

**Avoca  
Central School**



Grades 6-12  
Student Handbook  
2020-2021

# Avoca Central School

## 2020-2021

### **BOARD OF EDUCATION**

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Mr. Dave Schubmehl	Transportation Supervisor	ext. 3300
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# Contents

<b>Mission Statement</b> .....	7
<b>Welcome</b> .....	7
<b>General Procedures and Information</b> .....	8
Superintendent's Written Directive .....	8
Student Handbook Disclaimer .....	9
Daily Time Schedule .....	9
Emergency School Closings.....	9
After School Detention Procedures .....	10
Announcements .....	10
Attendance.....	10
Tardy to School.....	12
Occasional Dismissal.....	13
Bicycles.....	13
Care of School Property by Students .....	13
Cell Phones and Electronic Devices.....	14
Dissection of Animals Opt-Out .....	14
Distracting Play Toys.....	15
Driving to School-Sanctioned Activities.....	15
Elevator.....	15
Emergency Plan.....	16
Fire Drills and Emergencies.....	16
Field Trips/"Away" Events .....	16
Food and Drink/Open Containers .....	17
Fundraising.....	17
Graduation Ceremony Policy .....	17
Hall Passes.....	18
In-School Suspension (ISS).....	18
Internet and Computer Use .....	19
Library.....	21
Lockers and Desks .....	22
How to Work Your Lock .....	23

Searches of Lockers .....	24
Maintenance Department .....	24
Moving.....	24
Permission to Leave During the School Day.....	24
Phone Calls to School.....	25
Physical Education .....	25
Public Displays of Affection.....	26
Senior Honor Pass.....	26
Sexual Harassment Policy .....	27
Study Hall Procedures.....	27
Suspension from School .....	28
Use of the Telephone.....	28
Restrooms.....	28
Student Parking (7:30 A.M. to 3:30 P.M.).....	28
Textbooks .....	29
<b>Extracurricular Activities .....</b>	<b>30</b>
Athletics.....	30
Clubs .....	30
Driving to Athletic Contests and Other School-Sanctioned Events ....	31
Extracurricular Eligibility Policy for Students in Grades 7-12 .....	31
<b>Food Services .....</b>	<b>35</b>
Breakfast Program.....	35
Cafeteria Rules.....	35
Lunch Program.....	36
Debit Accounts .....	36
<b>Health Services .....</b>	<b>38</b>
School Health Program Overview.....	38
Accidents.....	38
Illness of Student in School .....	38
Medication.....	39
Physicals .....	39
<b>Guidance Office and Related Services .....</b>	<b>41</b>
Guidance Overview .....	41

Honor Roll & High Honor Roll.....	41
Grade Point Average & Student Ranking.....	41
Valedictorian & Salutatorian .....	42
National Honor Societies .....	42
Permission to Work.....	43
Report Cards.....	43
Promotion and Retention .....	44
Wildwood Campus Guidelines .....	44
Work Permits.....	45
<b>Student Support Services.....</b>	<b>46</b>
Academic Intervention Services .....	46
Child Study Team.....	46
Special Education Overview.....	46
School Psychologist.....	47
Speech/Language Therapy .....	47
<b>Code of Conduct – Plain Language Summary .....</b>	<b>48</b>
Student Rights and Responsibilities .....	48
Student Dress Code .....	49
Prohibited Student Conduct.....	50
DASA / Bullying .....	51
Reporting Violations.....	52
Disciplinary Penalties.....	52
Minimum Periods of Suspension.....	53
Referrals.....	54
Student Interrogations & Searches .....	54
Visitors to the School .....	55
Public Conduct on School Property.....	56
<b>Transportation Code of Conduct .....</b>	<b>58</b>
Philosophy of Transportation.....	58
Expectations for Students.....	58
Video Cameras on School Buses .....	61



## **MISSION STATEMENT**

The mission of Avoca Central School is to develop every child as a respectful, responsible person who is motivated and prepared academically, socially, emotionally, and physically to meet life's challenges. We will accomplish this mission by providing a coordinated curriculum implemented by a creative, collaborative staff in a supportive environment.

## **WELCOME**

Dear Students,

On behalf of our faculty and staff, I would like to extend a warm welcome to you. All of us at Avoca Middle/High School are looking forward to a great year together, and are excited to see all of you back again. Here, we are committed to academic excellence, and student success.

This year will be a unique school year for all of us. We appreciate your cooperation and support as we navigate the many changes in today's world. Nonetheless, I am looking forward to a successful year together.

Regards,

A handwritten signature in black ink that reads "Steven Denaker". The signature is written in a cursive style with a large, prominent "S" at the beginning.

Dr. Steven Denaker

## GENERAL PROCEDURES AND INFORMATION

### SUPERINTENDENT'S WRITTEN DIRECTIVE

All people who enter school property, which also includes school vehicles, or attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. The Plan and written protocols can be found at [www.avocacsd.org](http://www.avocacsd.org). This includes, but is not limited to, any requirements to wear face masks, wash hands, maintain social distancing, permit temperature checks, and answer screening questionnaires. Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event. It may also result in further consequences as follows:

- for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed;
- for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;
- for parents and other visitors, ban on attending school events as well as consequences pursuant to the Visitors' Code of Conduct;
- for school personnel formal discipline, up to and including termination.



## STUDENT HANDBOOK DISCLAIMER

Due to rapid developments related to COVID-19, the information in this handbook may not be current. Visit our Reopening School site for the latest information and updates.

### DAILY TIME SCHEDULE

<del>Cafeteria Entrance Open</del>	<del>7:30am</del>
<del>Breakfast Begins</del>	<del>7:30am</del>
Students Pass to 1 <sup>st</sup> Period	8:00am
Morning Announcements	8:08am
Students Dismissed	<del>2:42pm</del> 3:15pm
Buses Depart	<del>2:50pm</del> 3:20pm
<del>Late Bus Run (Tuesday-Thursday)</del>	<del>3:30pm</del>
<del>Evening Bus Run (By Sign-Up Only)</del>	<del>5:30pm</del>

### EMERGENCY SCHOOL CLOSINGS

In the event of severe inclement weather or other emergency situation, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be reported to the following TV and radio stations:

WKPQ	WLEA	WCKR	WVIN
WARM	WINK	Ch YNN	WHEC
WHAM	WETM-TV	WENY	

Additionally, the district's automated calling system will call every student's primary contact number. Reports in the morning will be between 6:00am and 8:00am. If no report is heard, it should be assumed that school will be in session.

## **AFTER SCHOOL DETENTION PROCEDURES**

After school detention will normally be held on Tuesdays, Wednesdays, and Thursdays. The detention may run from ~~2:50-3:30~~ or from 3:30-5:30 depending on the severity of the offense. Students must report to the assigned detention location by the assigned time and remain until the detention ends. Furthermore, the following rules apply:

1. Schoolwork must be done during detention time. Students assigned to detention must bring enough work to insure they remain busy for the entire time.
2. Using cell phones, eating/drinking, talking, sleeping, and other actions, at the discretion of the monitor, are not permitted in detention.
3. Inappropriate behavior in detention or failure to report to after school detention will result in additional detention and/or additional consequences being assigned.
4. Work and athletic practices/games are not excuses for skipping assigned detention.

