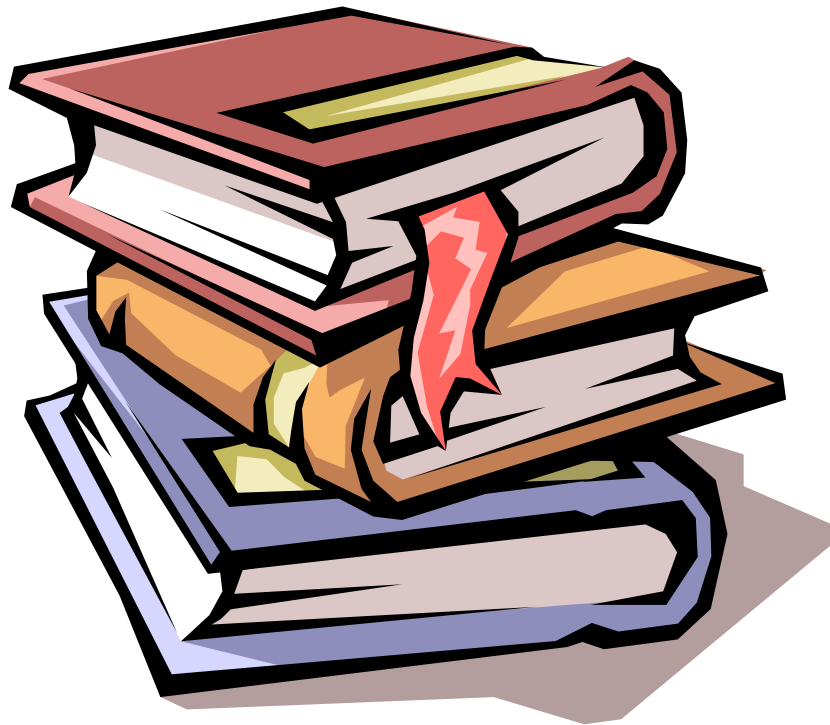


# Dana L. West Jr./Sr. High Port Byron, NY

## STUDENT HANDBOOK 2009-2010



*This agenda belongs to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT NO.: \_\_\_\_\_

Your personal **discoverzone**: [www.mydiscoverzone.com/signup](http://www.mydiscoverzone.com/signup)  
id: \_\_\_\_\_ password: \_\_\_\_\_

## BOARD OF EDUCATION

Mr. Patrick Cusick	Mrs. Maralee Hare
Mrs. Melinda Quanbeck	Mr. Joseph Verdi
Mrs. Susan Sealy	Mr. Benjamin Vitale
	Mr. Robert Ware

## ADMINISTRATIVE AND SUPERVISORY STAFF

Mr. Neil O'Brien, Superintendent of Schools .....	776-5728
Mrs. Patricia Shaw, Business Administrator .....	776-5728
Mr. Shawn Bissetta, Secondary School Principal.....	776-5728
Mr. Joe Bernazzani, Secondary School Assistant Principal.....	776-5728
Mr. Mitchell Toleson, Elementary School Principal.....	776-5728
Mrs. Randi Ludwig, Director of Special Services.....	776-5728
Mrs. Frances Dudley, Transportation Director.....	776-5508
Mr. Robert Warrick, Superintendent of Building/Grounds.....	776-5728
Advanced Meals, Cafeteria .....	776-5728

## ALMA MATER

Hail to Port Byron, we'll sing her praise;  
Her halls remembered for happy days.  
Hail, Alma Mater, fight for all that's right;  
We will raise your colors high, Maroon and White.

Hail to our school days, gym, choir and band;  
Sing of our ball teams, best in the land.  
Cheer for Port Byron, cheer with all your might;  
We will raise your colors high, Maroon and White.

Hail to our High School, we're true to you;  
Four years we've studied, now we are through.  
We've passed our subjects, burning midnight light;  
We will raise your colors high, Maroon and White.

## SCHOOL STAFF

### Principal

Mr. Shawn Bissetta

### Assistant Principal

Mr. Joe Bernazzani

### Guidance Counselors

Mr. Kevin Barber (gr. 7-9)

Mrs. Tracey Pirozzolo (gr. 10-12)

### Director of Special Programs

Ms. Randi Ludwig

### School Psychologist

Mrs. Bethany DeWolf

### Secretaries

Mrs. Susan DeVall (Main Office)

Mrs. Barbara Jump (Main Office)

Mrs. Barbara Mack (C.S.E.)

Ms. Carol Pelc (Main Office)

Mrs. Linda Roberts (Guidance Office)

### School Nurse

Mrs. Angela Stapleton

### Art

Ms. Sara Coltoniak

Ms. Corrine Wakeman

### Business Education

Mrs. Anna Danyluk

### English

Mr. Jason Bastian

Mr. Michael Brewster

Mrs. Sandra Hosier

Mrs. Jennifer Jackson

Mrs. Kathleen Meyer

Mrs. Patricia Tamburrino

### French

Ms. Kimberlea Klaczko

### Librarian

Ms. Kelly Cullen

### Mathematics

Mrs. Loretta Boyce

Mr. Eric Elliott

Mrs. Jacqueline Giannotta

Mr. Greg Kehoe

### Music (Instrumental)

Mr. James Bearup

### Music (Vocal)

Mrs. Karen Bartlett-Morse

### Physical Education

Mr. Christopher Ford

Mrs. Brianna Goff

Mrs. Angelee Hargreaves

### Science

Mr. Gregg Fedigan

Mrs. Nancy Garofano (Health)

Mr. Timothy Howell

Mrs. Joni Loomis

Ms. Cynthia Padula

Mr. Daniel Robbins

Ms. Cheryl Schulte

### Social Studies

Mrs. Patricia Bozek

Ms. Kelly Brewster

Mr. Kevin Masters

Mrs. Donna Pasik

Dr. Linda Townsend

Mr. Thomas Vaughan

### Spanish

Mrs. Doreen Clochessy

Mrs. Hollie Vanderstouw

### Special Education

Ms. Emma Cowley

Mrs. Jessi Felice

Ms. Karen Iati

Ms. Bridget Kennedy

Mrs. Deborah Kudla

Miss Nicole Lytle (BOCES)

Mrs. Susan Peterson (BOCES)

Ms. Barbara VanDerpool

### Technology

Mr. James Hargreaves

Mr. John Mulcahey

### Teaching Aides

Mrs. Mary Knapp

Mrs. Lugene White

### Teaching Assistants

Mrs. Peggy Bernardoni

Mrs. Christine Vogel

Mrs. Deanna Wilkinson

### Leadership Cabinet

7<sup>th</sup> grade team – Mrs. Patricia Bozek

8<sup>th</sup> grade team – Ms. Emma Cowley

English – Mrs. Sandra Hosier, Mrs. Jennifer Jackson

Mathematics – Mrs. Jacqueline Giannotta

Science – Ms. Cheryl Schulte

Social Studies – Ms. Kelly Brewster

Business / Technology – Mrs. Anna Danyluk

Special Areas – Mrs. Nancy Garofano

Fine Arts – Ms. Kimberly Klaczko

**DAILY SCHEDULES**  
**2009-2010**

**IF YOU EAT LUNCH 5<sup>TH</sup> PERIOD:**

Morning Mtg./Homeroom	7:45 - 7:51
Period 1	7:54 - 8:32
Period 2	8:35 - 9:13
Period 3	9:16 - 9:54
Period 4	9:57 - 10:35
Period 4L	10:38 - 11:13
Period 5 Lunch	11:16 - 11:46
Period 6/7	11:49 - 12:27
Period 8/9	12:30 - 1:08
Period 10	1:11 - 1:49
Period 11	1:52 - 2:30
Period 12	2:33 - 3:10

**IF YOU EAT LUNCH 7<sup>TH</sup> PERIOD:**

Morning Mtg./Homeroom	7:45 - 7:51
Period 1	7:54 - 8:32
Period 2	8:35 - 9:13
Period 3	9:16 - 9:54
Period 4	9:57 - 10:35
Period 4L	10:38 - 11:13
Period 5/6	11:16 - 11:54
Period 7 Lunch	11:57 - 12:27
Period 8/9	12:30 - 1:08
Period 10	1:11 - 1:49
Period 11	1:52 - 2:30
Period 12	2:33 - 3:10

**IF YOU EAT LUNCH 9<sup>TH</sup> PERIOD:**

Morning Mtg./Homeroom	7:45 - 7:51
Period 1	7:54 - 8:32
Period 2	8:35 - 9:13
Period 3	9:16 - 9:54
Period 4	9:57 - 10:35
Period 4L	10:38 - 11:13
Period 5/6	11:16 - 11:54
Period 7/8	11:57 - 12:35
Period 9 Lunch	12:38 - 1:08
Period 10	1:11 - 1:49
Period 11	1:52 - 2:30
Period 12	2:33 - 3:10

**1 Hour Delay Schedule**

Morning Mtg./Homeroom	8:45 - 8:51
Period 1	8:53 - 9:17
Period 2	9:20 - 9:43
Period 3	9:46 - 10:09
Period 4	10:12 - 10:35
Return to Standard Schedule	

**2 Hour Delay Schedule**

Morning Mtg./Homeroom	9:45 - 9:51
Period 1	9:54 - 10:11
Period 2	10:14 - 10:31
Period 3	10:34 - 10:51
Period 4	10:54 - 11:13
Return to Standard Schedule	

You will note that 12<sup>th</sup> period is from 2:33 to 3:10 and is part of the regular school day. 12<sup>th</sup> period will be used as a time to meet with a teacher, for detention, and most class and organization meetings. Being busy, baby-sitting, work or having other plans will not be accepted as a reason to miss a teacher assigned meeting/detention or 12<sup>th</sup> period Principal's detention. The school provides transportation at the end of the 12<sup>th</sup> period for those who ride a bus. In cases of Principal's detention, students may opt for an additional night assigned if they cannot attend a given night. They must clear this through the office prior to leaving school; otherwise they are expected to attend the assigned detention.

