



Pine Valley Central School Student Handbook 2016-2017

Pine Valley High School
7827 Route 83
South Dayton, New York 14138
716-988-3276

Pine Valley Elementary School
7755 Route 83
South Dayton, New York 14138
716-988-3291

Main Office	Ext. 4309
Guidance Office	Ext. 4334
Health Office	Ext. 4324
Athletic Director	Ext. 4472
Attendance Office	Ext. 4324

Main Office	Ext. 3306
Health Office	Ext. 3325

District Mission Statement

Mission: To prepare all students to be college and career ready as lifelong learners, instilled with the intrinsic values of:

- Integrity
- Perseverance
- Responsibility
- Curiosity

Vision: To provide an education that grows tomorrow's leaders who are fully aware of and able to act upon any and all opportunities.

Dear Students:

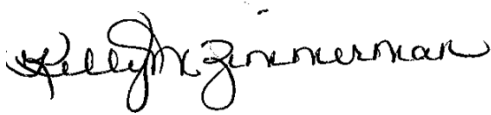
It is with great pleasure that we welcome you back to school for the 2016-2017 academic school year. The Board of Education, the administrative team and school personnel have all been quite busy this summer. We hope that you are as anxious as we are to begin an exciting time in the history of our district.

Pine Valley Central School is fortunate to have strong community support. Students are privileged to attend a school where their best interest is the basis for all decisions. You will find that although many things are familiar, there are also many changes. We believe that you will find the changes to be beneficial to your academic and future success. Our hope is that our enthusiasm for the coming year is contagious.

Communication is key and things run smoothly when all parties involved understand expectations and rules. The handbook outlines information you may find helpful. Please read it carefully and familiarize yourselves with the policies and procedures you will be expected to follow. For complete copies of school policies please contact the respective school's office. You may also find these policies on our school's website.

An education is the best gift one can receive. Once you have learned something it is yours to keep and no one can take it away. Your school community is here to serve your needs. We can guarantee that if you bring a positive attitude with a strong desire to learn you will be successful. We look forward to working with each of you. Best wishes for an enriching new year.

Sincerely

Handwritten signature of Kelly Zimmerman in cursive script.

Kelly Zimmerman
Elementary Principal

Handwritten signature of Mr. Jerry Parisi in cursive script.