## **ANNOUNCEMENTS**

Announcements will be made at the beginning of first period and the end of ninth period. Emergency announcements may be made at various times. Every attempt should be made to submit an announcement the day before the announcement is to be made. All classes are to be courteous and quiet during announcements. The Pledge of Allegiance will be said at the beginning of each school day.

## **ATTENDANCE**

Regular attendance is a major component of academic success. Attendance records become a part of the child's permanent record and the information may be

available to future employers and institutions of higher learning.

NYS Education Law requires that all children in proper physical and mental condition shall attend school while it is in session. A student will be noted as being "excused absent" for the following reasons only:

1. Sickness
2. Sickness or death in family
3. Medical, dental and/or health-related treatments
4. Impassable roads or weather
5. Religious observance
6. Quarantine
7. Required court appearance
8. Attendance at health clinics
9. Approved college visit
10. Approved cooperative work program
11. Approved school-sponsored trips
12. Military obligation

Any absence due to reasons other than listed above is unexcused, even when accompanied by a parent note. Students exceeding 9 unexcused absences in a semester course/alternate day class or 18 unexcused absences in a full year course may not receive credit for the course.

The following are examples of unexcused for tardiness or absence:

1. Oversleeping
2. Late ride
3. Missed the school bus
4. A note which states, "Please excuse \_\_\_\_\_ for being late" With no legal explanation

## 5. Traffic delay

Within two school days of returning to school, the student must present a written excuse from home. As required by law, the excuse must have the reason why the student was absent and it needs to be signed and dated by a parent. Such excuse must be presented to the office. Students who forge an excuse, either to cover for an absence or to leave school early, for oneself or another, will be disciplined accordingly. Upon returning to school and/or class, it is the student's responsibility to meet with the teachers to determine what make-up work is to be completed.

A student is considered to be truant if he/she does not attend school, yet his/her parents expect that the student will be in school. This applies also if students leave school property during the school day without a proper excuse signed by their parents and the appropriate school authority.

## **Tardy to School**

Students must bring a written excuse anytime they are late to school. Students are considered late if they arrive to their homeroom after 8:08am. If students arrive late to school, they must obtain a pass from the office and immediately report to class. Students who are chronically tardy will be subject to disciplinary consequences. Tardy arrival to school will count against a student's perfect attendance record.

The definition of being tardy to class is the failure to be in the classroom by the sound of the bell (without a signed pass). Teachers will keep accurate records regarding student attendance and tardiness. Upon a student's third tardy, detention will be assigned. Subsequent tardy arrivals will result in further consequences. Students who are late to class because of being detained by a

teacher, should be given a pass by the teacher so the student will not be penalized.

### **Occasional Dismissal**

There are occasions when a student must be excused during the day for a medical appointment, driver's test, etc. Students must have written permission from home and must submit it at the start of the school day to the main office. In an emergency, a phone call from a parent/guardian will be accepted but must be followed with a written note the next day. Upon leaving, students are to sign-out at the Main Office indicating when they are leaving, and/or returning after being excused for part of the day. **School personnel cannot allow a student to leave the building without parent permission.** These rules apply to the complete student schedule. In order to keep absences to a minimum, please arrange appointments to be scheduled outside of school hours wherever possible.

### **BICYCLES**

Students may ride bicycles to school. Bicycles must be parked in the racks provided and should be locked when not in use. The use of another student's bike without permission will be grounds for disciplinary action.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

The Board of Education requires that all students respect and care for school property. Any damage to property should be reported to the appropriate office or the appropriate teacher.

Students and their parents or legal guardians are responsible to make restitution for district-owned property which is willfully damaged, destroyed or defaced by students. The amount of compensation shall not exceed the limit of the law, and such compensation shall be

pursued through criminal or civil action when necessary. The district will involve the school attorney when necessary.

## **CELL PHONES AND ELECTRONIC DEVICES**

Because cellphones and other electronic devices present a tempting target for theft, it is suggested that students avoid bringing such devices to school. **Should a student choose to not follow this recommendation and the devices are stolen or damaged, the school has no responsibility for such devices.** If brought to school, cell phones and other electronic devices such as iPods, video game players, and headphones are not to be used or worn during the school day (8:00-2:42). Individual teachers may make exceptions to this rule on a case-by-case basis. Students in grades 7-12 may also be allowed to use their cellphones and other electronic devices during their designated 20-minute lunch period at the discretion of the lunch monitors. Those students staying after school for academic or disciplinary reason may be prohibited from using these devices during that time. Unauthorized use of a prohibited device will be considered insubordination, with the device subject to confiscation and the student using it subject to disciplinary procedures. **Additionally, any and all electronic devices have a reduced expectation of privacy once they enter school property and may be subject to confiscation and/or search should a school violation be suspected.**

## **DISSECTION OF ANIMALS OPT-OUT**

Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project that shall be approved by such student's teacher. The student's objection must be sustained in writing by the

student's parent or legal guardian. Students who perform alternative projects who do not perform or witness dissection of animals shall not be penalized.

### **DISTRACTING PLAY TOYS**

Items which may disrupt the educational environment or create potential safety hazards for others should not be found in school. Laser pens, playing cards, dice, water pistols, etc. should not be brought to school. Such items found on a student during the school day will be confiscated and held by administration. These items will be returned to the student or his/her parent as determined by school officials.

### **DRIVING TO SCHOOL-SANCTIONED ACTIVITIES**

Our school has a responsibility and obligation to insure the safety and well-being of our students while they are attending school. Only certified bus drivers or a student's parents/guardians may legally transport a student to or from a school sponsored activity. Our school district would be declared negligent if we permitted any person, other than a certified bus driver, to transport students to or from school sanctioned activities or programs. Any student wishing to ride home from a school-sanctioned event with his/her parent or guardian must present a note signed by a parent or guardian.

### **ELEVATOR**

Students with a temporary or permanent disability who are not able to climb stairs may use the elevator upon presenting a notice from their doctor to the appropriate principal's office requesting such use. This usage is limited to the student who is incapacitated and a student chosen to assist. A \$5.00 fee will be charged for any elevator key lost or not returned.

## **EMERGENCY PLAN**

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff as well as district property in the event of a true emergency. Each year the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" prior to the drill.

## **FIRE DRILLS AND EMERGENCIES**

NYS Educational Law requires that each private and public school conduct a minimum of 12 fire drills/emergency drills per year. All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. Students must stay with their teachers. It is essential that when the signal is first given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The exit route is posted in each room. There should be no talking during a fire drill because emergency instructions may be given. Distracting behavior will be subject to disciplinary action.

## **FIELD TRIPS/"AWAY" EVENTS**

A universal field trip permission slip is included in the beginning of the year packet. Please ensure this form is completed. All field trips will be announced to families ahead of time. As representatives of Avoca Central School, be sure to dress and act appropriately on all field trips. A field trip is an extension of school; therefore, all school rules and regulations will be in effect. Decisions will be made as to the students allowed to participate in field, club, class and athletic trips (ex. band, senior, etc.).



Poor behavior exhibited by students could eliminate the possibility of participating on these trips and future trips.