**Advisory Period**

Advisory period is a 35 minute common time in the middle of the day when students are accessible to all teachers for the purpose of meetings, assemblies or more focused assistance with their class work. This is not a study hall. Rather, students are expected to meet with their teachers, either by choice or by request, to make up work, receive additional instruction or work on class projects. Whenever possible, students will be scheduled with teachers they have during the day.

**Dana L. West Jr.-Sr. High School**  
*2009-2010 Student Goal Report*

***GOAL #1***

Action Plan
1 _____
2 _____
3 _____
4 _____
5 _____

***GOAL #2***

Action Plan
1 _____
2 _____
3 _____
4 _____
5 _____

***GOAL #3***

Action Plan
1 _____
2 _____
3 _____
4 _____
5 _____

# 2009-2010 Student Goal Report

Name \_\_\_\_\_

Grade \_\_\_\_\_

**Goal # 1**

**Goal # 2**

**Goal # 3**

## Parent/Student Community Forums

Beginning in the 2006-07 school year parents were invited to a series of interactive workshops designed to share information and to provide a forum in which new an

emerging topics in education could be discussed. Topics addressed included:

- changing graduation requirements
- Selecting a program of study appropriate for your son/daughter
- Choosing extra-curricular activities
- Achieving college level study in high school
- Emerging trends in the job market
- Implementation of goal setting practices
- Preview of free support programs/services available

A brand new program is being planned for the 2009-10 school year! We would like to see every student and every parent attend one of these hour long sessions in order to be fully prepared to face the changing economic and education climates our graduates face. Sessions are planned Monday through Friday, morning, afternoon and evening in order to accommodate the busy schedules of our families. Dates for the 2009 September/October series were sent home in our back to school letter in August. We look forward to seeing you this fall

In order to achieve goals, time will be spent throughout the course of the year in order to assess progress toward goals. While there are several large group activities planned to re-visit the goal setting progress, it is up to each individual student to make the most of an individual goal setting program.

### **Student Goal Setting Initiative**

Every student is invited to participate in our Dana L. West Goal Setting Initiative during the upcoming school year. During the first week of school, every student will be challenged to develop several long range academic and social goals for the school year. In order to be a worthwhile project, several things must happen or goals must be:

- Written down
- Realistic
- Measurable
- Frequently assessed/evaluated
- specific
- broken down into smaller groups

### **SCHOOL DAY**

The school day runs from 7:45 a.m. to 3:10 p.m. Students should not arrive before 7:30 a.m. Students wishing to have a school breakfast may report to the cafeteria at 7:30 a.m. All other students will be allowed to go to their lockers and homerooms beginning at 7:40 a.m. For those students who complete requested work and exhibit proper behavior, dismissal will be at 2:30 p.m. The remainder must stay until 3:10 p.m.

### **CELL PHONES, ELECTRONIC GAMES, RADIOS, TRADING CARDS, MAGIC CARDS, ETC.**

Cell phones, electronic or video games, radios, C.D. players, I Pods, MP3 players, tape recorders, Walkman type devices, trading cards and magic cards are not to be visible or in use during school.

Cell phones cannot be visible or in use in any way between 7:30am and 3:10pm. Any violation of this rule will result in the phone being confiscated and held in the

office until the end of the day. A second violation of this rule will result in the confiscation of the phone and will only be released to a parent or guardian. Utilization of phones / cameras during this time will be subject to disciplinary action and treated as insubordination.

### AGENDA BOOKS

Each student will be issued an Agenda Book. These will be used to keep track of assignments, homework, grades, etc. The Agenda Book will also be used as a passbook, recording trips made out of class during school hours. Students are expected to have these books with them at all times and they must be kept intact. They will also be used as a means of communication with parents.

### ATTENDANCE GUIDELINES

If you are absent from school or tardy to school for any reason, the responsibility rests with you to contact your teacher, ask if there is make-up work and see that it is completed and turned in. If you miss a test, you must make arrangements to make up the test within two (2) school days. Failure to do this may result in a zero, which would be counted in your average. According to New York State law the following will be recorded as legal absences:

- a. Personal illness
- b. Death in the family
- c. Religious observance
- d. Impassable roads due to inclement weather
- e. Quarantine
- f. Required court appearance
- g. Attendance at health clinics
- h. Approved college visits (High School students)
- i. Approved cooperative work programs
- j. Military obligations (High School students)
- k. Other reasons approved by the Commissioner of Education

By law, absences for other than the above are illegal. Illegal absences generally fall into two categories, "truancy" or "unlawful detention", defined as follows:

**Truancy** - A child is sent to school by his/her parents, who expect the child to be present. Instead the child does not attend. Truant students are subject to disciplinary action.

**Unlawful Detention** - Occurs when a child does not attend classes with the knowledge and consent of the parent for other than legal reasons. Where the student's absenteeism is due to the parent's failure to enable his or her attendance and the student is of compulsory school age, school personnel are obligated to report the matter as educational neglect to the Central Registry of the State Department of Social Services (Social Services Law #413).

NOTE: The absences noted below cannot be excused, within the meaning of the Education Law, by school authorities:

- a. family trip or vacation
- b. job hunting
- c. employment (including paper routes and baby sitting)
- d. shopping
- e. suspension from school
- f. truancy from school
- g. staying at home because parents are working
- h. hunting

Whenever possible, medical and dental appointments should be scheduled outside school time. It is recommended that students who have such appointments

on a regular basis should, if possible, avoid missing the same class each time.

### ADMITTANCE AFTER ABSENCE

A student returning to school after any absence must present a written explanation signed by his/her parent or guardian, which indicates the exact dates and the reason for the absence. This note must be presented to the Main Office before homeroom on the first day back to school. We cannot accept excuses over the phone. For students with legally recognized appointments the student must provide documentation from the respective office confirming that the appointment was upheld. This process requires nothing more than having the blue sign out pass stamped. Failure to do this may result in disciplinary action. If you forget to bring the written explanation of

your absence, remember to bring it the next day. When no explanation is forthcoming, it will be assumed that you were out of school illegally. Students returning to school after having had a serious illness, head lice, scabies, or a communicable disease must report, upon entering the school building, to the school nurse. She will verify that no traces of the illness are evident. Failure to comply with school procedures may result in disciplinary action.

### LEAVING SCHOOL

Once a student arrives at school, either by school bus or their own means of transportation, the student will remain on school property until the scheduled school dismissal for the day. If a student in grades 7-12 is to be excused for part of the school day, the student must present a written request signed by the parent or guardian upon arrival at school. The request must include:

1. Name of student
2. Date and time to be excused
3. Destination and reason
4. Means of travel
5. When student will return
6. Day phone no. of parent

Information provided must be specific – parent must list dentist's or doctor's name, not just "dentist appointment". Leaving school grounds without permission is not permissible. No student will leave the school grounds without signing out of the office, using the request form as stated above. The penalty for leaving school grounds is suspension. **THERE WILL BE NO SECOND WARNING! STUDENTS WHO REGULARLY RIDE THE SCHOOL BUS MAY NOT LEAVE THE SCHOOL GROUNDS AT 2:30 P.M. AND THEN RETURN FOR THE LATE BUS.** If a student leaves school grounds for a legal appointment, he/she should present documentation from the respective office confirming the appointment was upheld. Failure to do so may result in further disciplinary action.

**THE PRINCIPAL WILL NOT AUTHORIZE ANY ABSENCE OR SIGN-OUT THAT DOES NOT FALL UNDER EDUCATIONAL LAW GUIDELINES. IF A STUDENT NEEDS TO LEAVE SCHOOL FOR ANY OTHER REASON, THE PARENT WILL NEED TO COME IN TO THE OFFICE TO SIGN HIS/HER CHILD OUT. THE PARENT WILL BE ACCOUNTABLE AND THE ABSENCE WILL BE RECORDED AS ILLEGAL ON THE OFFICIAL ATTENDANCE RECORD. AGAIN, THE PARENT WILL NEED TO COME IN TO THE OFFICE. IF THEY DO NOT, NO STUDENT WILL BE RELEASED PRIOR TO THE END OF THE SCHOOL DAY. THIS INCLUDES DAYS WITH A REGULAR**

**SCHEDULE AS WELL AS DAYS THAT INCLUDE SCHOOL WIDE SPECIAL EVENTS.**

Because of the structure of the school day, no student will be permitted to leave the school for lunch. Students should either bring lunch or buy it in the school cafeteria.

