

Granville Junior-Senior High School

Student/Parent Handbook

2020-2021 School Year

**58 Quaker Street
Granville, NY 12832
(518) 642-1051
Fax: (518) 642-4544**

Attendance, Administration & Main Office: Ext. 2303

Guidance Office: Ext. 2311

Nurse's Office: Ext. 2118

"Golden Horde" Student & Parent Handbook

(This is an abridged edition. A full version document is available on line or upon request.)

This handbook provides important information to students and parents that pertain to being a student at Granville Junior/Senior High School during the 2020-2021 school year. All students in grades 7 through 12 are responsible for knowing all of the rules, policies and procedures contained in this handbook. Parents and students are asked to review the contents of this handbook thoroughly. The handbook should be maintained and used as a reference during the school year as questions may arise. After receiving the handbook, all students will be required to sign and return a form as an acknowledgment that they have reviewed, and understand, the information contained within the handbook. Forms will be collected and maintained by the school administration. Any questions relating to the information contained in this handbook should be referred to the school administration.

SCHOOL COLORS

Royal Blue and Gold

SCHOOL EMBLEM

Mongol Warrior on Horseback

*Our school athletic teams are called **The Golden Horde**.*

District Website: www.granvillecsd.org

CEEB-ACT Code: 332-165

Please note: The contents of this handbook are in most cases arranged alphabetically by the general title or topic, though key words may be applicable under other topic headings.

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ACADEMIC INTERVENTION (AIS) SERVICES/RESPONSE TO INTERVENTION (RTI)

AIS services utilize both formative and summative data to inform and drive instruction for our students.

AIS services are provided to students who do not meet NYS Standards on Specific State Assessments and district benchmarking. Parents of students who require AIS Services will receive notification from the school.

ACADEMIC MISCONDUCT (Cheating and/or Plagiarism)

Incidents of plagiarism (using another's work without giving credit to the source) or cheating on any project, assignment, portfolio, quiz or test are not acceptable, and are viewed as serious incidents by the school staff and administration. Academic misconduct also includes talking, taking or passing notes during a test or exam, looking at someone else's paper, permitting someone to look at your paper, plagiarism or the use of "crib sheets," or technology. All teachers will review this information with students at the beginning of the school year. Any incident where it is confirmed that a student has been involved in academic misconduct will result in academic consequences, and may also result in disciplinary consequences. If an incident is confirmed, the involved student(s) will receive a grade of zero for the work in question. This policy also applies to materials and/or information that students may find on the Internet, i.e. "cutting and pasting." The forging of any signature by a student will result in disciplinary consequences.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge. Unless an accident report is completed and filed at the time the injury occurs, the insurance carrier may refuse any further claim.

ADD/DROP POLICY

Requests for schedule changes will only be considered when justified, and will be made only for sound educational reasons. Deadlines for the adding and dropping of courses will be communicated to students and parents.

AFTER SCHOOL REGULATIONS

Classes end at 2:28 p.m. All students remaining in the building after the 2:28 p.m. late bell must be involved in a school-approved, supervised activity. Students should report to those activities immediately after classes end. Any student, who is waiting for an activity to begin, or for a coach to arrive, must report to the cafeteria and remain there until the coach/advisor arrives. Students may not loiter (be in an unsupervised situation) in the school building after school. Students who violate these procedures may lose their right to participate and may also be assigned disciplinary consequences. At the conclusion of an activity, all participants will be expected to leave the building promptly. Violators will be sent home and will not be allowed to reenter the building.

Please Note: Teachers may require that students stay after school to complete required academic work for classes. Students who fail to report will be referred to the office for disciplinary consequences.

ANNOUNCEMENTS

Morning announcements will take place on a daily basis.

Because the announcements often contain critical information about school news and events, everyone should be listening carefully and respectfully to all public address announcements. There should be no talking during announcements. When necessary, announcements may be given during the remainder of the day. Any student who wishes to have an announcement read should have their message approved by an administrator a minimum of one day in advance. To minimize disruptions during the school day, please do not ask the office staff to make announcements at times other than the regular times. Students may not post or display written information in the school building or on school property unless administrative permission has been given in advance of the posting at least a minimum of one day.

The Pledge of Allegiance: All students need to be aware that the monuments erected on school grounds honor those who gave their lives so that our nation might always be free. We respect their dedication and honor their sacrifice. Please pledge allegiance each day with sincerity and pride. Granville students will lead us in the recitation of the Pledge. Any student who elects not to participate in the recitation of the Pledge is not required to stand, but should be quiet and respectful during its recitation.

ANNUAL AWARDS ASSEMBLY

The Annual Academic Awards Assembly is held as the end of the school year approaches. Students are recognized for their accomplishments during the year. All students in the school have the opportunity to be recognized and/or honored. In addition to being honored at the assembly, students may also be awarded a certificate, pin, plaque, or trophy. Awards are given for scholarship, achievement, leadership, effort, improvement and other criteria, including attendance.

If you make the effort, you may well be one of the 200+ students who receive an award. **It's up to you!**

ATTENDANCE

Regular and prompt attendance is the responsibility of the student and the parents. For learning to take place, regular attendance is required during the school year. Students are required to attend school on each day that school is in session therefore, it is critical that all students arrive on time for the beginning of school. The school does not expect students to attend if they are ill. ***If a student is absent from school, he/she is not allowed to participate in, or attend, any athletic or other activity of the school on that day.*** If a valid excuse is submitted to the Principal, permission to participate may be granted. We request that a

parent/guardian call the school when a student is absent due to illness. Following an absence from school, the student must bring a note to the school office, written and signed by parent/guardian, noting the day(s) absent and stating the reason for the absence. Notes must be presented on the first day that a student returns from an absence. *Students who have chronic absences will be required to make up missed school days as arranged with administration at attendance hearings.* Students with chronic and/or excessive absences will be referred to the Washington County Truancy Program for consideration of possible sanctions. Parents and/or guardians of students who accrue excessive absences will be contacted by the school to arrange an attendance meeting to address absence issues. Students who find themselves at risk of losing credit will be scheduled, with their parents, for an Attendance Hearing with the School Administration.

Tardiness to School/Class: A student is considered tardy to school if he/she is not in their class at 7:54 a.m. No extracurricular activity participation will be allowed if a student is tardy on the day of the activity unless a legal excuse is provided to the office. Oversleeping is not a legal excuse. Students who are tardy unexcused to school or class may receive consequences. Regular home visits to students excessively tardy will be conducted by school employees and may include the School Resource Officer. Students who arrive after 7:54 a.m. are expected to sign in at the office as soon as they arrive. Students may not loiter or visit the cafeteria prior to signing in late.

Early Dismissal: When a student needs to be excused to leave school during the day, the following procedures must be followed:

- Upon arrival, but **before Period 1**, bring a note to the Main Office, signed by a parent/guardian, stating the reason for leaving early and the time the student needs to be excused, and obtain a signed Building Release slip to present to your teacher at the time to be excused.
- If a student becomes ill during the course of the school day, he/she **must report to the Health Office** and be seen by the school nurse. If conditions warrant, the school nurse will contact the parent/guardian, to see if they wish the student to go home. *If a student spends any part of the school day in the Nurse's Office due to illness, he/she will not be eligible to participate in any after school activity on that day.*
- **Parent phone calls for early dismissal are not permissible.**
- Students wishing to leave the building for any reason during the school day must report to the office, receive permission from office personnel and sign out. Students must sign in upon their return.