## **FOOD AND DRINK/OPEN CONTAINERS**

There will be no open containers or food allowed at any time in the hallways. Food purchased in the cafeteria must be consumed in the cafeteria. Food and drink is allowed in classrooms only when it is part of an organized classroom celebration or activity. In this case, the teacher involved is responsible for keeping all containers and food items in his/her classroom.

## **FUNDRAISING**

School fundraising projects, events and activities must first be presented and accepted through the Student Council and then to the Principal for final approval. In general, only one fundraising activity will be conducted at any one time.

## **GRADUATION CEREMONY POLICY**

Participation in the graduation ceremony and related activities will be based on satisfactory completion of all graduation requirements, or as otherwise set forth in this policy. Exceptions may be made with the approval of the Superintendent. A student who has earned either a Career Development and Occupational Studies (CDOS) Commencement Credential or a Skills and Achievement Commencement Credential (SACC) by the time the student's ninth-grade cohort reaches graduation may participate in that graduation ceremony and related activities.

If a student who participates in the graduation ceremony by earning a CDOS or SACC subsequently meets the requirements for either a Regents or local high school

diploma, the student may participate in the graduation ceremony of that graduation class as well.

A student who participates in graduation ceremonies by earning a CDOS or SACC is entitled to continue in the student's educational program until the end of the school year in which the student turns 21 years old, or until the student earns a Regents or local high school diploma.

## **HALL PASSES**

Students may not leave the classroom without a hall pass (located in the agenda book) from the teacher in charge. If the student is performing an errand for a teacher they will need a yellow hall pass.

## **IN-SCHOOL SUSPENSION (ISS)**

Unruly or disruptive students may be removed from their regular classes and assigned to ISS. Such students shall be considered present for attendance purposes and will be provided with all missed work. Students may not attend any classes during this time unless a special request is made by a teacher and that request is approved by an administrator.

The following guidelines apply to students assigned to ISS:

1. The suspended student shall immediately report to the appropriate office upon arrival to school.
2. The student will be accompanied to breakfast and to his/her locker by the in-school suspension monitor.
3. The student will remain in the in-school suspension room for a half or full school day, as assigned, with appropriate breaks at mid-morning and mid-afternoon. He/She must be prepared to work the entire time period.
4. The in-school suspension room will retain an atmosphere of quiet, conducive to study, with strict rules of behavior. Students may not sleep, use

- personal electronic devices, or bring food/drinks into the room.
5. The in-school suspension monitor will enforce the rules of behavior in the in-school suspension room and will render tutorial assistance where possible.
  6. Completed assignments will be turned in to the in-school suspension teacher. Students are encouraged to attend extra help after school where needed.
  7. Failure to conform with these regulations may result in out-of-school suspension, followed by a return to the in-school suspension/alternative learning program for his/her originally assigned time.

## **INTERNET AND COMPUTER USE**

The Avoca Central School District recognizes that computers and all other school issued technology devices are used to support learning and to enhance instruction. Computer information networks allow individuals to interact with many other computers and networks. It is a general policy that all technology equipment is to be used in a responsible, efficient, ethical and legal manner.

The Avoca Central School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which an individual:

1. Uses the information networks for illegal, inappropriate, or obscene behavior, or in support of such activities. Illegal activities shall be defined as those that violate local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the networks, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, including

pornographic images or videos, and the pursuit of such;

2. Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
3. Intentionally disrupts information network traffic or crashes the network and connected systems;
4. Degrades or disrupts equipment or system performance;
5. Uses Avoca Central School District computing resources for commercial or financial gain or fraud;
6. Steals data, equipment, or intellectual property;
7. Gains unauthorized access to files of others, or vandalizes the data or files of another user;
8. Gains or seeks to gain unauthorized access to resources or entities;
9. Forges electronic mail messages, or uses an account owned by another user;
10. Invades the privacy of individuals;
11. Post anonymous messages;
12. Possess any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form;
13. Uses electronic devices to video or record in any way faculty, staff or students without their permission; or
14. Posts unauthorized school related video or data to any internet sites.
15. Conducts cyber bullying harassment, or discrimination toward another student or adult.

**Consequences of violations include but are not limited to:**

1. Suspension or revocation of computer access

2. Suspension or revocation of information network access
3. School suspension or expulsion; and
4. Legal action and prosecution by the authorities

Anyone accused of any of the violations has all the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The School district has the right to restrict or terminate information network access at any time for any reason. The School District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

## **LIBRARY**

The school library is a place for research and quiet reading. The use of the library is a privilege. The abuse of the materials within the library or a failure to follow the rules of the library will result in a loss of that privilege. Students and staff members are requested to follow the procedures outlined below:

- Students who wish to come to the library during a study hall period must sign the library attendance sheet, which may be found in the library before the start of 1<sup>st</sup> period.
- Students who are going to the library for a specific period during the school day will be recorded on our daily attendance sheet.
- Students who sign up on the library attendance sheet are to report directly to the library, rather than their study hall. Students are expected to be on time to the library, just as they are for any other scheduled class.
- Students are expected to have some type of library work, which will keep them busy for the

entire period. Students will remain in the library for the entire period.

- Students may not go to the library more than 1 period per day unless it is approved by the librarian.
- Proper library decorum is to be maintained at all times in order to assure that all students are given an opportunity to study or work without disturbances from other students.
- Students who deface magazines, books, or furniture, or behave in a manner which causes a disturbance or shows total disrespect toward the librarian, the library staff, or other students, may lose the privilege of using the library.
- Students are required to return library books on time. If books are damaged or not returned, a fee will be assessed and borrowing privileges will be suspended.

## **LOCKERS AND DESKS**

Students will be assigned lockers and/or desks. Periodic inspections of these can and will be made. It is the student's responsibility to see that assigned lockers are kept locked and in order. They should use only the locker assigned to them and remember that sharing lockers with friends can create many problems. If a change in a locker assignment is necessary, the student should go to the appropriate office. The district will not be responsible for student property left in lockers or desks. Students will be held financially responsible for any damage or defacement to their locker.

In the interest of protecting student's property and lockers the following rules should be strictly observed:

- Leave valuable items at home.
- Never share combinations with others.
- Never preset combinations

- After the lock is closed spin the dial.
- Memorize combinations and then destroy written records.
- Use your own locker. Never trade with another student.
- If your locker is tampered with or broken into, report it to the principal's office immediately.
- Do not kick or slam locker doors.
- Locker decoration must be in good taste and be only temporary. Keep lockers clean and neat.
- The school is not responsible for items missing or stolen from students' lockers.
- Personal locks may not be used.
- Students will not normally be given passes to go to lockers. Students should be prepared with material for classes and study halls.

If you are unable to open your locker, inform the secretary in the guidance office. One of our maintenance employees will repair your locker.

### **How to Work Your Lock**

If your combination is 10 – 8 – 5, you should follow the sequence outlined below to unlock your lock:

- Turn the dial to the right three times. Stop at 10.
- Turn the dial to the left one full turn passing the 10. Stop at the 8.
- Turn the dial to the right stopping at the 5. Lift the locker handle to open your locker.
- To relock your locker, close the door and turn the dial to the left one full turn.

If a student has a problem opening their locker, they are to notify a faculty member or the secretary in the Guidance Office immediately.