**TARDINESS**

1. The official school day is 7:45 a.m. to 3:10 p.m. Students in grades 7-12 should be in homerooms by 7:45 a.m. Any student arriving after the 7:45 bell will be considered tardy. Any student arriving after 7:45 must sign in at the office.
2. The tardiness policy is as follows:

0-3 incidents - warning  
 4+ incidents- detention  
 10+ incidents - detention 2 nights  
 15th, 20th, 25th etc. incidents - In-school suspension  
 Students assigned detention are expected to stay that day. Any student, who is assigned detention and fails to report, will be assigned one additional detention. Prior plans are not an acceptable excuse for missing detention. A student may opt for an additional night's detention should they have a conflict.

**ASSEMBLIES**

1. Assemblies will be mandatory for all students. The principal is the only person who can excuse a student from attending.
2. Faculty members will escort their classes to the assembly and all teachers and staff are responsible for general supervision.
3. Students will sit in assigned areas with their class. The faculty should sit with the students throughout the auditorium.
4. If the audience is inattentive, rude, or disruptive, those causing the disturbance will be removed from the assembly. If the disturbance is of a general nature, the assembly will be stopped until the audience is attentive.

General rules for assemblies in the auditorium:

- a. Students will sit in their assigned areas
  - 12<sup>th</sup> Grade – center section – front
  - 11<sup>th</sup> Grade – center section – back
  - 10<sup>th</sup> Grade – left side section as you enter
  - 9<sup>th</sup> Grade – right side section as you enter
  - 8<sup>th</sup> Grade – left side section –front
  - 7<sup>th</sup> Grade – right side section - front
- b. No climbing over the seats/no feet on seat
- c. No standing on the seats
- d. No yelling or “cat calls” from the audience
- e. Applaud at appropriate times

**NO HATS ARE TO BE WORN IN THE AUDITORIUM**

STAGE		
GRADE 8	SENIORS	GRADE 7
GRADE 10	JUNIORS	GRADE 9

**BUS TRANSPORTATION**

All of the rules of good behavior expected in school apply on the bus. Abuse of rules may cause loss of your riding privilege.

If a student is reported for misbehavior, disciplinary action will be taken.

The first afternoon buses will leave the school at 2:33 p.m.

Students who are not staying after school for a particular teacher or activity should be on the bus at this time. The late buses are scheduled to leave school at 3:15 p.m. Students should report directly to the bus after the 3:10 bell. Middle School students must have a valid bus pass to ride the late bus.

**STUDENTS WHO LEAVE SCHOOL GROUNDS AT 2:30 OR WHO REMAIN IN THE BUILDING WITHOUT STAYING FOR A PARTICULAR TEACHER OR ACTIVITY WILL NOT BE PERMITTED TO RIDE THE LATE BUS. NO STUDENT IS TO STAY IN THE BUILDING AFTER 2:30 WITHOUT PERMISSION FROM A TEACHER.**

**CAFETERIA AND LUNCH PROCEDURES**

1. Lunch periods are shown on student schedules, and students are expected to follow the times as shown.
2. Students are asked to use the bathroom before they come to lunch. A bathroom pass will be available for use during the lunch period, at the discretion of the lunch room monitor.
3. Students may sit at a table of their choice, but may not move from table to table unless directed to do so by the monitor. Students are asked not to save tables.
4. Food may be eaten in the cafeteria only. Juice cans may not be taken from the cafeteria.
5. Students are responsible for keeping their eating areas clean.
6. Being able to speak with friends during lunch period is something we all enjoy. This does not include loud talking or screaming across to another table.
7. Good manners and politeness are expected at all times.
8. Students will leave the cafeteria in an orderly fashion.
9. Throwing food or other objects in the cafeteria will result in disciplinary consequences.

**DANCES/ACTIVITY NIGHTS**

Dances / activity nights are held periodically, for the enjoyment of the students. Proper behavior is expected from all students attending a dance/activity night. School rules regarding student behavior are in effect at school dances/activity nights. Students who are absent from school, or who are under suspension, may not attend a dance/activity night that day. Students are ineligible also if they have not completed tutorial.

The basic purpose of a dance is to provide you and approved guests with an opportunity to socialize after regular school hours in a controlled, adult-supervised environment.

Dances are open to Jr./Sr. High School students and their guests. Guests must be high school students or graduates only. Students should enter the building at the back entrance by the senior parking lot.

To help make dances enjoyable for everyone, your cooperation with the following rules is required:

1. The student group, which is sponsoring the dance, must secure the number of teacher and other adult chaperones required by the principal, which for most dances are at least 4. If this number of qualified chaperones is not secured at least 3 days before the dance, the dance will be cancelled.
2. If you would like to bring a guest as your date, who does not attend our school or who has graduated, you must pre-register that guest in the office and pick up a guest pass. The principal may refuse permission for a guest to attend based on the age of the guest or previous disruptive behavior of the guest or the student.

3. You must arrive before 9:00 p.m. immediately enter the building, and remain inside in the specific area designated by the chaperones for the entire dance. If you leave the building before the dance has ended, you will not be re-admitted and you must leave school property promptly. If you must arrive after 9:00 p.m., obtain prior approval from the principal.
4. Demonstrate acceptable behavior, be attentive to the dance, and dress appropriately for the type of dance being offered.
5. Possession, consumption or the smell of alcoholic beverages or illegal drugs on school property will result in immediate removal from the dance area, notification of parents, removal from the building, and referral to the principal for further disciplinary action. (The alcohol sensor will be used according to Board Policy.)
6. Anyone arriving at the dance that, in the judgment of any chaperone, appears to be under the influence of alcohol or drugs will be immediately removed from the dance area, have parents notified, be removed from the building, and referred to the principal for further disciplinary action. The alcohol sensor will be used according to Board Policy.
7. Smoking will not be allowed.
8. Driving into and out of parking lot must be reasonable, prudent, safe, and never exceed 5mph.
9. It is your responsibility to arrange for transportation home after the dance. Students should be picked up in the senior parking lot in the back of the building within 15 minutes after the end of the dance. Failure to do so may result in limiting future participation.
10. Loitering any place outside the school building, whether on the way to, during, or after the dance is prohibited.
11. All other regular day school rules are also in effect at the dances.
12. Teachers and other adult chaperones are in charge at all school-sponsored dances. In the event of a problem, the decision of the principal or his assigned head chaperone shall prevail.

DISCIPLINARY ACTION FOR BEHAVIOR NOT IN ACCORDANCE WITH THE ABOVE WILL BE DRAWN FROM THE DISCIPLINE GUIDELINES THAT APPLY TO THE SPECIFIC SITUATION OR CIRCUMSTANCE.

## DISCIPLINE

(see Code of Conduct)

- NOTE: No list of rules can include every possible problem that might occur in school. Basically, common sense, good judgment, respect for others, and good manners are guidelines you are expected to follow. **YOU WILL BE HELD ACCOUNTABLE FOR YOUR BEHAVIOR.**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Speeding or driving recklessly on school grounds.
  6. Engaging in any willful act, which disrupts the normal operation of the school community.
  7. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  8. Computer/electronic communications device misuse, including any unauthorized use of computers, such as accessing web hosting sites, participating in on-line bidding, and accessing foreign sites not related to curriculum. The use of software or internet/intranet account, accessing inappropriate websites, creating/distributing of photographs, video and/or audio recordings or any other variation of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel.
  2. Any conduct that impedes the delivery of instruction or the orderly conduct of school affairs.
- D. Engage in conduct that is violent. Examples of violent conduct include:
  1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other personnel, or attempting, or threatening to do so.
  2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting, or threatening to do so.
  3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  4. Displaying what appears to be a weapon.
  5. Threatening to use any weapon.

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district personnel or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar gestures, vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco or possession of smoking materials.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
12. Inappropriately using, possessing, or sharing prescription and over-the-counter drugs.
13. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
14. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers, and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Posting assignments on the web site
6. Assisting another student in any of the above actions

### **CLASS 1 OFFENSES: LOWEST LEVEL**

1. Failure to follow the reasonable directions of a staff member
2. Failure to follow posted or stated cafeteria rules
3. Disruptive or unacceptable hallway behavior
4. Use of hallways without properly obtained pass at times other than passing between periods, including unauthorized presence in the High School or Elementary School
5. Failure to cooperate with a substitute teacher
6. Tardiness
7. Skipping an assigned detention
8. Disruptive behavior during an assembly
9. Misconduct in class, in building, on grounds or in school vehicles
10. Any overt display of affection beyond holding hands
11. Use of inappropriate language by or between students
12. Conduct detrimental to school order
13. Loitering in hallways or restroom
14. Misbehavior on a field trip
15. Skipping Class
16. Late to class
17. Misuse of a pass/passbook
18. Water guns, bottles
19. Throwing snow
20. Misconduct during emergency evacuation
21. Inappropriate dress

### **RANGE OF PENALTIES FOR CLASS 1 OFFENSES**

Warning  
 Restricted privileges  
 Parents contacted  
 Punishment assignments (should be related to the offense)  
 Detentions  
 1 or 2 day(s) assigned in the suspension room  
 Alternative Education  
 Principal's or Superintendent's Hearing (formal or informal)  
 Further penalties as deemed appropriate  
 Penalties are rendered at the judgment of the Principal

### **CLASS 2 OFFENSES**

1. Truancy (sect 3210 NYS Education Law) (BOE Policy 7110)
2. Unlawful detention (sect 1709.2 NYS Education Law) (BOE Policy 7110)
3. Unauthorized absence – a student under age 16 who has absented himself/herself from instruction without authorization or administrative approval
4. Smoking on school grounds, in school building, or while under school supervision. You are in violation of the smoking policy if you are found:
  - a. Smoking (also prohibited by NYS Law)

- b. Holding or possessing a cigarette or other smoking material
- c. Dropping, throwing, or flipping away a cigarette or other smoking material
- d. Exhaling smoke
- e. Warning smokers of impending arrival of a staff member
- 5. Fighting (temporary and isolated without premeditation or intent to injure or intimidate)
- 6. Misconduct in the suspension room or during principal's detention
- 7. Possession and/or consumption of "look alike" drugs
- 8. Insubordination – adamant, repeated refusal to follow the direction of an administrator, teacher, or other staff members
- 9. Lying, forgery, or cheating
- 10. Vandalism
- 11. "Mooning"
- 12. Repeated class 1 offenses (3 or more)
- 13. Extortion
- 14. Possession and/or distribution of obscene materials

### **RANGE OF PENALTIES FOR CLASS 2 OFFENSES**

- 1. Assignment to the suspension room for a period not to exceed 5 school days
- 2. Withdrawal from all extra-curricular activities (attendance and participation) for up to 30 calendar days. The days may cross school years
- 3. Referral to local law enforcement officials where applicable
- 4. A discipline conference. Discipline conferences may include the student, parents, and appropriate staff members
- 5. Request for a informal/formal hearing before the Principal or Superintendent of Schools
- 6. Suspension from school (1-3 days)

### **CLASS 3 OFFENSES**

- 1. Disorderly conduct (sect 240.20 NYS Penal Law) a person is guilty of disorderly conduct when, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof:
  - a. He/she engages in fighting or violent tumultuous or threatening behavior or
  - b. In a public place, he uses abusive or obscene language, or makes obscene gestures in an effort to annoy or defy teachers, administrators, or other supervisory personnel
  - c. Any other overt behaviors which interfere with the normal operation of the school may be considered disorderly
- 2. Harassment (Sect 240.25 NYS Penal Law) (including but not limited to sexual harassment) a person is guilty of harassment when, with intent to harass, annoy, or alarm another person:
  - a. he/she engages in conduct commonly called hazing or
  - b. he/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person
- 3. Loitering (Sect 240.35 NYS Penal Law) a person is guilty of loitering when he/she remains or wanders about the school or grounds with no specific legitimate reason for being there without written authorization from anyone authorized to issue such permission
- 4. Trespass (Sect 140.10 NYS Penal Law) a person is guilty of criminal trespass when he/she knowingly enters or remains unlawfully in a school building in violation of posted rules or regulations governing entry and use

thereof, or in violation of a personally communicated request to leave the premises from a principal, custodian or other person in charge thereof.

5. Possession of a weapon (Sect 265.01 NYS Penal Law) a person is guilty of criminal possession of a weapon when:

- a. he/she possesses any firearm, dart gun, gravity knife, switchblade, blackjack, bludgeon or
- b. he/she possesses any dagger, dangerous knife, razor, imitation pistol, and other dangerous or deadly instrument or weapon on school grounds, in a building, or a vehicle
- 6. Possession or sale of a depressant, stimulant, hallucinogenic, or narcotic drug or preparation (art. 220 NYS Penal Law)
- 7. Possession and/or consumption of, under the influence of an alcoholic beverage on school grounds in the school building, or while under school supervision.
- 8. Assault (art. 120 NYS Penal Law) a person is guilty of assault when:
  - a. with intent to cause physical injury to another person he/she causes such injury or
  - b. he recklessly causes physical injury to another person or
  - c. with criminal negligence, he/she causes physical injury to another person by means of a deadly weapon or dangerous instrument
- 9. Other crimes against persons (art. 125.130.135 NYS Penal Law) a person is guilty of a crime against a person as specified in the articles identified
- 10. Crimes against property (art. 140.145.150.155.160 NYS Penal Law) actions constituting trespass, burglary, criminal mischief, arson, larceny, and robbery are prohibited as specified in the articles identified
- 11. Any violations of the provisions of the NYS Penal Law not herein before specifically mentioned
- 12. Sale of mild depressants, stimulants or narcotics, i.e. look alike drugs as illicit drugs is a Class A misdemeanor under Public Health Law
- 13. Possession and/or use of fireworks, smoke bombs, percussion caps, etc. while under school supervision
- 14. Possession of drug paraphernalia
- 15. Initiating a Bomb threat
- 16. Activating a fire alarm
- 17. Repeat class 2 offenses (2 or more)

### **RANGE OF PENALTIES FOR CLASS 3 OFFENSES**

Parents and the Superintendent must be notified in writing and a Superintendent's Hearing or a principal's discipline conference held

- 1. 1-5 OSS
- 2. Referral to local law enforcement officials for appropriate action
- 3. Withdrawal of all extra-curricular activities (attendance and participation– up to 60 calendar days). Days may cross school years.

### **BUS REFERRALS**

For reports of general violations of bus rules the following range of consequences applies:

- 1. Principal's detention
- 2. Probation
- 3. Short term removal from the bus
- 4. Permanent removal from the bus

### **PRINCIPAL'S DETENTION INFORMATION**

Principal's detention is a disciplinary action, taken as a result of a violation of school policy, which requires the following:

1. The student will stay after school from 2:33-3:10 p.m.
  2. The Principal will notify the parent or guardian of the disciplinary action taken.
  3. Notation is made in the student's discipline file.
- The following rules will apply for Principal's Detention:
1. The student must be on time –2:33 p.m.
  2. The student must remain seated and quiet.
  3. The student must bring and work on homework or other reading material.
- If a student is asked to leave Principal's Detention, further penalties will be imposed.

### **PROCEDURE FOR DISCIPLINARY EXCLUSION AND SUSPENSION**

1. Teachers will keep careful records of all violations of school regulations which will include date, circumstances, names, investigations and disposition.
2. The school will investigate and utilize all school and community (public and private) personnel who might prove helpful in assisting a student to improve his/her behavior.
3. The Principal will review all evidence previously noted.
4. The Principal may meet with others who have been involved in the problem. He/she will state the school's position and make it clear to both parents and student.
5. The Principal may further suspend or place the student on probation.
6. All exclusion procedures will follow the New York State legal requirements.

### **SUSPENSION INFORMATION**

The Principal reserves the right to suspend any pupil whose offense is deemed detrimental to the welfare of the teachers, other pupils, or the school as a whole. Parents will be notified by mail and/or phone of misbehavior leading to the student's suspension. Copies will go to the Guidance Office, and into the student's folder. Please note that a student who is suspended may not attend any after school activities on the day(s) he/she is under suspension, either in or out of school. A student who has been suspended out of school is responsible for making up missed work. Upon return to school, the student should see his/her teachers to make arrangements to complete this work. There are two types of suspension--in-school and out-of-school suspension.

### **IN-SCHOOL SUSPENSION**

- In-school suspension will involve the following:
1. The student will be assigned to a location away from the rest of the student population.
  2. The student will not be allowed to eat or socialize with other students for the length of time he/she is in suspension.
  3. The students will remain in the suspension room until 2:30 p.m. each day.
  4. The Principal will telephone the parents and/or send a letter concerning the action taken.
- The student will be responsible for completing work assigned during the time he/she was suspended.

### **OUT-OF-SCHOOL SUSPENSION**

1. The student is excluded from school by the Principal or his/her designee for up to five (5) days
2. Upon returning to school, the student will be required to make up work covered in his/her regular classes during the suspension. Missed work will in all likelihood have to be made up after school from 2:30-3:10 p.m.
3. A student who is under suspension may not attend any

after school activities on day/s he/she is serving the suspension.

### **OUT OF SCHOOL SUSPENSION W/A.I.P.**

1. The student is excluded from regular school by the Principal or his/her designee for up to five (5) days.
2. The student is also required to attend an Alternative Instruction Program from 3:15 p.m. -5:15 p.m. on the days assigned.
3. The student will be responsible for completing work/assignments which will be obtained from the regular teachers.
4. A student who is assigned to out of school suspension may not attend any extra curricular activities on day/s he/she is serving the alternative to out of school suspension.

### **ALTERNATIVE INSTRUCTION PROGRAM**

1. A student may also be placed into the A.I.P. for a period longer than 5 days as a result of a Superintendent's Hearing.
2. The student must attend A.I.P. from 3:15 to 5:15 daily.
3. The student will be responsible for completing work/assignments which will be obtained from the regular teachers.
4. A student who is assigned to the Alternative Instruction Program may not attend any extra curricular activities.
5. Parents are responsible for providing transportation. Often times we can bring students in. However, parents will need to make arrangements to pick students up.

### **Point System**

Dana L. West Jr. /Sr. High School utilizes a Point System to monitor student behavior and academic progress. The Point System provides a cumulative account of specific behaviors that detract from the students overall learning experience. The accrual of points is discussed with both students and parents at various points throughout the year.

#### 1 Point

- Tardy
- Homework Hall skip
- Unprepared for class
- Littering in hallway/ cafeteria
- Cafeteria misconduct (minor issues)

#### 2 Points

- 3 Points
- Repeated 1 point offenses
  - Dress code violation
  - Cell phone use
  - Inappropriate hall behavior
  - Classroom disruptions (minor issues)
  - Level 1 technology offenses \* See list below

- 5 Points
- Inappropriate behavior on school grounds, properties or functions
  - Use of inappropriate language
  - Teacher detention cut
  - Principal detention cut
  - Class cut
  - Classroom disruption (if removed from class)
  - Attending events when ineligible

- 10 Points
- Fighting (not premeditated)
  - Insubordination toward an adult
  - Threatening behavior/ harassment
  - Academic dishonesty
  - Forgery
  - Theft (school or personal property)
  - Truancy
  - Destruction of school property/vandalism
  - Leaving the building without permission
  - Indecent exposure
  - Possession of cigarettes
  - Level II technology offense \* See list below

- 25 Points
- Reckless endangerment (dangerous behavior)
  - Causing physical harm to another individual (minimum – Principal's Hearing)
  - Level III technology offense \* See list below

- 50 Points (Automatic Superintendent Hearing)
- Possession/use of alcohol and/or drug
  - Bomb threat
  - Assault
  - Possession/use of a weapon

- Penalty Thresholds
- Principal detention for every five points
  - 15 Points – Warning of loss of eligibility
  - 20 Points – Ineligible for social activities \* See list below
  - 25 Points – Formal Disciplinary Summary Letter sent to parents – (internal staff conference)
  - 35 Points – Level 1 – Principal's Hearing
  - 50 Points – Level 2 – Principal's Hearing

### Process to Work off Points

- Go 10 school days with no additional points, a student's point total will be reduced by 1 point
- At 15 consecutive days an additional 2 points will be taken off
- Every additional 5 consecutive days will allow students to eliminate additional points as follows:
  - 10 days – 1 Point
  - 15 days – 2 Points
  - 20 days – 3 Points
  - 25 days – 4 Points

**\* As soon as a student receives any additional point(s), they must start the process over in order to reduce points**

### Technology Offenses

#### Level I

- Viewing inappropriate material
- Posting of personal information to the web

#### Level II

- Using or sharing someone else's user id or password
- Downloading software/videos/music
- Using forums/chat/email
- Researching how to hack

#### Level III

- Hacking
- Copyright violations

\* Students reaching the 20 point plateau will be ineligible to attend social events until working off the appropriate number of points. Included under social events are:

- Dances
- Games
- Assemblies (Non-Course related)
- Yearbook Day
- Field Trips (Non-Course related)
- Concerts/Musicals/Plays
- \*\* The Junior Prom, Senior Ball and all end of year trips (i.e. Darien Lake) are included \*\*

### **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. Midriffs should not be exposed.
3. Ensure that underwear is completely covered with outer clothing. Shorts and skirts should be an appropriate length to cover underwear.
4. Sleepwear is not permitted unless under special circumstances as approved by the building principal.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of hats in the auditorium.
7. Not include at the discretion of the classroom teacher, the wearing of hats in the classroom except for a medical or religious purpose.
8. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
10. Not include the wearing of chains.
11. Not include the wearing of gang related insignia.

12. Not include wearing of hoods.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out of school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspensions.

### DUE PROCESS

Students are afforded due process of law as stipulated within the Fourteenth Amendment of the Constitution of the United States.

INFORMATION IS DISTRIBUTED to students and parents/guardians regarding school rules in the STUDENT HANDBOOK.

When an alleged violation of school rules by a student has occurred, the following must take place:

SPECIFICATION OF CHARGES: The student and/or legal guardian are made aware of the misconduct of which the student is being accused.

PRIOR NOTIFICATION: The student and/or legal guardian are informed of the disciplinary action which is being considered.

OPPORTUNITY TO RESPOND: The student and/or legal guardian are allowed to present the student's view of the accusation and of the disciplinary action to be taken.

APPEALS PROCEDURE: If the decision of school personnel regarding the disciplinary matter is not acceptable to the student and/or parent or guardian, the following appeals procedure may be used.

APPEALS PROCEDURE:

Board of Education Policy 3230 & 3232 outlines the process to appeal decisions. The parent/student must follow the chain of command. The matter should be dealt with at the lowest level possible. If an issue is not resolved, individuals will be advised of the next step in the process.

### EMERGENCY SCHOOL CLOSINGS

If school is to be closed due to weather or for some other emergency, it will be announced over the following:

<u>Radio:</u>	WSYR	AM 570
	WHEN	AM 620
	WMBO	AM 1340
	WAUB	AM 1590
	WSEN	FM 92.1
	WNTQ	FM 93Q
	WSYR	FM 94
	WNYR	FM 98.5
	WALL	FM 99.3
	WBBS FM	FM 104.7

Television: WSTM Channel 3

WTVH	Channel 5
WSYR	Channel 9
NEWS10	Channel 10

### FIELD TRIPS

Field trips to events, performances, etc. outside of school may be scheduled during the school year. You will be asked to bring permission slips signed by your parent/guardian. While on these trips, students are representing themselves, their parents, and their school, and are expected to be on their best behavior.

#### ELIGIBILITY FOR FIELD TRIPS

Curricular Field Trips: All students in a particular class or group, provided they are not under suspension the day of the trip shall be eligible to attend that trip.

Please note that if a student has been removed from a field trip due to misbehavior, that student may not attend the next such activity.

### FIRE DRILLS

There will be unannounced fire drills during the school year.

There is a definite procedure to follow in leaving the building for fire drills. Your teachers will explain to you what you are to do wherever you may be when the alarm sounds. Be aware of the direction signs located in each room in the building.

**REMEMBER! ! DURING A FIRE DRILL,  
PUPILS PASS IN SINGLE FILE, AT A WALK,  
AND DO NOT TALK**

### HOMEWORK

Some students may accomplish part of their homework during school time in study halls. Most students, especially those taking a majority of academic subjects, will need to arrange for study at home. Parents can cooperate by providing a quiet place, designating a set time and checking to see what work is finished. An assignment notebook is in-dispensable. For full credit, work is expected on time. The student must make arrangements for make-up work with teacher involved.

Homework is interpreted to mean any work that a pupil is required to do outside of regular class time. Homework serves many worthwhile purposes, some of which are as follows:

1. It provides an opportunity to enrich your background.
2. It augments and supplements work covered in regular class periods.
3. It helps to develop self-discipline and self-reliance.
4. It helps improve academic achievement.
5. It helps develop skills in reading, writing and using reference materials.
6. It serves as a means of evaluation.
7. It provides needed training in developing proper attitudes and good work habits.

NOTE: Students not completing homework assignments may be required to stay to complete their work at 2:30

### MAKE-UP WORK

Students who are absent from class for any reason are responsible for making up any work missed. If a student is absent for a day or two, the best method to follow is to have a classmate collect any class work or homework. If the student will be absent for a longer period of time, call

the school and arrangements will be made to obtain current assignments. It generally takes a day to gather books and assignments. Upon the student's return to school, teachers will generally be available from 2:33 - 3:10 p.m. for extra help. It will be the responsibility of the student to arrange for completion of missed work. If you miss a test you must make arrangements to make up the test within two (2) school days. Failure to do this may result in a zero, which would be counted in your average.