Leaving School Property: Upon arrival, whether by bus, car, or on foot, students may not leave school property without a note from a parent or guardian and permission from the appropriate school personnel. If a student does leave school property without proper authorization, he/she may be subject to disciplinary consequences.

BEFORE/AFTER SCHOOL DIRECTIVES

- Students who have before-school appointments with teachers must have a pre-signed pass and sign in on the clipboard in the cafeteria.
- No students are to be in the halls unsupervised before 7:45 a.m. or after 4 p.m.
- After School Detention (ASD) will be held Monday-Friday from 2:30 p.m. until 3:35 p.m.

BUS TRANSPORTATION

Student transportation on our school buses is considered a privilege. It is the responsibility of everyone riding the bus to conduct themselves in a safe, courteous, and respectful manner. Student passengers are not allowed to disembark at any stop other than their own, unless they have a signed and dated note from their parent/guardian and the approval of the office staff. Students must scan their student ID cards when getting on and off busses.

Bus Discipline: Students will be issued a Bus Violation Notice when, in the opinion of the driver, bus rules are not being followed. Some notices are issued as a result of incidents that are very serious in nature. Depending upon the severity of the incident, it may be necessary to suspend a student from riding the bus, suspend a student from school, and/or refer the incident to the Superintendent of Schools for further action. The school administration expects that students will follow all bus rules in accordance with Board of Education Policy. The bus driver is authorized to maintain discipline on the bus in order to preserve order and safety. In the event of a rule violation, or if a student refuses to accept the disciplinary authority of the driver, the driver will immediately report the student to the School Administration for disciplinary action. All rule violations will result in a written "Bus Violation Notice" being issued, and the parents/ guardians will be notified when a violation has occurred. The school administration may take any, or all of the following actions: issue a warning, assign disciplinary consequences, and/or suspend the student immediately from bus riding privileges for a period to be determined.

BOCES Transportation: **Under no circumstances will a student be allowed to drive/ride to BOCES other than on transportation provided by the School District, unless authorized to do so by a parent/guardian, BOCES and the school principal. Authorization to drive must be obtained at least one day in advance of the date for which you are seeking permission. BOCES will provide a form for this purpose, which must be presented to the office and signed. Students who violate this policy one or more times will be subject to disciplinary consequences. Under no circumstances may a student who is given permission to drive to or from BOCES transport a passenger!**

"Late Bus" Procedures: Granville Junior/Senior High School students must have a bus pass to board any late bus. Two different late buses are available for students who attend scheduled after-school activities. Students should obtain a late bus pass from the teacher, advisor or coach with whom they met. Secondary students attending after-school activities may take the late bus. The bus will pick up our students here.

Secondary students attending After School Detention will be permitted to board the late bus by showing a pass.

Students staying for an after-school activity who have requested a bus pass may not leave the building or school grounds prior to reporting to the room designated for their activity.

CAFETERIA

The cafeteria staff will serve lunch during periods 4, 5, 6 and 7. *Cafeteria* is considered a regularly scheduled class period during which the same rules apply as an academic class. **You are expected to be on time.** Supervisors will designate the areas where junior high and senior high students will sit. **When in line in the cafeteria, students must put all electronic devices and earbuds away.** During lunch, quiet conversation is acceptable. There is no throwing of objects. Students are expected to dispose of their trash in the appropriate containers. Please make every effort to keep the dining hall clean, since other students will want to eat lunch at a clean table. With the exception of water, food and beverages are not permitted in other areas of the school and may not be removed from the cafeteria unless deemed appropriate. Students must sign out to go to another location and have a pre-signed pass from a staff member to go to a classroom. Students may not attend a lunch period other than their assigned lunch period unless authorized to do so. Only seniors with senior passes, or students who are authorized, may visit the cafeteria during periods other than lunch periods. Students who are found to be in the cafeteria without authorization will be subject to disciplinary action.

Students may grab "Breakfast On-The-Go". Students must be in possession of a food pass to bring food from the cafeteria to class. After that time, only water bottles are allowed in class.

CLOSING OF SCHOOL

If it is necessary to close school because of weather conditions, our automated system will be used to send a telephone message from the Superintendent directly to parents.

Announcements will also be made over the following area radio and TV stations at 6:30 a.m.:
810 AM, 99.5 FM, 87.7 FM, 95.5 FM, 107.7 FM, 1460 AM, 104.5 FM, 101.3 FM, 1160 AM, 102.7 FM, 100.3 FM, 1450 AM, 98.5 FM, 95.9 FM, 101.7 FM, 105.7 FM, 1380 AM, 1340 AM, 94.1 FM., WRGB-Channel 6, WTEN-Channel 10, WNYT-Channel 13

Please DO NOT call the school office, faculty members or administrators. Telephones must be kept open for emergency calls.

COMPUTER USE BY STUDENTS

As a part of the course of studies at Granville Junior-Senior High School, students are given access to school-provided computers and other information technology. Computers and Chromebooks may be used only for the completion of academic tasks that are assigned by teachers, and may be only used during times authorized by the school staff. Students may be given access to the Internet during the school day for research purposes. Students are required to complete the Acceptable Use Agreement before computer privileges are given.

Student use of school maintained computers and Chromebooks must take place with the understanding that the technology is to be used solely for the purpose of assisting with academic work. The school will monitor the student's use of technology. Any abuses of this policy (visiting inappropriate websites or chat rooms, writing, printing, reading or sharing inappropriate communications, such as e-mails, the downloading or copying of music, pictures or other material, creating or accessing personal websites, or other unapproved uses) may result in academic and/or disciplinary consequences, including the loss of privileges for a period of time to be determined by the school administration. Teachers will review appropriate procedures for computer use, and also for the proper citing of Internet sources. (See Academic Misconduct section for additional information) Students wishing to use technology must read and sign the Appropriate Use Policy, and they will be given a user name and a password which must be kept confidential. *Any student who shares usernames or passwords, who misuses, tampers with, or vandalizes any computer hardware or software, will be assigned disciplinary consequences and may be required to pay restitution for any damages caused. Students who deliberately attempt to bypass blocks on websites will lose computer privileges and may be assigned disciplinary consequences.*

CONDUCT AT SCHOOL EVENTS

When attending concerts, plays, performances of any type, awards assemblies, etc., all students are expected to conduct themselves in an appropriate manner. Please remember that respectful audience behavior is expected. Excessive or loud conversation, abusive language and/or gestures, or any attempts to disrupt an event will result in the disruptive individual(s) being removed from the activity. While it can be embarrassing to ask disruptive individuals to leave an activity, chaperones and/or administrators will take this action if it is deemed necessary. Disciplinary consequences may also be assigned. During public events, audience members are requested to turn off all electronic devices so as not to disrupt the event taking place.