## **Searches of Lockers**

Lockers are the exclusive property of the Avoca Central School District. As provided in NYS educational law, students have no right or expectation of privacy with regard to school property. Since lockers are the property of the Avoca Central School District, NYS educational law permits school officials to search student lockers at any time.

## **MAINTENANCE DEPARTMENT**

School staff work untiringly each day to give you a clean and comfortable building. Be appreciative of their efforts and help them keep our building neat at all times. Please help the school staff to keep our facilities clean and orderly. If you notice discarded items on the floor, please pick them up and place them in the nearest wastebasket. Your help is very much appreciated.

## **MOVING**

If you are planning to move, please notify the office as soon as possible so school records can be ready to be transferred and all educational materials may be collected. It is necessary to obtain a copy of all health records if you are moving out of state.

## **PERMISSION TO LEAVE DURING THE SCHOOL DAY**

Avoca CSD is a closed campus. As a result, no student may leave school grounds during the day without specific prior approval. The only exception to this are those students who have earned a senior honor pass.

Written requests to be excused from school should be brought to the appropriate office. A parent or a guardian must sign these requests. Students must have parental permission to leave with anyone other than the



parents. Students are to sign out in the office before they leave and sign in when they return. Leaving the building without proper authorization creates a dangerous situation. The district and student's parents must know where students are throughout the school day. Any student found to have left school grounds without proper permission will be subject to disciplinary action.

Should a student become sick during the day, he or she is to ask permission and secure a pass from his or her teacher to report to the Nurse's Office. Students too ill to stay in school must receive official consent to leave school from their parents and the Nurse's Office or appropriate principal.

During the June Regents testing period, Avoca CSD is an open campus for all students in grades 7-12. Students, however, should only be on campus when they have a test or other legitimate reason for doing so.

## **PHONE CALLS TO SCHOOL**

Avoca Central School uses an automated phone system. If you wish to contact a teacher during normal school hours, you will be directed to their voicemail. The teacher will return your call at his/her earliest convenience. If you wish to contact any staff member you may dial their extension on your call. If you do not know the extension, you may obtain this information through our staff directory. If you need to contact a student, please call the high school office, and a message will be relayed to the student.

## **PHYSICAL EDUCATION**

All students shall attend and participate in the physical education program as approved in the school plan for physical education and as indicated by physicians'

examinations and other tests approved by the Commissioner of Education. One half (1/2) unit of credit per year is required for graduation. A parental excuse is accepted for a one-day absence; you may be required to see a doctor for an absence that will excuse you from regular physical education longer than one day. Your program will be modified after consultation with a doctor (reports, et. al. may be required in some cases).

Students in grades 7-12 are required to dress appropriately for class. This includes shorts, shirts, socks and sneakers. Such items are not to be the same clothes worn by the student to their regular classes. Sweat suits are optional attire and are recommended for outdoor classes during cool weather. It is suggested that clothing and sneakers be labeled with the student's name or initials. The wearing of jewelry is prohibited in physical education classes.

## **PUBLIC DISPLAYS OF AFFECTION**

Unreasonable displays of affection are inappropriate behavior in our school setting. In the interest of good taste and common courtesy, refrain from hugging, kissing, embracing, groping or exhibiting other physical contact in the school building or on school property. Disciplinary action may be taken and parents will be notified if such behavior continues.

## **SENIOR HONOR PASS**

Those seniors meeting criteria established by the administration may qualify for a senior honor pass. A senior honor pass permits seniors to leave school grounds during their lunch period and up to one additional study hall per day. Additional privileges may be granted at the discretion of the administration.

## **SEXUAL HARASSMENT POLICY**

The Board of Education believes that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from sexual harassment. The Board prohibits all offensive or inappropriate sexual or sexual harassing behavior at school, on school grounds, at school functions, and on school transportation.

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

1. Any sexual activity of a criminal nature as defined under NYS penal law.
2. Unwelcome sexual advances
3. Offensive sexual displays of affection
4. Unwanted communications of a sexual nature
5. Unwanted physical contact
6. Distribution or possession of explicit materials such as magazines, videos, internet material, etc.
7. Unwanted comments about another person's sexual orientation.

Violation of this policy may result in disciplinary action including suspension from school.

## **STUDY HALL PROCEDURES**

The student will:

- Arrive on time with enough work for the entire period.
- Respect the rights of others and the purpose of study halls.
- Only be given bathroom passes at the discretion of the teacher.
- Follow the rules of the study hall.

## **SUSPENSION FROM SCHOOL**

Suspensions may be used when violations of the code of conduct have been committed. Any student who has been suspended from school is not allowed on school grounds and may not attend/participate in any school activity for the duration of the suspension.

## **USE OF THE TELEPHONE**

Students are to generally refrain from using the telephone system in the classrooms and offices. Except with permission, these telephones are off-limits to students. Classroom and office phones may be used by students for class or club business, or with the permission of school personnel.

## **RESTROOMS**

Restrooms exist in Avoca Central School for the convenience of all students. Smoking, loitering, or otherwise using the restrooms inappropriately is strictly prohibited. Students found guilty of these acts will be disciplined.

## **STUDENT PARKING (7:30 A.M. TO 3:30 P.M.)**

While students are encouraged to take the school bus to and from school, students may drive personal vehicles to and from school if they register their vehicles and obtain parking tags from the High School Office. Individuals wishing to register their vehicles must know the license plate number, year, make, and model of their vehicles. Student drivers must park in the allotted student parking area. All vehicles on school property must be operated in a safe fashion. This includes observing pedestrians throughout the property, and maintaining appropriate speeds. Additionally, student vehicles on school property are subject to search by school officials if reasonable

suspicion exists that the vehicle may contain any prohibited items.

Any abuse of these privileges may result in a loss of parking privileges, towing of the vehicle (at the student's expense), and/or parent notification.

## **TEXTBOOKS**

Textbooks issued to students at the start of the school year are the responsibility of the students. Students are to safeguard and protect their textbooks throughout the school year. Damaged or lost textbooks should be reported to the student's teacher as soon as possible.

The following charges will be made for the loss and/or damage beyond reasonable repair of textbooks, workbooks and magazines:

Recent purchase- two years or less	Full Value
Three to five years	½ Value
Six years or older	¼ Value
Paperback books	\$5.00
Magazines	\$2.00
Workbook	Full Value

Students may also be assessed a fine for the return of materials that, though still usable, show an excessive amount of damage. The amount of this fine will be at the discretion of the building principal, but may not exceed the amounts listed above. If a book is found and returned in good condition, a refund to the student shall be granted.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS**

Avoca Central School is a member of the Steuben County Athletic Association and the N.Y.S.P.H.S.A.A.

Avoca students have available to them a fine athletic program. Rules and regulations are established to help all athletes develop to their fullest potential. At the beginning of each sports season, coaches will review the rules and regulations that pertain to each sport. All athletes are expected to follow these rules at all times and any deviation from them will not be tolerated.

Avoca has a fine reputation for good athletes and good sportsmanship. The continuation of this tradition is the responsibility of all concerned. Rules and regulations are on file with the coaches, athletic director, and principal.

