

# Genesee VALLEY

CENTRAL SCHOOL

Grades 7-12 | Student Handbook

2023-2024



## **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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## **STUDENT 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. Many standard operating procedures used by teachers and the administration are explained every year to the student body.

## **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.**

## 2023-2024 Bell Schedule

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

- Students may enter their classrooms at 7:50am.
- Periods are 45-minutes with 30-minute lunches.
- AM BOCES bus will leave GV at 8:45am and return to GV at 11:10am. Students should go straight to lunch.
- PM BOCES bus will leave GV at 11:45am and return to GV at 2:05pm.

<b>MS schedule...</b>	
<b>Breakfast/Homeroom</b>	<b>7:50-8:00</b>
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
<b>Period 6 (LUNCH)</b>	<b>12:00-12:30</b>
Period 7	12:33-1:18
Period 8	1:21-2:06
Period 9	2:09-2:54

## 2023-2024 Afternoon Activity Schedules

<b>Activity Schedule High School</b>	
<b>Breakfast/Homeroom</b>	<b>7:50-8:00</b>
Period 1	8:00-8:40
Period 2	8:43-9:23
Period 3	9:26-10:06
Period 4	10:09-10:49
<b>Period 5 (LUNCH)</b>	<b>10:52-11:22</b>
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 Period	2:14-2:54

- Periods 1-9 are 40-minute periods with a 30-minute lunch.
- AM BOCES bus will leave GV at 8:45am and return to GV at 11:10am. Students should go straight to lunch.
- PM BOCES will attend 5<sup>th</sup> period lunch, then go to the Library until 11:45am.
- PM BOCES bus will leave GV at 11:45am and return at 2:05am.

<b>Activity Schedule Middle School</b>	
<b>Breakfast/Homeroom</b>	<b>7:50-8:00</b>
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
<b>Period 6 (LUNCH)</b>	<b>11:35-12:05</b>
Period 7	12:08-12:48
Period 8	12:51-1:31
Period 9	1:34-2:14
Activity Period	2:14-2:54

## 2023-2024 Advisement/Morning Assembly Schedules

<b>Morning Assembly High School</b>	
<b>Breakfast/Homeroom</b>	<b>7:50-8:00</b>
Assembly/ Advisement	8:00-8:30
Period 1	8:33-9:14
Period 2	9:17-9:58
Period 3	10:01-10:42
Period 4	10:45-11:26
<b>Period 5 (LUNCH)</b>	<b>11:29-11:59</b>
Period 6	12:02-12:43
Period 7	12:46-1:27
Period 8	1:30-2:11
Period 9	2:14-2:54

- AM BOCES bus will leave GV at 8:45am and return to GV at 11:10am. Students should report to the Library until lunch.
- PM BOCES students will report to lunch 5<sup>th</sup> period at 11:29am and will leave GV at 11:59am. When they return at 2:05pm, students should report to the library until 9<sup>th</sup> period starts.

<b>Morning Assembly Middle School</b>	
<b>Breakfast/Homeroom</b>	<b>7:50-8:00</b>
Assembly/Advisement	8:00-8:30
Period 1	8:33-9:14
Period 2	9:17-9:58
Period 3	10:01-10:42
Period 4	10:45-11:26
Period 5	11:29-12:10
<b>Period 6 (LUNCH)</b>	<b>12:13-12:43</b>
Period 7	12:46-1:27
Period 8	1:30-2:11
Period 9	2:14-2:54



## 2023-2024 Two Hour Delay Schedules

### 2 Hour Delay High School

<b>No Breakfast served</b>	
<b>9:50 Report to Homeroom</b>	
Period 1	9:50-10:23
Period 2	10:26-10:57
Period 3	11:00-11:31
<b>Period 5 (LUNCH)</b>	<b>11:34-12:04</b>
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

- Periods 1-9 are 31-minute periods with a 30-minute lunch.
- AM BOCES will be picked up at 9:55am and will return at 11:05am. They will report to the library during period 4.
- PM BOCES students will eat lunch at 11:15am.
- PM BOCES bus will leave at 11:45am and will return at 2:05pm. Students should report to the library until 2:20.

### 2 Hour Delay Middle School

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

## **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.

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.

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. 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 late or more 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.