RULES FOR THE GRANVILLE JUNIOR PROM

- Only 9-12 graders, plus students one year out may attend the prom and MUST be invited by a Granville junior or senior.
- No one will be allowed to leave early without a parent/guardian signing his/her student out or speaking to a chaperone over the phone. (Sign-out upon approval).
- If a student leaves early, he/she MAY NOT come back in and must leave the premises.
- A guest is defined as a high school age student (Grades 9-12) who is currently in a high school other than Granville. Home-schooled students may attend with a permission slip filled out by their parent/guardian. HS Graduates and GED students (that completed their GED that are only one year out of school, and were in good standing, may attend if approved by administration. No one age 21 or older may attend regardless of his or her graduation year.

- A guest can only enter the event with the Granville School Student who is his or her escort. At the door, the host student must introduce his or her guest to the Principal or Assistant Principal.
- All guests are to adhere to the Granville CSD Code of Conduct. Host students and their families are responsible for the actions of guests. Violations of the Code of Conduct may result in removal from the event and a possible call to the police.
- All guests are subject to Administrative approval. Background checks will be conducted by Granville Administration. All of a student's discipline records will be reviewed.
- The Monday prior to the event, ALL guests must have a permission slip faxed from their school, signed, including guardian contact information. Without this slip, guests will not be allowed into the event. The Principal reserves the right to refuse guest permission to our event. One guest per GHS student.
- Chaperones will search all bags prior to the student entering the event.
- No food or drinks from the outside will be permitted through the door. Anything brought in will be thrown away at the door.
- Students who are arrested are not allowed to attend during the academic year.
- Students with a Stage 2 attendance or higher may not be permitted to attend.

RULES FOR ALL OTHER GRANVILLE DANCES

- No one will be allowed into a dance after 7:30 PM without a parent/guardian signing their student in or speaking to a chaperone over the phone.
- No one will be allowed to leave early without a parent/guardian signing their student out or speaking to a chaperone over the phone. (Sign-out upon approval)
- If a student leaves early, they MAY NOT come back in and must leave the school grounds.
- A guest is defined as a high school age student (grades 7-12) who is currently in a high school other than Granville. Home-schooled students may attend with a permission slip filled out by their parent/guardian. HS Graduates and GED students (that completed their GED that are only one year out of school, and were in good standing, may attend if approved by administration. No one age 21 or older may attend regardless of his or her graduation year.
- A guest can only enter the event with the Granville School Student who is their "host". At the door, the host student must introduce their guest to the Principal or Vice Principal.
- All guests are to adhere to the Granville CSD Code of Conduct. Host students and their families are responsible for the actions of guests. Violations of the Code of Conduct may result in removal from the event and a possible call to the police.
- All guests are subject to Administrative approval. Background checks will be conducted by Granville administration. All of a student's discipline records will be reviewed.
- At least a day prior to the event, ALL guests must have a permission slip faxed from their school, signed, including guardian contact information. Without this slip, guests will not be allowed into the event. The Principal reserves the right to refuse guest permission to our event. One guest per GHS student.
- All bags/backpacks must be left in the lobby. Chaperones will search all bags prior to the student entering the event.
- No food or drinks from the outside will be permitted through the door. Anything brought in will be thrown away at the door.
- Junior High dances are for 7-8 grades only. Senior High dances are for 9-12 grades only (except for the "one year" out rule).
- Students with a Stage 2 attendance level or higher may not be permitted to attend.

CONDUCT AT ATHLETIC EVENTS

The Granville Central School District is concerned with instances of unacceptable conduct displayed at school events, especially during athletic contests. Since attendance at all high school activities and athletic contests for students and fans is a privilege and not a right, any display of conduct that is deemed to be unacceptable may warrant removal of the offending individual from the event taking place and, if warranted, from some or all future school events. Decisions will rest with the responsible official, coach, teacher or administrator present, and if appropriate, the police. Students whose conduct at activities and/or athletic contests is deemed to be inappropriate may be subject to disciplinary action by the school. There are three major areas of concern:

1. The display of unacceptable language, gestures and/or other disrespectful behavior.
2. Spectators, for any reason, who were going onto the playing field or court.
3. Criticism of officials, opponents, coaches or players that disrupts the event in progress.

Any displays of unacceptable behavior at a school event will be dealt with promptly. Spectators at our athletic events are reminded that they are subject to the NYSPHSAA Section II Code of Behavior for Spectators. We are asking for your assistance to help us maintain high standards of behavior at our school events.

DISCIPLINARY GUIDELINES

The Granville Central School District is committed to maintaining schools that provide students and staff with safe, productive, satisfying and wholesome learning environments. Essentially, this means that a climate will be in place where students can learn and teachers can teach. Such an environment should allow students to learn proper behavior patterns that will enable them to be responsible, contributing members of society.

In order to teach students how to develop as responsible citizens within society, the school must clearly define the values and ideas by which personal and group conduct is judged. Toward this end, the school will foster a disciplined environment, which will guide each individual in developing a code of moral conduct and a

respect for other people. The School District will not permit students to engage in any conduct intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any District-sponsored or approved activity. Non-resident students can be removed from school based upon violation of the Code of Conduct.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

Disciplinary Referrals: Disregarding school rules may result in a student being written up on a disciplinary referral form. Any staff member may write a referral for any behavior that is prohibited or which they deem to be inappropriate. If necessary, a student may be sent to the Main Office and referred to an administrator. Students will be warned about behaviors that are objectionable, and offenders will be assigned consequences, which may include verbal warning, lunch detention, After-School Detention, assignment to the Alternative Learning Center (ALC), or an out of school suspension. If a student is issued a disciplinary referral, it will note the details of the incident and the consequences, if any, that have been assigned by an administrator. As a general rule, discipline will be progressive, unless the behavior poses a serious threat or endangerment. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of our Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Lunch Detention: Students will pick up their lunch from the cafeteria and take it to the room designated. They must bring work with them and keep busy all period, or work will then be provided. **No cell phones or electronic devices may be used during lunch detention.**

Teacher Assigned Detention: In cases where students do not complete assigned work, teachers will require that they stay after school to complete the work. This is an opportunity for students to get their work completed and stay current. Students who are assigned to Teacher-Assigned Detention are expected to report as scheduled. Students who fail to attend as scheduled will be assigned regular After-School Detention.

After-School Detention: After-School Detention (ASD) may be assigned for violations of school rules. Detention will be held on Monday through Friday from 2:30-3:30 p.m. in the room designated. Students may not leave the building before ASD begins. Students assigned to detention are expected to work quietly during the detention period. Students attending After-School Detention are issued a pass to ride the 3:35 p.m. late bus. Buses are only available Monday through Thursday. Students who are assigned to After-School Detention may attend extra help if they secure a pre-signed pass from their teacher. However, at the conclusion of extra help, students are expected to complete their detention obligations by returning to the ASD room. **No cell phones or electronic devices may be used during After-School Detention.**

Any student, who, in the opinion of the supervising staff member, is disruptive during detention, will be assigned additional disciplinary consequences. Any student who is present in school, but fails to serve a scheduled detention, will be assigned additional disciplinary consequences, which may include additional ASD, assignment to ALC or out-of-school suspension. The school administration may, in some cases, allow students to serve Lunch Detentions in place of After-School Detentions. Any student who has an excusable conflict on the date of a scheduled detention must notify the Office.