Depending upon adequate student interest, the following interscholastic sports are typically offered to students:

Boys - Soccer, Cross Country, Tennis, Basketball,  
Wrestling, Track, Baseball

Girls - Soccer, Volleyball, Cross Country, Tennis,  
Basketball, Softball, Track, and  
Cheerleading

Athletes who meet requirements established by the Athletic Department may be presented awards. Specific information is available from the coach of each sport or the athletic director.

### **CLUBS**

Depending upon adequate student interest, the following clubs and organizations may be available to students:

Academic All-Stars	Musical Production	SADD
Art Club	National Honor Society	Ski Club
FFA	National Jr. Honor Society	Science Club
Modern Language Club	Quiz Bowl	Student Council
Math Club		Yearbook

## **DRIVING TO ATHLETIC CONTESTS AND OTHER SCHOOL-SANCTIONED EVENTS**

Our school has a responsibility and obligation to ensure the safety and well-being of our students while they are attending school. Only certified bus drivers or a student's parent/guardians may legally transport a student to or from a school sponsored activity. Students that find it necessary to drive to a school sponsored event must seek permission from the High School Principal. Additional guidance can be found in the Athletic Handbook.

## **EXTRACURRICULAR ELIGIBILITY POLICY FOR STUDENTS IN GRADES 7-12**

Participation in extracurricular activities is deemed a privilege to be enjoyed by students who are attending to their academic responsibilities in a satisfactory manner. Students who do not maintain a satisfactory level of performance in their class work jeopardize their participation in these activities. Extracurricular activities include but are not limited to events such as dances, Kids Night Out, and athletic contests. Ineligible athletes are still allowed to participate in all practices. Ineligible athletes will be allowed to attend all contests with their teams, but they will not be allowed to participate in those contests.

In order for a student to participate in a school-sponsored activity or athletic contest, it is necessary that the student attend all classes during the day unless they have been

legally excused. The school day is defined as follows:  
From 8:08 a.m. until the end of the day.

Any student who has been given an in-school suspension or out of school suspension cannot participate in any activities for that day or days.

Student's eligibility for extracurricular activities and interscholastic athletics will be based on their individual course averages as reported on their interim (five-week) progress report or ten-week report card. The minimum passing average is 65%.

When a student is failing two or more courses, the student will become ineligible on the next school day following the day that five-week progress reports and ten-week report cards go home. Students will be notified in writing. The student will remain ineligible until one of the following requirements has been met:

1. Attend the number of academic work sessions corresponding to the number of failing courses. **A student must stay after school in the designated eligibility study hall or with a teacher of a class the student is failing.** Once a student has attended the requisite number of work sessions, the student must have an "Eligibility Form" completed that indicates satisfactory work has been demonstrated and/or completed to the teacher's satisfaction. The minimum amount of time a student must remain ineligible is five days. A student may only complete one study session per day. This initial signoff must be completed within the first two weeks of the ineligibility period. Failure to do so will result in the student being declared ineligible for the remainder of the time period covered by the eligibility list. Eligibility determinations will be made on Fridays only. If a student fails to submit the necessary



paperwork by the end of the day on Friday, that student will be ineligible until the following Friday.

<u>Number of Courses Failed</u>	<u>Number of Sessions Needed to Regain Eligibility</u>
2	3
3	4
4	<b>Ineligible until next 5 or 10 week report period</b>

2. Additionally each student will be required to attend academic study halls for the remainder of the time period covered by the eligibility list.

<u>Number of Courses Failed</u>	<u>Number of Sessions to Maintain Eligibility</u>
2	1 per week (Monday through Friday)
3	2 per week (Monday through Friday)

Failure to maintain eligibility will result in a student being declared ineligible for the remainder of the time period covered by the eligibility list.

**-or-**

3. Bring failing grade up to a passing average as reported on the next school day following the day that reports are given to students to take home.

Academic work sessions will usually be offered once daily Monday through Friday. School transportation will be provided Tuesday through Thursday. The times will be established by the administration so an academic work session of approximately 40 minutes in length will start after the last period of instruction for the school day.

## Policy/procedure to cover unusual circumstances:

- If a student is failing a course but has received an S to indicate a satisfactory effort is being made they will not have that course count in determining eligibility.
- A student who has failed two or more courses at the end of the school year will be ineligible to compete in any school activities or contests until at least the end of ten full school days. At that time, they are required to take a sign off sheet to the teachers of the courses they are presently in to receive confirmation that they are passing these courses. If they are still failing two or more courses they will continue to be ineligible. They will be allowed to practice during the 10-day period but not compete.
- Summer School – We realize that the courses offered during the summer may not include those that were failed by our students during the school year especially at the 7<sup>th</sup> or 8<sup>th</sup> grade levels. If a student has failed two courses at the end of the year and that student completes a course at summer school, they will be deemed eligible on the first day in the fall. If a student was failing three courses at the end of the school year they will need to successfully complete two courses at summer school. A student who finishes the year failing four or more courses cannot become eligible until the first regularly scheduled interim period.
- The policy does not apply to a student participating in an after school activity which is required for a credit bearing course.

## FOOD SERVICES

### BREAKFAST PROGRAM

~~Breakfast begins at 7:30 and ends at 8:08 am. All students are eligible for a free breakfast. Middle School and High School students will have breakfast in the small gymnasium where they will wait for the 8:00 bell. Breakfast will be served at the entrance to the gymnasium. Late passes will be issued to students who are legitimately late to class from breakfast due to crowded conditions. Students without a pass will be marked tardy.~~

This year, students will pick up a Grab-and-Go breakfast from the cafeteria at 8:00am, and head to their homeroom class where they can eat.

### CAFETERIA RULES

The lunchroom management and your fellow students appreciate your cooperation with the following reminders:

- Lunches are served in the cafeteria. If you have food allergies or have concerns about specific servings, please talk to the cafeteria manager.
- Once students have been seated in the cafeteria, they should remain at their places until the period ends (except for returning trays or purchasing additional food). Do not move from table to table.
- Poor manners and rowdiness will not be tolerated. Students are to eat their lunch in a neat and orderly way, and not be disruptive to others.
- Glass containers are not permitted in school.
- Food and beverages are not to be consumed outside of the cafeteria.
- No food or beverages will be sold during the last five minutes of any lunch period.

- Be in the lunchroom on time. Do not leave the cafeteria early. Ask permission from a monitor to leave the lunchroom.
- Food deliveries of any sort are not permitted.
- Be polite and courteous to staff on duty. Monitors' directions are to be followed immediately and without question.
- Students are to clean up their area. When asked, as an individual or group, to pick up litter, whether it is yours or not, do so. Failure to do so will be considered insubordination.
- As per State Education Department regulation, no soda, candy, coated popcorn, etc. shall be sold in the school from the beginning of the school day until the last lunch period has ended.

## **LUNCH PROGRAM**

To encourage good nutrition, a well-balanced lunch is offered free of charge to all of our students however, à la carte items and second entrees must be purchased.

Breakfast PreK-12	\$0
Lunch PreK-12:	\$0
À La Carte K-12:	\$.75
Second Milk:	\$.65
Second Entree PreK-8:	\$1.50
Second Entree 9-12:	\$1.65

## **DEBIT ACCOUNTS**

The use of the debit card system will be available for depositing money on your child's account for à la carte and second entree purchases. Funds must be deposited to the account before any à la carte or second entree

purchases will be allowed. The link <https://www.payforit.net/> is where you can manage your account. If you need additional information, please contact the cafeteria manager.