Mr. Jerry Parisi
Interim Jr/Sr High School Principal

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SIGNATURE PAGE

LEADERSHIP, INSTRUCTIONAL AND OTHER STAFF

PINE VALLEY BOARD OF EDUCATION

Mrs. Patricia Krenzer - President

Mr. Rex Butcher- Vice President

Mr. Jeffrey Chase

Mr. Angelo Graziano

Mrs. Sherry Gruszynski

Mr. David Kohler

Mrs. Rose Kruszka

Mr. Larry Zollinger

Vacancy - TBA

Ms. Courtney Luce- Student Rep

ADMINISTRATION

Mr. David O'Rourke

District Superintendent

Mr. Scott Payne

Superintendent

Mr. Jerry Parisi

Interim Junior/Senior High School Principal

Mrs. Deanna Schettine

Business Executive

Mrs. Kelly Wetzler

Director Curriculum & Instructional Technology

Mrs. Kelly Zimmerman

Elementary Principal/Director of Special Education

OFFICE STAFF

Mrs. Stacy Chase

High School Guidance Secretary

Ms. Brianna Colburn

Assistant District Clerk/Administrative Aide

Mrs. Debbie Hooker

Superintendent's Secretary/District Clerk

Mrs. Janet Nichols

Elementary School Secretary

Mrs. Cheryl Vanzile

Special Education Secretary

Mrs. Debbie Youngberg

High School Secretary

BUSINESS OFFICE STAFF

Mrs. Colleen Brunswick

Accounts Payable

Mrs. Jamie Rodgers

Business Official Secretary/Bookkeeper

Ms. Janis Szymanski

Payroll/Employee Benefits

NON-TEACHING STAFF

Mr. Kelsey Braun

Network Coordinator

Mr. Tim Brunswick

Superintendent of Buildings/Grounds

Mr. Joe Goodway

Head Bus Driver

Mrs. Catherine Markiewicz

School Psychologist

Mrs. Amanda Miller

School Counselor

Mrs. Kara Smith

School Counselor

Ms. Mary Rose Wittman

Social Worker

ELEMENTARY STAFF

<u>Grade/Subject</u>	<u>Teacher</u>	<u>Rm #</u>
UPK.	Mr. Jeremy Daly-Griffen	29
UPK	Mrs. Alicia Lindquist	31
Kdg.	Mrs. Terry Mansfield	02
Kdg.	Ms. Bonita Mathews	04
First	Mr. Christopher Collins	12
First	Ms. Tracy Raetz	10
Second	Mrs. Andrea Garrison	14
Second	Mrs. Sarah Olson	08
Third	Mrs. Kirsten Lewis	24
Third	Mrs. Christina Lyndsley	21
Fourth	Mrs. Lisa Caskey	41
Fourth	Mrs. Rose Park	39
Fifth	Mrs. Holly Abers	44
Fifth	Mrs. Sandra Valvo	42
Sixth	Ms. Jennifer Donato	40
Sixth	Mrs. Justina Young	38
Art	Mrs. Tracy Fox	22
Librarian	Mr. Mark Chase	Lib.
Math	Mr. Dave Saxton	35
Music, Vocal	Mr. Shawn Huestis	Music
Music, Instrumental	Mr. Roger Chagnon III	31A
Music, Vocal	Mrs. Kelley Pickreign	Music
Nurse	Mrs. Brittany Iskula	Health Office
Physical Education	Mrs. Laurie Beaton	Gym
Physical Education	Ms. Amie Hofner	Gym
Psychologist	Mrs. Catherine Markiewicz	04A
Reading	Mrs. Lisa Kelley	52
Reading	Mrs. Jill Marsh	17
School Counselor	Mrs. Amanda Miller	48
Social Worker	Mrs. Mary Rose Wittman	
Special Education	Ms. Melanie Aromola	52
Special Education	Mrs. Jamie Brown	50
Special Education	Mrs. Lisa Gallivan	15
Special Education	Mrs. Lois Fleischmann	23
Speech	Mrs. Barbara Nelson	07A
Speech	Mrs. Jennifer Pattyson	1A
Teaching Assistant	TBD	
Aide	Mrs. Karen Clapp	
Aide	Mrs. Daphne Cortright	
Aide	Mrs. Jackie Ellis	
Aide	Mrs. Christine Latshaw	
Aide	Mrs. Julie Scott	
Aide	Mrs. Nicole Smallback	
Aide	Mrs. Marsh Smith	
Aide	Mrs. Cindy Snyder	
Aide	Mrs. Kellie Swanson	

PINE VALLEY JUNIOR/SENIOR HIGH SCHOOL FACULTY & STAFF

<u>Subject</u>	<u>Teacher</u>	<u>Rm</u>
Agriculture	Mr. Isaac Habermehl	121
Art	Ms. Elizabeth Dole	117
Business	Mrs. Danielle Arnone	113
Dean of Students	Ms. Penny Benson	
Director of Athletics	Mr. Mark Chase	Library
English	Mrs. Elizabeth Beaver	101
English	Ms. Desarée Todd	111
English	Ms. Jill Szumigala	110
Foreign Language	Mrs. Danielle Arnone	202
Foreign Language	Mrs. Lorraine Sutherland	107
Health	Ms. Kayla Corsaro	Gym
Home & Careers	Mrs. Elizabeth Hesse	116
Library	Mr. Mark Chase	Library
Mathematics	Mr. Jacob Cuthbert	205
Mathematics	Ms. Rebekah Farrow	103
Mathematics	Mrs. Sherri Goodwill	203
Music - Instrumental	Mr. Roger Chagnon	124
Music - Instrumental	Mr. Shawn Huestis	124
Music - Vocal	Mrs. Kelley Pickreign	Aud
Physical Education	Ms. Kayla Corsaro	Gym
Physical Education	Mr. Chris Buczek	Gym
Nurse	Mrs. Jill Kenney	Nurse Office
Science	Ms. Kim Flagg	210
Science	Mrs. Katie Miley	211
Science	Mrs. Amy Palmatier	105
Science	Mr. Ben Westlund	209
Social Studies	Mrs. Angela Bittinger	
	(Mr. Dan McNeill- Long-term Sub)	106
Social Studies	Mr. Tim Nobles	108
Social Studies	Mr. David Pihlblad	102
Special Education	Mrs. Dawn Andrews	211
Special Education	Mr. James Weiss	
Special Education	Mr. John Swanson	206
Special Education	Mrs. Ginny Maltbie	109
Special Education	Ms. Susan Zirkle	211
Technology	Mr. Shawn Howard	120
Aide	Ms. Rhoda Ellis	109
Aide	Mrs. Adrienne Kelly	
Aide	Ms. Cindy Snyder	Library
Assistant	Ms. Bryelle Cortright	

STUDENT DAY

BELL SCHEDULES

The Elementary student school day will run from 7:50 am – 3:00 pm.

The doors to the Elementary School are open at 7:30. Students need to go directly to the cafeteria. Parents should drop off by the Receiving Room door.

GRADES 7-12

7:30-7:40	Students Arrive	
7:40-8:25	1 st Period	45 minutes
8:28-9:09	2 nd Period	41 minutes
9:12-9:53	3 rd Period	41 minutes
9:56-10:37	4 th Period	41 minutes
10:40-11:21	5 th Period	41 minutes
11:24-11:54	1 st Lunch	30 minutes
11:24-12:05	6 ¹ Period	41 minutes
12:08-12:38	2 nd Lunch	30 minutes
11:57-12:38	6 ² Period	41 minutes
12:41-1:22	7 th Period	41 minutes
1:25-2:06	8 th Period	41 minutes
2:09-2:50	9 th Period	41 minutes

ATTENDANCE POLICY

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. Therefore, students are expected to be in class and prepared to work.