Alternative Learning Center:(ALC) If a student is sent to the office and the Principal or Assistant Principal are not available, the student may be sent to the ALC, with supervision. Any student who is sent to the ALC is expected to report, remain quiet, and complete assigned work. Students are expected to adhere to the posted rules of the ALC. Students may be assigned to the ALC for a variety of offenses. If you are assigned to ALC, assignments will be sent down for completion. Students are responsible for all work missed during ALC. Homework completed during ALC will be returned to teachers. If you are absent or tardy, you must make up the time when you return to school. **Students may not use cell phones or electronic devices in ALC.**

Out-of-School Suspensions: Students who are insubordinate, violent, disruptive, disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others, may be suspended from school for a period not to exceed five (5) school days.

Suspensions may be assigned for any of the following reasons; including but not limited to

1. Fighting and/or rough, physical or intimidating behavior.
2. Disrespect and/or displays of profanity, obscene gestures, the use of abusive, threatening or obscene language that is directed at any staff member, substitute, student or guest.
3. Failure to identify oneself to a staff member, the use of a false name, or claiming to be someone else.
4. Use, possession, distribution, offering for sale, offering to purchase, or the sale of, alcohol, vapes, tobacco or drugs. (See next page)
5. Vandalism or theft of school property, or vandalism or theft of property belonging to others.
6. Insubordination--The failure to follow any staff member's reasonable request.
7. Leaving school grounds without permission.
8. Possession of firearms, explosives (including fireworks), or weapons of any type.
9. The use of any object as a weapon.
10. Making any false oral or written report of an emergency, i.e. a bomb or other threat.

Other types of student behavior that are prohibited:

1. Spoken or written ridicule, slurs, derogatory action or remarks.
2. Threats of harm or intimidation, including, but not limited to verbal, written, e-mailed or physical threats.
3. Offensive jokes.
4. Unwelcome sexual advances, gestures, comments or contact.
5. Reprisals or retaliation towards an individual who makes a good faith report of harassment.

False Reports of Emergencies: Legislation makes it a Class E felony for anyone to issue a bomb threat directed toward a school in the State of New York. Current related legislation permits restitution for the costs associated with responses to a bomb threat on school grounds in amounts up to \$10,000 for an individual and up to \$5,000, to be paid by the parents of a student who knowingly makes a false report. In addition to the legal consequences, school disciplinary consequences will also be assigned for any confirmed incident. Other types of false reports will also be prosecuted, and school disciplinary consequences will also be assigned.

Tobacco, Alcohol or Drugs: The Board of Education, in compliance with state and federal law, prohibits the use of tobacco, including Vapes, electronic nicotine delivery systems and e-cigarettes on school grounds, and in any school owned or leased vehicles. See Board Policy 7320 for more information. Your support and cooperation in carrying out this policy is appreciated. Students are not permitted, at any time, to vape, smoke, chew, or possess tobacco products, possess alcoholic beverages or drugs in any part of the school building, on or off school grounds. Drug and alcohol suspensions for athletes are subject to The Athletic Code. This will also include being under the influence of drugs. Any violations of law will result in a referral to law enforcement authorities.

Vandalism: Any student who intentionally damages or vandalizes school property or property belonging to others will be required to provide restitution and disciplinary consequences may be assigned.

Weapons: The sale, use, or possession of weapons, fireworks, or other dangerous instruments or contraband is strictly prohibited upon school premises or elsewhere when relating to a school activity or function. Violation of this policy may result in suspension or other disciplinary action. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building Principal, the Principal's designee or the Superintendent. See BOE Policy #7360 for more details. Law enforcement authorities will also be notified.

All students subject to a suspension will be entitled to an administrative hearing in which she/he will be apprised of the suspension and the reasons for the disciplinary action taken. Whenever possible, this will be preceded by a telephone call to the home. Parents/guardians may be invited to attend a conference at school to help resolve the problem.

Students suspended for any part of the school day will be prohibited from participating in any extra-curricular activity for that day. During the period that a suspension is in effect, a suspended student may not attend school or any school function, extra-curricular function, or be present on school property. **Board of Education policy requires that any student returning from an out of school suspension must attend a re-entry meeting with a parent/guardian and the Principal or the Principal's designee.**

FIRE AND SAFETY DRILLS

In accordance with the law, fire drills will be held 8 times a year, 6 of which will be between September 1 and December 1. Drills give everyone in the school building practice in responding quickly and intelligently during the time of an emergency. Each room is provided with instructions and procedures, which should be posted in a prominent spot in the room. Learn what to do when the alarm bell sounds or a PA announcement is made. Assume that each alert is the real thing!

GRADING POLICY

Final course grades for year-long courses are usually determined in the following manner:

Final average = 10-week grade + 20-week grade + 30-week grade + 40 week grade + final exam, divided by 5.

Final course grades for a one semester course are determined in the following manner:

Final average = 10-week grade (x2) + 20-week grade (x2) + final exam, divided by 5.

Please note that some semester-length or full-year classes may not require a final exam. Teachers will determine whether a final exam will be offered, and if not offered, how the final grade will be determined.

Progress Reports: Teachers constantly assess and evaluate a student's performance and achievement in a course. All students will receive progress reports at mid-quarter (five weeks), which will inform students and parents of a student's progress in each of his/her individual subjects.

If a student's performance starts to fall below a satisfactory level, or the student seems likely to fail a course, teachers are required to notify students and parents. However, teachers will also contact parents in the event of problems with course work or behavior issues.

Report Cards: Parents will receive report cards every ten weeks, which are mailed home and posted on the eSchoolData Parent and Student Portals. Report cards contain information about grades, attendance and the teacher's perception of a student's effort or performance for that marking period. Effort and performance will be reflected through teacher comments. In the event that a Report Card is not received, please contact the Counseling Office.

On-Line Grade Access: Parents may obtain information regarding their student's grades on-line via the eSchoolData Parent Portal.

Incomplete Grades: "Incompletes" given on report cards should be made up within ten school days of the end of the marking period. Exceptions for extended illness may be made at the instructor's discretion. Work not made up during this time will receive no credit.

Full-year courses: circle 50's will be given to students for the first 2 quarters if their grade is below a 50, for the 3rd and 4th quarter, teachers will give the grade the student earns for the quarter. Half-year courses: students would have the opportunity of a circle 50 for the first quarter and then get whatever they earn for the second.

GRADUATION REQUIREMENTS

In order to graduate from Granville Junior-Senior High School, a student must meet the criteria established by New York State and the Granville Central School District. The following information will help

you understand the testing and course work requirements that must be completed successfully for a student entering 9th grade in 2011, or thereafter to earn a high school diploma. However, please keep in mind that New York State may change these requirements at any time. Please call the Senior High Counseling Office at Ext. 2311 with any follow-up questions.

Basic Requirements

1. Graduation requirements are "set in stone" according to the year a student entered any 9th grade program. If a student repeats a grade because of lack of credits, they still follow that class's requirements and may catch up by senior year.
2. Types of diplomas available to general education students are the Regents and Advanced Regents Diplomas. The chart that follows explains the requirements.
3. "LOTE" refers to Language Other Than English on the following chart.

