

2020-2021

Sauquoit Valley High School

Student Handbook

Items highlighted in red differ from the printed handbook; they relate to our reopening plan. Visit our website for full reopening plans and additional safety requirements/expectations: <http://www.svcasd.org/>. Plans are subject to change based on updated guidance.



SVCSD Mission Statement

The mission of the Sauquoit Valley Central School District is to ensure that each student will become a lifelong learner and responsible citizen in an ever-changing world.

SVCSD Vision Statement

- A. The District fosters collaboration within the District. Everyone works professionally and cooperatively to ensure the academic, personal, and vocational success of all students. The Sauquoit Valley Central School District community engages in a variety of planning and learning experiences resulting in high achieving, well-rounded children who are prepared for the future. The District provides a safe, supportive environment that embraces continuous improvement, celebrates its success, and serves as a source of pride for all.
- B. We believe that a safe, secure, nurturing environment for staff, students, and parents with an emphasis on responsibility, honesty, integrity, and respect for others is critical to educational excellence.
- C. We believe in nurturing individual talents, skills, and abilities of students and in promoting a desire for continued learning through diverse academic and extracurricular programs. We believe competent, qualified, and dedicated staff engaged in lifelong learning supported through ongoing professional development opportunities is crucial to the success of all students.
- D. We believe parent/guardian involvement and community support are necessary for educational excellence.
- E. We believe higher expectations result in higher achievement.

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Academic Support Opportunities

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Students are encouraged to initiate individual meetings with their teachers if they require additional academic support. Many teachers remain after school to provide students with additional support. ~~Students can arrange a bus ride home at approximately 3:00-3:15 pm by contacting the main office on the day the ride is needed.~~

Academic Intervention Service (AIS) courses will be scheduled, as appropriate, to provide students with targeted academic support in a particular course. For example, this may be done to support a student who will be retaking a Regents examination. Students are expected to manage their AIS course(s) in the same manner as their other academic courses -- with a high level of planning, engagement, and reflection.

Study halls, when scheduled, also provide students with an excellent opportunity to receive academic support. Study hall supervisors can assist with task organization and can likely facilitate communication between teachers and students. Students enrolled in study halls are expected to bring academic work and maintain a quiet, business-like environment.

Students may be temporarily assigned to the Learning Center to make up exams or other assignments. Teachers may also temporarily assign students to the Learning Center for other targeted academic supports.

[2020-21: While there may be rare opportunities for students to remain after school for academic support, these opportunities will be significantly limited in order to commence proper building cleaning procedures. Bus rides home after the initial 2:25 bus run will not be available. Additionally, AIS and Learning Center assignments will be significantly limited this year.]

Attendance

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New York State law requires students to be in attendance. Teachers will take attendance each class period, and phone calls to parents of absent students will be made daily.

Absences are eligible to be classified as excused if they fall into one of the following categories: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved college visits military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner or the Principal. All instances of an excused absence/tardy require a written parent/guardian verification. The verification must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. The written verification from the parent must be provided either in advance of the absence or promptly upon the student's return from school.

Absences that do not fall into the categories listed above will be deemed unexcused. These include but are not limited to vacation, shopping, babysitting, oversleeping, being needed at home, cold weather or missing the bus. The two categories of unexcused absence/tardy are unlawful detention (absent with the knowledge and consent of the parent/guardian for other than an excused absence/tardy) and truancy (absent from school without the consent of a parent/guardian). A student who is truant from class/school will not be allowed to make up missed assignments. In addition, assignments will not be provided in advance of unexcused absences.

Interventions for students who are chronically absent or approaching chronically absent status include -- but are not limited to -- counseling, mentoring, other support services, progressive discipline, and/or court action (PINS petition).

Students who are tardy to school without a legal excuse will receive a lunch detention. The tardy will only be considered legal once official documentation has been provided (ex: note from doctor's office). Parent notes will not suffice in this instance.

Students who are absent may request that any homework that is assigned during the absence be collected and made available for pick-up. Please contact the attendance office to make such a request.

[2020-21: On remote learning days, students will be required to submit a fully-completed Google Form to provide evidence of their attendance and engagement on that day. Discretion will be given to students attending medical appointments.]

Cell Phones & Electronic Devices

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Cell phones and electronic devices, when utilized appropriately, can serve as valuable instructional tools. These devices also have the potential to serve as significant distractions to the academic process.

Students will be permitted to use cell phones and electronic devices before school begins (7:00 - 7:45), during their assigned lunch period, and between periods. Use during these times must be appropriate; see the "Technology -- Acceptable Use" section for more information. Students who fail to abide by acceptable use guidelines may lose the privilege of using any electronic devices while in school, at the discretion of school administrators. In particular, note the following:

- When using an electronic device that incorporates the use of earbuds, students will only be allowed to have one earbud in so as to maintain the ability to communicate with others.
- Electronic devices that emit sound, including music, may not be audible to others.

Students will be permitted to use electronic devices during classes ONLY when given specific permission from the supervising staff member to do so. Staff members reserve the right to restrict or prohibit use of electronic devices in academic settings.

Code of Conduct

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The District has established a Code of Conduct for the maintenance of public order on school property and at school functions to govern the conduct of students, teachers, other school personnel, and visitors. The District has a long-standing set of expectations for conduct that are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The Code clearly defines these expectations, identifies the possible consequences of unacceptable conduct, and ensures that discipline when necessary is administered promptly and fairly. The Sauquoit Valley Central School District Code of Conduct has been developed in accordance with applicable state and federal laws and in collaboration with students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The entire document is available on our website at <http://www.svcasd.org>. Anyone with questions about the Code of Conduct is encouraged to contact the Principal. The purpose of this section of the handbook is to identify some particular excerpts of note. Specifically:

Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe healthy, orderly and civil school environment, all District students have the right to:

1. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
2. Be treated respectfully by those in the school community.
3. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex
4. Be provided with school rules, and, when necessary, receive an explanation of those rules from school personnel.
5. Be allowed to present their version of the relevant events of any event or incident to school personnel authorized to impose a penalty, in connection with the investigation into and potential imposition of any disciplinary penalty.
6. Have complaints about school-related incidents investigated and responded to.

Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons
2. Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
3. Attend school every day (unless legally excused), be in class on time, and be prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. Respond to and comply with directions given by teachers, administrators, and other school personnel and school authorized adults, in a respectful and positive manner. Act and speak respectfully about issues/concerns.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to a disciplinary situation.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Report to the proper authorities as soon as possible any information they may have in their possession of a weapon, alcohol or illegal substance by a person or persons on school property, or a threat made by any person to do harm to another person or to property.
12. Adhere to the Code of Conduct.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, intimidation, harassment and other inappropriate actions that hurt others

Student Conduct

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. The following list of prohibited behaviors is not exhaustive. It merely provides examples of the kinds of conduct

which will result in disciplinary measures being taken against the individual(s) responsible. The district may also discipline students for misconduct not listed herein [more specific examples are provided in the full document]:

- A. Engage in conduct that is disorderly
- B. Engage in conduct that is insubordinate
- C. Engage in conduct that is disruptive
- D. Engage in conduct that is violent
- E. Engage in conduct that endangers the safety, morals, health, or welfare of self or others (including possession or use of tobacco products or illegal substances, including any electronic cigarettes)
- F. Misconduct on a school bus/transportation
- G. Academic misconduct
- H. Other

Dress Code

It is the intent of the Dress Code to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. The dress code applies at any time that students are on District property and attending a school function, wherever located. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process;
2. Extremely brief garments, such as men's "muscle shirts," tube tops, mid-drifts, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate and will not be allowed. For school purposes, exposure of the male or female navels or buttock area, bare chests, or cleavage is not appropriate and not permitted;
3. Underwear and undergarments must be completely covered with outer clothing. When appropriate, pants or slacks are to be cinched with a belt of appropriate size for the student's waist;
4. Footwear, such as shoes, sneakers and clogs must be worn at all times. Footwear that is a safety hazard will not be allowed;
5. Hats and/or headgear will not be worn during the instructional day except for medical, religious and/or school approved purposes;
6. Clothing shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, nationality, gender, sexual orientation or disability;
7. Clothing shall not promote or endorse the abuse of alcohol, tobacco, and/or illegal drugs; or encourage illegal or violent activities; and
8. Clothing accessories such as heavy chains or spiked jewelry which pose a potential threat to student safety shall not be permitted;
9. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Discipline

Local law enforcement will be notified on all Code violations that constitute a crime and substantially affect the order of safety and security within the school or on school grounds. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the

appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following: the student's age; the nature of the offense and the circumstances which led to the offense; the student's prior disciplinary record; the effectiveness of other forms of discipline; information from parents, teachers and/or others, as appropriate; and other extenuating circumstances. As a general rule, discipline will be progressive. The District may, however, impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the Code of Conduct for disciplining students with a disability or presumed to have a disability. Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination:

- Oral warning
- Written warning
- Written notification to parent
- Detention (including after school detention)
- Suspension from transportation (parent will be responsible for school transportation)
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- In-school suspension
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school
- Restitution

Note: There are minimum suspension periods for students who exhibit chronically disruptive behavior, commit violent acts, or bring a weapon to school.

Personal Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials are to inform all students as to why they are being questioned. An authorized school official may conduct a search of a student's belongings that is minimally intrusive such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search. In addition, the board authorizes the superintendent, building principals, the school nurse and district resource officers to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct. Students have no reasonable expectation of privacy with respect to student lockers, desks and other school storage places, and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent, including the use of drug and bomb sniffing dogs and metal detectors where deemed appropriate. Each student is deemed responsible for the contents of his or her locker.

Contact Information

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The following contact information may be useful:

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>	<u>Email Address</u>
Principal	Mr. Read	(315) 839-6315	bread@svcsd.org
Athletic Director	Mr. Jones	(315) 839-6336	doujones@svcsd.org
Attendance Office	Ms. Kuhn	(315) 839-6335	bkuhn@svcsd.org
Counselor Grades 9-10	Ms. Powers	(315) 839-6321	npowers@svcsd.org
Counselor Grades 11-12	Mr. Scialdone	(315) 839-6320	pscialdone@svcsd.org
Library Media Specialist	Ms. Babbie	(315) 839-6316	mbabbie@svcsd.org
Main Office Secretary	Ms. Tibbitts	(315) 839-6316	ctibbitts@svcsd.org
Nurse	Ms. Deis	(315) 839-6317	sdeis@svcsd.org
Social Worker	Ms. Miner	(315) 839-6337	lminer@svcsd.org
Transportation Office	Ms. Leuthauser	(315) 839-6386	lmleuthauser@svcsd.org

Counseling Services

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Counselor services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study skills, help with home and/or school concerns, or any questions the students feel they want to discuss with a counselor. The students have access to our school social worker and school psychologist. Students wishing to speak to a counselor should make an appointment with the counseling secretary. Counselors may respond to immediate situations if requested by a staff member or student. Staff members are encouraged to keep the counselors informed of student concerns.

Staff members are mandated reporters of child abuse as well as incidents of harassment, discrimination, and bullying. Staff members should collaborate with the counselors on these and any other student matters related to guidance/counseling. Material incidents of harassment, intimidation, and bullying must be reported verbally to a counselor within 24 hours and a written report must be made within 2 days. Administration should be consulted if the staff member and/or counselor feel it is necessary. To report child abuse, you may call 1-800-342-3720. For more information, visit the NYS Office of Children and Family Services at <http://ocfs.ny.gov/main/cps>

Driving/Parking

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Seniors will be permitted to drive to and park at school, if they complete all required registration processes and remain in good standing. Juniors will be permitted to drive to and park at school, as parking space permits, under the same conditions. A student may not drive to or park at school until his/her application is approved. To obtain an application, which details additional requirements related to driving to and parking at school, please request one from the main office secretary. Vehicles not displaying valid permits or illegally parked may be towed at the owner's expense.

Emergency Procedures

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To contact a family member in the case of an emergency, a student should obtain a pass to the main office from his/her supervising staff member and then present the pass to the main office secretary to use a main office phone. This phone is best done between classes or during lunch or study hall, when possible.

For safety purposes, we will engage in a variety of emergency drills at various points in the year. Students should know their responsibilities for each emergency situation which are as follows.

Student procedures for a building on-site evacuation (ex: fire drill):

1. Be aware of the escape route for each room that you use (see diagram in each room).
2. When the alarm sounds, proceed quickly and quietly by single file out the designated exit. Remain with your group. If you are not with your class when the alarm sounds, exit with the nearest class.
3. Follow the directions communicated by your teacher.
4. Students must remain quiet and not use electronic devices during evacuations.

Student procedures for a Lockout:

1. Students are to remain quiet, calm and are to follow the directions of the staff.
2. Exterior entrances to the building should not be opened for any reason.

Student procedures for a Hold in Place:

1. Students who are not in a supervised location should immediately report to the nearest supervised location. Exterior entrances to the building should not be opened for any reason.
2. Students are to remain quiet, calm and are to follow the directions of the staff.

Student procedures for a Lockdown:

1. Students in non-secure areas must immediately go to the nearest secure area. If not under the supervision of a staff member, students should “duck and cover” so that they are not visible to anyone entering the room.
2. Students are to remain quiet, calm and are to follow the directions of the staff. Electronic device use is not permitted during Lockdowns.

Entering and Exiting the School

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Students are able to enter the school on school days beginning at 7:15 am. [2020-21: see Daily Bell Schedule appendix for more information] ~~Students who enter between 7 am and 7:30 am must report to and remain in the cafeteria until 7:30 am.~~ For safety purposes, all school doors will be locked at 7:45 am, when classes begin. Students must not open locked doors for anyone.

Any student or visitor who enters or exits the building during school hours (7:45 am - 2:21 pm) must do so through the main entrance only. In order to be permitted to leave the building during school hours:

- Someone on the student’s pick-up list must come to school to sign the student out. To update your student’s pick-up list, contact the attendance office. The one exception is approved student drivers. When student drivers are approved, they may sign out with parent/guardian permission and leave campus by driving; verification will be made by the attendance office. Students will not be permitted to drive one another if they sign out together.
- If the person picking up the student is not the parent/guardian, then parent/guardian permission must be provided. This can come in the form of a signed parent note or an email to the attendance office from the parent/guardian email address; verification will be made by the attendance office.
- Students must sign out at the attendance office. There are no exceptions to this.

Students are not permitted to sign out for the sole purpose of eating lunch off school grounds. Additionally, students are not permitted to have lunches delivered to school from area businesses, and food brought to students by a parent, relative, etc. may only be picked up during the student’s assigned lunch.

Extracurricular Activities

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Student participation in extracurricular activities is highly encouraged. Educational research indicates students who are involved in these activities tend to achieve greater academic success. The following activities may be available for student participation:

- Athletics (The Athletic Code of Conduct appears as [an appendix](#) in this document.)
- Colgate Seminar
- Drama Club
- Jazz Ensemble
- National Honor Society
- School Newspaper
- Student Council
- Varsity Club
- Yearbook

The school also occasionally sponsors extracurricular events such as school dances and other social events. Any student who is failing two or more courses on the previous progress or report card will be ineligible to attend these events (includes school dances).

In order to participate in any extracurricular activity or interscholastic sport, a student must be in attendance the entire school day, unless the student or parent provides official documentation of a legal tardy (ex: note from doctor's office).

Students must be enrolled in four or more credit-bearing courses to be eligible for extracurricular participation, including athletic competition, unless otherwise granted permission by the principal.

Field Trips

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In order to supplement classroom learning and in accordance with the Sauquoit Valley Central School District Strategic Plan, field trips will occasionally be integrated into the curriculum. These trips offer students an excellent opportunity to engage in authentic or "real world" learning experiences. The Sauquoit Valley Central School District Code of Conduct applies to field trips, and all students are subject to the Code on such trips. In order to be eligible to attend a field trip, a student must submit a completed field trip permission form which can be obtained from the staff member organizing the trip. The form requires a parent signature indicating permission to attend the trip.

With regard to the senior trip, a student will be ineligible to attend if he/she is suspended (in school or out of school) for a total of at least 5 days up until April 1. Students must also maintain a minimum passing cumulative average of 65 in all required courses for graduation to be eligible to participate on the senior trip.

Grading/Credit Attainment

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Teachers will communicate how report card grades will be calculated in their classes. Students should expect to receive homework on a daily basis. The intent of homework is to provide students with opportunities to practice primary skills and to reinforce primary knowledge. Completion of homework will support students to achieve higher grades and, ultimately, course credit.

Students can track their academic progress by logging into SchoolTool to check their grades. High school students can use the same username and password that they use to login to the network at school. Login at <https://schooltool.svcasd.org/schooltoolweb/> (there is also a link on the district website).

Report cards are issued four times during the school year at ten-week intervals. Progress reports will be issued in the middle of each quarter, starting at the 5-week mark, as a means of communicating academic progress. See Appendix A for the specific dates for this year.

After report cards are issued, honor roll lists will be released. Quarterly averages are calculated by averaging all report card grades for a given quarter:

- Merit List: At least an 85% quarterly average
- Honor List: At least a 90% quarterly average
- High Honor List: At least a 95% quarterly average

Students must receive a final course average average of at least 65 to receive course credit. Final course averages for full-year courses are calculated by averaging 6 scores: each of the four marking period averages, the midterm exam score, and the final exam score. For half-year courses, final course averages are calculated by averaging 5 scores: each quarter counts twice and the final exam score.

Class designations are determined as follows:

- Freshman: Between 0 and 6.25 credits
- Sophomore: Between 6.5 and 10.75 credits
- Junior: Between 11 and 17.25 credits
- Senior: Greater than or equal to 17.5 credits

Per NYS regulations, to be considered for graduation, a student must have a minimum of 22 credits as follows:

- 4 credits in English
- 4 credits in Social Studies (1 in U.S. Hist., 2 in Global Hist. & Geog., ½ in Gov't, ½ in Economics)
- 3 credits in Science (1 in life science, 1 in physical science, 1 in life or physical science)
- 3 credits in Mathematics
- 1 credit in a Language Other Than English
- 1 credit in Visual Art, Music, Dance, and/or Theater
- 2 credits in Physical Education
- 0.5 credits in Health
- 3.5 credits through electives

Additionally, to be considered for graduation, students must pass (minimum score of 65) one Regents exam in each core content area (English, social studies, science, and mathematics) as well as either (1) pass one additional Regents exam, or (2) obtain the Career Development and Occupational Studies (CDOS) Commencement Credential, or (3) pass a Department approved CTE pathway assessment, following successful completion of an approved CTE program. There are appeal procedures and amended requirements for students with disabilities in place. Additional information is available on the New York State Education Department's website, and students may consult their counselor regarding graduation requirements.

Cumulative grade point averages will be calculated by weighing and then averaging final course averages. Advanced Placement (AP) courses will receive a weight of 1.1 (example: a student who attains a final course average in an AP class of 90 will have a score of 99 factored into his/her cumulative grade point average;

multiply the final course average by 1.1). The AP weighing will only apply if the student remains in attendance for the duration of the course and takes the AP exam. Half-year courses will be weighed at 0.5.

Class ranking for seniors will be based on cumulative grade point averages and will be released in the fourth quarter of the school year.

Health Services

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If a student becomes ill in school, he/she should report to the nurse, after receiving permission from the student's supervisor at the time. Students must not leave the building because of illness without authorization. Students should also not contact their parents to be picked up. Again, the appropriate procedure is to report to the nurse's office after receiving permission to do so. If the nurse is not in, students are to report to the main office. Health services are not intended to render diagnosis or treatment; students should rely on their family physician.

It may become necessary for a student to take medication during school hours. New York State Law requires certain procedures for the administration of medication in school. Sauquoit Valley High School requires all students receiving any medication during schools hours, whether prescription, over-the-counter or homeopathic, to have the following information and meet the following requirements:

- The required form (which can be found in the main and nurses's offices) completed with any additional necessary information from the physician
- All medication must be in the original container (either original prescription bottle with proper labeling or manufacturer's container for over-the-counter medication; AND
- All medication must be delivered by the parent and kept in the nurse's office unless the physician has designated that the student may carry the medication.

The school nurse maintains a student health record for each student in the district. Physicals including vision/hearing screenings are given to all students in grades 9 and 11. Scoliosis screening is done on all 9th grade males. The school nurse also schedules physical examinations for all students competing in interscholastic sports and for students needing working papers certification. If these services are not provided by family physicians, they will be provided at school. Health counseling is also given through informal sessions as problems arise. Information on public health clinics is available from the school nurse, upon request.

Instructional Materials

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Textbooks and other instructional materials will be assigned to each student. These maintenance of these materials will be the responsibility of the student. These materials must be returned at the completion of the course. Students will be financially responsible for any instructional resource that is lost or damaged. This includes technology-based resources that either have been assigned to the student or that the student temporarily utilizes.

Library Services

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The mission of the Sauquoit Valley High School Library is to support, through teaching, programming, facilities, materials and resources, the district's mission to ensure that every student will become a lifelong learner and responsible citizen in an ever changing world.

The library is open 7:30 a.m. to 2:30 p.m. on school days; extra time available after school upon request. Check with Mrs. Babbie ahead of time. Students in study halls should obtain a library pass through the library's digital pass system before signing out of their study hall to come to the library. The digital pass sign-up is accessible from the library's Google classroom, or on the library's homepage at: osvh-opals.moirc.org. If you are a new incoming student (including Freshmen), please come see Mrs. Babbie ahead of time, if possible, so she can show you how to get to and use the pass system. Subject-area teachers can always issue students a pass to use the library for a class-related assignment.

The goals of the Sauquoit Valley High School Library are:

1. Provide a safe, academically-focused community space for faculty, staff and students to pursue school-related, as well as personal interest projects.
2. Support student, faculty and staff instructional technology use by providing access to computers, chromebooks and related devices, as well as by offering instructional training (both whole group and 1:1), and as needed tech assistance.
3. Increase the number of students, faculty & staff reading for leisure.
4. Strengthen students' critical thinking and information literacy skills through academically rigorous inquiry.
5. Assist faculty, as needed/requested, in curriculum planning and implementation.
6. Manage the library's physical spaces and collection, as well as digital presence and collection to best meet student, faculty and staff academic and instructional, as well as personal interest research and independent reading needs.

Services provided by the Sauquoit Valley High School Library include:

- Assist students, faculty and staff with research, academic and/or personal interest projects.
- Help students, faculty and staff in their use of instructional technology through training, direct instruction, and as needed tech support.
- Collaborate with faculty to plan and implement research/inquiry, as well as independent reading projects.
- Provide citation and copyright teaching, support, and assistance.
- Provide personalized reading recommendations to students, faculty and staff.
- Collect and curate current, high interest fiction and non-fiction titles, as well as curriculum-related informational resources to meet student, faculty and staff needs and interests.
- Answer questions and help however we can!

Resources provided by the Sauquoit Valley High School Library include:

- A wide selection of current, high-interest print and digital fiction, as well as non-fiction titles, including audiobooks, in addition to feature and educational films
- Multiple online informational, research databases, and eBook collections
- A digital collection of social emotional and physical health-related resources
- A class-size computer lab, student and teacher copiers/printers/scanners, color printer
- A shared mobile class-size chromebook cart for as needed faculty use
- Borrowable chromebooks for students' in-library or in-school use.

Lockers

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Each student will be assigned an academic locker and a gym locker. Students will also be provided with locks. Note the following: [2020-21: Hallway lockers will only be used for storing coats and lunches. Students are only permitted to visit their lockers at the beginning/end of the day and before lunch. Gym lockers will not be used.]

- As stated earlier, students have no reasonable expectation of privacy with respect to student lockers or other school storage places, and school officials retain complete control over them. This means that student lockers and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Each student is deemed responsible for the contents of his or her locker.
- Use only the locker assigned to you. Do not permit other students to use your locker or share your combination with anyone else.
- Issued locks are the property of the high school. Students are responsible for the replacement cost of damaged or missing locks.
- Keep your locker locked at all times when not in use. Never “set” your combination.
- Do not tamper or deface any lockers.
- If you forget your locker combination or have a problem with your locker, notify the main office.
- The school is not responsible for lost or stolen items.

Lunch

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Students who eat lunch in the cafeteria will be expected to remain seated for the duration of the lunch period. Students may eat lunch in an alternate location but must have a pre-signed pass from a staff member to do so. Students may obtain a permanent pass from a staff member to eat lunch at his/her location each day. The staff member should email the main office secretary with the student’s name and lunch period, and the student will be added to the permanent lunch pass list.

Students eating lunch in the cafeteria who wish to go to an alternate location (restroom, etc.) will sign-out at the desk located by the restrooms just outside of the cafeteria. The permanent pass list will be posted at this location. Again, passes are required if students are to eat lunch in an alternate location.

Food cannot be ordered in or delivered to school by an outside business. Food brought to students by a parent, relative, etc. may only be picked up during their assigned lunch. Students are not allowed to leave the building for the sole purpose of eating lunch off school grounds.

National Honor Society

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Membership in the National Honor Society (NHS) is open to juniors and seniors who have demonstrated excellence in leadership, service, character, and scholarship. Membership in NHS is an honor bestowed upon students whom the Faculty Council deems to have met these four criteria upon which this organization was founded. Consequently, eligible students are personally invited to apply for membership. The Faculty Council meets periodically to review selection and dismissal procedures as well as to determine which students will be invited to become members.

Academically eligible students (juniors or seniors with an average of at least 90 and a minimum of 20 hours of community service) will be asked to complete a student activity resume, a personal essay explaining how they meet the character, leadership, and service criteria of the NHS, and a letter of understanding authorizing access to student academic information. All documents must be submitted by the deadline provided, or they will not be considered. This information will help the Faculty Council with its selection decisions. Faculty and staff may be surveyed and sometimes interviewed regarding student qualifications; however, the selection of members is made by a majority vote of the Faculty Council. Decisions concerning membership do have an element of subjective evaluation, and not all academically eligible students are granted membership. Any student who is not selected for membership is entitled to a justification of the decision to deny membership.

Membership in NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Members who fall below the standards which were the basis for their selection may face dismissal.

Passes

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A student who is not in his/her assigned location (example: restroom or locker) must have a pass from a staff member to be in an alternate location. If a student wishes to go to another staff member's location, the student must have an approved pass from the staff member associated with that location. Example: If a student wants to work in a staff member's room during an assigned study hall, the staff member must sign a pass for the student to come to the location before the period begins, and the student must present that pass to the staff member in the assigned location before going to the location on the pass.

We will maintain a permanent pass system for lunches. A staff member can grant students permission to go to his/her location each day for lunch by emailing the main office secretary (names of students and specific lunch periods). The main office secretary will publish a permanent lunch pass list and provide it to the lunch supervisors. The students on the permanent lunch pass list will be permitted to go directly to their approved locations without material passes.

Scheduling -- Course Enrollment/Drops

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Counselors will meet annually with each student to review his/her transcript and ensure the student is on track to graduate. Additionally, counselors will engage students in a course selection process that will inform the development of individual student schedules. Course enrollment will be primarily based on graduation requirements. When there is disagreement about which courses a student should take, the counselor, student, and parent/guardian will converse in an attempt to resolve the issue. If necessary, the principal will be consulted to facilitate a solution. Please keep in mind that we have high academic expectations for our students; we expect each student to appropriately challenge himself/herself.

Full time students will be required to take a minimum of 6.5 credits. Exceptions to this rule will be considered for students who, during their senior year, wish to attend college classes or work. These requests must be approved by the principal. Students should not expect to receive more than 1 study hall. In some instances, students may receive a maximum of 2 study halls.

Once his/her counselor has finalized a student's schedule, the student is committed to that specific program of courses, and it will be difficult to have the schedule changed. Procedures for adding, swapping, or dropping/withdrawing from courses are described below:

Adding a Course: To add a course in place of a study hall, a student should consult his/her counselor. The counselor will communicate with the student's parent/guardian, if the counselor determines it is necessary to do so, before making a determination regarding the add request.

Swapping Courses: To drop a course and add another in its place, a student should consult his/her counselor. The counselor will communicate with the student's parent/guardian and teachers, if the counselor determines it is necessary to do so, before making a determination regarding the request.

Dropping/Withdrawing From a Course: A course drop is defined as being removed from a course in the first two weeks of the course. A course withdrawal is defined as being removed from the course between weeks 3 and 10 of the course. Course drops will not appear on the student's transcript, and course withdrawals will appear as "W/D." IMPORTANT NOTE: Drops/withdrawals will not be allowed after the 10-week mark of the school year as it is important for students to learn the importance of persevering through challenges. A student will only be allowed to drop/withdraw from a course when doing so will positively impact the student's academic program. Listed below are the procedures for a student to drop/withdraw from a course:

1. The student must have a conversation with his/her teacher about the reasons for the possible drop/withdrawal. The teacher may recommend the student stay in the course; in that event, the student will remain enrolled in the course.
2. If the teacher endorses the drop/withdrawal, the student should consult his/her parent/guardian. If the parent/guardian agrees, the student should engage the counselor in a conversation about the drop/withdrawal.
3. The counselor will determine whether the drop/withdrawal will positively impact the student's academic program.
4. The teacher(s), counselor, parent, and administrator will all sign off on the drop form before the counselor changes the student's schedule.

Requests by students to change teachers in a particular course will generally be denied.

Students who are interested in possibly attending a Career and Technical Education program through our local BOCES are encouraged to contact their counselor. Programs are offered in Advertising Design/Multimedia Productions, Animal Science, Auto Body Repair, Auto Tech/Auto Body Repair Occupations, Automotive Technology, Certified Nurse Assistant, Conservation, Construction Trades, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education, Electricity, Emerging Technologies & Cyber Security, Food Service Occupations, MiTech (Modules of Integrated Technologies), Multi-Occupations, New Visions (Business Management, Communications, Education, Engineering Technology, Health Professions, Legal Professions, Nanotechnology, Performing Arts, Veterinary Science), Outdoor Power/Recreational Equipment Technology, Retailing and Retail Operations, and Welding.

School Closings

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It is sometimes necessary to close school because of hazardous weather conditions or other conditions that may interfere with the operation of school. Official notice will be communicated through the school's mass communication system and will be broadcast over area radio and television stations.

Technology -- Acceptable Use

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Sauquoit Valley High School promotes the use of technology as a classroom tool. Our goal is to promote quality, equitable, and efficient access of technology resources to serve the learning needs of our students.

Students must sign and return the technology use agreement before being permitted to use District technology or equipment [For 2020-21, this requirement is waived.]. Any unauthorized access to or use of technology or equipment is prohibited and is subject to disciplinary action. Students must use network and Internet resources only for academic purposes; any access to recreational games, vulgar or inappropriate content, etc. is strictly prohibited. Defacing any technology or equipment is prohibited.

Per the Code of Conduct: “No person using District computer equipment, faxes, software owned, leased or controlled by the District, or websites or Internet access provided by the District, has a reasonable expectation of privacy with respect to such equipment, software, websites, e-mail or Internet access provided by the District.

The District reserves the right to monitor the use of its equipment and software, and to monitor e-mail, websites and Internet access using School District equipment without prior notice or consent.

No person shall knowingly add any program or any hardware attachment (including wireless apparatus) to any equipment without the express written consent of the District’s RIC Department; nor shall any person knowingly or intentionally use any proprietary software on District equipment unless a valid license has been issued for such use on such equipment; no shall any person intentionally expose District equipment to any computer virus, worm or other technological invader.

No user shall use District equipment to engage in extensive or abusive non-business or non-academic projects or Internet searches.

Any use of District computer equipment or software, or Internet access from District equipment or from school property, which violates federal or state law may be reported to appropriate law enforcement officials, and may also result in both disciplinary action and denial of prospective use of such equipment and of Internet access, and in civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation.

Any use of such equipment or facilities which violates the provisions of the Code of Conduct may result in both disciplinary and denial of prospective use of such equipment and of Internet access. Any direct or personal act or behavior which is prohibited under the Code of Conduct is also prohibited when performed by use of computers, the internet, cell phones, telephones, or other communications media when the communication originates from or ends on District property or at any school or school related function, or may in the judgment of District officials disrupt or interfere with the educational process; or pose a threat to the safety of any person lawfully on District property or at a school or school related function. Disciplinary consequences will be progressive in nature.”

Transportation

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Per the Code of Conduct: “It is crucial for students to behave appropriately while riding on district buses, public transportation, or public transportation facility, while in transit to and from school, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Acts such as excessive noise, standing, pushing, shoving and fighting will not be tolerated... Transportation home from after school detention shall not be provided by the school...

Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal. In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal’s designee to discuss the conduct and the penalty involved.”

Visitors

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A visitor shall be defined as anyone who is not a part-time or full-time staff member or a student of the school. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct. All visitors to the school must report to the attendance office upon arrival at the school. There they will be required to provide appropriate identification and sign the visitor's register. Each visitor will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. Each visitor must sign out in the attendance office before leaving the building. Such visits must be pre-approved by the Principal. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

Working Papers

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All students between the ages of 12-18 must have working papers if they intend to work after school or during vacations. Despite the attraction of having a part time job after school hours, students and parents should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs. Students and parents should both be aware of the hours of employment students are allowed by state education law. These limits are listed on the back of the working paper card the student receives, once approved.

To obtain working papers, a student must obtain an application at the High School Main Office. Note that a parent signature is required, as is proof of a physical exam within one year of the application date. Once a student returns the completed application form and proof of physical to the High School Main Office, the High School Secretary will issue the working papers to the student within a few days.

APPENDIX A: 2020-2021 Calendar

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SEPTEMBER 2020					OCTOBER 2020					NOVEMBER 2020					DECEMBER 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	(2)	(3)	4				1	2	2	3	4	5	6		1	2	3	4
<u>7</u>	8	9	10	11	5	6	7	8	(9)	9	10	<u>11</u>	12	13	7	8	9	10	11
14	15	16	17	18	<u>12</u>	13	14	15	16	16	17	18	19	20	14	15	16	17	18
21	22	23	24	25	19	20	21	22	23	23	24	<u>25</u>	<u>26</u>	<u>27</u>	21	22	<u>23</u>	<u>24</u>	<u>25</u>
28	29	30			26	27	28	29	30	30					<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	
JANUARY 2021					FEBRUARY 2021					MARCH 2021					APRIL 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				<u>1</u>	1	2	3	4	5	1	2	3	4	5				1	<u>2</u>
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
11	12	13	14	15	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	15	16	17	18	(19)	12	13	14	15	16
<u>18</u>	19	20	21	22	22	23	24	25	26	22	23	24	25	26	19	20	21	22	23
25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>						29	30	31			26	27	28	29	30
MAY 2021					JUNE 2021					JULY 2021					AUGUST 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
17	18	19	20	21	14	15	<u>16</u>	<u>17</u>	<u>18</u>	12	13	14	15	16	16	17	18	19	20
24	25	26	27	28	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	19	20	21	22	23	23	24	25	26	27
<u>31</u>					28	29	30			26	27	28	29	30	30	31			

Student Vacation Days

SEPTEMBER 2-3 Supt's. Conference Day 7 Labor Day	DECEMBER 23 - 31 Winter Recess	MARCH 19 Supt's. Conference Day
OCTOBER 9 Supt's. Conference Day 12 Columbus Day	JANUARY 1 Winter Recess 18 Martin Luther King Jr. Day	APRIL 2-9 Spring Recess
NOVEMBER 11 Veterans Day 25-27 Thanksgiving Recess	FEBRUARY 15 - 19 Mid-Winter Recess	MAY 31 Memorial Day
		JUNE 25 Regents Rating Day

Superintendent's Conference Day = parentheses | Vacation Days = boxed | Regents Test Days = underlined

5-Week Mark	Friday, October 9, 2020
10-Week Mark	Friday, November 13, 2020
15-Week Mark	Friday, December 18, 2020
20-Week Mark	Friday, January 29, 2021
25-Week Mark	Friday, March 12, 2021
30-Week Mark	Friday, April 16, 2021
35-Week Mark	Friday, May 21, 2021
40-Week Mark	Thursday, June 24, 2021

The first scheduled day of school for students is Tuesday, September 8, 2020. [2020-21: Events TBD]

Open House is scheduled for Thursday, October 15, 2020.

Homecoming Day is scheduled for Friday, October 23, 2020.

Prom is scheduled for Saturday, May 15, 2021.

Graduation is scheduled for Saturday, June 26, 2021.

[2020-21: Updated schedule to accommodate increased passing time; hybrid model]

11/12 Transition Bell *	7:39	
9/10 Transition Bell *	7:42	
Announcements Bell *	7:45	
Period 1	7:48 - 8:23	
Period 2	8:29 - 9:04	
Period 3	9:10 - 9:45	
Period 4	9:51 - 10:26	
Period 5	10:32 - 11:07	
Period 6 **	LUNCH 11:07 - 11:37	CLASS 11:13 - 11:48
Period 7 **	CLASS 11:43 - 12:18	LUNCH 11:48 - 12:18
Period 8	12:24 - 12:59	
Period 9	1:05 - 1:40	
Period 10 ***	1:46 - 2:21	

Juniors and seniors will pass during the first 3 minutes of passing time between periods. Freshmen and sophomores will pass during the second 3 minutes of passing time between periods.

* Students will be assigned a location for time spent in the building prior to period 1. When students enter, they will be permitted to go to their lockers and then will travel either to the Cafeteria to eat breakfast or to their assigned location. Juniors and seniors are expected to be in their first period locations by 7:42, and freshmen and sophomores are expected to be in their first period locations by 7:45. Announcements will begin at 7:45.

** Students will be assigned to either 6th period lunch (and 7th period class) or 7th period lunch (and 6th period class).

*** Juniors and seniors will be dismissed at 2:21. Freshmen and sophomores will be dismissed at 2:24.

AM BOCES students will report to the cafeteria by the Announcements Bell. Their bus will leave at approximately 8:10, and when they return to school, they will report to period 6.

PM BOCES students' bus will leave during period 6 lunch, at approximately 11:20. Due to their shortened lunch, they will be permitted to go to the front of the lunch line. They will return to school at approximately 2:10 and report to the cafeteria.

- I. The purpose of this athletic code is to reinforce the expectations the Sauquoit Valley Central School District has for students participating in interscholastic athletics. Participation in athletics teaches students about many important qualities that they will need following graduation from high school. These qualities include discipline, responsibility, honesty, self-control, dedication, sportsmanship, and respect toward others.
- II. Our student athletes have voluntarily chosen to make an additional commitment in their educational experience, and in doing so, have agreed to follow the expectations set forth by the Sauquoit Valley Central School District:
 - A. Due to the fact that many teams and individuals are training year around for their athletic teams, it is expected that all athletes will adhere to the athletic code throughout their interscholastic athletic career at Sauquoit Valley Central School. Allegations of these violations will initiate an investigation (see section III).
 1. Student athletes will refrain from using or possessing alcohol.
 2. Student athletes will refrain from using or possessing tobacco products.
 3. Student athletes will refrain from using or possessing any mind or performance enhancing drugs.
 4. Student athletes will avoid doing damage to school property or stealing any possessions of anyone in the school community.
 5. Student athletes will fulfill their commitment to their team unless the coach and athletic director agree that it is in the best interest of the student and the team not to fulfill that commitment. A student may withdraw from a team prior to final cuts or prior to first contest, if cuts were not made, as long as it was discussed with the coach.
 6. Student athletes will avoid participating in any hazing activity with any student.
 7. Student athletes will avoid participating in activities that could result in being arrested for any violation of law.
 8. Student athletes will refrain from attending and/or remaining in attendance at a party or other function where illegal drugs are present and/or being used, where legal drugs or other substances are being abused, or where alcohol is possessed or being used by persons under the age of 21. "Remaining in attendance" means that the student athlete continues to be present after he or she knew or reasonably should have known that substances were present, possessed or being used as described above.
 9. Students will refrain from being in a bar, tavern, or club without parent/guardian present.
 10. Student athletes will avoid activities that result in out of school suspension.
 11. Student athletes will attend all practices and games, unless the student is absent from school or has prior permission from the coach.
 12. Student athletes are expected to attend all classes and school days unless they are legally excused.
 - B. In addition, the following are student expectations and will not require hearing. The identified consequences will be immediately acted upon.
 - Student athletes are expected to follow the Section III sportsmanship policy.
 - Student athletes are expected to participate in Physical Education classes on all days they have a practice or a game. Failure to participate will result in ineligibility for that day.

- Any student athlete that is assigned to ISS will not be able to participate in practice or a game for that day.
- If a student wishes to participate in two school activities at the same time an agreement must be met between the coaches/advisors with input from the athletic director.

C. The coaches will be required to read aloud the entire athletic code of conduct to the student athletes prior to the first practice. Each student will sign a paper stating that the coach has read the code of conduct to the student athlete. A copy of the code will be sent home to the parents/guardian by the Athletic Department once the final roster is established. By participating in a sport, the student athlete is demonstrating his/her willingness to comply with all the expectations of a student athlete at Sauquoit Valley Central School District.

III. In case of alleged violations of the expectations found in II(A):

A. Process:

- Alleged violations shall be reported to the Athletic Director or Jr. Sr. High School Principal. The Athletic Director or Jr. Sr. High Principal shall conduct an investigation regarding the alleged violation within 10 school days of the reported incident.
- If the investigation indicates that a violation of the Code of Conduct may have occurred, then the Athletic Committee shall conduct an informal hearing with the student and parents present within 10 school days of the
- determination.
- The investigating administrator will present the information to the Athletic Committee. The committee will consist of an administrator, a teacher, and a coach (not a coach of the student's sports). The coach of the
- student's sport will be asked to be present and provide input to the committee prior to the committee's making a final decision.

B. The administrator will serve as committee chair. The committee will have two responsibilities:

1. Decide if the student athlete has violated the Code of Conduct.
2. Decide the consequence of the violation of the Code of Conduct.

C. The consequences for a violations in Section IIA shall be determined by the Athletic Committee using the following guidelines:

- Violations of expectations 1- 7 will carry a minimum penalty of ineligibility for 25 percent of the contest according to policy.
- Violations for expectations 8 - 11 will carry a minimum penalty of ineligibility for 10 percent of the contest according to policy.
- Violations of expectation number 12 will be an automatic 1 game suspension. Chronic violation of this expectation will result in an athletic hearing.
- The maximum penalty will be one calendar year from the time of the Athletic Committee hearing.
- The committee will also have the authority to recommend counseling in any appropriate situation. The number of ineligible contests will be determined by using the number of regularly scheduled games. However, in order to fulfill the penalty, play-off games will be counted. If a student is not participating in athletics at the time of the hearing, the penalty will carry over to the next season in which the student will participate. If the committee decision involves a decision by a court of law, the committee may adjourn until corresponding court action takes place.

- D. The Athletic Committee's decision shall be sent in writing to the superintendent and to the parent/guardian within 5 school days of the decision being rendered by Athletic Committee. The Athletic Director shall report all cases of ineligibility to the Superintendent, coaches, and Building Principal.
- E. If the student wishes to appeal the Athletic Committee's decision, the student may request in writing, within 10 school days, a review before a Due Process Committee made up of a 3-5 member panel of teachers, coaches, and a student representative selected from the district's conflict resolution group. Students will serve on the committee as advisory members and will not participate in the final committee vote. The Due Process Committee will meet within 5 school days after receiving the request. The committee has the authority to uphold, decrease, or increase the original penalty established by the Athletic Committee.
- IV. Attendance: A student who is absent because of personal illness during the afternoon session of a school day, may not practice or participate in any games scheduled for that day or night. A Friday absence because of illness may exclude a student from playing on Saturday. However, there remains the possibility that the student may sufficiently recover. A parent's permission in this instance is required for the student to play on Saturday.
- V. Although the district does provide student accident insurance, it is supplemental to the family's own personal insurance. Participants must abide by the regulations of their own insurance carrier before the district's student accident insurance policy takes effect.
- VI. Athletic Concern Procedure: If you have any questions or concerns about athletics, you should contact district personnel in the following order:
- Coach
 - Athletic Director 839-6330
 - Building Principal
 - Superintendent
- If after contacting the above, you still have not obtained satisfactory resolution, you may contact the Board of Education either in writing or orally during "Recognition of Visitors", a time set aside for this purpose at each Board of Education meeting. Please be advised that comments about personnel or individual students are not discussed during public session of Board meetings.

Academic Eligibility

- I. Each student who participates on an athletic team must accept the responsibilities that go with academic accomplishments. Student athletes must remember that they are students first and athletes second. The expectation of the school is that all students strive to their highest potential. The key to this process is communication between teachers, students, parents, coaches, and administrators. At no time will a student athlete be punished for being late or missing a practice due to the fact that they are receiving extra academic help by a teacher or by attending the homework club voluntarily. It is the student's responsibility to inform their coach before practice.
- II. The evaluation process is determined on satisfactory (S) or unsatisfactory (U) effort of the student athlete. Satisfactory effort is defined as follows: Satisfactory effort means that the student athlete has turned in all homework assignments, is on time and in class on a regular basis, and is respectful and cooperative during class. Unsatisfactory effort means that the student athlete has not met one or more of the following classroom expectations: turned in all homework assignments, on time and in class on a regular basis, and is respectful and cooperative during class. The evaluation process is not based on a student's academic

grade for that class. Junior High students will be evaluated on their effort in a class, while High School students will be evaluated on their effort and their grades they receive on the report card.

III. Student athletes will be evaluated every two weeks during the three seasons of the school year. On the Monday of evaluation week, teachers will be given a list of student athletes participating on athletic teams at the present time. This list will be broken down by grade of the student athletes. By Thursday of the evaluation week teachers will report to the Athletic Director any student athlete that is given an unsatisfactory effort. On Thursday and Friday the Athletic Director will meet with all student athletes that receive unsatisfactory efforts. Each of these student athletes will be placed either on probation or ineligibility. At this time the student will receive an evaluation form that they are required to have signed by the teacher, parent, and coach once the teacher has changed the effort to satisfactory. The Athletic Director will inform all coaches if one of their student athletes receives an unsatisfactory effort. All ineligibilities will begin Monday following the evaluation period.

IV. The following are the consequences for receiving unsatisfactory efforts during the evaluation period for Junior High student athletes.* A student that receives two consecutive unsatisfactory efforts from the same class is automatically ineligible until the effort is changed to satisfactory by the teacher.

1. U = probation, meeting with Athletic Director
2. 2 U = probation, meeting with AD, Homework Club
3. 3-4 U = probation, meeting with AD, Homework Club, restricted study hall
4. 5+ U = ineligible, meeting with AD, Homework Club, restricted study hall

* Any student selectively classified to participate on a JV or varsity team is expected to meet the standards of Section V below.

Note: Any student that skips a mandatory homework club without a legal excuse approved by the Athletic Director will miss their next scheduled game.

V. The following are the consequences for receiving unsatisfactory efforts during the evaluation period for the High School student athletes. A student that receives two consecutive unsatisfactory efforts from the same class is automatically ineligible until the effort is changed to satisfactory by the teacher.

1. 1 U = probation, meeting with the Athletic Director
2. 2 U = probation, meeting with AD, Homework Club
3. 3+ U = ineligible, meeting with AD, Homework Club, restricted study hall and lunch

Note: Any student that skips a mandatory homework club without a legal excuse approved by the Athletic Director will miss their next scheduled game.

VI. The following are the consequences for receiving a failing grade on the student athlete's report card. (High School only). All games are rounded up to the next game. Scrimmages would count as practices and not games

- Passing 100%: Your key to success
- Fail 1: * Probation for all classes and mandatory homework club
- Fail 2: * 30 % of games
- Fail 3-4: * 60 % of games
- Fail 50% of classes: ineligible

* Note: If the above represents 50% or more of the classes the student is enrolled in, the student is ineligible for that season.

VII. Failing grades will be carried over from the fourth quarter to the start of the next school year. A student athlete may reduce the number of failures by either passing the class, passing the regents or passing

summer school. This reduction of failures must be approved by appeal process in August. The appeal will be made to a committee made up of the Athletic Director, Junior/Senior High School Principal, and the Assistant Junior/Senior High School Principal.

VIII. Ineligible student athletes are expected to attend all practices and games unless they are receiving academic help from a staff member. Student athletes that are not eligible are expected to dress and warm – up with their teams.

IX. Any student athlete that tampers or falsifies an evaluation document will be brought to the Athletic Committee.