Any student with more than 28 absences in a full-year course, 14 in a half-year course, 7 in a half-year, every-other-day course may not receive credit for the course. At the High School, a student must be in class for half the class period, currently 20 minutes to receive credit for attendance. Students who are absent from class regardless of the reason are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Notices will be sent home for those students with excessive absences and a meeting with the building principal will be set up for those who have lost credit for half of the allowed absences. Once a student has missed the maximum absences notification of loss of credit will be mailed home and the respective teachers will be notified to not enter grades for said student. The student is required, however, to continue to attend class.

If a student is absent, a parent/guardian must notify the attendance monitor via telephone and state the reason for absence. State law requires a written note with the appropriate dates and reasons for absence sent on the first day student returns to school. If the note is not returned within three school days the absence will be recorded as unexcused. State attendance registers define excused absences as follows: personal illness, sickness or death in the family, religious observance, quarantine, doctor and dental appointments, approved college visits, military obligations, and alternate instruction. Unexcused absences or tardiness will be assigned penalties in accordance with the school's code of conduct. Both excused and unexcused absences count towards loss of credit.

TARDIES

After three (3) unexcused tardies, student may be issued a detention. After three (3) unexcused tardies, students will have their driving privileges revoked for a 5 week period. Students participating in any athletic or extracurricular events must be in attendance for ½ of the school day or the equivalent of 4 full periods **and** have a doctor's note in order to participate in the activity. Excellence in attendance allows your child to be absent, tardy, or excused early three times or less during the school year. Perfect attendance means that your child is in school all day, every day.

Students participating in any athletic or extracurricular events must be in attendance for ½ of the school day or the equivalent of 4 full periods and have a doctor's note in order to participate in the activity.

EMERGENCY CLOSING

It is rarely necessary to close school early in the day, but there is always the possibility of power or heat failure, dangerous road conditions or ice storms. Please instruct students about what to do or where to go in case school closes early and no one is home. If you wish to be notified of early closings, please let the school know where you can be contacted.

PICKING UP STUDENTS AT SCHOOL

When picking up students during the school day, parents should report to the school office. Students should report to the office before being excused to sign out. It is requested that parents do not park in the bus loading area of the school during AM drop off and PM pick up. Instead, use the parking facilities.

Elementary students are signed out at dismissal in the hallway between the gym and the cafeteria.

SNOW DAYS

Due to inclement weather, whenever possible, school will be delayed by one hour. Delays and/or closing will be reported as soon as possible to the following radio stations and television: WBEN, WGR, WKSX, WDOE, WJTN, WHTT, and channels 2, 4 and 7. If you hear that PVCS is closed, this includes all evening activities.

Pine Valley participates in the telephone broadcast system and it will be utilized for school closings as well as activity announcements. It is very important that you keep the school informed as to changes in your phone numbers. In emergency situations, all numbers are called. In non-emergency situations only the primary number is called.

STAYING AFTER SCHOOL

Students are not to remain after school hours unless they are attending a supervised activity or performing some duty authorized by the school staff. The district only provides transportation Monday through Thursday at 3:45. Students participating in after-school activities should inform their parents of their whereabouts.

STUDENT LIFE

ACADEMIC DISHONESTY

Definition: Academic dishonesty includes plagiarism as well as any deliberate attempt to gain advantage. Dishonest practices include fabrication of data, cheating, or uttering by a student of false statements relating to academic work.

Definition: Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own.

ASSEMBLIES AND CONCERTS

Various assemblies and music concerts are held throughout the year. Whatever the purpose, students are expected to be **polite** and **attentive**, and to remain seated at all times throughout the entire program. Students may be removed from the assembly for failure to conduct themselves appropriately.

Students will be invited to the auditorium or gym by class to take their assigned seats. Class or homeroom teachers will be notified as to correct seat assignments. All assemblies should be positive experiences for both the audience and presenter(s).

For evening performances we stress "Theater Etiquette" which requires gentlemen to remove hats or other headgear, and for all guests to enter or leave the auditorium only at scheduled breaks in performing.

DANCES/EXTRACURRICULAR EVENTS

Most dances are for students in grades 7-12 and their guest, who must be in a junior-senior high school. They must be in good standing and receive prior approval from the principal. One guest per PV student is allowed. Casual attire is fine, however, extremely brief, sheer garments are prohibited. You may be asked to leave in the event that your attire is deemed inappropriate.