## **HEALTH SERVICES**

### **SCHOOL HEALTH PROGRAM OVERVIEW**

The student's health is primarily the responsibility of the parents. If medical care is necessary, every effort should be made to obtain this at times other than during school hours. Minor first aid is administered at the nurse's office. If more treatment is necessary, including hospital care, the student's parent or legal guardian is contacted. For legal reasons, the hospitals require the signature of a parent or guardian for any (except lifesaving) treatment. Students should report to their class, and request a pass to the Health Office. Properly authorized, the student then becomes the responsibility of the nurse. The nurse will notify the teacher if the pupil was retained in the Health Office. Otherwise, the student will return with a signed pass. Only the school nurse or principal is authorized to release students from school during the day due to student illness.

All pupils are covered by the Pupil Benefits Accident Insurance Plan. This policy is "secondary" coverage while the family's insurance plan is the "primary" coverage. This means your policy will pay first, and then the school policy will be used to cover as much of the remaining expenses as the policy will allow.

### **ACCIDENTS**

All accidents must be reported at the time they occur to the teacher or coach in charge. Record of such accidents, no matter how minor, must be filed in the nurse's office.

### **ILLNESS OF STUDENT IN SCHOOL**

The school nurse will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. No student will

be sent home unless a responsible adult is there to receive him/her.

## **MEDICATION**

When it is necessary for a child to have medication in the course of a school day, the following regulations governing the administration of medication in schools, according to New York State Education Department Guidelines, must be followed:

- All medication (including non-prescription drugs) must be accompanied with a written physician's order and submitted to the school nurse. A parent/guardian must also sign a note requesting that the medication be given in school as per the medical doctor's order.
- The parents must assume the responsibility to have the medication delivered to the nurse's office, in the original, properly labeled container. Student should not carry the medication from home to school. If this creates a problem, please call the school nurse so that other arrangements can be made.
- No change in dosage or frequency can be made without a written physician's order.
- A new order for any medication is required for each school year.
- Inhalers are the only medications which students are allowed to carry. Written physicians order must state that the student is responsible and knowledgeable to do so.

The intent of these regulations is to ensure the safe administration of medication for those who require it.

## **PHYSICALS**

Physicals and mandated health appraisals are required for children at and in grades 1, 3, 5, 7, 9, and 11; any new entrant in our district; students applying for working

papers or students requiring physicals for an athletic team. Physical appraisals may be done by the family physician.



## **GUIDANCE OFFICE AND RELATED SERVICES**

### **GUIDANCE OVERVIEW**

The Guidance Office is the place to go for class schedules, career planning, contacts with recruiters from the military and colleges, and information about college testing, programs, colleges, financial aid information, and study skills information.

### **HONOR ROLL & HIGH HONOR ROLL**

Each marking period the Avoca Central School District publishes an Honor Roll and High Honor Roll. All credit-bearing courses are used in determining honor roll. To qualify for the honor roll a student must be enrolled each semester in a minimum of four courses, plus physical education, and have received no incomplete for a grade. The Honor Roll recognition is given to students whose academic grade average is 85% or higher. The High Honor Roll recognition is given to students whose academic grade average is 90% or higher.

### **GRADE POINT AVERAGE & STUDENT RANKING**

Weighted averages of all courses will be used to determine class rank and grade point average (i.e.; marking period average). Class rank will be computed at the end of each school year; class rank for a senior will be computed at the end of the 2nd marking period.

A two-step computation will be involved in ranking:

Step #1 - Course selection will be based on state requirements; additional courses may be selected.

Step #2 - All weighted grades will be added and then divided by the number of credits completed.

The levels of difficulty used to weight the subject areas will be as follows:

ACE/College Level/AP course	1.07
Regents Course (with Regents Exam)	1.04
Regents Courses (no Regents Exam)	1.02
Non-Regents Courses	1.00
Half-Credit Courses	0.50

## **VALEDICTORIAN & SALUTATORIAN**

Official class rank for graduating seniors will be pulled after the first semester of the senior year, using the weighted GPA. If two or more students are determined to be within 0.03 GPA points of each other for either the valedictorian or salutatorian honors, co-valedictorian or co-salutatorian will be awarded.

## **NATIONAL HONOR SOCIETIES**

The National Honor Society and National Junior Honor Society both promote recognition for students who reflect outstanding accomplishments in the area of academics, character, leadership and service. Membership is both an honor and responsibility. Students selected for membership are expected to continue to demonstrate the four qualities that won them selection.

Membership is an honor bestowed upon students selected by a faculty council consisting of a minimum five faculty members. Membership in NHS is open to qualified sophomores, juniors and seniors who have a cumulative grade point average of 88 or higher and have earned a minimum of 7 course credits. All students who can rise in scholarship to or above such standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on their Service, Character, and Leadership. Candidates receiving a majority vote of the council are inducted in to the Mary E. Shults Chapter of the National Honor Society or the William White Chapter of the National Junior Honor Society during a fall assembly or spring banquet.

## **PERMISSION TO WORK**

Seniors with special circumstances may be allowed to work. Students who are allowed this privilege must maintain passing grades. If a student is placed on the ineligible list at the end of any marking period, the work release will be forfeited immediately, and the student will remain at school for the full day in order to improve the academic standing.

The following procedure is to be followed for a work release:

1. Submit a request signed by parent.
2. Parents and student will meet with the principal or school counselor to explain the procedure.
3. Parents must sign an affidavit assuming responsibility once the student is released from school.
4. Submit a signed form from the employer.
5. Follow all sign-out procedures as established by the school.
6. Obey all school rules.

Failure to follow any of the rules will result in the loss of this privilege.

## **REPORT CARDS**

Report cards will be issued following each ten-week grading period. Interim reports will be sent to parents after five weeks of each grading period. Interim reports may indicate academic difficulty or special achievement. The purpose of the interim report is to inform the parent/guardians of the progress of their student. Both Interim reports, and Report Cards can also be accessed via the Parent Portal.

## **PROMOTION AND RETENTION**

Class assignment is based upon earned credits and core subject completion. If a student lacks sufficient overall credits, s/he will be retained at their present class assignment. Core subjects include English, math, science and social studies. Students are generally enrolled in a minimum of 6 credits each year. If a student has failed, s/he may only double up in one core subject. If the principal and school counselor believe it to be in the best interest of any student to attempt more than one doubling situation a year, special permission may be granted on a case by case basis.

## **WILDWOOD CAMPUS GUIDELINES**

Students in their junior or senior year may select to attend the Wildwood Campus for various vocational training programs. Programs we cannot offer are available to students attending the Wildwood Campus. We view the Wildwood Campus as an extension of the Avoca Central School District. The campus itself is located in Hornell. Other school districts in the area send a number of students to the Wildwood Campus, just as we do, for vocational training and specific academic programs. Guidelines for student attending the Wildwood Campus are listed below:

- All students will be required to sign a behavior contract detailing our expectations while on the BOCES campus and busses to and from campus daily.
- Students are not normally permitted to drive themselves to the Wildwood Campus. Permission may be granted on a case-by-case basis at the discretion of the building principal. Permission slips to drive to the Wildwood Campus may be obtained from the secretary in the Wildwood Main Office. Signatures from the high school principal, director of the Wildwood Campus, the involved

teacher, and the student's parents are required on this permission slip before a request is approved.