### TUTORIAL STUDY HALL

- a. This is a tutorial service. NOT a detention.
  - b. Students can go to see teachers. Before reporting to the teacher, they must present a pre-signed pass to the study hall supervisor that they must bring back, signed, at 3:10.
  - c. Students are expected to bring books, notebooks, and work to do.
  - d. Teachers are available to monitor and assist students with work.
  - e. Problems, i.e., lack of work or behavior will be dealt with by the principal, up to and including removal from the activity.
  - f. This is to be considered a quiet study hall. Talking is permitted only to ask questions or do work with a neighbor with permission only.
  - g. Failure to comply with these rules could result in suspension from the activity.
  - h. If a student fails to stay for tutorial study hall without prior notice to the principal, they will be dropped from the activity.
  - i. If a student resigns from an activity, club, or athletic team so they won't have to stay for tutorial study hall, it is understood that they may not rejoin that activity or sport for the remainder of the school year. They must remain in tutorial until the next report is issued.
  - j. Late bus passes will be issued as needed.
  - k. All problems or conflicts should be taken up with the principal. He will make the final decision regarding special circumstances.
- \*\*\* PLEASE NOTE: Board Policy #7410 states that: "In order for a student to participate in an extra-curricular activity, it is necessary that the student be in attendance the entire day that the activity is scheduled.  
PLEASE NOTE THAT THIS POLICY IS STRICTLY ENFORCED.  
THE SCHOOL DAY BEGINS AT 7:45 A.M. IF STUDENTS ARRIVE TO SCHOOL OR HOMEROOM LATE THEY ARE INELIGIBLE FOR PARTICIPATION THAT DAY.

### LIBRARY-MEDIA CENTER RESPONSIBILITIES

There are two libraries available for student use. One in the Leslie B. Lehn Building for grades 7-8 and one in the Dana L. West Building for grades 9-12.

The Library/Media Center is staffed from 7:40 a.m. to 3:10 p.m. **The Library's mission is to ensure that students and staff are effective users of ideas and information.**

The Library/Media Center is to be used for the following purposes:

- 1) To research term papers and other projects.
- 2) To learn the techniques of research through the use of databases, books and the Internet.

- 3) To make use of books and works of literature for class-related projects.
- 4) To reach and locate reading materials.
- 5) To use computers for school projects.

All who use the facility must help maintain a quiet atmosphere. Library rules are posted at the circulation desk and students need to be aware of and follow them at all times. Also students must adhere to the school's computer policy when using Library computers. The Library has over 8,000 books, videos, CD's and DVD's, magazines, and many online databases. A scanner and computers are also available for student use. The Library has an extensive website which can be found on the school website. It includes links to databases and suggested websites, Internet tutorials, sites that suggest books that students will enjoy and much more. Suggestions are always welcome.

### STUDENT RESPONSIBILITIES STATEMENT

When a student comes to the library, it is expected that he or she will have an educational purpose in mind, i.e., obtaining or returning a book or magazine, research, using a computer for class assignments, studying, or testing.

The students share in the responsibility of maintaining an environment that allows the library media center to serve the needs of all students.

1. Student behavior and actions should respect the rights of others to study or use the library media center.
2. Students should refrain from making critical comments about other individuals.
3. Students' behavior should not endanger themselves or other individuals.
4. Students should abide by library and district procedures for personal contact with other students.

### LIBRARY MEDIA CENTER RULES

Due to the number of students who need the services of the library staff, we request that no more than three students come to the library from any one study hall.

1. Upon entering the Library, all students are to sign-in at the circulation desk.
2. You may sign out three items at a time, only one of which may be a magazine. Books can be checked out for two weeks and periodicals for one week. In most cases, you may renew items if you still need them.
3. The overdue policy is as follows: the first week you will be notified in writing; the second week, you will not be allowed to use the library except with your class and you may not check out any materials; the third week and every week thereafter, you will have detention daily until you either return the material or bring a note signed by your parents stating that you cannot find it. If it does not turn up by the end of the year, you will be charged for the material.
4. If you come across a damaged book or magazine or a machine breaks while you are using it, please notify the staff immediately so repairs can be made.
5. Gum chewing is not allowed. Many books and magazines have been destroyed due to gum being used as a bookmark.
6. Deposit all trash in the wastebaskets. Do not leave it on the table or the floor. Three wastebaskets are provided for your use.
7. Talking should be kept at a minimum. If it is necessary to work together, please ask the person in charge.
8. Stay seated until the bell rings.
9. When you leave, please push your chair in so others can move about safely.

## LOCKERS

Each student will be assigned a locker. These lockers are assigned for the placement of coats and books. Each locker is numbered. Each locker has its own combination lock.

**DO NOT GIVE YOUR COMBINATION TO ANOTHER STUDENT. IT IS EXTREMELY IMPORTANT THAT YOU DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER.**

Valuables and/or money should be kept on your person or given to your homeroom teacher for safekeeping.

Lockers are:

1. to be used for clothing and books
2. to be kept neat and orderly

All lockers will be checked from time to time.

If students want to lock their personal belongings in gym locker rooms, locks will be provided. At the close of the school year the school will charge a \$4.00 fee if the lock is not returned.

No personal locks are permitted. Personal locks found on lockers will be removed. This may include cutting them. You may NOT open other student's lockers.

## SEARCHES OF LOCKERS AND DESKS

School lockers, desks, and other such equipment are not the private property of students but property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

## MEDICATION IN SCHOOL

Students who need to take any internal medicine in school must follow the procedure below as directed by New York State Law.

1. The medicine must be kept in the nurse's office separate from other supplies.
2. The school nurse must have on file a written request from the family physician stating the dosage and time the medication is to be taken.
3. The parent must give a written request to the school nurse to administer the medication as directed by the physician.
4. The medication should be delivered directly to the school nurse by the parent. Students may not transport medication to and from school.

No medication will be given in school unless the above criteria are met.

All teachers are required to report any students who have medication in their possession.

## IMMUNIZATIONS

The school recognizes its responsibility under the Public Health Law to insure that the children under its charge are immunized against measles, polio, diphtheria, mumps, rubella, and where applicable, Haemophilus influenza type b (Hib), and hepatitis B. The school, therefore, requires that a physician's certificate or some other acceptable evidence of immunization be submitted for all children entering and presently attending school. Any child lacking evidence of immunization may not remain in school for more than fourteen (14) days, or thirty (30) days for an out-of-state transferee who can show effort to obtain the necessary evidence or certification.

The only exceptions to this policy are as follows:

- a) If a child whose parent, parents, or guardian hold genuine and sincere religious beliefs which are contrary to the practices required, no certificate shall be required as a prerequisite to such children being admitted or received into school or attending school;
- b) If a physician will certify that administering a vaccine to

a particular child is detrimental to the child's health, the requirement may be waived by the Board.

A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education. Public Health Law Section 2164 Education Law Section 914

## PARTIES IN SCHOOL

All parties taking place during the school day must be cleared through the Principal's office. Generally speaking, parties will be kept to a minimum.

## PASS SYSTEM

All students will be expected to carry their Agenda Book with them at all times. This will serve as your pass book. Notations must be made, signed by an adult in charge, each time a student is out of a room while classes are in session. Agenda books must be kept intact.

## USE OF PHOTOS OF STUDENTS IN SCHOOL

Occasionally student photos are used in our newsletters or in the public media. If you do not want your child's photo to appear in district or other publications, please indicate on the form at the end of this handbook and return it to the middle school office. Thank you.

1. Full Year Course –80% of the final average will be the six marking period averages plus, the final, which will equal 20%.
2. Half Year Courses –80% of the final average will be the three marking periods plus the final exam, which will equal 20%.

## COURSE CREDIT CHALLENGE

According to the Regents Action Plan, "a student may earn a maximum of 6 ½ units of credit for either a Regents or local diploma without completing units of study for each unit of credit." Students must score 85% or higher on the final exam or Regents exam. Additionally, a student must complete a related project approved by the instructor and the Principal.

## COURSE CREDIT

To receive credit for any course, a student must:

1. Having a passing average.
2. Take a final exam, which is figured into the final average. If a student's average for each marking period is 93 or better, the student may only be excused from a local exam at the discretion of the teacher. No student may be excused from taking any required state assessment.
3. Complete all course requirements.

\*NOTE: A student will receive no course credit until all requirements have been met.

## SCHEDULING

Students will be provided with schedules the first day of classes. Schedules indicate classes selected with any adjustments due to failures. Students have made a commitment and are expected to follow through. Course outlines, textbooks and class requirements should be reviewed carefully. If the student would like to request a schedule change, the change must be requested NO LATER THAN THE FIRST TWO WEEKS OF THE SEMESTER. After that point no schedule change will be

allowed. The only exception is a change required due to inappropriate placement.

### REGENTS/COMPETENCY EXAMINATIONS

In addition to local requirements, New York State has now mandated that no student may graduate from a high school in New York State without having passed state prepared tests.

#### Students entering high school in the Fall 2000 and beyond:

For a NYS Regents Diploma (65% or higher):  
Regents in Comprehensive English  
Regents in Math A or Algebra  
Regents in Global History  
Regents in US History  
Regents in Science

For a NYS Regents Diploma with Advanced Designation (65% or higher):  
Regents in Comprehensive English  
Regents in Global History  
Regents in a Physical Science (Earth Science, Chemistry, or Physics)  
Regents in Living Environments  
Regents in math A or Algebra  
Regents in Geometry (students entering Fall 2007 and beyond)  
Regents in Math B or Advanced Algebra / Trigonometry  
Regents in Foreign Language  
For a NYS Local Diploma:  
65% on regents; 65% on RCT's  
Under certain circumstances, students may graduate with this option.