The Homecoming Dance and Winter Ball are for currently enrolled PVCS students and their approved invited guests. Guests must be in at least 7th grade and 18 or under and enrolled in school, or the armed services and in good standing. Prior approval from the principal is required. Dress is semiformal. Gentlemen will wear ties. Extremely brief, sheer garments, jeans, sneakers and flip flops are prohibited. Again, one guest per PV student.

The Prom is for PVCS juniors and seniors and their dates. Dates must be 20 years old and under and only one date per PVCS student. Prior approval by the principal is required. The prom is formal. Gentlemen will wear tuxedos or suits with collared shirts, ties and dress shoes. Extremely brief, sheer garments, jeans, sneakers and flip flops are prohibited. Again, one guest per PV student. No Middle School students may attend as a guest.

The Pine Valley Code of Conduct applies and any violation, especially the consumption of an illegal substance for a minor prior to, or at the event will result in disciplinary action as well as legal consequences.

Once admitted, students are not allowed to leave the event and be readmitted under any circumstance.

Students participating in any athletic or extracurricular events must be in attendance for ½ of the school day or the equivalent of 4 full periods in order to participate in the activity. If student leaves early or arrives late, a note MUST be turned into the office before student may attend event.

Drinking alcoholic beverages and/or the possession or use of alcohol, smoking materials, chewing tobacco, or illegal drugs are absolutely prohibited in school, on school grounds, or at any school sponsored activity. Students will face disciplinary action as well as any legal consequences for violation of the above guidelines.

DOUBLING UP ON CLASSES

Underclassmen are not permitted to “double up” in failed subjects. For example, a student may not enroll in English 10 and English 11 in the same year. In extenuating circumstances the principal may consider this option for a senior needing graduation credit, but only for courses in one subject area. For example, a senior may be permitted to enroll in English 11 and English 12, but would not also then be able to enroll in US History 11 and Government/Economics.

DRESS CODE

The school has a responsibility to guide students in becoming employable. Personal experience may determine employability. Therefore, good taste, safety and health determine the policy on school attire. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process. Students may be asked to wear appropriate protective gear in certain classes. (e.g. home economics, lab, physical education).
2. Recognize that extremely brief tight fitting garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare mid-riffs/back, see-through garments and other garments deemed inappropriate are not permitted unless covered at all times by a blouse, sweater, or sweatshirt. Skirts and shorts should be no shorter than mid-thigh.
3. Ensure that underwear/undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or head coverings inside of any school building. Hats MUST be removed upon entering the building in the morning and remain off until the end of the day.
6. Not include string bags, back packs, briefcases or fanny packs inside the school building during the school day.
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 and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

Administration reserves the right to make judgements on the appropriateness of the article of clothing. Student dress will be judged on a case by case basis. 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 appropriate disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension. 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. Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

FIELD TRIPS

Teachers wishing to plan a classroom field trip will follow the appropriate guidelines and procedures outlined in BOE Policy/Procedures. In addition, they will submit to faculty and administration the list of eligible students two weeks prior to the trip. Field Trips that are academic and graded as part of a course must be attended. Field trips will not be used as a punishment but may be denied to students delinquent in school work. Students who misbehave while on field trips jeopardize future opportunities.

FOOD & BEVERAGES

Because Pine Valley receives state and federal funds to operate a breakfast/lunch program, students are not permitted to “order out” and have food delivered during normal school hours (7:40 am - 2:00 pm). Specific programs and teacher-directed activities can be accommodated by checking with the principal. **No food or drinks are allowed in the Library or Computer Labs.** **Water** in clear bottles is the only permissible beverage for students to carry. **Absolutely NO energy drinks or soft drinks will be permitted.**

School lunch/breakfast information and an application for free or reduced meals are sent via the district newsletter in August. We encourage everyone to submit an application each school year. Should your financial situation change, it is necessary to submit a new form also. Forms are available from the school offices. Please note that if your student qualified you may be eligible for waivers and reduced fees on college testing and applications. Extra food and snack items are available on the “a la carte line” and students are to pay cash unless the parent has designated that the child’s debit account may be used.

Elementary parents are invited to come and eat lunch with their child during specific months. Parents will receive a letter that must be signed and returned prior to their child’s scheduled parent lunch. Due to space constraints, younger siblings are discouraged. Pre-payment is not necessary as parents pay at the time of the lunch. Please follow the time lines referred to in your invitation letter. For pre-planning you can locate the specific date(s) in the district calendar.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoid undue pressure
- helping create a "homework habit" at the same time each night
- Good night’s sleep

Pine Valley Central School District believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Each teacher will have their own homework/late policy, **however**, the following district policy applies. **No credit will be given after three school days after the due date.**

LAB POLICY

All labs must be completed by due date given. Districts Homework Policy Applies. No credit will be given if 3 days late. However all labs must be done and are required by NYS to be eligible to take Regents Exam. Therefore, students who do not turn in labs will stay after school until 3:30 pm Monday thru Thursday until lab is complete.