- Students who miss the Wildwood bus must directly to the High School Office. Students who miss the bus may be assigned in-school suspension for the time they would have been at Wildwood.
- Any Wildwood Campus student who may be absent from school in the morning must sign in at the High School office before boarding the Wildwood bus. Students are not to go directly to Wildwood when absent from school in the morning.
- All rules that apply within school are in effect on the bus and Wildwood Campus.

## **WORK PERMITS**

Students under 18 years of age must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work one may perform, the hours one may work, and the conditions under which one may work. Applications and all necessary information may be obtained at the Guidance Office.

## **STUDENT SUPPORT SERVICES**

### **ACADEMIC INTERVENTION SERVICES**

Academic intervention services allow students the opportunity to receive additional instruction to supplement instruction provided in the general curriculum and assist students in meeting the State Learning Standards. This also includes, as needed, school guidance and counseling services to improve attendance, and coordination of services provided by other agencies.

### **CHILD STUDY TEAM**

Our district utilizes a multi-disciplinary team approach to help identify students for academic success and develop appropriate interventions to be used in the regular classroom. This team was developed to support students and to reduce the need for formal referrals to the Committee on Special Education. Over the past years, we have found that this preventive approach has allowed many students to be successful in their present programs.

We would like to encourage parents to utilize this team if they have a concern regarding their child's educational program and/or progress in school. After meeting with the classroom teacher and/or principal, referrals may be made by contacting the school psychologist, Kelly Buisch, at 607-566-2221 \*1111, and discussing specific issues. Please be assured that all cases are closely monitored and re-evaluated frequently to assess the appropriateness and effectiveness of the interventions implemented.

### **SPECIAL EDUCATION OVERVIEW**

The Board of Education recognizes the existence of individual differences in the intellectual, social, emotional and physical development of children attending school in the district. In recognizing these differences, the Board

supports a system of services under the auspices of the Committee on Preschool Special Education for children ages 2-5, and the Committee on Special Education for students ages 5-21. Parents and other persons in parental relation may obtain further information of their rights regarding referral and evaluation of their children for the purposes of special education services or programs by contacting Mrs. Kelly Buisch, CSE Chair, at (607) 566-2221, ext. 1111, or by reviewing the *Parent's Guide to Special Education in New York State* available at [www.nysed.gov](http://www.nysed.gov).

### **SCHOOL PSYCHOLOGIST**

The school psychologist provides a myriad of services including, but not limited to, administration of psycho-educational evaluations, individual and group counseling services, and behavioral consultations with staff and parents.

### **SPEECH/LANGUAGE THERAPY**

Many of the students in school have speech, language, or hearing problems. In order to meet the needs of children with communication problems, we have a certified speech therapist trained to provide services in this area.

## CODE OF CONDUCT – PLAIN LANGUAGE SUMMARY

*A full version of the code of conduct is available for review on the school website at [www.avocacsd.org](http://www.avocacsd.org) and in the district office during normal business hours.*

### STUDENT RIGHTS AND RESPONSIBILITIES

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

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 and to property.
2. Be familiar with and abide by all School District policies, rules and regulations pertaining to student conduct.
3. Attend school every day and be in class, on time, and 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 possible.
5. React to direction given by teachers, administrators, and other school personnel in a



- respectful, positive manner.
6. Work to develop mechanisms to control anger.
  7. Asks questions when they do not understand.
  8. Seek help in solving problems that might lead to discipline.
  9. Dress appropriately for school and school functions.
  10. Accept responsibility for their actions.
  11. 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.

Each student at Avoca CSD has the ability to be responsible for his/her behavior. Students who fail to meet the expected degree of responsibility and/or violate school rules are subject to appropriate disciplinary action.

Expectations for other essential partners can be found in the full version of the code of conduct.

## **STUDENT DRESS CODE**

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

1. Be safe, appropriate and not disrupt or interfere with the educational process;
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and back) and see through garments are not appropriate/allowed;
3. Ensure that shorts and skirts are of an appropriate length;
4. Ensure that underwear is completely covered with outer clothing;
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed;

6. Not include wearing of head coverings except for a medical or religious purpose;
7. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color religion, creed, national origin, gender, sexual orientation or disability;
8. Not promote or encourage other illegal or violent activities;
9. Outerwear (such as coats and backpacks) is not to be worn during school hours and should be kept in student lockers during the school day;
10. Bizarre items of attire ("costumes") will be prohibited based on their disruptive effect on the learning environment.

Students who violate the 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. Failure to do so may result in disciplinary action.

## **PROHIBITED STUDENT CONDUCT**

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district, personnel and other members of the school community, and for the care of the school facilities and equipment.

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

- 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 any conduct that endangers the safety, morals, health or welfare of others

- F. Engage in misconduct while on the school bus.
- G. Engage in any form of academic misconduct.

*Examples of each of these can be found in the full version in the code of conduct.*

## **DASA / BULLYING**

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All students have the right to attend school in a safe, welcoming, considerate, and caring environment.

No student shall be subjected to harassment, discrimination, bullying, or fear for personal safety by employees or students on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle or at school-sponsored events based on their: Race (actual or perceived), Color, Weight, National origin, Ethnic group, Religion, Religious practice, Disability, Sexual orientation, Gender, Sex

Types of harassment behaviors include:

- A. Physical: Hitting, punching, tripping, kicking, pushing, scratching, damaging, stealing property
- B. Verbal: Name calling, teasing, taunting, making offensive/discriminating remarks, verbally threatening/intimidating
- C. Social/Emotional/Relational: Excluding or threatening to exclude, spreading rumors, gossiping, ostracizing, alienating, using threatening looks or gestures, or extortion
- D. Cyber bullying: Use of internet, cell phone or other technology to harass and intimidate

Bullying is a type of harassment: an intentional act of aggression based on an imbalance of power that is meant to harm a victim either physically or psychologically and usually occurs repeatedly and over time

Cyber bullying is harassment and bullying through any form of electronic communication that substantially interfere with a student's educational performance or mental, emotional or physical well-being or causes a student to fear for his or her physical safety. Cyber bullying that occurs off school property and creates, or would foreseeably create, a risk of substantial disruption within the school environment or where conduct, threats, intimidation or abuse might reach school property may be reported to school authorities.

Students will receive instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect for others and dignity.

## **REPORTING VIOLATIONS**

All students are expected to promptly report any violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designees.

## **DISCIPLINARY PENALTIES**

In determining the appropriate disciplinary action, school personnel will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers, or others as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students found to have violated the District's code of conduct may be subject to the following penalties, either alone or in combination:

Oral Warning	Suspension from athletic participation
Written Warning	Suspension from social/extracurricular activities
Written notification to parent	Suspension of other privileges
Detention	In School suspension
Extended Detention	Removal from classroom

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose penalty must inform the student of the alleged misconduct and must investigate to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with imposition of the penalty.

