

**Dana L. West
Jr./Sr. High School**



**2019-2020
Student Planner**

MISSION STATEMENT

The community, through the Port Byron Central School District, will provide opportunities in a stable and caring environment for students to become literate, life-long learners and pursuers of dreams. We will nurture self-worth and develop personal integrity and social responsibility in our students.

BOARD OF EDUCATION

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Assistant Superintendent for Business and Finance

Mr. Michael Jorgensen, Secondary School Principal

Mr. Kim Brown, Secondary School Assistant Principal,

Director of Health, Physical Education & Athletics

Mrs. Julie Podolak, Elementary School Principal,

Mrs. Erica Sinicropi, Intermediate School Principal,

Director of Special Services

Mr. Corey Rooker, Transportation Director,

Head of Building/Grounds

SCHOOL PHONE NUMBER & E-MAIL ADDRESS

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Assistant Principal, Director of Health, Physical Education & Athletics

Kim Brown

Art

Sara St. Pierre
Karen SImko
Byron Williams

Attendance

Dawn Recckio

Business

Tammy Whidden

Director of Special Services

Erica Sinicropi

English

Jason Bastian
Michele Gendron
David Graf
Patricia Tamburrino

Foreign Language

Kimberly Klaczko
Nina Smolenski
Elizabeth Tiby

Guidance Counselors

Kevin Barber
Tracey Pirozzolo

Health

Jaclyn Carberry

Mathematics

Taylor Duda
Eric Elliott
Greg Kehoe
Jennifer Mapley

Library Media

Specialist
Melissa Beyel

Monitors

Walter Trumble
Lugene White

Music (Instrumental)

James Bearup

Music (Vocal)

Karen Bartlett-Morse
Alan Arnold

Physical Education

Christopher Ford
Angelee Hitchcock

School Nurse

Jennifer Stoddard

Science

Gregg Fedigan
Timothy Howell
Amanda Mucedola
Penny Paolo
Raymond Taylor

Secretaries

Kelly Clarke
Barb Mack
Carol Pelc
Darlene Slayton
Donna Stanistreet

Social Studies

Jeffery Chaloux
Kimberly Kanuck
Kevin Masters
Teal Nanna

Social Worker

Margaret Sayre

Special Education

Emma Cowley
Melinda Gilbert
Paul Grella
Susan Peterson
Andrea Bennett,
(BOCES)
Randy Liberty,
(BOCES)
Heather Seymore,
(BOCES)

Teacher Aides

Polly Davies
Rowena Fidler
Nathan Howard
Bridget Westover

Teaching Assistants

Shantel Dolph
Sandra Hosier
Sarah Rosenbarker
Deanna Wilkinson

Technology

John Mulcahey

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ACADEMIC ELIGIBILITY CODE (Extra-Curricular Activities)

This policy applies to all students in the Port Byron Central School District who are participating in any extra-curricular activity.

1. ACADEMIC STANDARD

If a student is failing three (3) or more subjects on his/her report card after a ten-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 *probationary period*, a student must be failing no more than one course to regain his/her eligibility by obtaining a satisfactory/passing report from each teacher. **Failure to obtain a positive report each week thereafter will result in ineligibility for the remainder of the ten-week marking period.** Eligibility will then be re-evaluated at the end of that marking period.

2. 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.

3. LENGTH OF INELIGIBILITY PERIOD

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

4. FORMS

The Principal/Assistant Principal is 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 complete the part of the form for the subject he/she teaches and it's the student's responsibility to turn the completed form into the Assistant Principal's office at the end of each week.

ALCOHOL USE

To assist in the determination of the use of alcohol, the school may enforce the use of an alcohol sensor to determine the presence of alcohol. This device will be utilized in order to test the presence of alcohol. The test will be administered to all students prior to being admitted to high school dances,

balls, and proms. An alcohol-sensing device may also be used whenever reasonable suspicion is present for the possible use of alcohol prior to a dance/after school social function where student(s) may have used alcohol. A refusal to submit to a reasonable search utilizing the alcohol sensor will be interpreted as an admission of possible alcohol use. Appropriate discipline will then be applied.