LOST AND FOUND/THEFT

All students are strongly encouraged to NOT bring in large amounts of money or valuable items. The Elementary procedure is to check with parents when a child has \$5.00 or more in their possession that has not been specifically identified for lunch, field trips, book orders, or other school purchases. Parents are requested to have their student's possessions labeled to aid in returning lost articles to their rightful owner. Questions on lost articles should be directed to the principal's office. **Items stolen from unlocked lockers are nearly impossible to recover. Students should keep lockers locked at all times.** The school cannot be responsible for loss or theft of personal property.

SAFETY DRILLS

Fire drills and lockdown drills will be conducted at least twelve (12) times during the year. Make each drill a serious one so that in the event of a fire, no one is injured. Stay in line, do not talk, and move along as fast as possible.

Penalty for turning in a false alarm:

1. Suspension from school pending a hearing before the Board of Education.
2. Section 240.50 of the Penal Law states that, "falsely reporting a fire is a Class "A" misdemeanor.
3. Article 10.00 of the Penal Law - Definitions: "Misdemeanor" is an offense, other than a "Traffic

Violation" for which a sentence to a term of imprisonment of not more than one year may be imposed.

SCHEDULE CHANGES

The changing of schedules is discouraged. **Intelligent first choices should be the rule.** However, if a change is necessary, students must make an appointment with the Guidance Office on designated date. **NO** changes will be made after the first day of school. In cases involving dropping or adding of subjects, signatures of parent or guardian, teachers concerned and the School Counselor and Principal are necessary.

All 7th and 8th grade courses, with the exception of junior band and chorus, are courses mandated by the New York State Education Department and do not count for credits toward high school graduation requirements. However, these classes are critically important in preparing students for high school courses.

SENIOR PRIVILEGES – EFFECTIVE FALL OF SENIOR YEAR

Cell Phone/iPod Use

- Use of iPods and cell phone items in the Study Hall room will be permitted but only if teacher permits during that Study Hall.

Lunch:

- Every Friday, Seniors will have the opportunity to order out for lunch. Lunch will be delivered to the school. Students are responsible for calling in order and collecting the money.
- Once nice weather arrives, picnic tables will be placed outside and Seniors will be allowed to eat outside. They **MUST** sign out and in when leaving/entering the building at lunch time.

Entrance to School:

- Seniors may enter building in the morning through the Fitness Center Door. Students will NOT be able to enter the halls/classrooms until the 7:30 bell rings. Students must wait in Fitness Center area hallway

If any of the above privileges are being abused or a student is not in good standing, the privileges for that student will be revoked. If many students fall into this category the entire class may lose their privileges.

STUDY HALL RULES

1. Students must provide a pass from the teacher they would like to go to **and** sign out of a Study Hall. No student will be permitted to leave to Study Hall unless they have a pass.
2. Students will be completing school work quietly during study hall. If they have none, they should bring reading material.
3. Students should bring enough work for the entire period
4. If students wish to go to another room, they must present a pre-signed pass from a teacher to the study hall teacher at the beginning of the period.
5. Students that need to go to the library or lab to use the computers should present to the student hall teacher a pre-signed pass signed by the teacher giving the assignment.
6. Only one person may leave the room at a time when using a bathroom or locker pass. A student may use such a pass only once during a period.
7. Passes may be restricted for students whose names appear on the academic probation or no privilege list.
8. In addition to these rules, each study hall teacher may establish his or her study hall procedures, pending approval from administration.

TITLE IX/SECTION 504/ADA

The Pine Valley Central School District does not discriminate on the basis of sex, race, color, national origin or disability in the educational programs or activities which it operates, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; complaints or grievances aired by employees or students. Occupational programs, course offerings and/or student activities shall be readily accessible to students with disabilities. The Title IX Officer is Mrs. Kelly Wetzler, Pine Valley Central School, 7827 Rt. 83; South Dayton, NY 14138 (716-988-3276 ext.4335). The Section 504 and ADA Officer is Mrs. Kelly Zimmerman, Pine Valley Central School, 7755 Rt. 83, South Dayton, NY 14138 (716-988-3291 ext. 3305).

VEHICLES/PARKING

Due to limited parking availability and safety concerns, all students **must** park in the front, right side parking area. Parking and driving on school property is a privilege that can be denied and will only be allowed to students who have registered their vehicles and obtained a PV parking sticker and abide by parking/driving regulations. **Privileges may be revoked after a student receives 3 detentions for any reason, excessive tardiness or other discipline reasons.**

Cars can be driven to and from school with the following guidelines:

1. Students who lose their parking privileges and continue to park on school grounds will receive a parking ticket issued by the police.