General Education Graduation Requirements

Regents Diploma		Adv. Designation	
Content Area	Credits	Content Area	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
LOTE	1	LOTE	3**
Art/Music	1	Art/Music	1
Health	0.5	Health	0.5
Phys. Ed.	2	Phys. Ed.	2
Electives	3.5	Electives	1.5
Total	22	Total	22

- A *Regents Diploma with Honors* may be attained by meeting Regents Diploma requirements with an overall average of 90 or better on the five required Regents Exams taken.
- An *Advanced Regents Diploma with Honors* may be attained by meeting Advanced Diploma requirements with an overall average of 90 on the nine required Regents Exams taken.
- An *Advanced Regents Diploma with Mastery in Math and/or Science* may be attained by completing all course and testing requirements and by passing with a score of 85 or better, three commencement level Regents Exams in Math and/or three commencement level Regents Exams in Science.

**Students acquiring 5 units in Art, Music, Business, Technology or Vocational Education may be exempt from the LOTE requirement for the Advanced Regents

REQUIRED EXAMS

REGENTS DIPLOMA	ADVANCED DESIGNATION
<i>(Passing Score of 65 and Above)</i>	<i>(Passing Score of 65 and Above)</i>
English Language Arts	English Language Arts
Math	Integrated Algebra Geometry Algebra 2
Science	Global History Regents
Social Studies	U.S. History Regents
Pathway	(2) Science Regents: (1) Life Science & (1) Physical Science
	Foreign Lang. Exam**

Special education students have additional diploma types and credential types available. Contact your child's counselor for more information.

Pathways to Graduation 4+1 Option

Under the new "4+1" pathway assessment option, students who first enter grade nine in September 2011 and thereafter, or who are otherwise eligible to graduate in June 2015 or thereafter, have the following options available in order to meet the assessment requirements leading to a Regents or Local diploma:

Required four (4): ELA Regents exam, 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam (or a Department Approved Alternative for any of the four required exams)

Plus any one(1) of the following assessments:

- Additional math Regents exam in a different course or Department Approved Alternative; or
 - Additional science Regents exam in a different course or Department Approved Alternative; or
 - Additional social studies Regents exam in a different course or Department Approved Alternative; or
 - Additional English assessment in a different course selected from the Department Approved Alternative list; or
 - A Department approved CTE pathway assessment, following successful completion of an approved CTE program
 - A Department approved pathway assessment in the Arts
 - A Department approved pathway assessment in a Language other than English (LOTE)
- For more information, go to <http://www.p12.nysed.gov/ciai/multiple-pathways/>.

Appeal to Graduate with a Lower Score on a Regents Examination

Students seeking to appeal with required Regents Examination scores between 60 and 64 and students with disabilities seeking a local diploma using the low pass safety net, with required Regents examination scores between 52 and 54 must meet the following criteria to demonstrate that they meet the State Learning Standards:

- i. Have taken the Regents examination under appeal at least two times;
- ii. Have at least one score on the Regents examination under appeal within the score band stated above;
- iii. Present evidence that the student has taken advantage of academic help provided by the school in the subject tested by the Regents examination under appeal;
- iv. Have a course average in the subject under appeal (as evidenced in the official transcript that records grades achieved by the student that meets or exceeds the required passing grade by the school); and
- v. Be recommended for an exemption to the graduation requirement by the student's teacher or Department chairperson in the subject of the Regents examination under appeal.

Complete details on the appeals process can be found at:
<http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf>

SAFETY NET FOR STUDENTS WITH DISABILITIES

The safety net for students with disabilities allows IEP and approved 504 students the option of earning a Local diploma by earning a 55-64 on the required Regents exams. The Compensatory Option allows students with disabilities who score 45-54 on one or more of the required Regent examinations (English and Math scores must be a score of 55 or higher) to graduate with a Local diploma if they compensate with scores higher than 65 on other Regents exams.

Promotion

7th to 8th Grade: Students must pass a minimum of three core subjects (English, Math, Science, Social Studies) for the year in order to be promoted to Grade 8. Students with multiple failures will have their grades reviewed by the administration on a case-by-case basis to make determinations.

8th to 9th Grade: Students must pass a minimum of three core courses. A student who fails a core class may be required to repeat the class during their 9th grade year. Students who fail the introductory level of foreign language must repeat that class in 9th Grade. Students with multiple failures will have their grades reviewed by the administration on a case-by-case basis to make determinations.

Parents will be notified in the event of a failure, and summer school information will be provided.

A minimum of 22 credits are required to graduate.

Credits needed to move from 9 th to 10 th Grade	5. 5
Credits needed to move from 10 th to 11 th Grade	1. 0
Credits needed to move from 11 th to 12 th Grade	1. 6. 0

- In each case you must pass at least English or Social Studies on grade level.
- Doubling up in English or Social Studies is not approved until 12th grade and only if you can be scheduled for all requirements to graduate.
- Summer School is available to earn up to two credits by repeating courses you failed during the year.
- Academic Intervention Services (AIS) are available in academic core subjects.

Transfers: Parents/guardians of students moving out of the District should notify the student's School Counselor of the date that their children are leaving. A school termination form must be obtained from the Counseling Office. All of the student's teachers must sign the form to prove the student has returned all books and equipment, and this form must be returned to the Counseling Office.

GUIDANCE SERVICES

Guidance and counseling is a life-long process of people helping people to realize their full potential. Guidance in schools should assist the student at any level in an environment conducive and appropriate to individual needs. Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped through counseling with a competent person. Students may drop by the Junior High Counseling Office or the Senior High Counseling Office during study hall, or they may make a special appointment. All students are encouraged to speak with a member of the guidance staff if a problem or question arises, or if they just wish to seek advice from a helpful adult.

HARASSMENT

The school staff and administration intend to provide all students with a safe, respectful school environment. Harassment of any kind (verbal, written, emailed, or physical) is a very serious matter, and complaints of harassment by students will be thoroughly investigated by school administrators. Any harassing behaviors that are confirmed to have taken place will result in contact with the offender's parent or guardian, possible meetings, and may result in the assignment of disciplinary consequences and/or a referral to law enforcement authorities.

A student who believes she/he has been subjected to harassment of any type is encouraged to report the incident to a teacher, her/his school counselor or an administrator.

HEALTH SERVICES

All students in Grades 7 and 10 will have an annual vision and hearing screening as well as a height, weight and blood pressure check. Students in grades 7, 8 and 9 are checked yearly for scoliosis (spinal curvature). Beginning with the 2008-2009 school year, students in grades 7 and 10 will be required to have a yearly physical and their BMI (Body Mass Index) be reported to the school nurse by their health care provider.

Physical examinations are required of all 7th and 10th graders; any student participating in an interscholastic sport, any student applying for working papers, and any student entering the District for the first time. These examinations can be provided by the school physicians and may also be done by a student's private physician. Parents who wish their students to have physical examinations completed by their private physician should advise the school nurse of this fact. Private physician reports for 7th and 10th graders must be submitted before October 15.

Following physical examinations or any screening procedures, parents/guardians are notified in writing of any significant findings which may require professional attention.

Health Office Identification/Emergency Information Cards are distributed to students on the first day of school. It is very important that the school has accurate health and emergency contact information. Cards must be completed accurately with current information and returned to the school, signed by a parent, within the first two weeks of school. Students who exceed the two-week deadline may face disciplinary consequences. Any changes to home or emergency contact telephone numbers, or addresses, which may occur during the school year, should be reported to the school at the time of the change.

Medications:

1. Any medication for a student must be delivered to the school nurse by the parent, guardian, or parental designee in a properly labeled, original container. Students may not self-medicate or carry medication on their person unless authorized to do so by the School Nurse.
2. All medications must be delivered directly to the school nurse and will be kept in the Health Office, in a locked box, and dispensed according to the medication policy.
3. No medication may be given to a student by a teacher. Students may not give other students medication.
4. The school nurse will administer internal medication.
5. The school nurse must have a written request on file from the parent and the doctor to administer any medication.
6. The school nurse must have, on file a written request from the family physician indicating dosage, frequency and route of medication.

For a complete copy of the Medication Policy (#7513), please check with the District Office.

Emergency Information: Parents/guardians must provide the school with telephone numbers, for both home and employment, and the number of an alternate person to notify in the event of an emergency. Please make sure this information is updated and accurate.

Immunizations: New York State Public Health laws mandate immunization for diphtheria, rubella, mumps, tetanus, pertussis, chicken pox, measles, polio, meningitis, and hepatitis B prior to admittance to school. **Please note: The Granville Central School will not allow a child to enter or continue in school without the proper immunization certificate required by law.** Parents of Vermont students should ensure that all immunizations required by New York State are up to date.

HIGH HONOR ROLL & MERIT HONOR ROLL

High Honor Roll: To qualify for High Honor Roll, a student is required to have grades in subjects that produce an average of 89.50% or better. Physical Education marks are not included in determining this average. To be included on the High Honor Roll, a student can have no failing or incomplete grades in any subject.

Merit Honor Roll. To qualify for Merit Honor Roll, a student is required to have grades in subjects that produce an average of between 84.50% and 89.49%. Physical Education marks are not included in determining this average. To be included on the Merit Honor Roll, a student can have no failing or incomplete grades in any subject.

HOMEWORK

Students at Granville Junior/Senior High School will be asked by their teachers to complete assignments on a regular basis. It is expected that students may have to take work home unless the work can be completed during the school day. Most homework falls into one of two categories. Homework often consists of reinforcement activities that are designed to help students master concepts and also to prepare them for upcoming classes, quizzes, tests or assessments. Extension work involves longer term assignments that may include research, projects, reports and reading. Teachers will assign due dates, and students should work to develop a schedule that will allow them to complete longer term assignments by the due date. Students should strive conscientiously to complete homework. Failure to discharge your work obligation may result in the assignment of a detention to be served with the teacher who is charged with the responsibility of monitoring your progress. Students should always report to their classes prepared with the materials--paper, books, pen, etc. that are specified by the teacher.

LIBRARY MEDIA CENTER

The Library Media Center serves the school by providing resource materials needed for class-work, pleasure-reading, research, school projects, classroom reading materials and for teachers' professional research as well. A quiet atmosphere will be maintained for reading, doing homework or for teachers during their prep periods. It is also equipped as a mini computer laboratory and as a classroom for providing lessons in researching and information literacy. The Media Center's hours are from 7:54 a.m. to at least 3 p.m. each and every school day unless otherwise notified.

Books and audiobooks may be checked out of the library for a two-week period and may be renewed. DVDs and videos may be checked out for one week. A large selection of magazines and newspapers are available to be read in the library but cannot be checked out. It is expected that if any resources are damaged or lost by students or staff, they either be paid for or replaced. To that end, monthly notices will be sent out as reminders to anyone who has overdue materials owed to the library, and it is expected that these resources will either be returned promptly or renewed in the library. If a student or staff member has overdue notices on their account, they will not be allowed to take out any other materials from the library until their account is cleared.

LOCK & LOCKER POLICY

All students will be assigned hall lockers and locks by the school administration. To reduce the possibility of the theft of belongings, students are required to keep their lockers locked at all times when not in use. Students may use only the locker that is assigned to them. If the school issued lock is lost, the student will be charged a replacement fee of \$5. Students may only use school issued locks on their school lockers. Please note: Lockers are jointly maintained by the school and the student and must be kept locked. *School officials reserve the right to open and search student lockers at any time that it is deemed necessary.* Lockers are subject to supervision and inspection on a daily basis and will be checked to make sure that they are kept closed and locked. Students should keep their lockers neat and orderly, and the doors should be closed and locked properly. Students should not ask other students to store any items in their lockers that do not belong to them, and a student should not offer to store items that belong to another student. *Every student is responsible, at all times, for the items stored in their lockers.* Students who experience problems with their lock or locker should report to the Main Office for assistance. Students should not give out the combination to their locks.

Students in Physical Education classes will be issued a lock by the Physical Education department. If a lock is lost, a replacement fee of \$5.00 is charged. *Locks assigned by the Physical Education Department may not be used on hall lockers and may not be taken off the premises.* Students are required to keep their Physical Educational lockers locked at all times when they are not being accessed.

Any lock found on a hall or physical education locker that is not school issued, or school authorized, will be removed by the school administration.

NATIONAL JUNIOR HONOR SOCIETY & NATIONAL HONOR SOCIETY

Membership in the National Junior Honor Society and National Honor Society is both an honor and a responsibility. Students may not apply for membership. No student has a right to belong to the National Honor Society; it is an honor bestowed by the faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character and citizenship.

National Junior Honor Society - Selection Process

1. The Junior High Counseling Office gives the advisor a list of students in the 7th and 8th grade classes who have achieved a cumulative average of 89.5% or higher.
2. A sheet listing all eligible students is distributed to all Junior High School faculty members. They are asked to comment, pro or con, on the students. These signed comment sheets are returned to the advisor.
3. All eligible students fill out an activity form detailing their involvement in school and community activities along with any awards received while in grades 7 and/or 8.
4. The Faculty Council, comprised of five teachers, will meet. The Assistant Principal and Principal are not permitted to attend. The advisor reads comments from faculty along with students' activity sheets. Members consider the characteristics of character, leadership, and service. A student with a majority of "yes" votes will be selected for membership.
5. The advisor notifies those students not selected. The Principal notifies those selected with an invitation letter to parents. Students must return the permission slip to the advisor. **Note:** Appeals should only be made for technical reasons such as a miscalculation of an average or the omission of a student's name.
6. A special tapping ceremony, conducted by the current membership, is held.
7. Upon selection students must maintain a cumulative average of 89.5% or higher. Students whose averages fall below this point will be notified, by mail, that they have been granted a probationary period. If the cumulative average of 89.5% is not achieved by the end of the probationary period,

they will not be able to participate in any Chapter activities, including the tapping ceremony and will no longer be considered a member.

National Honor Society - Selection Process

1. The Senior High Counseling Office gives the advisor a list of students in the Junior and Senior classes who have achieved a cumulative average of 89.5% or higher.
2. A sheet listing all eligible students is distributed to all High School faculty members. They are asked to comment, pro or con, on the students. These signed comment sheets are returned to the advisor.
3. All eligible students fill out an activity form detailing involvement in school and community activities along with awards received while in Grades 9 through 12.
4. The Faculty Council, comprised of five teachers, will meet. The Assistant Principal and Principal are not permitted to attend. The advisor reads comments from faculty along with students' activity sheets. Members consider the characteristics of character, leadership, and service. A student with a majority of "yes" votes will be selected for membership.
5. The advisor notifies those students not selected. The Principal notifies those selected with an invitation letter to parents. Students must return the permission slip to the advisor. **Note:** Appeals should only be made for technical reasons such as a miscalculation of an average or the omission of a student's name.
6. A special tapping ceremony, conducted by the current membership, is held.
7. Upon selection students must maintain a cumulative average of 89.5% or higher. Students whose averages fall below this point will be notified, by mail, that they have been granted a probationary period. If the cumulative average of 89.5% is not achieved by the end of the probationary period, they will not be able to wear the official insignia at graduation and will no longer be considered a member.

NON-EDUCATIONAL MATERIALS

Students are to leave all toys, fidgets and non-academic gadgets at home, unless specifically listed on a child's IEP/504 Plan.

PARTICIPATION IN PHYSICAL EDUCATION

1. Physical education is required by New York State for four years. Therefore, all students must participate in some manner according to their physical abilities.
2. Students who are unable to participate in the entire program will have their activities modified to meet and/or improve their condition.
3. Legal excuses from gym participation must be secured from a physician.
4. Physician's orders will always be followed for students with injuries and limitations, but the student must report to the physical education teacher at the assigned class period for an alternate assignment.
5. Students desiring to return to physical education participation after a period of medically excused non-participation must have written clearance from a physician.
6. Every student will be provided with a Physical Education locker and combination lock. They are to wear appropriate clothes to each gym class. **Jean shorts are not acceptable attire.** Athletic socks and sneakers are required. Sneakers must be tied firmly.
7. All jewelry, unneeded glasses, watches, money, etc., should be removed before the start of physical education class. These items should be stored in a locked gym or hall locker. Granville Junior/Senior High School is not responsible for damaged or lost personal valuables. **The wearing of earrings and any visible body piercing, including tongue rings, will not be permitted during Physical Education class. Physical Education exemptions/contracts for piercing may be allowed. Any missed time from class participation must be made up to receive credit.**
8. Students must participate in PE class in order to be eligible for interscholastic athletic participation.

Students may only enter locker rooms during their scheduled Physical Education class period. Admittance to locker rooms is not permitted at other times, unless authorized by a member of the Physical Education department. Students found to be in locker room facilities when not authorized, may be subject to disciplinary action.

PHYSICAL CONTACT DURING SCHOOL

Displays of affection (PDA's), such as hugging, kissing, hand holding or other types of physical contact are not appropriate at school. In cases where these behaviors are observed, students will receive an initial warning. Repeat offenders may be assigned disciplinary consequences. All students are responsible at all times for their personal behavior, and appropriate, respectful behavior is expected from students at all times.

PLANNING A SCHOOL FUNCTION

Any class, club or other properly organized and approved group, may sponsor a school event. You must follow certain procedures and a Building Use Form may be required. Please consult the Principal, who will guide you in these matters and who must approve any and all school sponsored affairs.

SCHOOL DRESS EXPECTATIONS

The following expectations and procedures reflect the Granville Central School District's goal of preparing students for success in today's working world.

All students are expected to give proper attention to personal cleanliness and are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for maintaining student dress and appearance that adheres to the Granville Junior-Senior High School's dress

expectations. Teachers and all other District personnel should exemplify, model 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, jewelry, make-up and nails, and accessories, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Fit properly and adequately cover the body. Clothes that are too tight or too short are prohibited. Additionally, clothing that exposes the torso, chest, stomach, undergarments are not allowed. This includes extremely brief, revealing, mesh or see-through garments. This includes all A-shirts, tube tops, net tops, half-shirts, racer backs, halter tops or any garment with a plunging neckline (front or back) . This also includes shorts, skirts, dresses or other garments that are too short. No hoods. Hats are allowed unless deemed to be an educational distraction.
3. Ensure that underwear is completely covered with outer clothing.
4. Include appropriate footwear at all times. Footwear that is deemed to be a safety hazard will not be allowed.
5. Not include items that are deemed to be vulgar, obscene, and/or libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability in an expressed or implied manner.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs (or symbols denoting the same) and/or encourage other illegal or violent activities.
7. Not denote or represent gang affiliation.
8. Not be worn which may be considered hazardous, damaging or threatening. This includes, but is not limited to, gloves, spikes, spiked rings or necklaces, and chains that are 10 inches in length or longer (regardless of material). Full or partial gloves may not be worn in the school building.
9. The Administration reserves the right to expand upon these expectations as necessary.

Other Dress Guidelines

- Faces may not be covered at any time.
- Students are expected to remove hoods upon entering the building. Coats should be stored in lockers.
- Student attire should be appropriate for the season and weather.
- Swimwear may not be worn to school.
- Students may not write on themselves or others. This includes on clothing or on the body.

Each Building Principal, or his or her designee, shall be responsible for informing all teachers, students and their parents of the Student Dress Code at the beginning of the school year. Teachers, students and parents will also be informed of any revisions made to dress procedures during the school year.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In cases where a staff member feels that a student is not dressed appropriately, the student will be referred to the office to make a determination. The school administration will make determinations in instances where clothing or other items worn by students are deemed to be inappropriate.

The school administration will also address situations where the personal choices of students regarding dress may create a disruptive influence on the school program, or where the health and/or safety of others may be affected. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item or, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action, up to and including out-of-school suspension for the remainder of the day. Any student who repeatedly fails to comply with the Student Dress Code shall be subject to further disciplinary action, up to and including multiple days of out-of-school suspension.

SCHOOL SPIRIT

School spirit means expressing loyalty to the functions of the school. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level. The following characteristics are encouraged:

- Courtesy - toward staff members, fellow students, chaperones, officials and opponents during school activities and athletic events.
- Pride - in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship - the ability to win and lose gracefully.

SCHOOL SUPPLIES

All students are expected to provide these basic supplies for their own use: notebooks, paper, pens, pencils, erasers, clothes and sneakers for gym class. Students who desire to shower must provide their own towels for showers.

SENIOR PASS

Senior Passes commence at the beginning of each school year and are for seniors only. Thereafter, performance from the previous quarter will determine whether a pass is issued.

To Qualify For A Senior Pass:

- A. A student must not have received any failing grades or "Must Improve Effort/Shows No Effort" comments during the previous marking period.
- B. A student must not have been assigned any detentions, suspensions, or have been found guilty of academic misconduct during the previous marking period
- C. A student may not have accrued more than 1 unexcused tardy or have more than 6 absences.
- D. A student must have earned grades to be eligible for the merit or honor roll for the previous marking period.
- E. Students must have an excellent effort.
- F. Students must sign out of rooms.
- G. Students are not allowed to sit in hallways.

Privileges:

- A. Are in effect during lunch periods and study halls.
- B. Students may work without immediate supervision (this does not mean activities in which immediate supervision would be necessary; for example, unsupervised use of the weight machine).
- C. Students may go to the library, guidance office, outside courtyard, cafeteria, computer room, or to work with a teacher or advisor. This is assuming that these areas are not overcrowded.
- D. Students do not need a regular hall pass.
- E. Students with Senior Passes are expected **NOT** to roam aimlessly, visit uninvited or distract classes, be in the parking lot or in motor vehicles, or congregate in the halls. Students should not use their lockers during classes.
- F. Students may go outside to eat their lunches as long as trays, utensils, garbage, etc., are properly taken care of, and students must get to their next class on time. **Students must sign out on the cafeteria and office sign-out sheets.**
- G. Students may go to lunch off campus every Thursday. The parent permission slip must be returned to the office prior to that date. The student must sign out in the office at the beginning of his/her lunch period and must sign in prior to the end of the period. If a student fails to sign in prior to the end of his/her lunch period, the student will lose off campus lunch privileges for the remainder of the academic quarter.
- H. School needs to be attended on a regular basis.

Revocation of a Senior Pass:

Appropriate behavior of students with Senior Passes is expected at all times. Senior Pass privileges may be revoked if academic, behavioral or attendance expectations are not met. Students who receive a Stage 1, 2 or 3 attendance letter will lose their senior privileges.

Regular Passes: All students must be in possession of a pass at all times when they are in the hallway during class time.

SPORTS

Schedules for each individual sport are posted online and on bulletin boards throughout the building. "Day-of" cancellations will be announced on the Public Address system and online.

STUDENT AGENDA & PLANNER

At the beginning of the school year, all students will be given a Student Agenda to help with organizational skills. The Student Agenda contains a calendar for the entire school year and each day contains spaces for each class where students can write down information for assignments, due dates, upcoming events, etc. Students will be issued written individual passes to permit transit to Counseling Offices, the Main Office or the Nurse. Students needing to use the bathroom during class periods must receive permission, sign out on the room sign out sheet and have a pass from the instructor or supervisor in the room. All students are expected to have a pass with them at all times. One pass per student. All students are to sign out before utilizing their pass.

STUDENT ITEMS & POSSESSIONS

Students are strongly advised not to bring valuable items to school. If it is absolutely necessary to carry money or other items of value, they may be left in the main office and picked up at the end of the school day. Students who elect to store valuables in their hall lockers do so at their own risk. The school will not be responsible for these items. The possession and/or use of electronic or personal communication devices, including, but not limited to, cell phones, radios, Ipods, cd players, video and computer games, are permitted during school hours according to our guidelines listed under the Telephone Use Section. Laser pointers are not permitted and will be confiscated. Students who possess and/or use these items during unauthorized times will have the item confiscated on a first offense.

STUDENT PARKING PRIVILEGES

Driving to school and parking at school is a privilege. Any licensed student who wishes to drive to and from school and park on school grounds must have a parking permit which must be affixed to his/her vehicle. To request a parking permit from the office, a student must present a valid driver's license, and license plate number for the vehicle that they will bring onto school grounds and park during the school day. A parking permit sticker will be issued which must be displayed in the rear window of the vehicle. Students parking on school grounds may only park in the areas designated. *Students who park in staff, visitor, or other non-designated areas may have their parking privileges suspended or revoked, and may also be assigned disciplinary consequences.*

STUDENT PRIVACY

At the beginning of the school year, all students will be photographed. Photographs are maintained by the school administration for identification purposes. During the school year, school staff members may take pictures of students, and pictures may be published in the newspaper or in school publications.

The Family Rights and Privacy Act (FERPA) maintains that schools need to keep a student's educational records confidential. The federal act broadly defines "educational records" as all records, files, documents and other materials which contain information that directly relates to a student and is maintained by an educational institution.

STUDY HALLS

Students assigned to study halls must use their time wisely. Students are expected to bring work or something to read with them. The following are expectations and consequences

ALL STUDENTS MUST be in their assigned seats and working when the bell rings or students are counted tardy.

HAVE ALL your books, notebooks, writing utensils available and ready.

ALL STUDENTS MUST bring work to study hall.

NO comic books, catalogs or inappropriate magazines will be allowed in study hall or school at any time. If such literature is found, it will be confiscated immediately.

NO talking without permission. No sleeping. No food/drink, except for water.

In order to work together, a pre-signed pass is needed from the teacher who assigned the group work. The Study Hall Monitor will phone the teacher to verify the pass.

Ten minutes of sustained silent reading at the beginning of each study hall is required.

ANY STUDENT who received a failing grade at the 5-week or quarter marking period will not be allowed to leave the study hall unless it is for that class. Students must have a pre-signed pass from that teacher.

ANY STUDENT wishing to go to another teacher's classroom must have a pre-signed pass from the receiving teacher.

NO electronic devices are allowed in the study hall.

ONLY one male or one female will be given permission to leave the study hall at any one time to go to the restroom or locker.

FOUR is the maximum number of students who can check out to the Media Center – one student per pass.

TELEPHONE USE

In general, school office phones and classroom phones are for the use of school personnel only. Under certain circumstances, staff members may allow students to use school office phones.

Use of cell phones or other electronic devices by students during school hours is not allowed in classrooms. Cell phones and earbuds must be away and powered off in classrooms. Cell phones may only be used in lunch periods. Smart watches are also not to be used for communication or internet purposes in classrooms. Students may use the office telephone, or go to the office to request use of their cell phone for valid reasons.

	Personal Phone Use	Further Explanation	Personal Music Players	Further Explanation
Lunch	Allowed Grades 7-12	Students may use their personal phones for appropriate purposes during their assigned lunch period.	Allowed	Students may use their personal music players for appropriate purposes during their assigned lunch period with earbuds only. No ear buds are allowed while in the lunch lines.
Instructional Periods	7-12	Cell phones and earbuds must be away and powered off in classrooms. Cell phones may only be used in lunch periods.		Smart watches are also not to be used for communication or internet purposes in classrooms.

A student passing through the hallway during class time may not use a personal phone.

***At lunchtime, students may only use one earphone or ear bud.**

Policy Violations:

During a class period: The teacher will ask the student to power off the device and turn it over to the teacher. The student may receive the device at the end of the period. If students refuse to turn over such devices, or if they are repeatedly in violation of the outlined policy, they should be referred to the Assistant Principal.

TEXTBOOKS

Students will be issued textbooks. Each text is inspected by the teacher who records its number and condition when issued. Students are obligated to return it in a condition, which, in the teacher's opinion, indicates reasonable wear and tear. If a student loses or damages a book, he or she will be required to pay a fee based on the cost and condition of the book when issued. The cost of replacement or damage is as follows:

1st issue (new)	75% or 3/4 of cost
2nd issue	50% or 1/2 of cost
3rd issue	33.3 % or 1/3 cost
4th or more	Estimate

VISITORS

All visitors **MUST** report and sign in at the high school office for permission to visit anyone or any room in the building. State law requires visitors to public schools to have the necessary clearance in accordance with signs posted at the entrance doors. Visitor badges obtained in the office must be worn at all times while in the school building or on school property. Badges should be returned at the end of the visit, and visitors must sign out. Returning students who wish to visit a teacher must wait until the end of the school day.