Drug or Alcohol use will not be tolerated. Any or all of the following procedures will be implemented:

1. A student/parent conference with the principal
2. An External Suspension (5 days)
3. Superintendent's Hearing for further action may be requested
4. Law enforcement notification if necessary

ATHLETIC ELIGIBILITY CODE

The school administration may remove a student from an activity for any period of time or use other penalties for disciplinary reasons.

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 or possess alcoholic beverages
- b. Not use or possess controlled substances
- c. Not use or possess tobacco products
- d. Not be involved in illegal or criminal 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.**

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 sport that he/she participates 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 months. He/she will also have his/her athletic history reviewed by the superintendent.
- d. These penalties are automatic.

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.

Students who have attended less than 90% of scheduled school days will be ineligible to attend school trips, unless petitioned to and approved by the high school principal or his/her designee, due to extenuating medical or personal reasons.

Admittance After an 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 Attendance office located at the Lehn entrance 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 a serious illness, head lice, scabies, or a communicable disease, must report upon entering the 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.

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:

- Personal illness
- Death in the family
- Religious observance
- Impassable roads due to inclement weather
- Quarantine
- Required court appearance
- Attendance at health clinics
- Approved college visits (High School students)
- Approved cooperative work programs
- Military obligations (High School students)
- 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:

- Family trip or vacation
- Job hunting
- Employment (including paper routes and babysitting)
- Shopping
- Suspension from school
- Truancy from school
- Staying at home because parents are working
- 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.

Attendance Policy

The District believes that classroom participation is related to and affects a student's performance and grasp of a subject matter and, as such, and is reflected in a student's final grade.

More than 30 absences in a full year course may result in loss of credit.

For courses meeting ½ year or ¼ year, the same policy will apply. The 16th absence in a ½ year course or the 8th absence in a ¼ year course may result in loss of credit.

*For absences in excess of 30 days (15 days for half-year and P.E.) the student must make up a full period for all classes missed that day.

(*Making up absences in no way guarantees that the students will pass the course). Consequently, a student would need to stay for a full week after-school if they were taking 5 academic courses. Arranging make up sessions is the responsibility of the student and must be set up at a time agreeable to the teacher involved. Students must have a form (available in the main office) signed by their teacher(s) verifying that the session was made up. Only at the time that the teacher and principal sign off on this document indicating the successful makeup of each session will the student be eligible to receive a passing grade for the course.

Transfers and students re-enrolling after having dropped out will be expected to adhere to this section. Class absences allowed will be pro-rated according to

their possible number of class meetings at Port Byron. For returning students, time enrolled prior to dropping out or transferring will be included. The district will not distinguish between excused and unexcused absences in the application of this policy.

Attendance at school-sponsored events where instruction is substantially equivalent to the instruction, which was missed in a specific course, shall be counted as the equivalent of regular attendance in class.

A student who is certified by the principal as having successfully completed a course of approved alternate instruction as a result of extended absence caused by illness or hospitalization will receive course credit if he/she has maintained a passing grade. Arrangement for alternative instruction due to illness will be made upon written notification to the building principal from the parent/guardian with proper documentation from the attending medical caregiver. Generally, the alternative instruction will begin within five school days. During the interim period the student will not be penalized for classes missed. Absences due to pre-approved alternative academic experiences shall not be counted in the 30-day (or fractional part for $\frac{1}{2}$ or $\frac{1}{4}$ year courses) total.

The student will have the opportunity to make up the classes and work missed as determined by the principal/teacher. To assure due process, the implementation of this general attendance policy will be in accordance with the rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parental awareness.

Should a parent/guardian disagree with a decision regarding the implementation of the policy, they may appeal to the Superintendent of Schools, Board of Education, and Commissioner of Education, in said order.

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.

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:

1. No climbing over the seats/no feet on seat
2. No standing on the seats
3. No yelling or "cat calls" from the audience
4. Applaud at appropriate times

Students will sit in their assigned areas:

- 12th Grade – center section – front
- 11th Grade – center section – back
- 10th Grade – left side section as you enter
- 9th Grade – right side section as you enter
- 8th Grade – left side section –front
- 7th Grade – right side section – front

STAGE

GRADE 8	GRADE 12	GRADE 7
GRADE 10	GRADE 11	GRADE 9

NO HATS ARE TO BE WORN IN THE AUDITORIUM

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 must report to the cafeteria and sign out if leaving during their designated lunch period.
4. Students may sit at a table of their choice, but may not move from table to table unless directed to do so by the school monitor. Students are asked not to save tables.
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 or the use of inappropriate language.
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.

CELL PHONES, ELECTRONIC GAMES, RADIOS, PLAYING CARDSTRADING CARDS, MAGIC CARDS, ETC.

Cell phones cannot be visible or in use in any way during academic classes. However, at the discretion of the teacher it may be used to enhance a particular lesson. They may be used during lunch and in between classes. 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. Electronic or video games, radios, C.D. players, I Pods, MP3 players, tape recorders, Walkman type devices, playing cards, trading cards and magic cards are not to be visible or in use during school. **Head- phones or ear buds should not be used in hallways.**

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. 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 School.

COURSE CREDIT

To receive credit for any course, a student must:

1. Have 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 assessments.
3. Complete all course requirements.
4. Full Year Course –80% of the final average will be the four marking period averages plus, the final, which will equal 20%.
5. Half Year Courses –80% of the final average will be the two marking periods plus the final exam, which will equal 20%.

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

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.

2017-2018 DAILY BELL SCHEDULE	
PERIOD 1	7:32 - 8:14
ADVISORY	8:17 - 8:42
PERIOD 2	8:45 - 9:24
PERIOD 3	9:27 - 10:06
PERIOD 4	10:09 - 10:48
PERIOD 5	10:51 - 11:32
PERIOD 6	11:35 - 12:16
PERIOD 7	12:19 - 1:00
PERIOD 8	1:03 - 1:42
PERIOD 9	1:45 - 2:24
PERIOD 10	2:30 - 3:00

You note 10th is from to 3:00 part of regular day. period used time to with a

will that period 2:30 and is the school Tenth will be as a meet

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 10th period Principal's Detention. The school provides transportation at the end of 10th period for those who ride a bus. Principal's Detention runs from 2:30-3:30 p.m.

LUNCH SCHEDULE	
LUNCH 5A	10:51 – 11:11
LUNCH 5B	11:12 – 11:32
LUNCH 6A	11:35 – 11:55
LUNCH 6B	11:56 – 12:16
LUNCH 7A	12:19 – 12:39
LUNCH 7B	12:40 – 1:00

1 HOUR DELAY SCHEDULE

Period 1	8:32 - 8:57
Advisory/2L	9:00 - 9:25
Period 2	9:28 - 9:53
Period 3	9:56 - 10:21
Period 4	10:24 - 10:50

**Return to standard schedule for Period 5 through the end of the day.

DANCE/ACTIVITY NIGHTS

Dance/activity nights are held periodically, for the enjoyment of the students. Students attending a dance or an activity night must be in attendance on that school day. Also, attendance in school is required on the day prior to a weekend event. 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 under suspension, may not attend a dance/activity night that same day.

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 High School students (grades 9-12) and their guests. Guests attending student dances must be under the age of 21 and if currently enrolled in high school, he/she must meet eligibility standards of their home districts. The appropriate paperwork must be filed with the Principal/Assistant Principal at least one (1) week prior to the event. Students should enter the building at the back entrance by the rear 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 four (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 (must be under 21) or previous disruptive behavior of the guest or the student. Only one guest per student is allowed.
3. Students shall arrive no more than 30 minutes after the start of the dance. Immediately enter the building and remain inside in the specific area designated by the chaperones for the entire dance. If you leave the

minutes after the dance has started, you need to 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 10mph.
9. It is your responsibility to arrange for transportation home after the dance. Students should be picked up in the rear 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.

DISCIPLINARY EXCLUSION & 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 legal requirements.

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 strapless 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. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Hoodies and bandanas are not to be worn in the building, and hats are not allowed to be worn in the auditorium.
6. Not include at the discretion of the classroom teacher, the wearing of hats in the classroom except for a medical or religious purpose.

7. Not include items that are vulgar, obscene, or depict images of

the male/female anatomy whether clad or unclad, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not include the wearing of chains except light-weight standard jewelry.
10. No wearing of headphones or earbuds in the hallways.

DRIVING/PARKING REGULATIONS

All students driving to school must pick up a form from the Lehn office to be filled out and signed by both parent/guardian and student.

1. Must possess a valid NYS driver's license.
2. Vehicle must be registered and insured.
3. All vehicles driven to school must fall under one the following categories:
 - a. Car
 - b. Truck
 - c. Van
 - d. SUV
 - e. Motorcycle
4. All students must park their vehicles in the designated areas which are posted and described on the form.
5. Any student parked inappropriately will be asked to move his/her vehicle.
6. Must adhere to the posted speed limit signs on school property.
7. Abide by all NYS Motor Vehicle laws.

PLEASE DO NOT PASS A STOPPED SCHOOL BUS WHEN THE RED LIGHTS ARE FLASHING!!!

Be advised that driving to and parking at school is a privilege contingent upon eligible students following and abiding by the rules. Any deviations may result in a loss of said privileges.

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.

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. Cell phones should not be used at any time during a fire drill.

FITNESS CENTER STUDENT CONDUCT

The Port Byron Central School District expects that the conduct of members for our fitness center will be in accordance with school district codes of conduct and other general rules that apply to such a setting. Those utilizing the center will adhere to the following:

- Wear appropriate attire including shorts or sweatpants and a top that covers the upper body entirely. Closed toe sneakers are also required. Members should dress in a modest fashion appropriate for the school setting refraining from excessively tight and revealing apparel. Bring dedicated shoes to the facility; street shoes are not to be worn in the facility.
- No swearing!
- The fitness center is not meant to be a student hangout.
- Wipe down machines after each use.
- Do not rest on equipment as others may be waiting.
- Do not drop weights on the floor.
- Return weights to the proper location when finished using them.
- There is no bussing provided for students using the fitness center.

- Park only in designated parking spaces, parking in the bus loop will result in your car being towed.

- It is not the responsibility of the center to keep track of member's personal items. Leave such items in your vehicle.
- Members have no access to locker rooms for their use. They may use the two full bathrooms in the facility.
- Please remove wet or muddy footwear prior to entering the fitness center.
- **Scan your ID card at the start and end of your workout**
- **Replacement ID cards will be issued at a cost of \$5.00.**

School Year Hours:

Mon-Fri 5AM-7AM/3PM-9PM

Sat/Sun 8AM-12PM

Summer/Break Hours:

Mon-Fri 5AM-9AM/4PM-8PM

Sat/Sun 8AM-12PM

GOOD SPORTSMANSHIP

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 the cheerleaders. They are the ones who should 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 praise or blame 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.

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. Please see the District's website for more specific information.

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 of 2000 and beyond:**

For a NYS Regents Diploma (65% or higher):

Regents in Comprehensive English
Regents in 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 Environment
Regents in Algebra
Regents in Geometry (students entering Fall 2007 and beyond)
Regents in Advanced Algebra/Trigonometry
Exam in Foreign Language

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.

- Service Learning forms may be obtained in the high school office.
- If you are unsure of the validity of an activity, you should check with the principal.
- Completed form is returned to school.
- Records maintained through the High School Office.
- Hours will be tabulated and posted on the report cards.
- Supporting paperwork is required for credit.
- Service Learning performed outside the school district will require written parental permission.
- If service is performed without advanced approval, it may be considered.
- Prorated hours will be calculated for students who enter the district after the school year begins.

HARASSMENT AND DISCRIMINATION

(Dignity for All Students Act)

1. School Property shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school: or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.
2. School function shall mean a school sponsored extra-curricular event or activity.
3. Disability shall mean: (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.
4. Employee shall mean employee as defined in subdivision three of section eleven hundred twenty-five of this title.
5. Sexual orientation shall mean actual or perceived heterosexuality, homosexuality, bisexuality, or transgender.
6. Harassment and discrimination shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Prohibition of Harassment and Discrimination

The district prohibits discrimination or harassment against any student, by employees or students on school property or at a school function that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation or abuse, of such a severe nature that:

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

Such conduct shall include all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and

events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can be expected to materially and substantially disrupt the education process may be subject to discipline.

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this code of conduct has been violated, corrective action will be taken in accordance with District policies and regulations, this code of conduct, and all appropriate federal or state laws.

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:

- It provides an opportunity to enrich your background.
- It augments and supplements work covered in regular class periods.
- It helps to develop self-discipline and self-reliance.
- It helps improve academic achievement.
- It helps develop skills in reading, writing and using reference materials.
- It serves as a means of evaluation.
- 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.

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

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, Hemophilic 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.

As of June 13, 2019, there is no longer a religious exemption to the requirement of student vaccinations. The new legislation does not affect students with valid medical exemptions.

A valid medical exemption must:

1. Be on a sample medical exemption form issued by the Department <https://www.health.ny.gov/forms/doh5077.pdf> or the NYC Department of Health and Mental Hygiene, or on a signed statement that certifies that the immunization may be detrimental to a child's health;
2. Be signed by a physician licensed to practice medicine in New York State;
3. Contain sufficient information to identify the medical contraindication to a specific immunization. The Department recommends that health care practitioners consult the ACIP guidelines for contraindications and precautions to childhood vaccinations, available at: <https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/contraindications.html>. (Please note that the guidelines contain all ACIP recommended vaccines, including some that are not currently required for schools and child day care programs in New York State); and
4. Be confirmed annually.

ISS RULES AND PROCEDURES

The following items are to be turned off and placed in the basket: cell phones, MP3 players, iPods, or any other electronic devices.

1. No talking to other students who are assigned ISS or detention.
2. Computer use will only be allowed for class assignments and homework (or at ISS supervisor's discretion). Students will only be allowed to use a computer for 30-minute intervals when other students are waiting for use.
3. If you have a question, please raise your hand and wait for the teacher to recognize you.
4. Bathroom breaks will be at 9:30 a.m., 11:40 p.m. and 1:50 p.m.
5. Lunch will be at 12:15 p.m.

6. All students being dismissed from the ISS room at the end of the day (2:24 p.m.) are expected to leave the building/school grounds at that time. (With administrative approval they may stay later to receive instruction from a teacher and ride the elementary bus run home.) Students are unable to attend any after school activities that day.

PROCEDURAL STEPS

1. If the above rules are not followed, you will be given a warning.
2. After a second warning, you will be asked to move your desk away from students and face the wall.
3. After a third warning, you will be referred to an administrator.

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:

- Name of student
- Date and time to be excused
- Destination and reason
- Means of travel
- When student will return
- Day phone number of parent/guardians

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 2:24 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 SCHOOLWIDE 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.

LIBRARY-MEDIA CENTER

The Library/Media Center is staffed from 7:32 a.m. to 3:00 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 two 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. If you come across a damaged book or magazine, or a machine breaks while you are using it, please notify the staff immediately so that repairs can be made.
4. Gum chewing is not allowed.
5. Deposit all trash in wastebaskets. Do not leave it on the table or the floor.
6. Talking should be kept at a minimum. If it is necessary to work together, please ask the person in charge.
7. Stay seated until the bell rings.
8. When you leave, please push your chair in so others can move about safely.
9. No food or drink is allowed in the Library.

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 left at home. 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. 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 is 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.

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 2:30 -3:00 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.

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.
5. Students may self-carry and administer medication **ONLY** with orders and permission from MD, Parents and School Nurse.

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 his/her possession.

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 sign out with the adult in charge when leaving the classroom during any given period. The student will also be required to get a signed pass from that adult that states student's name, time and destination.

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 fill out a form that is available in the High School office.

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 2:30 p.m. - 3:30 p.m. The student may stay with a teacher from 2:30 p.m. – 3:00 p.m. as long as the after-school detention teacher has been notified ahead of time.
2. 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 –2:30 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.

The following rules will apply for Principal's Detention:

1. The student must be on time –2:30 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.

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.

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 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.

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 who is 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 ensure 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 student 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.

STUDY HALL RULES & PROCEDURES

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.

Rules

1. Be in your seat before the bell rings
2. Be prepared to study
3. Bring and work on your assignments
4. Respect yourself, others, and the teacher

Procedures

1. Use the restroom and get a drink between classes. You will remain in the room until the bell rings unless there is an emergency.
2. You will not be allowed to go to another teacher's classroom unless you have a pre- signed pass from him or her.
3. Students are expected to remain quiet throughout the entire study hall.
4. Each study hall will only allow 3 students to go to the library. Students must have an assignment to work on and may not go to the library to "just hang out."
5. Work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If you have no assignments to work on, bring reading material, or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.
6. Keep in mind that your primary purpose is to learn, study, and complete the materials you need to become successful in school, therefore this will be a silent sustained study hall every day.

Consequences

1. After the third warning, a referral will be generated with a one-hour after-school detention being the typical result.

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.

TARDINESS

1. The official school day is 7:32 a.m. to 3:00 p.m. Students in grades 7-12 should be in period 1 by 7:32 a.m. Any student arriving after the 7:32 bell will be considered tardy. Any student arriving after 7:32 a.m. must sign in at the Lehn Office.
2. The tardiness policy is as follows:
 - 1st incident = warning
 - 2-4 incidents= (1) detention
 - 5 + incidents = (2) detentions
3. After each 10-week marking period, tardiness will start over with the 1st being a warning, 2-4 being (1) detention, and 5+ being (2) detentions.
4. Please be advised that if your child's tardiness reaches over ten (10) incidents in any given 10 week marking period, you will be contacted to come in for a meeting with the Assistant Principal and Guidance Counselor.

TECHNOLOGY CODE OF CONDUCT FOR STUDENTS

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 inappropriate manner which 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 employee's 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 parent or guardian will submit a written consent for the establishment of an email 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.
 - Student e-mail accounts will be used for educational purposes directly related to the curriculum the student is studying in the district.
 - 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.

TEXTBOOKS

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

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

TRANSFER STUDENTS

Students entering Dana L. West High School after the 1st 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 (zero) will be used in calculating each marking period missed.

TRANSFER TO ANOTHER SCHOOL

Any student planning to move out of the district should register with another school before leaving the current school district. Once you register, the school you have enrolled at will send all documents that have been requested. Once we receive documentation that you have registered at another school, you will be exited from our system and no longer be enrolled as of that date.

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 ensure the safety of our students we require that all visitors report to the Leslie B. Lehn Office upon entering our building, where they will sign in and obtain a visitor sticker. 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 Lehn entrance doors are locked when we are in session. This has been done to help ensure 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 their children for an appointment should sign them out in the Leslie B. Lehn 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 ensuring the safety of the students.

WORKING PAPERS

Working papers are issued in the High 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. Parent's permission for a student to work.
2. Updated physical
3. Certificate of physical fitness cleared by the school medical director via school nurse.

Students wishing to obtain working papers should stop at the Nurse's Office for an application. Application must be signed by a parent/guardian and returned to the High School Office. 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. Student's signature is required at the time the permit is being issued.

**GOAL REPORT
2018-2019**

Name _____

Grade _____

GOAL #1

GOAL #2

GOAL #3