#### **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, 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	BE RESPECTFUL	BE RESPONSIBLE	BE READY TO LEARN
HALLWAYS	Stay to the right and keep moving.	Walk.	Be on time for classes.
	Keep your hands and feet to yourself.	Keep the hallways clean.	
	Use appropriate language.	Keep your belongings locked in your locker.	Be prepared for classes.
	Use an indoor voice.	Turn off all electronic devices.	
	Respect other’s personal space.	Follow all staff directions and requests.	
CAFETERIA	Keep your hands and feet to yourself.	Stay in your seat.	Remain in the cafeteria until dismissed.
	Use an indoor voice.	Take care of your garbage and dishes.	Push in your chair before leaving the table.
	Be polite to adults and students.	Make sure table is cleared and clean.	
	Use good manners.	Clean up and report spills.	
	Use appropriate language.		
LOCKER ROOM	Respect other’s privacy.	Keep your belongings locked in your locker.	Change your clothes in a timely manner.
	Respect other’s property.	Keep your are clean.	Dress appropriately.
	Use an indoor voice.	Use good hygiene.	Make sure needed materials are with you.
	Use appropriate language.	Use equipment for its intended purpose.	Leave on time.
BATHROOM	Respect other’s privacy.	Wash your hands.	Use time efficiently.
	Keep your hands and feet to yourself.	Keep your area clean.	Use the facilities for their intended use.
	Use an indoor voice.		
BUS	Use polite language and manners with the driver and students.	Keep the bus clean.	Enter and exit in single file.
	Use appropriate language.	Remain in your seat until the bus has stopped.	Be alert.
	Listen and follow directions.	Keep the aisle clear.	Prepare your belongings and take them with you upon exiting.
	Use an indoor voice.	Keep your hands, feet, and objects to yourself.	Listen to the driver.
	Sit in your assigned seat.	Be quiet at all railroad crossings.	Wait for the crossing single from the bus driver.

## FORBIDDEN ITEMS/ACTIVITIES

**Faculty Rooms:** Faculty Rooms are off limits to students at all times.

**Public Displays of Affection:** Public displays of affection other than hand holding are not permitted on campus.

**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 with the ISS teacher 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 provided a 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 interfere with the educational process. Neatness and cleanliness are simple standards to which all should adhere.

### **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, slippers, or blankets

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 6<sup>th</sup> – 12<sup>th</sup> 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.

Lunches will still be served in the cafeteria for PK – 12<sup>th</sup> 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 a 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. Students on the academic ineligibility list (not as probation) are not eligible to participate in school activities 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, Sectionals, and the school play because they require long-range planning and/or significant financial commitment.
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, travel abroad, 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 a privilege and therefore may be cancelled due to continuous inappropriate behavior.**

1. Students are permitted (1) guest per dance. Guests must be approved by the administration at least a week prior to the event.
2. An out of district dance form must be completed for any student who does not attend GV or who has graduated. Dance guests who graduated from another district will be considered from the previous graduation class only. GV graduates from the most recent graduating class or who are 19 years old and under will be considered.
3. Any inappropriate behavior or dress that results in disruption or interference with the activity will result in immediate ejection from the event premises.
4. 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. They will remain on this list until the next report is generated (minimum of 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 probationary period is renewed.

\* See page 28 for guidance on behavioral ineligibility

<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b><u>Learner Behavior Key – Grade Level Expectations (Grades 6-12)</u></b>  <b>Exceeding Expectations</b>                      <b>4</b>  <b>Meeting Expectations</b>                        <b>3</b>  <b>Working Towards Expectations</b>           <b>2</b>  <b>Not Meeting Expectations</b>                  <b>1</b> </div> </div>				
<b>Learner Behavior</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Participation</b>	Student always participates in class discussions and/or class activities	Student regularly participates in class discussions and/or class activities	Student sometimes participates in class discussions and/or class activities	Student rarely participates in class discussions and/or class activities
<b>Organization</b>	Student always prioritizes self, materials, and/or time to meet deadlines	Student regularly prioritizes self, materials, and/or time to meet deadlines	Student sometimes prioritizes self, materials, and/or time to meet deadlines	Student rarely prioritizes self, materials, and/or time to meet deadlines
<b>Classwork/Homework</b>	Student always completes quality classwork and/or homework in a timely manner, that reflects his/her best effort	Student regularly completes quality classwork and/or homework in a timely manner, that reflects his/her best effort	Student sometimes completes quality classwork and/or homework in a timely manner, that reflects his/her best effort	Student rarely completes quality classwork and/or homework in a timely manner, that reflects his/her best effort

## PERSONAL ELECTRONIC DEVICES

All personal electric devices must not be seen or heard during the school day for any reason other than academic use. This use must be approved by your teacher. Headphones are allowed for educational purposes and in the 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. 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. Any student on the Ineligibility list has to stay in study hall and can't sign out to go to other places in the building, 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 are the four pillars: Scholarship, Leadership, Character, and Service.

- All students in the class of 2022 and future classes must maintain a cumulative average of 92% to be eligible to apply.

**Procedures used National Honor Society selection may be obtained from the National Honor Society Advisor(s).**

## OBJECTIONS TO CURRICULUM

Any objection to instructional materials used in the school should first be communicated directly with the teacher. If the issue needs to be reviewed further, the complainant should submit the "Request for Re-evaluation of Instructional Material form to the building principal.

## **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% 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 teachers may choose to include a final exam or project in this calculation. The final average for a ½ -credit course will be calculated by taking the average of each quarter. Teachers may choose to include a final exam or project in this calculation. 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. Regents exam scores are not used in the calculation of final averages.

**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:** Students MAY be exempted from local final exams, at the teacher's discretion, if they have a cumulative average of 90% or better for the entire course.

## **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, and 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 passing grade for all subjects and exams is 65%. Courses with college level credit have 5 points added to the average on each report card.

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 may 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 basis.

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 AND 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.

If there are remaining 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. The grade a student earns in credit recovery will be averaged with their original failing class grade (minimum 65%).

## **LOCAL/REGENTS EXAMINATIONS**

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.

## **LATIN HONORS RECOGNITION**

Starting with the class of 2025, graduating seniors will be recognized as graduating Summa Cum Laude for a cumulative high school average of 96% or above, Magna Cum Laude for an average of 92-95.99%, and Cum Laude for an average of 88-91.99%. Class rank will not be publicized unless requested by a college, university, or scholarship. Students interested in speaking at graduation will submit speeches to a selection committee comprised of faculty members and students. Final class ranking is determined after third quarter of senior year.

We will continue to recognize a valedictorian and salutatorian for the classes of 2022, 2023 and 2024 as well as recognize honor graduates at graduation according to the Latin Honors method outlined above.

## **GRADUATION REQUIREMENTS**

\*See Attached New York State Diploma Requirements

## Assessment Requirements

	Regents Diploma for All Students	Regents Diploma via Appeal for All Students	Local Diploma via Appeal for All Students	Local Diploma for Students with a Disability	Local Diploma via Appeal for English Language Learners	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65 <sup>1</sup>	1	1	1	1
Math	1	65 <sup>1</sup>	1	1	1	1
Science	1	65 <sup>1</sup>	1	1	1	1
Social Studies	1	65 <sup>1</sup>	1	1	1	1
Pathway (See note 1 on reverse side)	1 or CDOS	65 <sup>1</sup> if Regents Exam	1 or CDOS	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 <sup>1</sup> or above	1 or CDOS	1 or CDOS
Compensatory Safety Net	Non-Applicable	Non-Applicable	Non-Applicable	Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 <sup>1</sup> or above on another required Regents exam including ELA and Mathematics.	Non-Applicable	

## Regents Diploma with Advanced Designation

## Assessment Combinations for Advanced Designation

Students seeking the Regents diploma with advanced designation must:		Assessment Combinations for Advanced Designation	
<ul style="list-style-type: none"> <li>Meet the credit and assessment requirements for a Regents diploma; and</li> <li>Pass <b>two additional</b> Regents exams or Department approved alternatives in <b>mathematics</b>; and</li> <li>Pass <b>one additional</b> Regents exam or Department approved alternative in <b>science</b> <ul style="list-style-type: none"> <li>students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (<b>one life</b> and <b>one physical</b>); and</li> </ul> </li> <li>Complete a <b>sequence</b>:           <ul style="list-style-type: none"> <li>earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or</li> <li>complete a 5 unit sequence in the Arts, or</li> <li>complete a 5 unit sequence in CTE.</li> </ul> </li> </ul>		<b>Traditional Combination</b> ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments	
		<b>Pathway Combination (other than STEM)</b> ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.	
		<b>STEM (Mathematics) Pathway Combination</b> ELA, 1 social studies, 4 math <sup>2</sup> , 2 science (1 life science, 1 physical science) = 8 assessments.	
		<b>STEM (Science) Pathway Combination</b> ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.	

\* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference [New York State Diploma/Credentia Requirements](#): Local diploma for Students with Disabilities.

<sup>a</sup> In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference [Appeals, Safety Nets, and Superintendent Determination](#).

<sup>2</sup> English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference [New York State Diploma/Credentia Requirements](#): Local diploma for English Language Learners.

<sup>4</sup> The 4<sup>th</sup> mathematics examination can be selected from the list of [Department Approved Alternative Examinations](#).

<sup>1</sup> For the purposes of determining a student's diploma type, exemptions and Special Appeals should be considered passing scores. Both exemptions and [Special Appeals](#) may be applied to all diploma types.

## New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

### Credit Requirements

(Apply to all diploma types: local, Regents,  
Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies	
<i>Distributed as follows:</i>	
<i>U.S. History (1)</i>	
<i>Global History and Geography (2)</i>	4
<i>Participation in Government (½)</i>	
<i>Economics (½)</i>	
Science	
<i>Distributed as follows:</i>	
<i>Life Science (1)</i>	3
<i>Physical Science (1)</i>	
<i>Life Science or Physical Science (1)</i>	
Mathematics	3
World Languages	1 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education ( <i>participation each semester</i> )	2
Health	½
Electives	3 ½
<b>Total</b>	<b>22</b>

<sup>(\*\*)</sup>Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

#### 1.) Pathways

A student must either:

- earn the [Seal of Civic Readiness](#); or
- pass an additional Regents Exam or Department Approved Alternative in a different course (English, mathematics, science, or social studies); or
- pass a Department Approved Pathway Assessment (Arts, CDOS, World Languages); or
- successfully complete a NYSED-approved CTE program, including the associated 3-part technical assessment; or
- successfully complete all the [requirements for earning the CDOS Commencement Credential](#).

Beginning in fall 2022, a select number of NY schools will pilot the [Individual Arts Assessment Pathway \(IAAP\)](#). Reference [Multiple Pathways and Department Approved Alternative Examinations](#).

#### 2.) Traditional Appeals

All appeals are subject to local district approval. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

#### 3.) Special Endorsements

**Honors:** A student earns a computed average of at least 90 on the Regents Exams applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents Exams. The locally developed Checkpoint B examination in World Languages is not included in the calculation.

**Mastery in Math and/or Science:** A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents Exams and/or 3 science Regents Exams.

**Technical Endorsement:** A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.

**Seal of Biliteracy:** A student meets the criteria for earning the NYS Seal of Biliteracy.

**Seal of Civic Readiness:** A student meets the criteria for earning the NYS Seal of Civic Readiness.

Reference the [Endorsements and Seals webpage](#) or [NYS Diploma/Credential Requirements](#) for additional information related to awarding special endorsements to students with exam exemptions due to COVID-19.

#### 4.) World Languages Exemption

Students with a disability may be excused from the required units of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate. Such student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of the sequence in World Languages in order to meet the assessment requirements for the advanced diploma.

#### 5.) Superintendent Determination of a Local Diploma

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

#### 6.) Flexibilities due to the COVID-19 Public Health Emergency

**Exemptions:** Students granted an exemption from any exam due to COVID-19 are not required to pass such specific exam to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), [June/August 2021](#), and [January 2022](#)

**Special Appeals:** Eligible students may use lower scores (50-64) on Regents Exams taken during the 2021-22 or 2022-23 school year to meet the assessment requirements for any diploma type. Reference: [Special Appeals Memo](#) and [FAQ](#).

**Special Determination:** Students who are scheduled to graduate in **June 2022** and either do not qualify for a Special Appeal or who are unable to participate in one or more required Regents Exam(s) because of illness, including isolation restrictions due to COVID, may request a [Special Determination to Graduate with a Local Diploma in June 2022](#).

#### 7.) Exemptions from the Regents Exam in US History and Government (Framework)

Eligible students shall be granted an exemption from the June 2022, August 2022, or January 2023 Regents Exam in US History and Government (Framework). Reference: [FAQ on Cancellation of Regents Exam in US History and Government \(Framework\)](#)



## **COMMUNITY SERVICE REQUIREMENT**

**All GVCS students are required 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 during the summer before their freshman (9<sup>th</sup> grade) year. Completed hours will be logged by the guidance 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.

### **Community Service Guidelines:**

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

### **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. Participation in a course of study at BOCES is dependent on exemplary attendance and behavior. Administration can make the decision to cease BOCES attendance for any student whose attendance or behavior warrants it.

## **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 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 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 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 is 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**

Both student and physical education 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

## **SCHOOL CANCELTATION PROCEDURES**

When inclement weather occurs, the Genesee Valley School District may be forced to close or dismiss 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 occur in which 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 through 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 closest area of rescue assistance.

## **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 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**

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
- Meet with the principal or school security officer to review student driver expectations.

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. 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 will result in driving privileges being revoked.

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

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@genvally.org](mailto:pmighells@genvally.org)  
 (585) 268-7942

## DISCIPLINE CODE

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

<u>BEHAVIOR</u>	<u>1<sup>st</sup> OFFENSE</u>	<u>2<sup>nd</sup> OFFENSE</u>	<u>3<sup>rd</sup> OFFENSE</u>
<b>Abusive/Vulgar Language/Gesture/Profanity</b>	<ul style="list-style-type: none"> <li>Up to 3 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Up to Superintendent Hearing/Review</li> </ul>
<b>Physical Aggression/Fighting/Endangerment</b>	<ul style="list-style-type: none"> <li>Up to 3 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Up to Superintendent Hearing/Review</li> </ul>
<b>Alcohol /Drugs/Prescription Medication/Narcotics (use, possession, transfer, sale)</b>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Confiscation</li> <li>Referral to Law Enforcement</li> <li>Superintendent Hearing</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Superintendent Hearing/Review</li> <li>Confiscation</li> <li>Referral to Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent Hearing</li> <li>Long Term Suspension</li> <li>Confiscation</li> <li>Referral to Law Enforcement</li> </ul>
<b>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/</b>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Administrative Review</li> <li>Law Enforcement Involvement</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 Days Suspension</li> <li>Superintendent Hearing/Review</li> <li>Law Enforcement Involvement</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Up to Superintendent Hearing</li> <li>Up to Long Term, Yearly or Permanent Suspension</li> <li>Law Enforcement Involvement</li> <li>Restitution</li> </ul>



<b>destruction of school property</b>			
<b>Bus Misconduct</b>	<ul style="list-style-type: none"> <li>• Up to 3 Days Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 10 Days Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to Complete Loss of Bus Riding Privileges</li> </ul>
<b>Cheating/Copying/Plagiarism/Forgery/Falsification</b>	<ul style="list-style-type: none"> <li>• Loss of Credit for Assignment</li> <li>• Notify Parent</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> <li>• Loss of Credit for Assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 5 Days Suspension</li> <li>• Loss of Credit for Assignment</li> </ul>
<b>Disrespect/Defiance/Insubordination</b>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• 1 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Up to 5 Days Suspension</li> <li>• Up to Superintendent Hearing/Review</li> </ul>
<b>Disruption/Disorderly Conduct</b>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• 1 Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Up to 5 Days Suspension</li> <li>• Superintendent Hearing/Review</li> </ul>
<b>Dress Code Violation (Refusal is Insubordination)</b>	<ul style="list-style-type: none"> <li>• Change Clothes</li> <li>• Call to Parent</li> <li>• Verbal Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Change Clothes</li> <li>• Detention</li> <li>• Call to Parent</li> </ul>	<ul style="list-style-type: none"> <li>• Change Clothes</li> <li>• 1 Day Suspension</li> <li>• Parent Conference</li> </ul>
<b>Physical or Sexual Harassment/Bullying/ Cyber Bullying/Menacing/Intimidation</b>	<ul style="list-style-type: none"> <li>• Up to 5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent Hearing/Review</li> </ul>
<b>Public Display of Affection</b>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Call to Parent</li> <li>• Up to 2 Detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> <li>• Parent Conference</li> </ul>
<b>Robbery/Theft/Stolen Property</b>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> <li>• Restitution</li> <li>• Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 5 Days Suspension</li> <li>• Restitution</li> <li>• Parent Conference</li> <li>• Referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Superintendent Hearing/Review</li> <li>• Referral to law enforcement</li> </ul>
<b>Technology Misuse/Computer</b>	<ul style="list-style-type: none"> <li>• Loss of Technology Use Privileges (Up to 1-2 Weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 3 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 5 Days Suspension</li> </ul>

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

- A conversation with an administrator, written warning and/or detention are all possible consequences for the behaviors listed above.
- An administrator may choose any or all 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.

## BEHAVIORAL INELIGIBILITY

Infractions of the Discipline Code may result in a student being ineligible to participate in extra-curricular activities. This period of ineligibility will be specified on the referral form or disciplinary letter.

# 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.