2. Since parking on school property is a privilege, students have no reasonable expectation to privacy with respect to their vehicles and school officials retain complete control over them. This means that students' vehicles may be subject to search at any time by school officials, without prior notice to students and without their consent.
3. The speed limit on all school property is 10 miles per hour. Violations of such rules and regulations are classified as traffic infractions; violators may be ticketed by law enforcement offices, and cars may be removed from premises.
4. Students may lose driving privileges for a length of time to be determined by the Principal for any disciplinary, academic or attendance issues.
5. **Student must complete the Driving Permission Form and receive a parking sticker from the High School Office. If passengers will be with the approved driver, they must also complete the Passenger Form.**

STUDENT ACTIVITIES – ELEMENTARY

SAFETY PATROL

6th grade students act as safety monitors reminding other students to walk, remove hats upon entering the building, and informing teachers on bus duty that all students have exited the building.

CASS (CREATING A SAFE SCHOOL) MENTOR

6th grade students provide character education lessons to students and serve as a role model to the younger students.

The CASS (Creating a Safe School) mission statement is, "The Pine Valley School community works in collaboration to create a school where all children can learn and grow as unique individuals. Differences among and within our students, their families, and our teachers will be recognized and supported by all. We work to bring safety into our school and keep violence out. Every child can come to school without fear and be ready to learn. Kindness, empathy, respect, and understanding will be exercised daily in our classrooms and on our playgrounds. We join together in creating a safe school that supports the success of all students."

STUDENT ACTIVITIES – JR./SR. HIGH SCHOOL

CODE OF CONDUCT FOR MEMBERS OF EXTRACURRICULAR ACTIVITIES AND ATHLETICS

Students and Parents/Guardians:

Participation in the extracurricular programs at Pine Valley Central School is a privilege which should elicit great pride in both the student and his/her family. Qualifying for membership to any team requires high standards of school citizenship, sportsmanship and scholarship.

APPLICATION OF THE CODE

This code of conduct will apply to each member of an extracurricular organization and or student athlete for one calendar year (including summer) from the date of his/her most recent signature and will be in effect at all times, in all locations, including non-school activities. Violation of this code will result in penalties, which are consistent with those identified within the code as determined by the athletic director or administrators. Each advisor/coach also has the prerogative to establish and implement additional guidelines specific to his/her particular team.

A. CONDITIONS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES OR ATHLETIC TEAMS

Student extracurricular members/athletes are expected to commit themselves to their organization or team, attendance at school and at practices/contests for the duration of the season. When this commitment is not fulfilled, the student's membership and position on the team shall be reviewed by the advisor/coach with the student and a recommendation of action will be made to the Jr./Sr. High school principal who has the discretion to impose consequences.

1. All student extracurricular members/athletes must adhere to the District Code of Conduct adopted by The Pine Valley Central School Board of Education.
2. Use of alcohol will result in immediate suspension for the duration of that sport season.
3. Use of or handling of illegal drugs will result in immediate suspension for the duration of that sport and all other extra-curricular activities for 20 weeks.
4. Use of tobacco in any form will result in immediate suspension from the sport.
5. Other improper conduct will result in disciplinary action for being disrespectful to officials, being inconsiderate to others, disobeying coach's orders, playing unfairly, not cooperating with teammates or behaving in a manner which reflects a poor image for the school will be resolved by the coach. The Athletic Director will assist when necessary.
6. If a student, in any 5 week reporting period, because of his/her own lack of effort as determined by the Principal, fails more than one subject, he/she are subject to the guidelines listed under "Academic Eligibility" section of this Code of Conduct.
7. Student extracurricular members/athletes who are members of any extracurricular organizations/teams are expected to be in school **on time** on a daily basis. Unexcused absences from school will result in the student not being able to participate in any practice or competition. Additionally, Students participating in any athletic or extra-curricular events should be in attendance for the equivalent of four (4) full periods. In the event that students are not in attendance for (4) full periods, students are required to

bring in a note from their parents or a doctor in order to participate. The Principal and Coach will determine other circumstances on a case by case basis.

8. Student extracurricular members/athletes are expected to attend all practices and contests unless excused by the coach/advisor. It is the student's responsibility to notify the coach/advisor, in advance, of any circumstances which would prohibit attendance at a scheduled activity/practice/event other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team/organization dependent upon the nature and/or frequency of the offense.
9. The extracurricular advisor/coach will establish rules for practice/game attendance and participation. All members will be given a written copy of the rules, and the advisor/coach will review the rules with the team members. All members are expected to comply with and abide by the rules established for their organization/team.
10. As a member of an organization or interscholastic team, it is expected that your top priority is academics. Participation in non-school related activities or athletic teams in the same time or season of participation is permissible as long as such participation does not conflict with fulfilling your responsibilities to the organization or interscholastic team or violates team rules.
11. We highly recommend our students avoid inappropriate use of social media sites such as Facebook, Myspace, YouTube or any other such sites. Any identifiable image, photo, video or posted on-line conversation (including phone messages) discovered which implicates a student will be investigated.

