFF LIMITS TO STUDENTS AT ALL TIMES.

Classroom phones and office phones may be used by students with permission.

Public displays of affection (other than Hand-Holding) will not be tolerated.

Students and Staff are expected to be sensitive to others' feelings both in words and in actions. This includes differences in RACE, COLOR, RELIGION, DRESS, AND SEXUAL ORIENTATION.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity for All Students Act (DASA) aims to create a school culture that protects students against discrimination, harassment, intimidation, taunting, and bullying. Students who feel they have experienced these events should speak to an adult in the building. Students can also access an electronic tip line on the school website. To contact the district's DASA Coordinator, please contact:

Mrs. Paula Mighells
pmighells@genvalley.org
(585) 268-7942

DISCIPLINE CODE – GRADES 7-12

****An administrator may choose any or all of the consequences at any infraction level based on severity.***

<u>BEHAVIOR</u>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>
Abusive/Vulgar Language/Gesture/Profanity	<ul style="list-style-type: none">Up to 3 Days Suspension	<ul style="list-style-type: none">Up to 5 Days Suspension	<ul style="list-style-type: none">Up to 5 Days SuspensionUp to Superintendent Hearing/Review
Physical Aggression/Fighting/Endangerment	<ul style="list-style-type: none">Up to 3 Days Suspension	<ul style="list-style-type: none">Up to 5 Days Suspension	<ul style="list-style-type: none">Up to 5 Days SuspensionUp to Superintendent Hearing/Review
Alcohol /Drugs/Prescription Medication/Narcotics (use, possession, transfer, sale)	<ul style="list-style-type: none">Up to 5 Days SuspensionConfiscationReferral to Law EnforcementSuperintendent Hearing	<ul style="list-style-type: none">Up to 5 Days SuspensionSuperintendent Hearing/ReviewConfiscationReferral to Law Enforcement	<ul style="list-style-type: none">Superintendent HearingLong Term SuspensionConfiscationReferral to Law Enforcement

Criminal Action (arson; bomb threat; weapon possession; false activation of fire alarm/area of rescue; 911 call; use, possession, transfer, sale of lighters, firecrackers, matches, property damage/ destruction of school property)	<ul style="list-style-type: none"> • Up to 5 Days Suspension • Administrative Review • Law Enforcement Involvement • Restitution 	<ul style="list-style-type: none"> • Up to 5 Days Suspension • Superintendent Hearing/Review • Law Enforcement Involvement • Restitution 	<ul style="list-style-type: none"> • Up to Superintendent Hearing • Up to Long Term, Yearly or Permanent Suspension • Law Enforcement Involvement • Restitution
Bus Misconduct	<ul style="list-style-type: none"> • Up to 3 Days Bus Suspension 	<ul style="list-style-type: none"> • Up to 10 Days Bus Suspension 	<ul style="list-style-type: none"> • Up to Complete Loss of Bus Riding Privileges
Cheating/Copying/ Plagiarism/ Forgery/Falsification	<ul style="list-style-type: none"> • Loss of Credit for Assignment • Notify Parent 	<ul style="list-style-type: none"> • Up to 3 Days Suspension • Loss of Credit for Assignment 	<ul style="list-style-type: none"> • Up to 5 Days Suspension • Loss of Credit for Assignment
Disrespect/Defiance/ Insubordination	<ul style="list-style-type: none"> • Conference • 1 Day Suspension 	<ul style="list-style-type: none"> • Up to 3 Days Suspension 	<ul style="list-style-type: none"> • Parent Conference • Up to 5 Days Suspension • Up to Superintendent Hearing/Review
Disruption/Disorderly Conduct	<ul style="list-style-type: none"> • Conference • 1 Day Suspension 	<ul style="list-style-type: none"> • Up to 3 Days Suspension 	<ul style="list-style-type: none"> • Parent Conference • Up to 5 Days Suspension • Superintendent Hearing/Review
Dress Code Violation (Refusal is Insubordination)	<ul style="list-style-type: none"> • Change Clothes • Call to Parent • Verbal Warning 	<ul style="list-style-type: none"> • Change Clothes • Detention • Call to Parent 	<ul style="list-style-type: none"> • Change Clothes • 1 Day Suspension • Parent Conference
Physical or Sexual Harassment/Bullying/ Cyber Bullying/Menacing/ Intimidation	<ul style="list-style-type: none"> • Up to 5 Days Suspension 	<ul style="list-style-type: none"> • Up to 5 Days Suspension 	<ul style="list-style-type: none"> • Superintendent Hearing/Review
Public Display of Affection	<ul style="list-style-type: none"> • Verbal Warning • Detention 	<ul style="list-style-type: none"> • Call to Parent • Up to 2 Detentions 	<ul style="list-style-type: none"> • Up to 3 Days Suspension • Parent Conference
Robbery/Theft/Stolen	<ul style="list-style-type: none"> • Up to 3 Days 	<ul style="list-style-type: none"> • Up to 5 Days 	<ul style="list-style-type: none"> • Restitution