### TRANSFER STUDENTS

Students entering Dana L. West High School after the 1<sup>st</sup> day of school in September will have grades and transcripts reviewed to provide appropriate placement. All academic grades previously obtained in the current school year will be calculated in our grading system to determine course standings. If a student has not attended school, a 0 will be used in calculating each marking period missed.

### GRADUATION REQUIREMENTS

To be eligible to graduate with a State Regents Diploma from Port Byron Central School, a student must complete a minimum of 22 units of approved high school work including 4 years of physical education and meet all local requirements. In addition, students must pass all State exams per the State Guidelines and meet local graduation requirements. Students wishing to earn an Advanced Regents Diploma must pass additional required exams per the State Guidelines.

### SERVICE LEARNING GRADUATION REQUIREMENT

Students entering Dana L. West High School will be required to complete 40 hours of Service Learning prior to graduation. All students are encouraged to complete 10 hours per year.

#### Procedure

1. Service Learning forms may be obtained in the high school office.
2. If you are unsure of the validity of an activity, you should check with the principal.

3. Completed form is returned to school.
4. Records maintained through the High School Office.
5. Hours will be tabulated and posted on the report cards.
6. Supporting paperwork is required for credit.
7. Service Learning performed outside the school district will require written parental permission.
8. If service is performed without advanced approval, it may be considered.
9. Prorated hours will be calculated for students who enter the district after the school year begins.

### MARKING PERIODS

Report cards are issued four (4) times a year. They reflect a student's progress for a 10 week period.

#### MARKING PERIODS

Nov. 13, 2009	April 9, 2010
Jan. 29, 2010	June 25, 2010

#### OPEN HOUSE

October 15, 2009

### HONOR ROLL

To achieve honor roll you must pass ALL subjects, and: **High Honor Roll** -To attain High Honor Roll you must have an average between 90 and 100. All subjects count in proportion to the number of times they meet each marking period.

**Honor Roll** -To attain Honor Roll you must have an average between 85 and 89.99.

Again, all subjects count in proportion to the number of times they meet each marking period.

### SUMMER SCHOOL

Port Byron Central School often participates in the BOCES summer school program for course credit. Should this program be offered again next year, students may be required to attend and successfully complete courses in order to be promoted to the next grade level.

### SELLING ITEMS IN SCHOOL

There will be no selling of candy or other items by individual students or by outside groups.

### STUDENT ACCIDENT INSURANCE

As of July 1, 1996, due to budget cuts, school student accident insurance has been terminated. Coverage for any student injury will be the responsibility of parent and/or guardian. Low cost student health insurance from a private carrier is available at parent expense. You may contact the school nurse for further information if interested.

### STUDENT RECORDS

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

The district will arrange as needed to provide translations of the following notice to non-English speaking parents in their native language.

To Parent(s)/Guardian(s) Eligible Students:

This is intended to advise you of your rights with respect to the school records relating to (your son) (your

daughter) (you) pursuant to the Federal Family Educational Rights and Privacy Act of 1974. Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of School, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received. Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein which is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student.

There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials who have a legitimate educational need for access to such records in the course of their employment.

## **STUDENT DIRECTORY INFORMATION**

### **Annual Notice of Your Right to Refuse Release of Student Directory Information:**

This notice is to inform parents of students at PBCS that you have the right to refuse the release of student directory information to outside groups without individual consent. (BOE Policy 7540)

As a matter of practice, however, no PBCS student information is released to any outside organization other than those governmental agencies permitted to obtain it by law.

## **STUDY HALL**

Study halls provide students with the opportunity to complete assigned schoolwork or to read for personal enjoyment. The following procedures will be in effect for all study halls.

1. Students must be on time to study hall.
2. Any needed materials should be brought to the room. Locker passes will be discouraged. Reading material must be brought if a student has all work completed.
3. Students must work quietly and remain seated.
4. Students who wish to use the library for research must have a pre-signed pass from a subject area teacher.

5. Up to 5 students at a time may be sent to the library to look for books— 15-minute limit.

## **TELEPHONE**

Please do not ask secretaries to use the phones in the office except for important calls.

## **TEXTBOOKS**

Textbooks are furnished free to all students at Dana L. West Jr./Sr. High School. Each student is responsible for:

1. proper care of textbooks loaned to him or her. If there is more than normal wear, a fine will be collected.
2. the return of all textbooks at the end of the school year.
3. the immediate return to the office of any textbooks found in or outside of the school.

## **TRANSFER TO ANOTHER SCHOOL**

A student who expects to move should bring a note from his/her parents stating the date of removal, the new home address, and when possible, the name and address of the new school. Parents may also telephone to the guidance office or come to the office personally to inform the school of a student transfer.

The day before his/her last day here, the pupil should go to the guidance office for a Withdrawal Form. This is taken around to each of the student's teachers to sign. The pupil will then be given a transfer certificate to take to the new school. The pupil should also take along a copy of the latest report card. If necessary, the guidance secretary will make a copy.

## **VANDALISM**

Students who mark, destroy, steal, or damage any school property or equipment will pay for the amount of the damage and are subject to other disciplinary or legal action.

## **VISITORS**

You, as parents, are welcome and encouraged to visit our school often. However, to insure the safety of our students we require that all visitors report to the Jr./Sr. High School Office upon entering our building, where they will sign in and obtain a visitor badge. Visitors must also sign out upon leaving. Conferences with teachers are welcome at any point in the year. However, you should make an appointment ahead of time for this. In general, visitors are expected to be with or under the supervision of a member of our staff. Other than going to and from their appointment safety concerns dictate that visitors may not

move about the building unescorted while students are here except under special circumstances cleared through the Principal. When you arrive at school, you may note that all exterior doors except the front door are locked when we are in session. This has been done to help insure student safety and is in no way intended to exclude persons from the building that may lawfully be here.

Parents wishing to drop off items for students should bring them to the office ---please do not go to the classroom. Parents who are picking up children for an appointment should sign them out with the secretaries in the Main Office.

Students from other schools, unless they have specific reason and prior approval of the Building Principal, are not permitted to enter the school building or be present on school grounds while school is in session. We want to encourage parents to come to school, but are also very concerned about reducing interruptions and insuring the safety of the students.

## WORKING PAPERS

Working papers are issued in the School Office. At age 12, a student may secure a newspaper permit and a limited type of farm permit for hand harvest of fruits and vegetables.

At 14, students may secure a farm permit and a vacation work permit for certain types of work. At 16, students may secure a standard employment certificate for vacation or part-time work or a proof of age certificate.

Before a working permit (working papers) is issued to you, the school must have a record of:

1. Parents' permission for a student to work.
2. Documentary proof of age.
3. Certificate of physical fitness issued by a physician upon examination.
4. A statement from a prospective employer that you have a job provided upon completion of form.

Students wishing to obtain working papers should stop at the main office for an application blank. It will take a few days for these papers to be processed. Therefore, do not expect to apply for and receive your permit in the same day. A social security number is required from the student before the permit can be given. Therefore, it is wise for the student to make application for a social security number several weeks before he/she needs a working permit.

## PORT BYRON CSD TECHNOLOGY CODE OF CONDUCT FOR STUDENTS

### Rights and Responsibilities

Student use of the district's computer network and Internet should be limited to educational purposes that are directly related to the curriculum the student is studying. Usage should be ethically correct in nature. All users accessing the computer network should not expect nor does the Port Byron Central School District guarantee privacy for any user of the district computer network. The Port Byron Central School District reserves the right to monitor all technology resource activity. District officials or system administrators for any reason whatsoever may access all computerized files.

### Terms and Conditions

The use of the Port Byron Central School District computer network and Internet is a privilege, not a right. Any person using the district's computer network and/or Internet has implicitly consented to adhere to all policies. The district may disable a user's account at any time for inappropriate or irresponsible behavior. Violations of the terms and conditions of use will be reported to the building administrator who will determine penalties. If warranted, the administrator shall refer the case to an appropriate school, local, state, or federal authority for disposition.

- 1) Using the computer network and Internet in any manner will not violate District policy, federal, state or local laws. This includes, and is not limited to, copying or transmission of software, unauthorized access, and interfering, destroying, or disrupting (hacking) the proper operation of any computer or computer network, software program or software system.
- 2) A user will not violate copyright protections which includes photos, text etc.
- 3) A user will not use information obtained through the computer network and Internet without giving proper credit to the source (plagiarism).
- 4) A user will not use an account assigned to another user, or allow another user to use his or her account. It is the user's responsibility to be accountable for the use of his/her password. The password should not be revealed

to anyone. Any problems, which arise from misuse of a user's password, will be that user's responsibility.

5) A user will not use the computer network and Internet for financial gain or profit.