ACADEMIC ELIGIBILITY

Students are expected to be in good academic standing to participate in extracurricular activities. To determine eligibility academic progress, students will begin to be monitored after the first five weeks of a new school year. Progress will be continually monitored throughout the school year every 5 weeks. If any extracurricular member/athlete is failing more than one subject, they will be placed on the Academic Probation and the following process will be implemented. Penalties resulting from the violation of the Academic Eligibility Code will be imposed and at the discretion of the Principal.

A. STUDENTS FAILING AND/OR RECEIVING AN INCOMPLETE IN MORE THAN ONE (1) SUBJECT:

For the first occurrence in a school year:

1. After the every five week period, the students' grades will be monitored. Those failing more than one subject will be placed on Academic Probation. The Principal will sent out a parent broadcast message to the parent to notify them of the status of their student at that time.
2. When a student is placed on 5 week probation, he/she will be given an "AP Card" (yellow) . This card will be distributed to the student in their first period class after the probation list has been generated. The student must then obtain signatures from **every class period** teacher indicating their progress for the week . There is also a space to indicate the dates the student stayed after with a teacher during that week. These forms will be turned into the office by the date indicated on the card.
3. If the student has shown satisfactory effort during that week, the student will be permitted to actively participate in their sport or activity.
4. If the student is showing unsatisfactory effort or progress, they will not be permitted to participate until the next week's report has been completed as satisfactory.
5. It is the responsibility of the coach or the extracurricular activity advisor to be sure that the penalties are being enforced.

B. DUE PROCESS

Prior to the imposition of any penalty under the Code, the Athletic Director and/or Principal will notify the student extracurricular member/athlete of the nature of the infraction and the athlete will be given an opportunity to explain his/ her side of the issue.

C. APPEAL PROCEDURE

The extracurricular member/athlete and/or parent/guardian has the right to appeal penalties to the Junior/Senior High School Principal. Appeals must be made in writing within three (3) days of assignment of a penalty for a violation of the code.

1. The Junior/Senior High School Principal, Athletic Director and Coach (or Jr./Sr. High School Principal and Advisor) will meet within forty-eight (48) hours upon receipt of a written notice to appeal a penalty unless these individuals are unavailable. In such a circumstance the meeting will convene as soon as these individuals may be assembled.
2. In most cases, the student and his/her parent(s)/guardian(s) will be notified within forty-eight (48) hours of receipt of the written appeal.
3. Upon review of the appeal, the Junior/Senior High School Principal, Athletic Director and Coach (or Jr./Sr. High School Principal and Advisor) will render a decision. The Junior/Senior High School Principal will notify parents of the decision in writing.
4. If the accuser or the accused is dissatisfied with the principal's decision following the hearing, he/she may appeal the decision in writing to the Superintendent of Schools within five (5) days of the principal's decision. The Superintendent's ruling on the appeal will be given within five (5) school days of the submission of the appeal. The student will be allowed to participate in athletics and/or extracurricular activities while the appeal process is taking place.

D. DISTRIBUTION OF POLICY

The advisor/coach will review this policy with all potential participants prior to the first official tryout session. During the tryout period, all participants are subject to all school and athletic policies and conditions under this code.

All student extracurricular members/athletes and parent(s)/guardian(s) will be required to sign and return the acknowledgement portion of the code to their respective advisor/coach. The signed acknowledgement will be kept on file by the Athletic Director/Advisor and is in effect for any sport/extracurricular activity in which a student participates in a calendar year. **No student will be allowed to participate in any team/organization activities until the signed acknowledgement is returned to the coach/advisor.**

I have read and understand the preceding rules and disciplinary actions concerning athletic and extracurricular participation at Pine Valley Central School. Therefore, my son/daughter _____ has my permission to participate in school athletics and/or extracurricular activities.

Date

Student Signature

Parent Signature

FOR ATHLETICS ONLY

The district will host **MANDATORY** meetings for student athletes and their parents to attend prior to the start of the fall, winter and spring sports seasons. These dates will be listed on the school calendar and on the school's website: www.pval.org. Various district athletic policies including our concussion management policy and procedures will be discussed. If a student participates in more than one sport, it is only necessary to attend one meeting per year. **No student will be allowed to participate in athletics until he/she and his/her parent(s) have attended the mandatory meeting.**

Pine Valley Central School carries an **excess injuries coverage program of athletic insurance**. This pays doctor bills, x-rays and miscellaneous bills up to certain limitations. In case of injury requiring a doctor's care, all bills must be submitted to your family health insurance first. If there is a balance due, copies of payments and balance due may be submitted to the school's business office. The school athletic insurance is a scheduled policy with payments made according to their schedule. All claims over the limitations are the responsibility of the parent.

I have read and understand the risk of injury and insurance policy information concerning athletic participation at Pine Valley Central School. My son/daughter _____ has my permission to play sports. I understand that interscholastic athletic participation carries the risk of injury – including severe injuries such as fractures, brain injuries, paralysis or even death.