Property	<ul style="list-style-type: none"> Suspension Restitution Referral to law enforcement 	<ul style="list-style-type: none"> Suspension Restitution Parent Conference Referral to law enforcement 	<ul style="list-style-type: none"> Superintendent Hearing/Review Referral to law enforcement
Technology Misuse/Computer Tampering or Obscene Material Exposure	<ul style="list-style-type: none"> Loss of Technology Use Privileges (Up to 1-2 Weeks) Restitution 	<ul style="list-style-type: none"> Up to 3 Days Suspension Loss of Technology Use Privileges (Up to 3-4 Weeks) Restitution 	<ul style="list-style-type: none"> Up to 5 Days Suspension Superintendent Hearing/Review Loss of Technology Use Privileges (Up to 20 weeks) Restitution
Tobacco/Smoking/ E-Cigarettes (use, possession, transfer, sale)	<ul style="list-style-type: none"> 1 Day ISS Confiscation Call to Parent 	<ul style="list-style-type: none"> Up to 3 Days Suspension Call to Parent 	<ul style="list-style-type: none"> Up to 5 Days Suspension Superintendent Hearing/Review Call to Parent
Truancy/Tardiness/ Unauthorized Absence/	See "Tardiness and Truancy Policy" on Pages 7 & 8	See "Tardiness and Truancy Policy" on Pages 7 & 8	See "Tardiness and Truancy Policy" on Pages 7 & 8
Leaving Campus Without Authorization	<ul style="list-style-type: none"> 1 Day ISS Call to Parent 	<ul style="list-style-type: none"> 2 Days ISS Call to Parent 	<ul style="list-style-type: none"> 3 Days ISS Call to Parent
Trespassing/ Loitering/ Unauthorized Entry (attempt within or outside building or grounds)	<ul style="list-style-type: none"> Up to 3 Days Suspension 	<ul style="list-style-type: none"> Up to 5 Days Suspension 	<ul style="list-style-type: none"> Up to 5 Days Suspension Superintendent Hearing/Review
Vandalism/Destruction of Property	<ul style="list-style-type: none"> Up to 3 Days Suspension Restitution 	<ul style="list-style-type: none"> Up to 5 Days Suspension Restitution Detention 	<ul style="list-style-type: none"> 5 Days Suspension Superintendent Hearing/Review
Vehicle/Parking Violation	<ul style="list-style-type: none"> Verbal Warning Detention 	<ul style="list-style-type: none"> Written Warning 1 Day Suspension 	<ul style="list-style-type: none"> Up to Revocation of Parking/Driving Privileges

****An administrator may choose any or all of the consequences at any infraction level based on severity.***

A school principal is the highest level of appeal for a suspension of five days or less.

TECHNOLOGY ACCEPTABLE USE POLICY

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Standards of Conduct Governing Student Access to the District Computer System

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be GVCS District property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should **NOT** expect that information stored on the DCS will be private.

Use of the DCS which violates any aspect of GVCS District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the District's general requirements governing student behavior, specific activities shall be prohibited by student users of the DCS including, but not limited to, the following:

- 1) Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
- 2) Use of obscene or vulgar language.
- 3) Harassing, insulting, bullying, threatening or attacking others.
- 4) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- 5) Using unauthorized software on the DCS.
- 6) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- 7) Violating copyright law, including the illegal file sharing of music, videos and software.
- 8) Employing the DCS for non-educational, commercial purposes, product advertisement or political lobbying.
- 9) Disclosing an individual password to others or using others' passwords.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (cont'd.)

- 10) Transmitting material, information or software in violation of any District policy or regulation, the District Code of Conduct, and/or federal, state and local law or regulation.
- 11) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- 12) Accessing personal, interactive sites (social media sites, such as Facebook) unless under the direct supervision of a staff member. This includes the use of a student's personal cell phone or digital device to access such social networking sites.
- 13) Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others.
- 14) Using a digital device (such as cell or camera phones), electronic technology and/or media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

When using a personal electronic device to access external networks, including the Internet, on school grounds, users agree to use the DCS network and register the device to be used on the network. Accessing the Internet and other external networks on school grounds via another non DCS network is an AUP violation.

If a student or a student's parent/guardian has a District network account, a non-district network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

- 1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.

GVCS DISTRICT

**STUDENT AGREEMENT FOR USE OF DISTRICT
COMPUTERIZED INFORMATION RESOURCES**

In consideration for the use of the GVCS District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Such violation of District policy and regulations may also result in the imposition of discipline under the District's school conduct and discipline policy and the Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy District property.

Grade

Please Print Students Name

Student Signature

Date