### **MINIMUM PERIODS OF SUSPENSION**

1. Students who bring a firearm to school will be subject to suspension from school for at least one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a firearm to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will be suspended from school

for at least five days. For the purpose of the code of conduct, "repeatedly substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to Education law 3214(3)(1) and this code on multiple occasions during a semester, or three or more occasions during a trimester.

## **REFERRALS**

1. Administration/designees shall handle all referrals of students to counseling.
2. Person In Need of Supervision (PINS) Petition may be filed on any student under the age of 18 who demonstrates s/he requires supervision by:
  - a. Being habitually truant and not attending school as required
  - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school
  - c. Knowingly and unlawfully possessing marijuana in violation of the Penal Law.
3. Juvenile Delinquents and Juvenile Offenders
4. The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before family Court:
  - a. Any student under the age of 16 who brought a weapon to school
  - b. Any student 14 or 15 years old who qualifies for juvenile offender status
5. The superintendent is required to refer students age 16 or older to the appropriate law enforcement authorities.

## **STUDENT INTERROGATIONS & SEARCHES**

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.

School lockers, desks, other school storage spaces, and school district equipment (such as school computers, mobile devices, and networks) are not the private property of students but the property of the school district, and as such may be subject to search at any time by school officials, without prior notice to students and without their consent. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter (for example, a dangerous weapon or illegal drugs). Students must be aware that such items are forbidden both on school property and at school related activities.

Student vehicles parked on school property are also subject to search when reasonable suspicion exists that prohibited items or other contraband may be present inside the vehicle.

## **VISITORS TO THE SCHOOL**

The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to all visitors to the schools:

1. Anyone not a regular staff member or student will be considered a visitor.
2. All visitors must sign the visitor's book at the office. Anyone visiting any student must first secure permission from the Building Principal. All visitors must be issued and must wear a visitor's identification badge. Visitors must sign

out and return the badge upon leaving the premises.

3. Visitors attending school functions that are open to the public are not required to sign in.
4. Teachers are not expected to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the principal. Unauthorized persons will be asked to leave. The police will be contacted if necessary.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

All persons on Avoca Central School property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **No person, either alone or with others, shall:**

1. Intentionally injure any person or threaten to do so;
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property;
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed,



national origin, religion, age, gender, sexual orientation, or disability;

6. Enter any portion of the school premises without authorization to remain in any building/facility;
7. Obstruct the free movement of any person in any place to which this code applies;
8. Violate the traffic laws, parking, regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or be under the influence of either on school property or at a school function;
10. Possess or use weapons in or on school property or at a school function;
11. Loiter on or about school property
12. Gamble on school property or school function;
13. Use profane or lewd language;
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
15. Willfully incite others to commit any of the acts prohibited by this code;
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function;
17. Bring any animal onto the property except as part of the educational process and with approval of an administrator.

### **Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors will have their authorization to remain on school grounds or at the school function revoked and they will be directed to leave the premises. If they refuse to leave, law enforcement will be contacted.
2. Students will be subject to disciplinary action as the facts may warrant.

# TRANSPORTATION CODE OF CONDUCT

## PHILOSOPHY OF TRANSPORTATION

The purpose of the transportation system of the Avoca CSD is to provide safe reliable transportation of school age children to and from school on a regular, consistent basis. Riding buses is a privilege and not a right. Students may be denied the privilege of riding the bus for just cause. Students and parents should understand that the responsibility for seeing that students are at school rest with the parents, regardless of whether or not the student may ride the bus. (See New York State Education Law - Transportation 30:16)

The transportation policies and practices of the Avoca CSD shall be consistent with and governed by the rules and regulations set forth by the Avoca Code of Conduct.

Transportation of students for special events, athletics, field trips, other curricular activities may be subject to review on a case-by-case basis by the School Administrator.

## EXPECTATIONS FOR STUDENTS

### **Be Safe**

- Board the bus one at a time
- Wait for driver signal to walk in front of bus
- Respect the danger zone around the bus
- Resolve conflicts in a peaceful manner
- Remain seated until dismissed by the bus driver
- Clear loading/unloading areas quickly

### **Be Respectful**

- Use appropriate and positive language
- Respect the property of others
- Speak in conversational tones
- Follow the instructions of the bus driver
- Respect property (e.g. bus seats, doors, windows)
- Follow the instructions of the bus supervisors

## **Be Responsible**

Be on time for the bus

Keep books and or bags on your lap

Remain seated in assigned seats

Keep aisles clear

Eat or drink before or after the bus ride

Ask the driver's permission to open a window

## **Be Positive**

Help the bus driver do a good job

Help other students

Model safe, responsible and respectful behavior

When a student violates a rule, he/she will be dealt with directly by the bus driver and reported to the administrator of his/her school. The administrator will determine whether the violation is Level 1-3 and take the appropriate action based on that determination. Consideration may be given to age, disability status and developmentally appropriate behavior.

The school principal/designee will have authority to suspend the riding privileges of students and/or take other reasonable disciplinary actions for students who exhibit improper behavior on the bus. School Administrators will determine the disciplinary action based on severity and frequency of referrals.

Below you will find a list of violations that are categorized as minor (Level 1), serious (Level 2) or severe (Level 3). Please note that some infractions are included in more than one list. If so, the administrator will determine which category to use in order to apply the consequence for the infraction. In addition, should a violation not be listed in any category the administration shall determine the category to use when applying the consequence. The listed behaviors are examples of behaviors that may be disruptive or compromise safety on the bus and are not intended to be exhaustive. Suspension of bus riding privileges includes all buses to and from school as determined by the School Administrator. In addition, any

violation may be shifted from one category to another if the situation warrants as determined by the School Administrator.

### **Level 1**

Failure to follow directions  
Verbal confrontation student to student  
Legs in aisle  
Pushing and/or shoving  
Inappropriate language  
Littering on bus  
Mischievous (horseplay, etc.)  
Excessive noise  
Disrespect to peers  
Showing affection  
Lying down in the seat  
Spitting  
Not remaining seated

### **Level 2**

Body parts outside the bus  
Fighting  
Intentionally riding the wrong bus  
Throwing objects on/outside of the bus  
Insubordination/Disrespectful to authority  
Inappropriate actions toward motorists  
Getting off at the wrong stop  
Use of laser pointer or reflective device  
Jumping over seats  
Changing clothes on the bus  
Abusive language, profanity or obscene gestures  
Use of electronic flash  
Shooting projectiles  
Opening emergency door/window  
Bullying  
Use of pepper spray  
Harassment  
Vandalism/writing on bus surfaces  
Spraying aerosol  
Possession of tobacco products/matches/lighter  
Verbally threatening or posturing a student  
Stealing  
Interruption of the normal operation of the bus

### **Level 3**

Assault

Severe safety violations

Possession of a weapon

Possession of drugs or drug paraphernalia

Possession or use of firecrackers/explosive devices

Distribution of alcohol/drug paraphernalia

Sexual misconduct

Lighting matches/lighter

Use of alcohol/tobacco products

Lighting flammable sprays, liquids, etc.

### **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education recognizes its responsibility to ensure the safety and welfare of staff and students on school transportation vehicles. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Questions about the school transportation program should be directed to the Transportation Supervisor at (607) 566-2221, ext. 3300.

# Notes: