

2024 | 2025

STUDENT PLANNER



HIGH
SCHOOL

VALLEY CENTRAL HIGH SCHOOL

1175 State Route 17K
Montgomery, NY 12549

www.vcsd.k12.ny.us

(845) 457-2400

For information on our bell schedule,
please visit the website listed above

Name: _____

Address: _____

Student I.D. # _____ Homeroom: _____

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VALLEY CENTRAL SCHOOL DISTRICT ADMINISTRATION

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Ivan Tolentino, Assistant Superintendent for Human Resources

Brad Conklin, Assistant Superintendent for Business and Deputy District Clerk

Barbara Butler, Director of Special Education

Mara Costagliola, Director of Pupil Personnel/Special Services

Christopher Mohr, Director of Technology

Tammy Coleman, Director of APPR, Data, Testing & UPK

Richard Steger, Athletic Director

VALLEY CENTRAL HIGH SCHOOL ADMINISTRATION

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Iris Rose, Assistant Principal

Allison Simoskevich, Assistant Principal

Cletus Witte, Assistant Principal

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ACADEMIC ELIGIBILITY POLICY:

In order to implement Board of Education policies #5200 and #5280, the following are the procedures that will guide our secondary schools with establishing Academic Eligibility.

1. All extra-curricular and co-curricular activities affected by the Academic Eligibility Policies of the Board of Education are listed in this report under the heading of "Student Activity Programs." New extra-curricular or co-curricular activities added during the school year will also be subject to this policy. Any activity that normally originates from a subject class is NOT included under the Academic Eligibility policies. School functions that are considered social activities (Proms, Dances, Spectators at school events, pep rally, Senior Trip, etc.) are not included in the Academic Activity procedures.
2. A student who fails two or more subjects on a report card or five week progress report shall be considered ineligible for participation in all extra-curricular or co-curricular activities. Each five week progress report or quarterly report card will be used to establish the eligibility status for students. A student who is currently failing or fails two or more subjects may practice or take part in extra-curricular meetings, but cannot participate in any games, trips, or events related to that activity. This includes traveling to any event or competition away from the Valley Central campus as part of a group or interscholastic team.
3. After a list of ineligible students is produced by the Academic Advisor, a copy of the list will be distributed to all coaches and advisors. An academically ineligible student will be informed by his/her coach or advisor. This list will become effective upon distribution.
4. When a student has failed two or more classes, he/she must wait two (2) weeks, after the ineligible list is distributed, to regain eligibility. When the two-week period falls within a lengthy vacation (Winter/Spring holiday), the ineligibility period may be extended up to five days. Incomplete grades will be considered a failing grade until the student makes up the work. An incomplete grade can be converted to a passing grade prior to the end of the two-week probationary period. If a student drops a course of study and is failing, the student will have to wait until the end of the next grading period to regain eligibility. When a student moves to a lower level of course of study, the grade of the initial class will establish eligibility status. The teacher of the new level class will have two weeks to evaluate the student for eligibility.
5. At the end of the two-week period, the student must be evaluated by

his/her subject teacher to regain eligibility. The teacher will establish, at his/her discretion, the appropriate criteria for each individual student to regain eligibility. Teacher should evaluate the student for the two-week period only. Said teachers will use a check-off form, provided by the Academic Advisor, indicating satisfactory or unsatisfactory progress for the two-week period only. Stating the student is making satisfactory progress during the two-week period does not infer that a student is passing the quarter or the subject class. Students must continue to do satisfactory work for the remainder of the report period or find themselves on the ineligibility list. The student is responsible for picking up and delivering the form to the subject teacher of his/her failing class. This form will be returned by the subject teacher to the Academic Advisor or a designated representative, at the end of the two-week probationary period. It will be the responsibility of the Academic Advisor to inform the coach or advisor of any change in the student's eligibility status.

6. If this student is still failing after the subsequent reporting period, he/she must wait until the next report period (five weeks) to regain eligibility. Practice or participation in all extracurricular/co-curricular activities will be prohibited until the student regains eligibility.
7. A student who fails two or more full or half-year courses, at the conclusion of a marking period, will be declared academically ineligible. In order to regain eligibility after failing two or more courses in January or June, a student must demonstrate that he/she is meeting eligibility requirements after a two-week probationary period. Each teacher must sign a form indicating satisfactory progress after the two-week period. A course of study, failed in June, may be made up by passing an equivalent summer school course at Valley Central or any other valid summer program. If a course of study is not available at an accredited summer school, the student will be declared ineligible until meeting the above-described procedures. Students returning in the fall will be able to practice and participate without restrictions but are subject to review by the Academic Advisor after two weeks of the new school year (September).

Cross-ref: 5280-R, Interscholastic Athletics Regulation Adoption date: March 11, 2002

ACADEMIC INTEGRITY:

The Valley Central School District has clear expectations and standards concerning academic integrity. Below are examples of inappropriate activities in regard to written assignments, examinations, and reports.

Valley Central School District has developed the following guidelines in this area:

Students are expected to maintain the highest standards of honesty in their school work. Cheating, forgery and plagiarism are serious offenses. Students are not permitted to share graphing calculators unless the teacher has granted permission. Students found guilty of any form of academic dishonesty are subject to disciplinary action and/or academic penalties. This includes inappropriate use of technology resources. Cheating is defined as giving or obtaining information by improper means to meet academic requirements. At the high school level, there is no excuse for plagiarism. Students are expected to know and demonstrate skills in paraphrasing, documentation, and academic research sufficient to practice academic honesty and to avoid plagiarism in any form.

According to Jane E Aaron's *The Little Brown Compact Handbook* (2nd ed. NewYork: Harper Collins, 1995. p. 217) "Plagiarism...is the presentation of someone else's ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious and often punishable offense" (emphasis added).

Deliberate Plagiarism:

- Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own by omitting quotation marks and a source citation
- Summarizing or paraphrasing someone else's ideas without acknowledging your debt in a source citation
- Handing in as your own work a paper you have bought, had a friend write, or copied from another student
- Inputting a phrase, sentence or a longer passage into an electronic translator in English and then copying the phrase, sentence or a longer passage in a foreign language into your sentence, paragraph, essay or project and claiming it as your own work.

Accidental Plagiarism:

- Forgetting to place quotation marks around another writer's words

- Omitting a source citation for another's idea because you are unaware of the need to acknowledge the idea
- Carelessly copying a source when you mean to paraphrase

Plagiarism will not be accepted or tolerated and may result in an "F" for the assignment, possibly an F in the course, and potentially suspension from the school, depending on the severity and/or intentions. Be advised that if formal charges of plagiarism are initiated, they may become a part of your permanent academic record.

Term papers, research papers, and other course requirements are to contain material not previously submitted. It is expected that students will initiate new research for each paper and that each paper must be the student's own work. Students are cautioned that submitting work from an Internet source can and will be checked. Disciplinary action will be taken by the student's teacher and/or the administrator.

AFTER SCHOOL ACADEMIC & EXTRA-CURRICULAR OPPORTUNITIES:

Students will be offered opportunities, based upon teacher availability, to obtain extra help, work on projects, participate in clubs and activities, or to serve detention after-school from 2:10 PM - 2:52 PM. You must be under a teacher's supervision for the entire period. Students need permission from parents to stay after school and may not leave the building. **STUDENTS ARE NOT ALLOWED TO STAY AFTER SCHOOL HOURS TO SOCIALIZE OR TO VIEW SPORTING EVENTS.** If you wish to attend an athletic event, you must go home and return at the time of the event. High School students will be allowed to ride the Middle School bus home only after receiving a Bus Pass from their teacher.

APPOINTMENTS:

Notes are required for medical, dental, optical, etc., appointments which occur during school hours. A student may be released early (upon request from parent plus administrative approval) or attend school after the appointment (with a note from parent). Partial instruction is better than none, and the student will be marked present for the day.

Students must provide a telephone number with the note from parent/guardian so that the authenticity of the excuse can be verified. When a student is being picked up at school by a parent/guardian, said parent/guardian will be asked to provide identification (Driver's License). The identification may be photocopied.

ATTENDANCE:

It is the goal of the Valley Central School District to ensure that each student attend school the maximum number of days possible and to afford each student the opportunity to meet his/her potential. We, therefore, institute this policy.

Good attendance and class participation are essential ingredients for academic success. Any absence from class is detrimental to the learning process.

Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery.

Textbook or make-up assignments are not an adequate substitute for classroom attendance and participation.

In order to achieve educational goals and to maintain a true academic environment, students must attend their classes at least the required number of times. Students who fail to meet the minimum attendance and course work requirements will receive no credit for that course.

ATTENDANCE REQUIREMENTS:

- All students must attend school daily and arrive on time.
- ALL absences, lateness, or early departures (excused or unexcused) are counted on a student's attendance record.
- If a high school student exceeds 18 absences for a full-year course or 9 absences for a half-year course AND does not make up assignments, he/she will not receive credit for that course.
- If your child is going to be absent, late, or leave early during a school day, you must notify the school in writing beforehand or contact the school at (845) 457-2400 Ext. 17507 or 17508.
- When your child returns to school, you must provide a written explanation for his/her absence, lateness, or early departure.
- Reasonable make-up opportunities will be given to students with absences due to: personal illness, illness or death in the family; impassable roads or weather; military obligations; religious observances; quarantine; required court appearances; attendance at health clinics; approved college visits; approved cooperative work programs; absences due to homelessness as determined by the Principal; and such other reasons as may be approved by the Commissioner of Education.
- All notices must be submitted to the school within three (3) school days otherwise it will be considered unexcused.

When your child is absent, late, or leaves early from school without an excuse, and it results in a written disciplinary referral, you will receive a copy of the written disciplinary referral. If you have any questions about this policy, contact the school at (845) 457-2400.

The procedure for student dismissal requires that ALL STUDENTS, regardless of age, must have parent/guardian permission.

RESPONSIBILITIES:

Successful implementation of any attendance policy requires cooperation among all members of the educational community including parents, students, teachers, administration, and support staff.

I. STUDENTS' RESPONSIBILITIES

- Students must attend school daily and arrive on time.
- Students must attend all classes and be on time.
- Students who are absent must make arrangements to make up any work missed with the teacher within five (5) days of returning to school.

II. PARENTS'/GUARDIANS' RESPONSIBILITIES

- Contact school at 845-457-2400 Ext. 17507 or 17508 or notify the school in writing beforehand if your child is absent, late, or must leave early.
- Provide a written explanation of your child's absence, lateness within 3 school days to be considered excused
- Provide a written explanation of your child's early departure the day of with contact information.
- Make every effort to ensure that your child attends school the maximum number of days possible.

III. TEACHERS' RESPONSIBILITIES

- Provide make-up assignments when requested by a student.
- Notify parent/guardian of attendance problems. At the secondary level, comments on progress reports and on report cards will indicate student attendance.
- Forward to Administration any required paperwork or notice indicating student absences.

IV. ADMINISTRATION'S RESPONSIBILITIES

- During September orientation meetings, administrators will explain the attendance policy to all students. When a student cuts class or is otherwise absent without excuse, this action may result in a written

disciplinary referral.

- Notify the student and parent/guardian with a copy of the disciplinary referral from the teacher of the course. Hold at least one meeting to explain the attendance policy to the student.
- Quarterly notification of excessive absences (based upon the threshold established by New York State), both excused and unexcused will be mailed home.

Review of Attendance Records:

1. Each building Principal or designee must review attendance records and initiate appropriate action to address excessive absences, chronic tardiness, and habitual early departures.
2. Attendance records will also be reviewed by the designated Attendance Officer.

V. GUIDANCE COUNSELORS' RESPONSIBILITIES

Counsel students individually when they receive a notification of excessive absences in any subject area. One meeting with the counselor will be sufficient for all subject areas.

Meet with the students to discuss options upon denial of course credit.

TARDINESS:

To ensure an orderly start to our school day and instill the value of punctuality it is the expectation of the high school that students arrive to all of their periods prior to the start of class. Students with unexcused tardiness may face progressive disciplinary action. The Connect Ed phone system will be utilized to contact parents of students who are either absent and/or tardy to school.

ACCEPTABLE REASONS FOR TARDINESS/ABSENCE:

1. Personal illness
2. Illness or death in the family
3. Impassable roads or weather
4. Religious observance
5. Required attendance in court
6. Approved work program
7. Military obligation
8. Approved college visitation
9. School bus is delayed
10. Attendance at health clinics
11. Absence due to homelessness, as determined by the principal

ALL ACCEPTABLE REASONS MUST BE ACCOMPANIED BY A NOTE FROM A PARENT OR GUARDIAN WITHIN 3 SCHOOL DAYS. ANY STUDENT WHO FAILS TO SIGN IN WILL BE SUBJECT TO DISCIPLINARY ACTION.

BULLYING:

Please refer to the Code of Conduct for more information.

BUS COMPANY:

First Student, Inc. provides transportation for the District. Please direct any transportation questions or concerns you have during school hours to Renee Marchant, School Transportation Assistant, at (845) 457-2400 x18115. For questions or concerns after hours, please contact First Student at (845) 895-2463.

Parent Information:

- It is normal for buses to run a little late the first few days of the school year.
- A note is needed to change a bus stop or to take a different bus. **You must bring the note to the office before period 1 for approval. If there are enough seats on the bus, you will be able to get a bus pass.**

Parent Concerns:

- Children experiencing trouble on the bus should first inform their bus driver or monitor. The driver can report the problem and can keep an eye on the situation. If a child is uncomfortable talking to a driver because other children or the bully might be watching, he or she should talk to their teacher or an administrator instead.
- After school opportunities and athletic bus runs have fewer buses, and therefore, fewer drop off points. Please contact the bus company at (845-895-2463) for the closest location to your home for your student.
- The Board of Education has approved the use of video cameras on buses to monitor student behavior.

Bus Conduct:

Bus transportation is provided for those students meeting the requirements set up by the State and the Board of Education. A schedule for each group (AM) and (PM) is available. Students must be at designated loading zones on time. It is the responsibility of those using the bus to behave in an appropriate manner

so that the safety and comfort of others are not jeopardized. A student not adhering to bus regulations and/or directions of the bus driver may lose riding privileges and/or be subject to disciplinary action, the nature of which would be determined based upon the infraction committed. **Students will only be allowed to ride an AM/PM bus other than their assigned bus(es), if a signed letter granting permissions by their parent and/or guardian is given to the main office on the morning of said date.** School personnel will confirm the arrangements and forward it to the bus company. Remember that riding a school bus is a privilege not a right. Students must have bus passes to be eligible to ride any after school opportunities bus home.

CELL PHONES/ELECTRONIC DEVICES & SOCIAL MEDIA:

**** Please take note that changes to our building procedures are forthcoming to align building procedures with district policy.***

It is recommended that students keep their electronic devices at home and not bring them to school, except when being utilized for classroom instruction. At no time shall Valley Central High School be responsible for preventing theft, loss, or damage to communication devices brought onto school property. Students who possess electronic devices shall assume responsibility for their care.

Electronic devices, including but not limited to cell phones, iPods, AirPods, laptops, smart watches, wearable technology and tablets, are valuable and sometimes necessary tools. In light of the evolving technology and the ability to photograph and record video, it is our goal to not only foster and support learning, but also to protect the privacy of our students, staff, and the sanctity of the classroom environment.

Similarly, VCHS will continue to NOT TOLERATE any inappropriate electronic communication. Individuals whose behavior jeopardizes the safety and/or welfare of school staff and students and has a nexus to a disruption of the educational process will face disciplinary action in accordance with the Code of Conduct. ***For further information, refer to Board Policy #5312.***

Valley Central High School permits students to use their personal electronic devices at specific times during the school day with some stipulations and exceptions. They are as follows:

Student's personal electronic devices may be ALLOWED during:

- Classroom instruction only when the student receives permission from the teacher and/or his/her designee; students MUST begin each period with no devices

- Lunchrooms and study halls provided the user can hear directions given in a normal voice and the content cannot be heard by anyone else
- Transition (passing time) from one period to the next

Such will be PROHIBITED when:

- An EMERGENCY DRILL or EMERGENCY ACTION has been enacted (including but not limited to fire, weather, lock down, lock out)
- Student(s) are in any bathroom and/or locker room and/or the main office where an individual has a reasonable expectation of privacy
- Any school exam and/or any other work is being administered unless authorized by a teacher
- Any State Exam is being administered (refer below) for further information
- Students entering the hallway during class time for any reason (i.e. nurse, guidance, main office)

Under no circumstances, will students be allowed to use their personal electronic devices to make or take a phone call anywhere in the school building, video/audio record themselves or others, and to use FaceTime, Snapchat or any other video sharing/chatting. Anyone observed not complying with these expectations will be subject to electronic device confiscation and/or disciplinary action. ***For further information, please refer to the Code of Conduct, specifically Board Policy 5312.***

Students **MUST** be able to hear and respond to directives, announcements, and emergencies given the first time by faculty and staff, Excuses such as, "I didn't hear you" or "I had my earbuds in" are not valid excuses for non-compliance. Once again, students who choose to use their electronic devices must maintain appropriate listening volume. Safety and common courtesy should always be exhibited by the student body in regard to their earbud/headphone use. With such concerns we recommend that every student who walks in the hallways during period transition or is waiting on the cafeteria line **USE ONLY ONE EARBUD/HEADPHONE**. Teachers reserve the right to require students use only one earbud/headphone while in a classroom/study hall when permission is given to use such devices.

All students must always remember that cell phone use or any other personal electronic device usage is subject to the discretion of the classroom teacher and/or the guidance/nurse/main office in every period. Students must wait to be given permission to do so. If a student did not receive permission and/or his/her electronic device usage creates a distraction or disturbance at any time during school hours, students may be asked by any faculty and staff

member or administrator to surrender such device. The electronic device(s) will be confiscated and will only be returned to a parent and/or guardian. **THERE ARE NO WARNINGS!** If any student refuses to surrender said item, this will be considered insubordination and will result in further consequences. Once again, this device will only be returned to a parent and/or guardian. With this privilege, all students must remember that it comes with great responsibility. If the student body truly cherishes their personal electronic devices(s), then the students will respect and honor such privilege as stated within these parameters.

Lastly, students and parents/guardians, should be aware that Administration reserves the right to update and modify the electronic device procedure as necessary to preserve the learning environment and the safety of faculty, staff and students.

STATE EXAMINATIONS:

Additionally, the State Education Department has prohibited all students from bringing cell phones and any other electronic devices into a testing area where a NYS Assessment is being administered. Test proctors, test monitors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. Admission to the test shall be denied to any student who refuses to surrender such item. Or if any student decides to keep their electronic device during the state test, the exam will be invalidated and no score will be given. For complete information, please refer to <http://www.highered.nysed.gov/>.

Similarly, based on our experience, the use of electronic devices by some students during class time has led to inappropriate communication during assessments which resulted in very serious academic penalties. Therefore, the use of such devices may be considered cheating, and a grade of zero may be issued for that day's class activity (such as class work, quiz, or examination). Consequences for continued offenses may result in detention(s) or suspension(s). In both cases, it is not worth the risk.

Despite being permitted to use their personal electronic devices, it is recommended that students keep their electronic devices at home and not bring them to school, except when being utilized for classroom instruction. At no time, shall Valley Central High School be responsible for preventing theft, loss, or damage to communication devices brought onto school property. Students who possess electronic devices shall assume responsibility for their care.

**** The current cell phone, electronic devices and social media guidelines are under review.*

CHANGE OF CONTACT INFORMATION

It is *very important*, for emergency and administrative reasons, that every student maintain an up to date address and phone number at the school office. Notify the school immediately if you have a change of address and/or phone number during the school year.

In case of an emergency, each student is required to have emergency information on file. A validation form will be sent home on the first day of school and should be returned promptly with any changes denoted.

Please remember that if there is a change in any emergency contact information, including changes in custody, please notify the school immediately. It is very important to keep this information accurate and up to date.

CLASS/CLUB ACTIVITIES AND CLASS/CLUB MEETINGS:

Each club is responsible to produce a charter. Students who desire to start a new club must obtain an advisor and permission from the high school administration.

Each class has its own advisor and meets on a regular basis to plan activities. All class/club or group activities must be approved by the Assistant Principal in charge of student activities. Students attending these meetings are responsible to secure teacher permission and make up all work missed. A schedule of meeting times and places will be made available. Generally most club meetings take place during post-session.

The scheduling of DANCES must be coordinated by the class or club advisor with the Principal in charge of student activities.

- Dances will be no more than 3 hours and will end no later than 10:00 pm with some exceptions.
- Students must adhere to the mandatory four (4) period attendance rule (Refer to page 16).
- No students may enter dances after 1 hour unless prior approval is granted by the Assistant Principal in charge of student activities.
- Once a student leaves a dance, he/she must leave the campus and not return.
- The rules involving such special events as homecoming and the proms will be determined at the discretion of the building Principal

CLOSED/OFF CAMPUS:

Valley Central High School is a closed campus. Students are not permitted to leave the school during the school day for any reason unless permission is granted by their parents/guardians and the Assistant Principal's Office is notified. Students are expected to sign out and exit the building using the front lobby doors.

Valley Central High School does not have supervisory responsibilities for any student who chooses to leave school grounds, including but not limited to before the warning bell, while school is in session or during after school opportunities. Furthermore, if any student at dismissal decides to walk or drive off campus, they will not be allowed to return to school grounds and/or enter the school unless the student(s) have an athletic and/or extra-curricular trip/activity. If students are observed violating this procedure, consequences may be assigned.

Refer to the After School Academic & Extra-Curricular Opportunities section of the handbook for further information.

Additionally, in the event a student leaves school grounds, the High School still retains the right to discipline that student for any activity the student engages in off-campus during instructional hours that is in violation of the Discipline Code contained within this Handbook.

This provision shall not apply to any student who is attending an educational program through the District that is located off school grounds. However, when the student leaves that program during school hours, this provision shall apply. Emergency exception – This provision does not apply in the event an emergency on school grounds occurs where students would otherwise be allowed and/or required to leave school grounds.

CODE OF CONDUCT:

The Board of Education (Board) is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, parents, District personnel, and visitors is essential to achieving this goal. The complete Code of Conduct (Code) and supporting Board of Education policies are available at all school sites and Central Office. Please also refer to each school's handbook for specific details.

CUTTING/SKIPPING CLASS:

Students are expected to be present for all of their daily assignments. Study halls, library assignments, after school opportunities, etc. are viewed in the same manner as classes. Cutting any of your scheduled requirements may result in detention, assignment to In-School Suspension or Out of School Suspension (including if the student is deemed to be insubordinate to previous Administrative directives.) The penalty will be determined based upon the number of infractions. Disciplinary reports will be used to alert the Assistant Principal about students that are cutting.

DASA:

Please refer to the Code of Conduct for more information.

DISCIPLINE:

Please see the complete Valley Central School District Code of Conduct located in this handbook and on the Valley Central School District website.

DRESS CODE:

Clothing which is considered by school authorities to be dangerous, revealing or otherwise in violation of the District's dress code will not be permitted in the schools as described in the Code of Conduct and District Board Policy 5311.5.

DRUGS AND ALCOHOL:

In order for the school to promote an environment conducive for learning and because of the serious threat that illicit drugs, including alcohol, constitute to a person's physical and emotional well-being, the possession, use, sale, transfer or facilitation thereof or being under the influence of these substances in school, on school grounds, or at any school-sponsored function is strictly prohibited. Students who are found to be under the influence of illicit drugs or alcohol will be referred to Administration and are subject to suspension and a Superintendent's Hearing. **Over-the-counter and prescription medications must be registered with the School Nurse.**

Students are urged to exercise sound judgment in their own conduct. It is a student's responsibility to remove himself/herself from an area in which drug or alcohol use is taking place. Those who remain in close proximity to others who are drinking or using drugs must accept the risk of being held responsible as participants. These rules apply to all Board of Education approved trips.

Students who are involved in extracurricular and co-curricular activities including athletics, should be forewarned that attendance at parties or gatherings where drugs/alcohol is being consumed may jeopardize their participation in these school activities. ***Trained school officials reserve the right to conduct sobriety assessments utilizing appropriate methods should there be reasonable suspicion.**

EARLY RELEASE/LATE ARRIVAL:

Early release/late arrival is a privilege given to students who can demonstrate that they are gainfully employed and/or are meeting all the necessary academic requirements for their grade level. Students wishing to obtain this privilege of early release/late arrival must comply with the following regulations:

1. A note from employer verifying employment
2. Consent from a parent or guardian
3. Approved early release/late arrival schedule from an Administrator
4. All early release students must sign out before leaving
5. All late arrival students must sign in when arriving
6. All early release students must leave the school building and property upon release. Any student found on school grounds after his/her scheduled release time will face revocation of early release privileges

EMERGENCY CLOSING/DELAYS:

Cancellation or early closing of school takes place only during extraordinary circumstances such as extreme or inclement weather, equipment failure, or public crisis. Every practical means is used to notify parents of an impending cancellation, including the website and phone messaging systems. You may call the main district number (845-457-2400) or log on to our website (www.vcsd.k12.ny.us) to find out about delays or closings.

Sometimes it is necessary to dismiss school early as a result of inclement weather or an emergency. It is imperative that we have accurate and updated phone numbers so we can contact you.

On any morning that there is a two hour delay for Valley Central High School, there will be no morning BOCES classes. Any student enrolled in the AM BOCES program will not have to report to school at Valley Central on that morning until the end of 5th period as shown in the 2 hour delay bell schedule.

When school is closed because of inclement weather or some other emergency,

the entire operation involving student programs shall be canceled until further notice. This includes play rehearsals, sports games, and/or practices, and other organized school activities.

EVENING HIGH SCHOOL:

The Evening High School Program is an alternative education program established to meet the educational needs of our students in an environment and structure in which they can be successful. It focuses on the New York State curriculum, standards, and assessments while offering a unique alternative to meeting individual student needs. In order for the program and its students to continue to meet the high success rate that it has in the past years, it is important to be cognizant of the procedures that pertain to the program.

Those who are 16 years of age are eligible for enrollment in the program. If you are interested in entering the Evening High School program, contact your Guidance Counselor. Your Guidance Counselor will assist you with course offerings, counseling and the application process. Courses offered may include Social Studies, Science, Math and English, as well as Science labs and Physical Education. The Evening High School program hours will be announced at a later date. All school rules and the Valley Central Code of Conduct apply to the Evening High School program.

ATTENDANCE:

Attendance is the responsibility of the student. Students must agree to attendance procedures. Parents will be notified when a student has excessive absences.

EXAMINATION PROCEDURES:

(REFER TO VIOLATION OF TEST PROCEDURES)

Class examinations are given by the individual teacher throughout the school year. Finals and Regents examinations are given in almost all academic courses.

The final examination for all courses counts as 1/5 of a student's final grade. Students are responsible for being in their seats for all school and Regents examinations 15 minutes prior to the start of the test. Students will be told the times of exams and assigned to exam rooms at least a week before the test. Due to the important nature of these exams, students should make sure that they are well prepared and are aware of all pertinent information and materials needed. Any students who become aware of a conflict (two exams scheduled during the same period of time) must report this conflict to both of his/her subject teachers immediately. The Main Office will then resolve the conflict. Once

in the examination room, the proctor will assign seats to students. In all cases, the exams will be taken on the scheduled day and in the presence of a proctor unless a student is being home instructed for medical or disciplinary reasons. During Regent Examination weeks, no student is to be in the building unless he/she has a scheduled exam, guidance appointment, or scheduled review class. There are no make-ups for a State examination. Students who fail to report for a scheduled exam will receive an absence grade which will be considered a zero for purposes of the final grade. Students who are legitimately ill should contact their guidance counselor prior to the exam.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION:

The Valley Central School District recognizes the educational values inherent in the extra-curricular life of the school. For the purposes of building social relationships, developing interests in an academic area, acquiring a sense for the importance of team play, and gaining an understanding of good citizenship, certain expectations must be met. Students must be present for four (4) periods of the school day and/or their abbreviated schedule if less than four (4) periods in order to participate in the following activities which include but are not limited to sports, clubs, class activities, etc.

Students who are given special tutoring, post-session or practice time will show increases in academic and athletic performance. Students should open the channels of communication with a coach in order to develop a positive mindset. A feeling of competence, whether on the playing or practice field or in the classroom, can develop positive educational outcomes. Students must be present for four (4) periods of the school day and/or their abbreviated schedule if less than four (4) periods in order to participate in the following activities which include but are not limited to sports, clubs, class activities, etc. If a student attends any of the following AM programs (C-TEC) their academic requirements have been met. All other extenuating circumstances must be approved by the building principal. If a student does not follow procedure, he/she may face disciplinary action.

STUDENTS INVOLVED IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES ARE ALERTED TO THE FOLLOWING:

A code of ethics exists that defines the appropriate behavior expected by students participating in extracurricular activities, including athletics. Students are reminded that their behavior reflects on their particular extra-curricular activity, both during the activity as well as away from the spotlight. Students will be held accountable for behavior that negatively reflects on their activity. After an appropriate review, students may be disciplined.

After the start of an athletic season or selection process for an activity, rosters will be printed and distributed to the teaching staff for their perusal upon request. Students must remain academically eligible in order to participate in all extracurricular/co-curricular activities

FIELD TRIPS:

All students participating in a field trip must return to their advisor/teacher written parental consent. Permission slips will be distributed by advisor/teacher well in advance of any scheduled trip. Students are reminded that, while on a field trip, they are subject to the same rules of conduct that apply while they are in school. Students are responsible to make up all work missed in their subject classes.

Students attending overnight trips are reminded that their baggage is subject to search. Students on academic ineligibility (AI) **will not** be permitted to attend extra-curricular (non-academic) activities.

FIGHTING:

Fighting jeopardizes the safety, health, and welfare of our student body and is strictly prohibited anywhere within the school, campus, or at any school sponsored event/activity. All students have an obligation to avoid physical confrontations. The school recognizes that provocative language and gestures may result in physical confrontation. These altercations will be considered the same as physical confrontation. Students will be subject to suspension of up to five days out of school, with a minimum of two days, if involved in a physical confrontation. Repeated acts of aggressive behavior will be referred to the Superintendent.

Students engaged in a fight who refuse to cease the altercation after a directive from a staff member, will be considered insubordinate. A mandatory 5 day suspension will be enforced. If any staff member is injured during an attempt to stop a physical altercation between students, these students will be referred to a Superintendent's Hearing where they may be subject to additional Out-of-School Suspension.

FIRE EVACUATION AND SAFETY DRILLS:

Students should familiarize themselves with the fire and evacuation exit route from each class. These routes are displayed on the bulletin board of each room. If a student is not sure of the correct route to take, he/she is responsible to ask the instructor for details.

During the fire drill or evacuation, all students are to proceed quickly and quietly to his/her assigned exit. Students are not to stop at lockers for any reason. Books, chromebooks and notebooks are to remain in the classroom during fire drills. Pocketbooks may be taken with you. Book bags may accompany students during an evacuation.

Students are to stay clear of all drives surrounding the building. These areas are to remain open for emergency vehicles. Once in the designated parking area or grassy area, students are to stay together. Proper behavior is to be maintained at all times. Any student who does not comply immediately with the instructions of a supervising adult or engages in disruptive behavior will be subject to severe disciplinary action.

Safety drills (i.e. Lockdown, Lockout, Shelter-In-Place) will be practiced throughout the school year and due to its significance requires that all students adhere to the school's Emergency Response procedures to ensure the well-being and safety of the entire school community. Failure to comply will necessitate appropriate disciplinary action

FUNDRAISING/SALES:

Students are strictly prohibited from fundraising/sales of any type on school grounds and/or at any school activity/function without permission from administration. Failure to follow these guidelines may result in item confiscation and/or disciplinary action.

All school organizations and/or school-related organizations must complete a fundraising form and submit it to school administration for approval two (2) weeks prior to the event.

FOOD SERVICE:

Valley Central is now part of the Community Eligibility Provision (CEP). Therefore breakfast and lunch will be provided to students at no cost for the 2024-2025 school year. An application is not required for this program. The CEP includes one breakfast meal and one lunch meal for each student every day that school is in session. Additional meals may be purchased at the following prices: Breakfast: \$2.00, Lunch \$3.00, Milk \$.75. There is still an additional cost to purchase à la carte items. À la carte items include, but are not limited to ice cream, snacks, bottled water, doubles, and extras.

Students may attend breakfast from 7:05 AM to 7:12 AM. Students are assigned lunch during either 5th, 6th, 7th, or 8th periods.

Hot meals, salads, and sandwiches are available in both North and South

Cafeterias. Students are also invited to bring in their own lunches. Food may not be dropped off and/or delivered to school from a commercial establishment.

The following regulations govern the use of the cafeteria:

1. After a brief stop at their lockers, students are to report immediately to the cafeteria at the beginning of their lunch period.
2. Students wishing to purchase a lunch must form a single file line at one of the four lunch stations.
3. Students may eat their breakfast/lunch in the cafeteria. Eating in the halls, gym, stairwells, or lavatories is not permitted.
4. The throwing of papers, food, cans, etc. is strictly forbidden. Any objects you drop on the floor must be picked up. No objects are to be left on the table when you leave. All students are responsible for disposing of their own garbage.
5. Students may use the phones in the main office, or use the lavatory facilities only after their table area is cleaned and a pass is obtained.
6. Students are strictly forbidden to leave the building or to be in any area other than those designated.
7. No cutting into the lunch line.
8. Stealing food may result in removal from the cafeteria, and/or suspension, and/or arrest.
9. Once food is purchased it cannot be returned.
10. No food is allowed out of the cafeteria unless authorized by the Administration (Gold Pass).
11. Students are not to sit on the lunch tables.
12. Students causing problems will be removed from the cafeteria for a period of time to be determined by an administrator who reserves the right to assign students to a cafeteria at their discretion, or to assign a consequence.
13. Students who desire to meet with their teachers during their lunch period must use a disposable tray.

EATING:

Students may eat their breakfast/lunch in the cafeteria. Eating in the halls, gym, stairwells, or lavatories is not permitted. However, a special permit pass must be obtained from an Assistant Principal in order to eat in classrooms for those with extenuating circumstances. Under NO circumstance will any student(s) or other

persons be allowed to order food from the outside to be delivered to them while school is in session.

GRADING/REPORT CARDS:

In accordance with the grading each teacher is required to keep a weekly evaluation of each student's work. These accurate and up-to-date records will be kept in the teacher's grade book (SchoolTool).

Criteria that are used in evaluating a student's classroom performance may include but are not limited to the following:

1. Attentiveness
2. Willingness to cooperate
3. Degree of class participation
4. Preparedness for class and completion of assigned work
5. Display of effort
6. Grades on assignments including but not limited to: test, quizzes, written assignments or projects (exclusive of quarterlies and finals).
7. Weighting of grades (Advanced, Adv. Placement, or College Level Class)

Any student missing a period of instruction in excess of eighteen (18) times for a one-credit course, excess of nine (9) times for a half-credit course, and in excess of five (5) times for a quarter-credit course may become ineligible to receive credit for the course unless they make up this missed instruction. The reason for the absence has no bearing on this policy.

Parents are expected to inform the guidance office if their child has an extended illness or injury. Homebound instruction will be available when a student is absent for a period of more than 10 days as approved by Central Office. Teacher assignments will be facilitated by the homework coordinator with absences of more than two (2) days. Cases involving unusual and/or extraordinary circumstances may be referred to the building principal for consideration. Earning a Regents credit will require that the student earn a passing final course average. Regents' credit will not be granted solely on the basis of a passing Regents examination score.

Students who are scheduled for Advanced (Honors) classes will receive a 5% addition to the grade earned in their class calculated once at the end of the year based on the final grade. Students who are scheduled for Advanced Placement or College Level courses (including the New Visions Program) will receive a 10% addition to the grade earned in their class calculated once at the end of the year based on the final grade. *The midterm will count as 20% of quarter two grade.*

When a student changes a level of instruction (i.e. English 9AD to English 9R), the grade(s) earned and attendance record in the initial class follow the student to the next level.

PROGRESS REPORTS:

This report is not a formal report card but is designed to enable the teachers to provide the parents with a review of the student's performance. It will also serve to notify parents of any difficulties a student may be experiencing in a particular class as well as a grade range. All students will be issued a progress report in the months of **October, December, March, and May during the school day.**

Attendance for each individual class is included in the progress report. Parents are encouraged to call their child's Guidance Counselor if they are unsure of their child's progress in any subject class. A grade range for each class will indicate the academic progress of the student. The actual grade may change at the quarter report card.

GUIDANCE SERVICES:

The Guidance Office is organized to assist all pupils in making a satisfactory adjustment in school, planning their educational programs, and in making sound vocational choices. To achieve these goals, the Guidance Office provides a variety of counseling services including individual and group counseling. For further information please see the website. Students meet with their counselors to plan their course of study for the subsequent year and to develop an educational plan which will prepare them for their post high school goals. Advice on colleges, vocational options and training programs, careers, and personal problems is available from the Guidance counselors.

Guidance counselors are available to meet with students throughout the school day. Students who need to speak with their counselor must stop by the Guidance Office and make an appointment. Student appointments with counselors should be made during study halls or post-session. Parents may also make appointments by phoning the counselor (457-2400 Ext(s) 17601, 17602, or 17603).

SCHEDULING OF CLASSES:

By February of each year, a booklet of anticipated course offerings is made available to all students to assist in schedule planning for the following school year. Beginning in mid-winter, counselors will schedule individual meetings with each student to discuss the offerings which are recommended and answer questions or provide advice. Parents who wish to change their child's course selection should call the respective Guidance Counselor.

SCHEDULE CHANGE PROCEDURES:

VCHS will enact a three-phase procedure that will incorporate all aspects of schedule changes. The goal is to create a rigorous educational environment that is least disruptive to the start of the school year, and that applies to courses that are both elective and core in nature.

All students have the right to make scheduling changes starting in March through June of the current school year for next school year. This gives students, parents and counselors ample time to discuss, review and plan accordingly. The ultimate goal for all parties is to maintain academic rigor, achieve 21st century skills and prepare students for their future.

Please take this time to review your student's courses to make sure they are appropriate!

The guidance office welcomes you to contact them via phone or email to ask questions. They also welcome you to come in to discuss a plan for your student

Phase I (March – August)

During this time, students and parents can make changes to schedules with no penalty. We ask that during this time, you review carefully the course descriptions and also match courses to college/career requirements

Phase II (First day of school – 10 days after start of school)

At this time, no schedule changes can be made unless it is for the following:

1. Adding a course
2. Leveling out classes
3. Administrative approved level changes
4. Errors in scheduling

If a student wishes to drop a course during this phase, they must do so using a course drop form. Only if they are approved through administration may they drop the course with no penalty. For second semester courses, the same rule applies with the same amount of days. Please keep in mind that dropping courses could affect NCAA eligibility, college admissions, preparation for placement tests and more. We ask that you take extreme caution when coming to this decision.

Phase III (10 days after start of school and beyond)

At this point, no schedule changes will occur.

Only in extenuating circumstances will a total drop of a course take place. This will result in a student receiving a W/F on their transcript and will require parent,

teacher, counselor and administrative approval.

REQUESTS TO DROP C-TECH AFTER THE END OF THE THIRD WEEK OF SCHOOL WILL BE DENIED, as this district will have already paid the full year non-refundable tuition for each student going there. Arrangements can be made to change the vocational subject in year one, where possible.

Requests to change a teacher cannot and will not be honored. In the case of a student who has failed a course and is repeating that course during the next school year he/she will not be required to repeat that course with the same teacher, when possible.

HONORS (ADVANCED) CLASSES:

- Students enrolling at Valley Central High School from the eighth grade must have an academic average of 90% or higher in a subject area (i.e. English, Social Studies, Math) in addition to teacher recommendation in order to enroll in an honors (AD) class. Likewise, students who are currently in Regents level courses in high school who wish to be in Advanced courses must have an academic average of 90% or higher. Students enrolled in high school honors classes (AD) must maintain an average of 88% or higher by the end of the school year and have a teacher recommendation in order to remain in honors level classes the following year. Students whose grade falls below 88% during the school year may be asked to meet with their counselor to discuss the appropriateness of this placement.

HONOR ROLL:

- The Board of Education recognizes the importance of honor rolls to provide recognition to those students who have exhibited superior personal academic achievement. The Superintendent of Schools will establish guidelines and criteria for student selection to the honor roll at the secondary level. In order for a student to be placed on the academic honor roll, he/she must maintain an 85% average with no grade falling below a 75%.
- Students who maintain a 90% average in each of the first 3 quarters, with no grade lower than 75%, no failing or incomplete grades, will be eligible for the high honor roll.

REPORT CARDS:

- Report cards will be available on the Parent Portal/Student Portal. The dates for distribution are tentatively scheduled for November, February, April, and June. Along with individual grades for each subject, the report cards will contain comments describing the student's status in

class and the number of absences he/ she has attained. Students or parents having concerns about any aspect of the report card should contact the student's teacher and/or Guidance Counselor. Incomplete grades and other grade changes must be adjusted by the next 5 week period.

SENIOR INFORMATION:

Students planning to graduate in January, June, or August should note the following important information:

1. In order to be considered a senior, students must have already passed the 5 required Regents exams before the end of their Junior year.
2. Be certain your guidance record is up-to-date. This is important for college transcripts and job information.
3. Make sure your senior year schedule will enable you to have completed the requirements for graduation as outlined in the Student Course Selection Handbook for a Regents diploma or local diploma or a Regents diploma with distinction.
4. Admission counselors from various colleges will be coming to Valley Central High School. Announcements of visits and sign-up information will be made to insure proper planning. If you are interested in a particular college, you must obtain a pass in the Guidance Office prior to the college visit.
5. Apply early to college. It is not necessary to wait until you take the SAT's as a senior to apply to college. It is the student's responsibility to submit their SAT/ACT scores directly from the testing site to the colleges they are applying to.
6. The Guidance Office provides services for all students, including the college bound, those planning to go to work or into the military, attend vocational school and others. If you wish information on careers, advice is available.
7. A FAFSA form must be completed if you are interested in financial aid. See a counselor or visit the Guidance website and click on financial aid. Listen to announcements for the financial aid parent meeting which will take place in the North Cafeteria on a date to be determined.
8. **SENIORS WHO HAVE NOT MET ALL THE REQUIREMENTS TO RECEIVE A DIPLOMA WILL NOT PARTICIPATE IN THE COMMENCEMENT CEREMONY IN JUNE.**
9. The Valley Central Scholarship Council raises money throughout the

school year with the intent of offering financial aid to our seniors. See your Guidance counselor throughout the year.

SCHOLASTIC APTITUDE TEST (SAT) & AMERICAN COLLEGE TEST (ACT):

Current information on SAT and ACT dates are available in the Guidance Office and on the guidance website. Applications can be obtained in the Guidance Office and mailed out directly by students, with the appropriate fee. See your counselor if you have any questions.

USEFUL WEBSITES

www.vcsd.k12.ny.us | Valley Central School District

www.collegeboard.org | SAT reg., college search and more

www.actstudent.org | ACT registration

www.fastweb.com | Financial aid search and more

www.fafsa.ed.gov | Application for federal financial aid

www.collegenet.com | College search engine

www.collegeview.com | College search engine

www.scholarshiphelp.org | Lists of scholarships and tips

www.scholarship-page.com | List of scholarships and tips

www.finaid.com | Financial aid search and advice

www.mapping-your-future.org | Career/college planning

www.hesc.com | Excellent website for financial aid and college and career planning

www.ncaaclearinghouse.net | Registration and criteria for the NCAA clearinghouse and prospective collegiate student-athletes

TESTING:

JANUARY 2025

In-Class Finals and Midterms: Scheduled for January, including Regents Week.

JANUARY 2025

Regents: January 21, 2025 through January 24, 2025

JUNE 2025

In-Class AP and College Exams: TBA

JUNE 2025

In-Class Final Exams: Scheduled for May through June

JUNE 2025

Regents: June 10 and 11 and June 17 through June 25, 2025

KEY MEETING DATES 2024-2025

EVENT	DATE	TIME
Freshman Orientation	August 28, 2024	8:00 am
Senior Parent Night	September 17, 2024	5:30 – 7:00 pm
Open House	September 17, 2024	7:00 – 8:30 pm
PSATs (Sophomores & Juniors)	TBA	7:00 am
Financial Aid	TBA	6:00 – 8:00 pm
College Fair	October 9, 2024	Lunch Periods
Parent/Teacher Conference	November 25, 2024 (evening)	11/25/24 6:30 pm – 8:30 pm
	November 26, 2024 (day)	11/26/24 7:30 am - 1:45 pm
	March 18, 2025	TBD
	March 19, 2025	TBD

HEALTH AND MEDICAL:

NURSE

School nurses (Registered Professional Nurses) and Licensed Practical Nurses (LPN's) are assigned to each building to implement the health service program through caring for chronic and acute illnesses, health counseling, health referrals, administering first aid, administration of prescribed medications, assessing and maintaining accurate health and immunization records, and conducting screening for hearing, vision, and scoliosis.

Please be sure to contact the nurse if your child has any acute or chronic health conditions. Also, please call the school nurse if your child is absent from school due to a communicable disease. Students should get permission from their teacher to go to the health office if they are not feeling well and not contact their parents/guardians directly. It is the responsibility of the health office to call home if deemed necessary when a student is ill or injured.

The health office is to be used for illnesses, medication administration, hygiene, health screening, injuries, physical exams, and sports clearance. Persistent illness/injury will be brought to the attention of a parent or guardian, and the student will be sent home or given a referral for further evaluation with a health care provider.

Students being sent home due to illness must sign out in the attendance office prior to leaving the building.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff if needed. School personnel will render first aid treatment only until the school nurse arrives. If emergency medical treatment is necessary, the parents/guardians will be contacted. If the parents/guardians are not available, the child will be taken to an emergency room. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family health care provider must be on file at the school.

Parents/Guardians will be requested to pick up their child, if the child:

1. Has a temperature of 100 or over;
2. Is vomiting due to illness;
3. Has been injured and possibly has a fracture or other serious condition;
4. Has a rash that is suspected to be contagious;

5. Requires special attention regarding his/her health and welfare which cannot be addressed at school.

Parents/Guardians are reminded that the school nurse must be apprised if a child is taking medication or has any chronic illness that impacts attendance or learning.

All children entering school with casts, crutches, stitches, or other serious medical conditions are to go to the nurse's office before school on the first day of return for evaluation of accommodations and/or health care by the school nurse. Please alert the nurse if your child has any allergic reactions to medications, bee or wasp stings, or food. Allergy/Chronic Illness Health care plans should be on file with the health office by the first day of school.

IMMUNIZATIONS

NYS Public Health Law 2164 requires that every child who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, measles, mumps, rubella, polio, Hepatitis B and Varicella (Chicken Pox), or other vaccinations as required by State law. Other vaccinations include a Tdap booster when a child turns 11 years of age and a MenACWY (Meningitis) vaccine when entering 7th grade and a booster MenACWY when entering 12th grade. Exemptions for these requirements are for medical reasons only and must be submitted on a NYS Medical Exemption form filled out by a NYS physician only. All students must have up to date vaccination records or exemption records on file or they may be excluded from school.

PHYSICALS/ MEDICAL EXAMINATIONS

STUDENTS MUST HAVE A MEDICAL EXAMINATION IF THEY:

- Enter the school district for the first time (including Pre-K or Kindergarten)
- Are in grades 1, 3, 5, 7, 9 and 11
- Participate in interscholastic sports
- Are deemed necessary by school authorities to determine a child's education program

If the physical exam is not returned to the school by September 30th or 15 days after registration, the school reserves the right to request that the school medical provider (MD or NP) conduct a medical appraisal of your child.

Physical exams by the school Nurse Practitioner can be requested for any student requiring a physical.

There is no-cost to you for the school physical. Please contact the health office of your child's school should you wish a physical to be done in school.

MEDICATIONS

According to New York State Law, there is a procedure the school nurse must follow before any medication (prescription and/or over-the-counter) can be given during school hours. Only those medications which are necessary to maintain the student in school and which must be given during school hours should be administered. Any student who is required to take medication during the regular school day or while participating in school sponsored activities (e.g. field trips, athletics) must comply with the following procedures.

A written order from a duly licensed prescriber and written parental permission to administer the medication is required. All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.

Students may not carry medication with the exception of emergency medications such as Rescue Inhalers and Epi-pens. These medications must have "self-carry" prescriber attestation orders in the Nurse's office. Students are prohibited from bringing any over the counter medications.

Medication orders should minimally include:

- Student's name and date of birth
- Name of medication
- Dosage and route of administration
- Frequency and time of administration
- Possible side effects
- For prn (as necessary) medications, conditions under which medication should be administered.
- Date written
- Prescriber's name, title, and signature
- Prescriber's phone number

Other Medication Information:

- Medication orders must be renewed annually or when there is a change in medication dosage.
- The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
- OTC medications must be in the original manufacturer's container/

package with the student's name affixed to the container.

- Medications should not be transported daily to and from school. Parents/Guardians are advised to ask the pharmacist for two containers, one to remain at home and one at school.

If these procedures are not followed, students may be subjected to disciplinary action.

FIELD TRIPS AND MEDICATIONS:

Procedures for taking oral, topical or inhalant medications off school grounds or after school hours while participating in a school sponsored activity:

The school nursing personnel should assure:

Oversight of self-administration to:

Student who is supervised/self-directed

Voluntary staff member who has been appropriately instructed by the school nursing personnel to assist a supervised/self-directed student. (Note: Consistent with good practice, the employee's willingness to perform the task will be considered in making the assignment.)

PREPARATION OF MEDICATION

When medication is to be given to a supervised/self-directed student in the absence of a school nurse, the student's medication must remain in a properly labeled pharmacy container, or original over the counter container, in the possession of a supervising adult; until it is handed to the self-directed student to self-administer on a field trip or other school event. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container. There must be a medical order and permission slip on file with the school nurse. Administration of oral, topical or inhalant medications to non-self-directed (nurse-dependent) students and injectable medications to anyone must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, health care provider, parent or parent designee. Students who have an order to "use & carry independently," may take non-prescription and prescription medications in the original pharmacy bottle.

For extended field trips, parents should provide the medication (prepared by the student's pharmacy) to the person in charge of the field trip.

Parents, whose students will require medications for the trip which they do not require on a daily basis at school, should obtain health-care provider orders and provide the orders and medication to the school nurse. The school nurse and chaperones must be notified of any controlled substance. Controlled

substances/ medications will not be permitted to be self-carried.

If a chaperone is given medication at the last minute, it becomes a judgment call on the part of the chaperone, school nurse, and school administration. Each situation, medical condition, age of the child, nature of the medication, nature of potential side effects, and likelihood of further difficulty from the medical condition must be considered.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION

If your child is excused from physical education due to medical reasons, the health care provider must provide the school with the reason and duration in writing prior to the physical education class for which he/she is to be excused. Because physical education is a mandated subject, your child will be provided with alternative instruction as allowed by your health care provider. If your child may participate in modified physical education activities, the health care provider must provide the school with that information filled out on a Modified Physical Education Form. This form can be obtained from the health office. Students who are excused from physical education may not participate in other physical activities which include recess.

ASSISTANCE/ HEALTH RELATED/ MENTAL HEALTH RESOURCES

Big Brothers/Big Sisters: 845-562-1408

Community Resources: 211 (Available 24 hours/day)

Food Pantry (Montgomery): 845-457-9673

Food Pantry (Newburgh-Salvation Army): 845-562-0413

Grief and Loss Support Hospice: 845-561-6111

Bereaved Parents Support: 845-561-2837

Mental Health Hotline: 988

Orange County Youth Bureau: 845-615-3620

Orange County Department of Health: 845-360-6600

Orange County Department of Health Immunization Clinics: 845-291-2330

Poison Control: 1-800-222-1222

Shelter Assistance: 211 or 845-346-4357

Suicide Hotline: 988

HOMework/SCHOOLWORK:

Home preparation is a natural extension of class work and is assigned regularly. Students are expected to complete assignments promptly and carefully and to plan appropriately for the completion of large projects or term papers.

HOMework COLLECTION:

Homework will only be collected by the homework coordinator for a student who is absent at least three (3) consecutive days with a doctor's note. Otherwise, it is the student's responsibility to make up the work.

IN-SCHOOL SUSPENSION:

If a student is assigned to in school suspension, he/she will be informed by the Assistant Principal to report to the in school suspension room for up to an entire school day. Students must attend the entire length of assigned ISS. Any time students are not in attendance, they will serve the remaining time in ISS the next available day.

Students who do not adhere to the rules and regulations of ISS may be subject to progressive discipline. Students removed from a class due to the Project SAVE legislation guidelines, may be assigned to in-school suspension for that period.

INSTRUCTIONAL MATERIALS:

Books, Chromebooks, calculators, musical instruments and any other instructional materials are loaned to the students by the school district, and it is expected that the items will be returned at the end of the school year, or on a schedule determined by the District, in the same condition which they were given out. The District will keep a record of said item including title, condition and identification number.

Parents/Guardians will be held financially responsible for the books, equipment, musical instruments and Chromebooks that are lost or damaged. Fines/damages must be paid for by the end of the school year.

The District is not responsible for student owned musical instruments that are damaged and/or stolen.

LIBRARY:

Because of the limited amount of space, the library is to be used only for research, signing out books, computer usage, or reading.

It is not to be used as an alternative to study hall. Students wishing to use the library must use the following procedures:

1. Obtain a signed library pass from the subject teacher for whom the work is being done.
2. Have your study hall teacher sign the pass and release you to the library.
3. Upon entering the library, place your personal belongings on the shelves on the left hand side.
4. Sign in at the librarian's desk. Computers may be assigned at the librarian's discretion.

Students should come to the library with school work to do. Students are expected to follow all library procedures. The library staff reserves the right to send a student back to a study hall, lunch period, etc. if necessary. The library should remain a quiet environment to allow students the space to study and complete school assignments.

Library books are signed out for a 2 week period. Books can be renewed and library fines will accrue on late returning books.

LOCKERS AND LOCKS:

Students are free to request a locker. It is required that students **PROPERLY** secure their hallway lockers with a **SCHOOL APPROVED** lock. A school approved lock is one that has been purchased from the Middle School store or the High School store/main office. The school reserves the right to search a locker at any time without notification for the purpose of ensuring the safety, morals, health, or welfare of our students.

Students are not allowed to share lockers or place their belongings in any locker other than their own. If students disregard this procedure, those lockers will be opened with a master key or with a bolt cutter with or without notice. Items will be bagged, labeled and placed in the main office for retrieval

NONDISCRIMINATION POLICY:

The Valley Central School District does not discriminate on the basis of race, gender, disability, religion, national origin, creed, age, marital status or other legally protected category in access to programs and/or employment, provided by the District. The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Contact information for the District's Compliance Officers and Title IX Coordinators can be

found on the District's website.

OUTSIDE BEVERAGES AND FOOD:

Under NO circumstance will any student(s) or other persons be allowed to order food from the outside to be delivered to them while school is in session.

PARENT PORTAL:

The Valley Central School District has implemented a web-based communication tool which allows you to access your student's academic profiles via the Internet anytime, anywhere. Please access the VCHS section of the district website and click on the link to sign up if you have not done so already. There will be a short delay between initial login and final access. This delay is due to the amount of time necessary for each account application to go through a comprehensive verification process. Parents or legal guardians **MUST** be the ones to enter contact and student information upon initial sign-up on the Parent Portal website. If parents wish to provide portal access to students after initial sign-up this is a decision that is left to the discretion of each individual family. Any account determined to be student created will be deleted and/or inactivated. A step-by-step guide for Parents & Guardians about how to login and access student information through the Parent Portal is available via a link on the District website.

SEX-BASED HARASSMENT:

The Board of Education recognizes that harassment of students on the basis of actual or perceived sex, sexual orientation, and/or gender identity and expression is unacceptable behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn.

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. For purposes of this policy, sexual harassment includes harassment on the basis of actual or perceived sex, sexual orientation, and/or gender identity and expression. Sexual harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program. Sexual harassment claims covered by Title IX are addressed in the District's Title IX policy.

Sexual harassment can include unwelcome sexual advances, requests for sexual

favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes.

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual advances or invitations or requests for sexual activity, including but not limited to those in exchange for grades, preferences, favors, selection for extracurricular activities, homework, etc., or when accompanied by implied or overt threats concerning the target's school evaluations, other benefits or detriments;
3. unwelcome or offensive public sexual display of affection, including kissing, hugging, making out, groping, fondling, petting, inappropriate touching of one's self or others (e.g., pinching, patting, grabbing, poking), sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or derogatory or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;
5. unwelcome and offensive name calling or profanity that is sexually suggestive or explicit, sexually degrading or derogatory, implies sexual intentions, or that is based on sexual stereotypes or sexual orientation, gender identity or expression;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading or derogatory, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking" (running naked in public), "mooning" (exposing one's buttocks), "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "pantsing" or "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands

- inside an individual's pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or derogatory or imply sexual motives or intentions;
 9. clothing with sexually obscene or sexually explicit slogans or messages;
 10. unwelcome written or pictorial display or distribution (including via electronic devices) of pornographic or other sexually explicit materials such as signs, graffiti, calendars, objects, magazines, videos, films, Internet material, etc.;
 11. other hostile actions taken against an individual because of that person's actual or perceived sex, sexual orientation, gender identity or expression, such as interfering with, destroying or damaging a person's school area or equipment; sabotaging that person's school activities; bullying, yelling, or name calling; or otherwise interfering with that person's ability to participate in school functions and activities; and
 12. any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, derogatory, intimidating, or demeaning, including, but not limited to:
 - a. disparaging remarks, slurs, jokes about or aggression toward an individual because the person displays mannerisms or a style of dress inconsistent with stereotypical characteristics of the person's sex;
 - b. ostracizing or refusing to participate in group activities with an individual (for example, during class projects, physical education classes or field trips) because of the individual's actual or perceived sex, sexual orientation, and/or gender identity or expression;
 - c. taunting or teasing an individual because they are participating in an activity not typically associated with the individual's actual or perceived sex, sexual orientation, or gender.

The Board is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the district, or outside the school setting if the harassment impacts the individual's education in a way that violates their legal rights, including when harassment is done by electronic means (including on social media). Sanctions will be enforced against all those who engage in sexual harassment

or retaliation, and against district personnel who knowingly allow such behavior to continue.

For further information refer to the Board of Education policy # 0110.1 or # 0111.

SEXTING:

Please refer to the Code of Conduct for more information.

SMOKING/VAPING:

Please refer to the Code of Conduct for more information.

STUDENT ACTIVITY PROGRAM:

Valley Central High School is proud of the range of extracurricular activities it offers to students. All activities, clubs, and teams are conducted under teacher supervision but are designed to promote maximum student responsibility for selecting, organizing and evaluating the events and their outcomes. The following is a list of the various activities which may be offered during the school year.

EXTRA-CURRICULAR PROGRAMS:

ASL American Sign Language
Badminton Club
Business & Marketing Honor Society
Comic Book Club
Cultural Diversity Club
English Honor Society
Environmental Club
For the Animals
French Honor Society
Freshman Class
Future Business Leaders of America (FBLA)
Future Teachers Club
GLSEN
Gradus Honoris
Interact Club
Jazz Band
Junior Class

Math Honor Society
Math Team
Mock Trial
Morgan's Message
NART
Nat'l Social Studies Honor Society
Pep Band/Marching Band
Photo Club
Revelation
Scabbard & Blade Club
School Musical
Science Club
Science Honor Society
Snow & Ski Board
Science Olympiad Club
Senior Class
Shakespeare Club
Show Choir/Voxtones
Sophomore Class
Spanish Honor Society
Student Gov't. Association
Today's Teachers/Tomorrow's Students
Tri-M Music Honor Society
VC Dream
Valkyries
Viking Voice Newspaper
Viking Log Yearbook
Volunteer Club
W.I.S.E (We Inspire Strength & Empowerment)
Youth In Government

INTERSCHOLASTIC ATHLETICS

For information regarding the Athletic Program, please refer to this website <https://www.vcsd.k12.ny.us/athletics/> or call Richard Steger at the Athletic Office (Ext.17885).

STUDENT ASSISTANCE COUNSELOR:

Counselors' offices are located in room 110B and the guidance suite. Confidential counseling and referral services are available to any student who feels they may have a problem pertaining to drugs, alcohol use or other personal issues. Students must request an appointment and receive a pass to go to the Student Assistant Counselor's office. Passes are to be presented to the period teacher first and then the student may attend counseling. Students may make appointments via email.

STUDENT ID'S:

Students will be provided a School ID attached to a lanyard on the first day of school. Students must show the ID upon entering the building every day and must be worn while on campus.

STUDENT PARKING AND AUTOMOBILES:

The following regulations should be observed:

1. All rules of the Valley Central High School discipline code apply and are to be followed.
2. By state law, the speed limit on school grounds is 15 mph.
3. All signs must be obeyed (i.e. STOP, YIELD, ONE WAY, etc.).
4. Any reckless driving, such as speeding, squealing tires, or careless driving may result in the immediate suspension of your on-campus parking/driving privileges. Driving which endangers the safety of others may result in other disciplinary consequences in addition to the loss of parking/driving privileges in accordance with NYS Penal Law Section 145.25 and NYS Vehicle and Traffic Law Section 155.
5. Excessive noise (i.e. engine revving, loud music, etc.) will not be tolerated and violators may face disciplinary action and/or loss of parking privileges.
6. Vehicular crashes on school grounds MUST be reported to the main office immediately. Failure to report vehicular crashes may result in revocation of permit and criminal charges.
7. There is to be no parking in designated faculty/staff parking areas, driveways, grassed areas, or in the fire lanes of the parking lot and the main plaza. Student found parking in any non-student area may forfeit their permit and may be subject to tow.

8. Once the school buses have been given the signal to leave the school grounds, no other vehicles are to leave the parking lot. Movement from the parking lot may begin again once all the buses have left the school grounds.
9. Parking is a Senior privilege. Juniors may be considered. Seniors may obtain a parking application on the Valley Central High School website under "Student Programs & Services". Completed applications will be accepted for seniors during the summer. Juniors may apply after school begins in September. They will be notified via Google Classroom.
10. Freshmen and sophomores are prohibited from driving to school.
11. Parking permits will be denied/revoked if book/lunch accounts are not satisfied.
12. Parking permits will be revoked for violations of the student code of conduct and the VCHS Traffic and Parking Regulations, including academic ineligibility and any unsafe and unwarranted behavior related to the parking area.
13. Students who do not have a school issued parking permit are not allowed to drive and park on school grounds. Failure to comply may result in disciplinary action and/or ticketing/towing. Students who attempt to alter or construct forged parking permits will be disciplined.
14. Passes may NOT be shared or traded among students. Such behavior may result in revocation and/or disciplinary action.
15. Students who amass excessive unexcused tardies and or absences (based upon the threshold established by NYS) may have their parking privileges suspended and/or revoked.
16. Students will not be allowed to drive to school on certain dates when large school events are scheduled such as the College Fair, the District Budget Vote etc. Students and parents will be notified before such events.
17. During an off-site evacuation no student will be allowed to drive his/her vehicle off campus.

STUDY HALL:

Assigned study halls are considered a part of the student's schedule and will be treated like any other class. Students may use the library or make appointments for remedial work during study hall time. In order to leave study hall, students must procure a signed pass from the teacher they are seeing for remediation

and sign out with the appropriate study hall teacher. In regard to bathroom passes, two (2) students will only be allowed to leave study hall at a time. Guidance appointments may be made during study hall periods.

TELEPHONE USE:

Office telephones are for business use and should be used by students only in an emergency. In all cases, students should limit their use of school phones so that everyone has reasonable access to their use. Students are not permitted to use classroom telephones unless there is an extreme emergency.

TRANSPORTATION OF STUDENTS FOR SCHOOL SPONSORED ACTIVITIES:

The school is responsible for the safety of its students both on school property and to and from all school-sponsored activities where transportation is provided. The school will provide transportation to and from selected school-sponsored activities which are not held at Valley Central. Teachers, coaches, and chaperones are not to release any of the students under their supervision, except to ride with their own parents. Requests for this permission must be made in person and in writing by the parent to the supervisor. Phone calls or notes will not be accepted in place of the personal request. Permission will not be given to ride with friends, relatives, or parents of other students. Violation of this policy may result in a student's loss of privileges, including team membership or participation in subsequent field trips or other activities held off school property.

TUTORING FOR SUSPENDED STUDENTS:

Tutoring will be provided to eligible students who were suspended for more than two (2) days out of school at Valley Central High School. Work will be collected by the homework coordinator at Ext. 17541.

VALUABLES:

The staff are not responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

VIDEO SURVEILLANCE:

Security cameras exist in all district buildings for the protection of students, staff and property. These cameras may be used for evidence and investigation of student misconduct.

VIOLATION OF TEST PROCEDURES:

Any student who is observed talking, passing notes, utilizing prohibited electronic devices or looking at other students' work during a test may be considered in violation of test procedures. This also applies to students who have received information prior to a test or who have forwarded information to other students prior to a test. Any violation may result in the student's work being confiscated by his/her instructor and a grade of zero being recorded for the test and be subject to disciplinary action.

VISITORS:

Please refer to the Code of Conduct for more information.

WORKING PAPERS:

According to New York State Laws, any minor under the age of 18 years, must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the High School Main Office. Applications can also be found on the Valley Central Website under Student Programs & Services. The student must have a current physical examination. A copy of the fitness certificate can be signed by the Nurse at Valley Central High School or a Private Physician. Proof of age and parent's/guardian's signature is required.

CODE OF CONDUCT

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VALLEY CENTRAL SCHOOL DISTRICT

CODE OF CONDUCT

FOR MAINTENANCE OF ORDER ON SCHOOL PROPERTY

The Valley Central School District, in accordance with Section 2801(2) of the New York State Education Law, hereby enacts the following Code of Conduct for maintenance of order on school property:¹

A. Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property, including a school function, and conduct, dress and language deemed unacceptable and inappropriate on school property and provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property, including a school function, including the appropriate range of disciplinary measures which may be imposed for violation of such code, and the roles of teachers, administrators, other school personnel, the board of education and parents.

1. Conduct, Dress and Language Deemed Acceptable

- a. Students – Student conduct, dress and language on school property shall be governed by articles “C” - “J” of this Code, as well as Section N.
- b. Employees – Conduct, dress and language for employees on school property shall be determined in accordance with law and collective bargaining agreements.
- c. Contractors with the school district will be required to adhere to the district policy section regarding conduct, dress and language on school property, as applicable. See B(5) of this Code of Conduct.
- d. Visitors – Conduct, dress and language of visitors on school property shall be governed by Section “B(5)” of this Code of Conduct.

See Board Policies 5311.5, 5312, 5313, 5450, 5450.1, 8111, 8120, 8414

2. Roles of Stakeholders Implementing Appropriate Conduct on School Property:

All stakeholders should assist students in maintaining a safe, supportive school environment, a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national

origin, ethnic group, religion, religious practice, socio-economic status, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.

- a. Teachers – Teachers should familiarize themselves with the requirements of this Code, including their rights and responsibilities in removal of disruptive students; referrals of “violent” students as defined in the Code; as well as reporting dangerous situations;
- b. Administrators – Administrators should review and familiarize themselves with their obligations under this Code, including their role in the removal of disruptive students; procedures for dealing with “violent” students; as well as their role in enforcing the Code in a manner which will protect the safety and well-being of various populations of the school while respecting individual rights;
- c. Other School Personnel – Other school personnel should familiarize themselves with the requirements of the Code and for reporting dangerous students.
- d. Board of Education – The Board’s role is to review and adopt this Code of Conduct in accordance with law, and to review, at least annually, the Code’s effectiveness and the fairness and consistency of its implementation;
- e. Parents – Parents should recognize that education is a joint responsibility of both parents and the school community and should familiarize themselves with the Code.
- f. Dignity Act Coordinators – The Dignity Act Coordinators will oversee bullying prevention measures and address issues surrounding bullying in their buildings.
- g. Students
 - ➔ It shall be the **right** of each student in the district to:
 1. have a safe, healthy, orderly and courteous school environment;
 2. have access to all district activities on an equal basis regardless of race, color, creed, gender, sex, sexual orientation, disability, age, religion, religious practice, weight, ethnic group, national origin, or socio-economic status;
 3. have access to student government activities unless properly suspended from participation pursuant to

the district's discipline policy;

4. address the Board on the same terms as any citizen of the district; and
 5. attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law.
- It shall be the **responsibility** of each student in the school district to:
1. be familiar with, and abide by, this Code of Conduct and all district policies, rules and regulations pertaining to student conduct;
 2. work to the best of their ability in all academic and extra-curricular pursuits and strive toward the highest level of achievement possible;
 3. conduct themselves, when participating in or attending school-sponsored extra-curricular events, as a representative of the school district, and as such, hold themselves to the highest standards of conduct, demeanor and sportsmanship;
 4. be in regular attendance at school and in class;
 5. contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and property; and
 6. make constructive contributions to the school and to report fairly the circumstances of school-related issues.
 7. report to appropriate school personnel threats of danger and/or physical violence to others and/or destruction of property.

See Board Policy 5311

B. Standards and procedures to ensure security and safety of students and school personnel.

1. Safety of Students

The Board of Education encourages and supports all rules and regulations that must be implemented to provide a safe and healthy environment for all students. The provisions of this section will be addressed through board

policy. The safety of students shall be ensured through close supervision of students (including surveillance cameras) in all school buildings, on buses, on school grounds, and through special attention to:

- a. maintenance of a safe school environment;
- b. observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extra-curricular activities that offer special hazards;
- c. provision of safety education for students, particularly laboratory courses in science,
- d. technology courses, and health and physical education;
- e. provision, through the school nurse, of first aid care for students in case of accident or sudden illness; and alerting the school nurse to all accidents. An accident report shall be completed and filed for each accident.

See Board Policy 5450

2. Notification of Sex Offenders

The Board of Education also acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

The Superintendent of Schools shall ensure the dissemination of such information, as appropriate, provided by local law enforcement officials pursuant to Megan's Law to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the availability of such information, upon written request. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the Superintendent.

See Board Policy 5450.1

3. Reporting of Hazards

The Board of Education further recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

- a. the acquisition, maintenance and review of Material Safety Data Sheets (MSDS's) for all known hazardous materials on district property;
- b. the compilation of a hazardous materials inventory;
- c. employee training in hazardous materials management and protection; and
- d. the recording of all incidents involving exposure to known hazardous materials.

The district will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials within 72 hours of an employee's request.

See Board Policies 8111, 8115

4. Students and Staff Reporting Unsafe Conditions

The Board of Education also seeks to ensure the safety of students and employees of the district while on district property.

The Board and administrative staff, in cooperation with students and employees, will take reasonable measures to prevent accidents on the school premises.

Any dangerous conditions involving equipment or buildings or any unsafe practices by anyone in the building or on the grounds of the district are to be immediately reported to the Building Principal and/or Head Custodian.

Unless specifically authorized, no recreational motorized, electrically powered or battery powered vehicles are permitted on school property.

The 15 mile per hour speed limit is to be observed and other posted signs on school grounds are to be obeyed.

Formal objective investigations of all accidents or unsafe conditions are to be immediately conducted by the Building Principal and the results of the investigation are to be presented to the Superintendent in a written report. The results of selected investigations should be communicated to employees and students for the purpose of determining how the accident might have been avoided.

See Board Policy 8120

The Superintendent of Schools and Building Principals shall cooperate with the governmental agencies on matters of safety. The district has determined that BUS-CAMS will be used to assist in the enforcement of transportation rules. They shall establish and check loading and unloading procedures at each school and student conduct on buses. The Superintendent shall arrange for bus emergency drills, including instruction in the use of windows as a means of escape in case of fire or accident, to take place a minimum of three times during the school year. Such drills shall include such instruction and be held at such times as required by the Regulations of the Commissioner.

See Board Policy 8414

5. Visitors to Schools

Visitors to the schools of the district shall be governed by the following rules:

- a.** Each building principal shall establish and maintain a safety plan outlining the process to authorize visitors to their school. Such plans shall be submitted to the superintendent of schools for approval, and thereafter be made available in the school.
- b.** The building principal must be contacted by the person or group wishing to visit and prior approval must be obtained for the visit.
- c.** Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the building principal.
- d.** All visitors must enter through the designated single point of entry (except in the case of a handicapped entrance being more suitable for a disabled individual). Visitors must provide identification, which will be entered into the visitor management system, sign in, and be issued a visitor's permit (as applicable), which must be displayed at all times. The permit must be returned and the visitor must sign out at the

conclusion of the visit. Firearms are banned on school property except by uniformed law enforcement agents.

- e. Visitors to schools may be denied entry for any reason, including as a result of a search on the visitor management system. Any visitor who is denied entry must leave school premises immediately.
- f. Registration shall not be required for school functions open to the public, whether or not school-related.
- g. Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any school-related problems or concerns the parent may have regarding the student.
- h. Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board policies and administrative regulations. In questionable cases, the visitor shall be directed to the superintendent's office to obtain written permission for such a visit.
- i. The Principal is authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors shall be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

See Board Policies 1240-R, 1500, 1520-R

6. Reporting Harassment, Discrimination and Bullying

The Board of Education recognizes its responsibility to protect students from unlawful harassment, discrimination and bullying while on school property.

Students or staff who wish to report sexual harassment under Title IX, should contact the District's Title IX coordinator. The name and contact information of the District's Title IX coordinator can be found on the District's website or in District policy. Students or staff who wish to report harassment or discrimination should contact the appropriate compliance officer. Students or staff wishing to report an incident of bullying should contact the appropriate building Dignity Act Coordinator.

The Dignity Act Coordinators are as follows:

Berea Elementary, Student Assistance Counselor Katherine Gusmano,
845-457-2400 x11647

East Coldenham Elementary, Student Assistance Counselor Alexandra Riker,
845-457-2400 x12006

Montgomery Elementary, Student Assistance Counselor Sarah Barringer, 845-457-2400 x14645

Walden Elementary, Student Assistance Counselor Lydia Pabon-Genovez 845-457-2400 x15650

Middle School, Student Assistance Counselor Catherine Heil, 845-457-2400 x16241

High School, Student Assistance Counselor Lacey Benjamin, 845-457-2400 x17643

High School Student Assistance Counselor Abigail Wood, 845-457-2400 x17647

Alternative Learning Center, Student Assistance Counselor Lisa Strassner, 845-457-2400 x13610

See Board Policies 9520, 9520-R, 0110.1, 0110.1-R, 0115, 5311.9 and 5312

C. Provisions for the Removal from the Classroom and from School Property, Including a School Function of Students and Other Persons Who Violate the Code.

- a. Teachers – Teachers will have the authority to remove disruptive students (as defined below) for up to two days in accordance with the process described. The removal from class applies to the class of the removing teacher only.
- b. Disruptive Pupil – One who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
- c. Removal – Students are precluded from returning to the class of the teacher from which they were removed.

Process for Removal of a Disruptive Student –

1. If the student does present a danger or an ongoing threat of disruption to the academic process, removal can be immediate, but teacher must provide removed student an opportunity to present their version of the events within 24 hours of removal
2. If the student does not present a danger or an ongoing threat of disruption to the academic process, before removal teacher must provide student with explanation as to why being removed, and an opportunity to present their version of the events
3. Within 24 hours of removal, parents must be notified by principal of removal and reasons for removal.

4. Informal conference – If the pupil denies the charge, an opportunity for informal hearing must take place with parents and principal within 48 hours of removal.
5. Principal's determination – The principal must make determination by close of business on the day following the informal conference to either uphold or reverse determination (determination can only be reversed if finding lacks substantial evidence, inconsistent with code of conduct, a violation of law, or if conduct warrants suspension). The principal may designate a school district administrator (e.g., an assistant principal) to carry out the principal's functions in this regard. No pupil removed by a teacher may return until: (a) the principal or designee) makes a final determination, or (b) the period of removal expires, whichever is less.

Continued Educational Programming – In the event of teacher removal of a disruptive student in accordance with this Code of Conduct, continued educational programming will be provided during the period of removal as soon as is practicable. The type of continued educational programming will vary depending upon the student's individual needs but may consist of, for example, study hall; in-school suspension; or other instruction as provided by the teacher and determined by the principal.

a. Staff

Removal shall be determined in accordance with applicable law and collective bargaining agreement.

b. Visitors and Contractors

Removal of visitors and contractors will be accomplished in accordance with section B(5) of this Code of Conduct.

D. Provisions for detention, suspension and removal from the classroom of students, consistent with §3214 and other applicable federal, state and local laws including provisions for the school authorities to establish policies and procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school.

- a. "Violent" pupils – Teachers shall report and refer a "violent" pupil (as defined below) to the principal for appropriate action under the Code of Conduct, and a minimum suspension period in accordance with section "M" of this Code of Conduct.

For purposes of this section, a "violent" pupil is an elementary or secondary student up to 21 years of age who on District property, on school buses, or at school activities:

1. commits an act of violence upon a teacher, administrator or other school employee;
2. commits an act of violence upon another student or any other person lawfully upon District property, school buses, or at school activities;
3. possesses what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
4. displays what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or serious bodily injury;
5. threatens to use any instrument that appears capable of causing physical injury or death;
6. intimidates and/or threatens others in any form of communication, including but not limited to, word, action, or dress;
7. knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee, or any person lawfully upon school district property, or knowingly and intentionally damages or destroys school district property; or
8. harasses another student or member of the school community on the basis of actual or perceived race, color, creed, gender, sex, sexual orientation, disability, age, religion, religious practice, weight, ethnic group, national origin, socio-economic status, or predisposing genetic characteristics.

Serious and/or flagrant violations of the district's code of conduct at school or school functions can result in an immediate Superintendent of Schools' hearing. A student may be suspended from school or subjected to other disciplinary action, **including, but not limited to**, when such student:

1. engages in conduct which is:
 - a. disorderly, i.e.,
 - i. fighting or engaging in violent behavior, threatening another with bodily harm;
 - ii. intimidation or bullying of students or school personnel;
 - iii. making unreasonable noise;
 - iv. using obscene, profane, derogatory, discriminatory, or harassing language, including when such language is

on the basis of race, color, creed, gender, sex, sexual orientation, disability, age, religion, religious practice, weight, ethnic group, national origin, or socio-economic status;

- v. recklessly engaging in conduct which creates a substantial risk of physical injury;
 - vi. defaming individuals, including making false statements or representations about an individual or group;
 - vii. creating and/or possessing and/or distributing sexually explicit, nude, or semi-nude images or videos of oneself and/or others (i.e., sexting);
 - viii. using, wearing, depicting, possessing or displaying the Confederate flag or its likeness, except when they are used as part of the curriculum and approved by a teacher or administrator;
 - ix. Encouraging a verbal or physical altercation;
 - x. Inhibiting or obstructing staff from responding to a disruptive situation, including but not limited to verbal or physical altercations or medical incidents;
 - xi. videotaping or taking pictures of an altercation at school or other school incident or the distribution of such video or pictures using cell phone, camera, internet, social media or YouTube; or is
- b.** insubordinate, i.e.,
- i. failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student;
 - ii. missing or leaving school without permission; or
 - iii. making an audio and/or video recording and/or transmittal, including photographs during any portion of the school day, or on buses, or at school related activities without the express authorization of appropriate school personnel;
 - iv. failing to comply with school rules related to cell phones, iPods, and other electronic devices;
 - v. computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/

intranet account; accessing inappropriate websites or inappropriate searches; or any other violation of the District's Acceptable Use Policy; or

2. engages in any of the following forms of academic misconduct:
 - a. missing or leaving school without permission; and/or
 - b. submitting another's work as your own (electronically or otherwise) and/or other Acceptable Use Policy (AUP) violations;
 - c. plagiarism; and/or using artificial intelligence for student submissions without staff permissions; and/or
3. engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property or at school events, i.e., vandalism or graffiti, arson, use of tobacco products/ synthetic tobacco products/paraphernalia, e-cigarettes, vaporizers or other devices used to inhale non-prescribed substances, theft, sexual misconduct, truancy, possession/use/sale/transfer or facilitation thereof of alcohol and/or drugs or drug paraphernalia, weapons and explosive devices. Further, a student shall not be under the influence of alcohol and/or drugs on school property or at school events.
4. trespassing; **See Board Policy 5312**; loitering.
5. is a "violent" pupil as defined above.
6. is "repeatedly substantially disruptive" as defined in Educ. Law § 3214.

"Disruptive Student" means an elementary or secondary student up to the age of 21 who:

- a. continuously interferes or substantially disrupts the educational process;
- b. continuously interferes with the teacher's authority over the classroom;
- c. demonstrates a persistent unwillingness to comply with the teacher's instructions;
- d. intimidates, bullies or defames others in word, action or dress;
 - i. bullying is generally the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, as defined by the Dignity for All Students Act.
- e. harasses others on the basis of actual or perceived race, color,

creed, gender, sex, sexual orientation, disability, age, religion, religious practice, weight, ethnic group, national origin or predisposing genetic characteristics; or

- f. makes an audio and/or video recording, including still photographs during any portion of the school day without the express authorization from appropriate school personnel; or fails to comply with school rules related to cell phones or other electronic devices.

See Board Policies 5313.3 and 5311.9

The range of penalties which may be imposed for violations of the student disciplinary code includes the following:

1. verbal warning
2. written notification to the parents
3. probation
4. reprimand
5. suspension from transportation
6. suspension from co-curricular/extra-curricular activities (including interscholastic sports)
7. suspension of other privileges
8. exclusion from a particular class
9. in-school suspension
10. out-of-school suspension
11. Superintendent's hearing
12. referral to appropriate authorities
13. permanent suspension

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination. Such penalties will be imposed by the Superintendent of Schools or with their permission.

See Board Policy 5313

On appeal to the Board of Education for a long term suspension, an early return may be conditioned upon a pupil's voluntary completion of approved counseling or specialized classes.

See Board Policy 5313.3R

E. Disciplinary Measures to Be Taken in Incidents Involving the Possession or Use of Illegal Substances or Weapons, the Use of Physical Force, Vandalism, Violation of Another Student’s Civil Rights and Threats of Violence.

- a. For any of the above violations, the range of penalties which may be imposed upon students (in accordance with Educ. Law § 3214, Part 100 of the Commissioner’s Regulations, and this Code of Conduct) pursuant to the student disciplinary code which includes the following:
1. verbal warning
 2. written notification to the parents
 3. probation
 4. reprimand
 5. suspension from transportation
 6. suspension from co-curricular/extra-curricular activities (including interscholastic sports)
 7. suspension of other privileges
 8. exclusion from a particular class
 9. in-school suspension
 10. out-of-school suspension
 11. Superintendent’s hearing
 12. referral to appropriate authorities
 13. permanent suspension

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline be progressive, i.e., a student’s first violation should merit a lighter penalty than subsequent violations. It is also the Board’s desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty.

Once an out-of-school suspension is assigned, all privileges for co-curricular and extra-curricular activities are denied immediately. The District also reserves the right to suspend students for additional time from co-curricular and extra-curricular activities, as these are privileges. The above penalties may be imposed either alone or in combination. Such penalties will be imposed by the Superintendent of Schools or with their permission.

See Board Policy 5313

- b. Detention will be accomplished in accordance with § 5313.1 of the District's policy.

The Board of Education believes that detention is an effective method of discipline for students. Students may be assigned detention by teachers and/or administrators. Transportation will be made available for students who are assigned a detention and who need a ride home. The teacher/administrator supervising the detention period will be responsible for dismissing the student in time for such transportation.

See Board Policy 5313.1

The Board of Education recognizes the importance of school attendance. Therefore, suspension from school must be viewed as a last resort in dealing with student disciplinary infractions. The Board also recognizes the need to remove unruly or disruptive students from the regular class so that learning can take place in the classrooms.

The Board directs the Superintendent of Schools to develop an in-school suspension program. The program should provide appropriate supervision in the in-school suspension rooms and guidelines for the imposition of an in-school suspension.

See Board Policy 5313.2

- c. The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education requires students, employees and visitors to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students, employees and visitors to wear appropriate protective gear in certain classes (e.g., home economics, shop, P.E.). In addition, the Board prohibits attire bearing an expression or insignia which is obscene, profane or libelous, which advocates racial or religious prejudice, discrimination or harassment, or which displays and/or encourages the use of drugs, alcohol or tobacco.

See Board Policy 5311.5

F. Procedures by Which Violations Are Reported, Determined, Discipline Measures Imposed and Discipline Measures Carried Out.

- a. The Board of Education believes that each student can be expected to be responsible for their own behavior. The school administration shall develop and disseminate rules of conduct, focusing on personal safety and respect for the rights and property of others to be consistently applied in the classrooms and through the schools. Students who fail to meet this expected degree of responsibility and violate school rules

will be subject to appropriate disciplinary action and more regulated supervision.

Discipline is most effective when it deals directly with a problem at the time and place it occurs, and in a way that is fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their positive resources to create a change of behavior in the classroom.

Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior.

- b. Early Identification and Resolution of Student Discipline Problems**
Pupil service personnel, administrators, teachers and others will report students to the Building Principals when they believe such students present a discipline problem. If the Principal suspects that the problem may be manifestation of a disability, they will refer the matter to the Committee on Special Education in the manner prescribed by the Commissioner's Regulations and by district policy.
- c. Individuals' off-campus behavior which jeopardizes the safety and/or welfare of school staff and students, and/or damages property and has a nexus to a disruption of the educational process will face disciplinary action in a manner consistent with school practices and procedures.**
Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation including instances of: severe bullying or harassment targeted at particular individuals; threats aimed at the school community; speech concerning the failure to follow school rules, including lessons, the writing of papers, the use of computers or participation in other school related online activities; and breaches of school security devices. This includes but is not limited to use of the internet, social media, alcohol and/or drugs, violence, harassment, and other infractions that violate the New York State Penal Law.
- d. Discipline Policy for Students with Disabilities**
Students with disabilities will be suspended in accordance with the procedures established under applicable federal and state law and regulation.

See Board Policies 5310, 5311

The Board of Education assures that students of the district shall have all the rights afforded them by federal and state constitutions and statutes. The district recognizes all federal, state and local laws in connection with these rights and reminds students that certain responsibilities accompany the rights they are given.

See Board Policy 5313.3R

G. Provisions Ensuring this Code and the Enforcement Thereof Are in Compliance with State and Federal Laws Relating to Students with Disabilities.

Discipline issues regarding students with disabilities under Section 504 will be referred to the appropriate Section 504 accommodation team for processing. Code of Conduct issues pertaining to students classified under IDEA will be referred to the Committee for Special Education.

H. Provisions Setting Forth the Procedures by Which Local Law Enforcement Agencies Shall Be Notified of Code Violations Which Constitute a Crime.

In accordance with consultation with local law enforcement, it is the district's understanding that the following types of conduct are generally referable to law enforcement as crimes:

1. forcible sexual offenses
2. use or possession of weapons
3. drug offenses
4. assaults resulting in serious physical injury
5. serious threat which a reasonable person would perceive as placing a person or persons in danger
6. creation, possession or distribution of sexually explicit, nude or semi-nude images or videos of individuals under the age of 18.

The usual contact between the district and law enforcement parties will be the school resource officer.

See Board Policy 5313

I. Provisions Setting Forth the Circumstances under and Procedures by Which Persons in Parental Relation to the Student Shall Be Notified of Code Violations.

Notification of persons in parental relation of the fact that a code violation has occurred will be accomplished in accordance with the procedure for removal of disruptive students and the due process rights of students referenced above.

J. Provisions Setting Forth the Circumstances under and Procedures by Which a Complaint in Criminal Court, a Juvenile Delinquency Petition or Person in Need of Supervision Petition as Defined in Articles Three and Seven of the Family Court Act Will Be Filed.

The district will observe all applicable procedures under the Family Court Act

for filing of PINS petitions, Juvenile Delinquency petitions and it will follow the appropriate sections of Penal Law and Criminal Procedure Law and other statutes for filing criminal complaints.

K. Circumstances under and Procedures by Which Referral to Appropriate Human Service Agencies Shall Be Made.

Referrals to appropriate home service agencies will be provided through a list maintained by the Orange County Youth Bureau and distributed by the Special Education Department. This list may be made available to parents where appropriate.

L. A Minimum Suspension Period, for Students Who Repeatedly Are Substantially Disruptive of the Educational Process or Substantially Interfere with the Teacher’s Authority over the Classroom, Provided That the Suspending Authority May Reduce Such Period on a Case by Case Basis to Be Consistent with Any Other State and Federal Law. For Purposes of this Section, the Definition of “Repeatedly Are Substantially Disruptive” Shall Be Determined in Accordance with the Regulations of the Commissioner.

Where a student engaged in conduct which would define that student as “repeatedly, substantially disruptive” (e.g., engaging in disruptive conduct requiring removal from classroom on four or more occasions during a semester), minimum suspension will be two days subject to modification on a case-by-case basis based upon the particular circumstances present.

M. A Minimum Suspension Period for Acts That Would Qualify the Pupil to Be Defined as a Violent Pupil Pursuant to Paragraph “a” of Subdivision 2-a of § 3214 of the Education Law, Provided That the Suspending Authority May Reduce Such Period on a Case by Case Basis to Be Consistent with Any Other State and Federal Law.

Where a student engaged in conduct which would define that student as “violent” (e.g., engaging in violent conduct requiring removal from classroom on four or more occasions during a semester), minimum suspension will be three days subject to modification on a case-by-case basis based upon the particular circumstances present.

N. Dress Code

Students are expected to attend school in appropriate type apparel and footwear. Clothing items worn in a revealing manner, and clothing exposing the midriff or undergarments are prohibited, for example, halter tops, tube tops, bare midriffs, revealing sheer clothing, tight shorts, short-shorts, low-riding pants, and tight high-slit skirts. Chains of any kind, spiked collars, rivets, wrist bands, oversized rings, etc. are PROHIBITED and MAY be

confiscated. Students are also PROHIBITED from wearing clothing containing drugs, alcohol, tobacco/synthetic tobacco products/paraphernalia, e-cigarettes, vaporizers, sex-related topics, double meanings, profanity, vulgarity, inflammatory obscene or discriminatory language/ pictures/ symbols. Students may not wear hoods or bandanas in the school other than for religious or safety purposes. Students **may** wear headscarves or head wraps. Various colored bandanas, worn on belts, pants, pockets, as headbands etc., are expressly forbidden, given their association with gang activity. Students are prohibited from using, wearing, depicting, possessing or displaying the Confederate flag or its likeness, except when they are used as part of the curriculum and approved by a teacher or administrator. Students will be issued a warning and continued violations of said rule may be met with disciplinary action.

Students are PROHIBITED from wearing violence-inspired clothing on school grounds, specifically any dress or appearance which encourages and/or advocates violence and/or illegal and/or violent activities and/or violent crimes. No outer garments should be worn around school (i.e. jackets, coats, 3/4 coats, gloves, etc.) for health and safety reasons. Due to safety concerns, all students are PROHIBITED from wearing the following items but not limited to: face paint, masks, costume wigs, helmets, full body costumes, and/ or other materials or accessories that may prevent school personnel from properly identifying a student.

The standards of dress will prevail at all times including examination periods and other activities planned for inside the building. Be advised that administration reserves the right to challenge any student's dress or appearance which, in the judgment of a school administrator, may cause a material or substantial disruption to the educational process and/or create a health and safety hazard. In such cases, students will be given an appropriate shirt issued by an administrator or may be sent home to change their clothing. A student who refuses to comply with a principal's request or designee's directive may be subject to disciplinary action.

NOTES

SCHEDULE

FIRST SEMESTER

DAY →	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME ↓					

SECOND SEMESTER

DAY →	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME ↓					

STUDENT CALENDAR

Adopted by the Board of Education on March 4, 2024 - REVISED May 22, 2024

<p>SEPTEMBER 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p>2 Labor Day</p> <p>3-4 Conference Days</p> <p>5 First Day of School for Students</p>	<p>FEBRUARY 2025</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28</p>	<p>4 Early Dismissal</p> <p>17-21 Presidents' Week</p>
<p>OCTOBER 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>	<p>3 Rosh Hashanah</p> <p>8 Early Dismissal</p> <p>11 Early Dismissal Drill</p> <p>14 Columbus Day</p>	<p>MARCH 2025</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p>18-19 Early Dismissal Parent/Teacher Conferences</p>
<p>NOVEMBER 2024</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p>5 Supt. Conference Day</p> <p>11 Veterans Day</p> <p>26 Parent/Teacher Conferences</p> <p>27-29 Thanksgiving Recess</p>	<p>APRIL 2025</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p>12 Passover</p> <p>14-21 Spring Recess</p> <p>18 Good Friday</p> <p>20 Easter</p>
<p>DECEMBER 2024</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p>23-31 Winter Recess</p> <p>25 Christmas Day</p>	<p>MAY 2025</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p>13 Early Dismissal</p> <p>20 VC Budget Vote & Election</p> <p>22-26 Memorial Day Weekend</p>
<p>JANUARY 2025</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>	<p>1 New Year's Day</p> <p>20 Dr. M.L.King Day</p> <p>21-24 Regents Exams</p> <p>29 Lunar New Year</p>	<p>JUNE 2025</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p>10-11 Regents Exams</p> <p>17-25 Regents Exams</p> <p>19 Juneteenth</p> <p>26-27 Regents Rating Days</p> <p>27 Last Day of School</p> <p>28 High School Graduation</p>

179 School Days

4 Conference Days

183 Total

Make-up days, if necessary, will begin with May 22, May 23, April 21 and then April 14

Conference Day – No School for Students Early Dismissal

School Holiday

Regents Exams

AUGUST 2024

NOTES	SUNDAY	MONDAY	TUESDAY
	4	5	6
	11	12	13
	18	19	20
	25	26	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

SEPTEMBER 2024

NOTES	SUNDAY	MONDAY	TUESDAY
	1	2	3
	8	9	10
	15	16	17
	22	23	24
	29	30	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

SEPTEMBER 2024

MONDAY

AUGUST
26

TUESDAY

AUGUST
27

WEDNESDAY

AUGUST
28

THURSDAY	
AUGUST 29	
FRIDAY	
AUGUST 30	
SATURDAY	SUNDAY
AUGUST 31	1

SEPTEMBER 2024

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

SUNDAY

7

8

SEPTEMBER 2024

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY	
12	
FRIDAY	
13	
SATURDAY	SUNDAY
14	15

SEPTEMBER 2024

MONDAY

16

TUESDAY

17

WEDNESDAY

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THURSDAY	
19	
FRIDAY	
20	
SATURDAY	SUNDAY
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SEPTEMBER 2024

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY	
26	
FRIDAY	
27	
SATURDAY	SUNDAY
28	29

OCTOBER 2024

NOTES	SUNDAY	MONDAY	TUESDAY
	1	2	3
	8	9	10
	15	16	17
	22	23	24
	29	30	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

OCTOBER 2024

MONDAY

SEPTEMBER

30

TUESDAY

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WEDNESDAY

2

THURSDAY	
	3
FRIDAY	
	4
SATURDAY	SUNDAY
5	6

OCTOBER 2024

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY	
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SATURDAY	SUNDAY
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OCTOBER 2024

MONDAY

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THURSDAY

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OCTOBER 2024

MONDAY

21

TUESDAY

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WEDNESDAY

23

THURSDAY	
24	
FRIDAY	
25	
SATURDAY	SUNDAY
26	27

NOVEMBER 2024

NOTES	SUNDAY	MONDAY	TUESDAY
	3	4	5
	10	11	12
	17	18	19
	24	25	26

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

NOVEMBER 2024

MONDAY

OCTOBER
28

TUESDAY

OCTOBER
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WEDNESDAY

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THURSDAY	
OCTOBER 31	
FRIDAY	
1	
SATURDAY	SUNDAY
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NOVEMBER 2024

MONDAY

4

TUESDAY

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SATURDAY	SUNDAY
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NOVEMBER 2024

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SATURDAY	SUNDAY
16	17

NOVEMBER 2024

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY	
21	
FRIDAY	
22	
SATURDAY	SUNDAY
23	24

DECEMBER 2024

NOTES	SUNDAY	MONDAY	TUESDAY
	1	2	3
	8	9	10
	15	16	17
	22	23	24
	29	30	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

DECEMBER 2024

MONDAY

NOVEMBER
25

TUESDAY

NOVEMBER
26

WEDNESDAY

NOVEMBER
27

THURSDAY	
NOVEMBER 28	
FRIDAY	
NOVEMBER 29	
SATURDAY	SUNDAY
NOVEMBER 30	1

DECEMBER 2024

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY	
5	
FRIDAY	
6	
SATURDAY	SUNDAY
7	8

DECEMBER 2024

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY	
12	
FRIDAY	
13	
SATURDAY	SUNDAY
14	15

DECEMBER 2024

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

SUNDAY

21

22

DECEMBER 2024

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY	
26	
FRIDAY	
27	
SATURDAY	SUNDAY
28	29

JANUARY 2025

NOTES	SUNDAY	MONDAY	TUESDAY
		1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

JANUARY 2025

MONDAY

DECEMBER

30

TUESDAY

DECEMBER

31

WEDNESDAY

1

THURSDAY	
2	
FRIDAY	
3	
SATURDAY	SUNDAY
4	5

JANUARY 2025

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY	
9	
FRIDAY	
10	
SATURDAY	SUNDAY
11	12

JANUARY 2025

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY	
16	
FRIDAY	
17	
SATURDAY	SUNDAY
18	19

JANUARY 2025

MONDAY

20

TUESDAY

21

WEDNESDAY

22

FEBRUARY 2025

NOTES	SUNDAY	MONDAY	TUESDAY
	2	3	4
	9	10	11
	16	17	18
	23	24	25

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	

THURSDAY	
JANUARY 30	
FRIDAY	
JANUARY 31	
SATURDAY	SUNDAY
1	2

FEBRUARY 2025

MONDAY

3

TUESDAY

4

WEDNESDAY

5

FEBRUARY 2025

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY	
13	
FRIDAY	
14	
SATURDAY	SUNDAY
15	16

FEBRUARY 2025

MONDAY

17

TUESDAY

18

WEDNESDAY

19

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

MARCH 2025

MONDAY

3

TUESDAY

4

WEDNESDAY

5

THURSDAY	
6	
FRIDAY	
7	
SATURDAY	SUNDAY
8	9

MARCH 2025

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY	
13	
FRIDAY	
14	
SATURDAY	SUNDAY
15	16

MARCH 2025

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY	
20	
FRIDAY	
21	
SATURDAY	SUNDAY
22	23

MARCH 2025

MONDAY

24

TUESDAY

25

WEDNESDAY

26

THURSDAY	
27	
FRIDAY	
28	
SATURDAY	SUNDAY
29	30

APRIL 2025

NOTES	SUNDAY	MONDAY	TUESDAY
			1
	6	7	8
	13	14	15
	20	21	22
	27	28	29

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

APRIL 2025

MONDAY

MARCH
31

TUESDAY

1

WEDNESDAY

2

THURSDAY	
3	
FRIDAY	
4	
SATURDAY	SUNDAY
5	6

APRIL 2025

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY	
10	
FRIDAY	
11	
SATURDAY	SUNDAY
12	13

APRIL 2025

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY	
17	
FRIDAY	
18	
SATURDAY	SUNDAY
19	20

APRIL 2025

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY	
24	
FRIDAY	
25	
SATURDAY	SUNDAY
26	27

MAY 2025

NOTES	SUNDAY	MONDAY	TUESDAY
	4	5	6
	11	12	13
	18	19	20
	25	26	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

MAY 2025

MONDAY

APRIL
28

TUESDAY

APRIL
29

WEDNESDAY

APRIL
30

THURSDAY	
1	
FRIDAY	
2	
SATURDAY	SUNDAY
3	4

MAY 2025

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY	
8	
FRIDAY	
9	
SATURDAY	SUNDAY
10	11

MAY 2025

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY	
15	

FRIDAY	
16	

SATURDAY	SUNDAY
17	18

MAY 2025

MONDAY

19

TUESDAY

21

WEDNESDAY

21

THURSDAY	
22	
FRIDAY	
23	
SATURDAY	SUNDAY
24	25

JUNE 2025

NOTES	SUNDAY	MONDAY	TUESDAY
	2	3	4
	9	10	11
	16	17	18
	23	24	25
	30		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

JUNE 2025

MONDAY

MAY
26

TUESDAY

MAY
27

WEDNESDAY

MAY
28

THURSDAY	
MAY 29	
FRIDAY	
MAY 30	
SATURDAY	SUNDAY
MAY 31	1

JUNE 2025

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY	
5	
FRIDAY	
6	
SATURDAY	SUNDAY
7	8

JUNE 2025

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY	
12	

FRIDAY	
13	

SATURDAY	SUNDAY
14	15

JUNE 2025

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY	
19	
FRIDAY	
20	
SATURDAY	SUNDAY
21	22

JUNE 2025

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY	
26	
FRIDAY	
27	
SATURDAY	SUNDAY
28	29

JULY 2025

NOTES	SUNDAY	MONDAY	TUESDAY
			1
	6	7	8
	13	14	15
	20	21	22
	27	28	29

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME

HALLWAY PASS

DATE	TIME OUT	TIME BACK	DESTINATION	TEACHER'S LAST NAME



VALLEY CENTRAL HIGH SCHOOL
2024-2025 STUDENT PLANNER

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