6) Users are prohibited from creating, receiving, uploading, downloading, transmitting, storing, printing or distributing files or messages that are, but not limited to, pornographic, profane, obscene, threatening, or that use language that offends or tends to degrade others, or contains information considered dangerous to the public at large.

7) A user will use only software owned by the Port Byron Central School District when working on the computer network or on any workstation. No software from outside sources may be loaded or used without written permission from the Technology Coordinator.

8) Users will not post personal contact information about themselves or other people. Personal contact information includes information regarding home addresses, telephone numbers, school addresses, work addresses, etc.

9) All Web pages must be developed according to District guidelines and approved by the Technology Coordinator prior to posting. Web pages may include only the first name and the initial of the student's last name. Pages or filenames may not include a student's phone number, address, e-mail address or names of other family members or friends. Use of individual student pictures (video or still) and audio clips on a district web page, including teachers individual web pages, must have a signed parent/guardian approval on file with the Technology Coordinator for all students under 18 years of age. Group pictures (video or still) and audio clips may be published without parent/guardian approval if names are omitted. Personal information about employees (name, phone number, E-mail address, home address, or employees picture (video or still, audio clip) may be published only with their written permission.

10) Student users will not be allowed to join chat groups or discussion groups unless it is for a specific educational purpose and permission from the parent/guardian and a staff member is obtained. The staff member granting permission shall directly supervise student participation

and shall ensure that the student unsubscribes when the purpose for the use is over.

11) Use of free e-mail accounts is prohibited. Faculty and staff are provided e-mail accounts by the district. The Port Byron Central School District will monitor e-mail activity. There is no basis for an expectation of personal privacy regarding e-mail use. Should the district decide to provide e-mail accounts for students the following guidelines will be adhered to.

- a. A parent or guardian will submit a written consent for the establishment of an e-mail account for each student. Such consent will be deemed to remain in effect for as long as the student is enrolled or until it is withdrawn by the parent/guardian.
- b. Student e-mail accounts will be used for educational purposes directly related to the curriculum the student is studying in the district.
- c. All student e-mail activity will occur under the general supervision of a member of the instructional staff. The parental approval consent form will expressly provide that e-mail activity will be monitored by the School District.

12) Computers, laptops, PDA's (personal digital assistants) or other peripherals not owned by the district

may not connect to the district's computer network or Internet for any reason without prior consent from the Technology Coordinator.

### COMPUTER USE

The school district recognizes that due to technological advances made in the electronic network and computer workstations used by staff and students, access to the Internet has become readily available. The Internet allows users to contact computer systems across the country and around the world, therefore allowing users to retrieve and share information, do research projects and communicate with others. Unfortunately some systems contain defamatory, inaccurate, abusive, racially offensive, illegal or adult-oriented material. The school district declares and mandates that use of such material is strictly prohibited in the school and facilities operated by the Port Byron Central School District. While the Port Byron School District is able and willing currently on a very limited basis due to lack of technology, to provide staff and students access to the Internet, users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, moral and ethical manner. A further obligation rests with all involved and that is to report any improper use to the building administrator or Superintendent of Schools.

### Extra-Curricular Eligibility Code

This policy applies to all students in the Port Byron Central School District who are participating in any extra-curricular activity or wish to attend any school sponsored events.

#### 1. ACADEMIC STANDARD

If a student is failing one or two subjects on his/her report card after a six-week marking period and wishes to remain active in his/her activity, he/she must report to tutorial study hall every Monday through Thursday from 2:33 p.m. to 3:10 p.m. Students must report to the appropriate teacher for tutorial. The High School/Middle School offices will distribute a list of affected students to all teachers by the day ineligibility should begin.

If a student is failing three(3) or more subjects on his/her report card after a six-week marking period he/she will become ineligible to participate in "events." During this period students may continue to practice/rehearse, attend meetings. After a two-week period a student may regain his/her eligibility by obtaining a satisfactory/passing report from each teacher. Failure to obtain a positive report in each class will result in ineligibility for the remainder of the six-week marking period. Eligibility will then be re-evaluated at the end of that marking period.

**Students who are failing three or more subjects but are not involved in an extra-curricular activity still must attend tutorial.** Students who are not involved in an extra-curricular activity but wish to attend any function (games, dances, O.M., etc.) must have their tutorial obligations up to date.

Eligibility for the first marking period of the school year will be based on the overall final averages for each course from the previous year, and/or successful summer school completion of course requirements.

Students excluded from extra-curricular activities pursuant to this policy shall be afforded appropriate due process procedures as required by law.

#### 2. ATTENDANCE STANDARD

In order for a student to participate, he/she must be in regular attendance at school all day that the activity is scheduled. During each season/activity, students will receive one warning for an unexcused tardy if they arrive

before 8:15 a.m. If they arrive after 8:15, they will be unable to participate. The Principal may grant permission for the student to be absent under special circumstances as defined by State Law as follows: personal illness, illness or death in the family, impassable roads due to inclement weather, religious observances, quarantine, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, and other reasons approved by the Commissioner of Education.

### 3. DEFINITION OF PASSING

Passing on a report card means a grade of at least 65 percent or, where it applies, a notation of "P". Passing after a period of ineligibility means that a student's

remedial work has been of such quality during that marking period that the teacher, in his/her sole professional judgment, believes that the student has achieved the equivalent of a passing grade on a report card. Evident of passing will be required in all subjects, not just those that had been failed.

### 4. LENGTH OF INELIGIBILITY PERIOD

The period of ineligibility will begin at the start of a new six-week marking period, and will last a minimum of two weeks.

### 5. RELEASE FROM INELIGIBILITY

After the initial two weeks, students who present evidence from their teacher(s) that they are passing all subjects will be declared eligible by the Principal to participate in extra-curricular activities, but must continue to attend tutorial study hall until the end of the marking period. Students must receive a satisfactory weekly progress report during the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> weeks of each marking period in order to maintain eligibility.

### 6. FORMS

The Principal and the Department Chairpersons are authorized to develop the forms necessary for the implementation of this policy. It is understood that, when certifying passing after a period of ineligibility, teachers will individually complete forms and not use one for all subjects.

Adopted by Board of Education 8/26/03

## **Athletic Eligibility Code**

1. The school administration may remove a student from an activity for any period of time or use other penalties for disciplinary reasons.
2. Each coach will establish his/her own discipline and training rules. These rules will include, but are not limited to the following:
  - a. Not use alcoholic beverages
  - b. Not use controlled substances
  - c. Not use tobacco products
  - d. Not be involved in illegal activities

\*\*Violation of any of the above four rules will result in automatic dismissal from a team. The coach may dismiss a player for other infractions of the rules.

3. Each coach will handle the discipline of his/her players. Being dropped from a team will begin the following automatic penalties:
  - a. The first time a player is dropped from a team by a coach, he/she will be on probation during the next sport season that he/she participates in.
  - b. If he/she is dropped from a team a second time by a coach, he/she will not participate in the next sports season that he/she would have participated in.
  - c. If a player is dropped from a team for the third time in his/her athletic career, he/she will not participate on an athletic team for the next twelve (12) months. He/she will also have his/her athletic history reviewed by the superintendent.
  - d. These penalties are automatic.
4. Any student who does not complete an athletic season must meet with the Athletic Director and Coach of the next sport prior to participating in a succeeding athletic season.

## **Good Sportsmanship Code**

Good sportsmanship should play a basic role in the spirit of the school. It should not change whether the game is won or lost, and should include each of the following:

1. Referees, being human, are bound to commit a few errors in judgment. However, they are well trained for their jobs, their decisions are final, and they should be respected at all times.
2. "Booing" is not an accepted method of showing disapproval and is not conducive of good sportsmanship.
3. Keep the game on the playing area. Violent reactions, obscene language or gestures by the spectators will not be tolerated.
4. Derogatory remarks should not be directed to, or by, the opposing team or spectators.
5. Respect should be shown towards each school's traditional half-time display and Alma mater.
6. Follow cheerleaders. They are the ones who should stimulate and lead spirit.

- 7. Remain in your seats during action of the game.
- 8. Post-game conduct should exemplify the high esteem in which you want your school and community to be held.

We must realize that the school gets the blame or praise for its conduct. Remember an athletic contest is only a game, not a matter of life and death for a player, a coach, or a school. Losses should be expected in sports, but not in sportsmanship.

**Inter-Scholastic Athletic Teams**

- Boys' Basketball
- Boys' Baseball
- Boys' & Girls' Track
- Football
- Girls' Basketball
- Girls' Field Hockey
- Girls' Softball
- Girls' Volleyball
- Wrestling
- Boys' & Girls' Cross-Country
- Golf
- Tennis

**USE OF STUDENT'S PHOTO IN SCHOOL PUBLICATIONS**

Please complete this form and return to the school office if you **do not want** your child's photo used in any publications.

\_\_\_\_ Please do not use my child's photo in district publications.

\_\_\_\_ Please do not use my child's photo in other media.

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_