Student Name (please print): _____

Date

Student Signature

Parent Signature

CLUBS AND ORGANIZATIONS

FUTURE FARMERS OF AMERICA (FFA)

FFA is for students with agricultural interests. Activities include: dairy judging during the summer at fairs, Alfred Tech Stockman's Contest (October), leadership training, public speaking contest, forestry and wildlife identification contest, state FFA annual meeting, FFA field days, FFA camp (summer), supervised agricultural experience projects, national FFA annual meeting, Cherry Creek Fall Harvest Festival booth, Zahm & Matson field day, county and district planning meetings, corn plot demonstration, tractor driving, maintain elementary and high school sign flower beds.

HONOR SOCIETY (JUNIOR AND SENIOR)

The Honor Society recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. The purpose of this organization is to create enthusiasm for scholarship, stimulate desire to render service, promote leadership, and to develop character in students.

The Honor Society members determine one or more service projects each year which fulfill a need within the school or community.

Membership qualifications for Honor Society are: Scholarship (90% cumulative average), Leadership, Service and Character. The Faculty Council convenes to determine eligibility and periodically reviews the student status.

PINE VALLEY PLAYERS (DRAMA)

The Pine Valley Players is a drama performance group open by audition to all students in Grades 7-12. Each year one play will be rehearsed and performed (may vary from year to year depending on size of the production). All profits from productions are used to support the next year's effort. Fundraisers are determined by the group.

SPANISH CLUB

The purpose of the Spanish Club is cultural enrichment. Students will participate in activities such as cooking, making crafts, and celebrating holidays.

STUDENT COUNCIL

This organization is a group of students who are representatives of each class and serve as mediators between the student body, administrators and the Board of Education. The Student Council plays an active part in the government of the school. Students who have complaints about school policies may bring their ideas to the Student Council which in turn, will discuss these ideas with the administration to resolve the problem.

All fund raising activities within the Junior/Senior High School are approved first by the Student Council in order to disperse them evenly throughout the school year. The Student Council sponsors Homecoming activities, Winter Ball, and conducts various fund raisers.

Active participation in the Student Council provides an excellent background for the development of leadership and responsibility. One boy and one girl are elected by each class, while the Vice-president of each class is an ex-officio member of the Council. The President, Vice-President, Secretary and Treasurer are elected in May by the Student Body for the following year. The President and Vice-President elect must have one previous year of membership in the Student Council.

STUDENT SERVICES

BREAKFAST & LUNCH

Junior/Senior High School students will not be allowed to charge. It is the parents' responsibility to provide for breakfast/lunch either by providing a lunch from home or providing money to purchase in our cafeteria. If you need assistance, free/reduced lunch applications are available in this newsletter, on our website and in the main office. Our district will be using **My Lunch Money**, an on-line meal accounting system. You can learn more about this system on our website: www.pval.org. In case of emergency, students should see the Building Principal or Administrator.

COLLEGE ENTRANCE EXAMINATIONS

Most colleges require that an applicant take either the Scholastic Aptitude Test (SAT) or American College Test (ACT) as part of their admissions process. Both tests are given numerous times during the school year and are generally administered in Fredonia, Jamestown and Dunkirk. Students may take the exams at any time, but the end of the Junior year seems to be the most propitious opportunity since most 11th graders are completing rigorous courses with regents exams soon after. To prepare for these tests all students will take the PSAT in the fall of their Junior year.

COUNSELING SERVICES

- √ **Guidance** - educational, vocational and personal guidance are offered to the students of PVCS. Parents wishing to speak with counselors may do so by contacting the guidance department.
- √ **Employment Certificates** - employment certificates (working papers) are required for students under 18 years of age and are available in the central office of the junior/senior high school building.
- √ **College Information** - the Career Center maintains a large collection of current college catalogs and DVD's. A scholarship database is also available and parents are encouraged to call to renew it.

The Counseling Office will notify students regarding guidance appointments by issuing a pass by email and calendar invitation the student. The email or calendar appointment will specifically state the date, time and/or period the student is requested to report to guidance. Students should report to their scheduled class and present the notification for the scheduled appointment to the teacher before reporting to the office. A School Counselor or Secretary may personally request a teacher release a student to the counseling office if needed.

Any student wishing to meet with a counselor should request this meeting either before or after school. Students are not authorized to absence themselves from a class under the pretext of scheduling an appointment.

This School District is complying with the "Dignity for all Students Act". The Pine Valley Board of Education is committed to providing an environment for all students that is free of bullying, cyber bullying, harassment and discrimination based on race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. Dignity Act Coordinators/Anti-Harassment Officers are Mrs. Kelly Zimmerman, Mrs. Catherine Markiewicz, Mrs. Kara Smith and the Jr/Sr High School Principal (TBD).

ID CARDS

Students are provided with school ID Cards in mid-fall. ID Cards must be presented to purchase a breakfast or lunch, sign out library books and sign out any other school owned property such as technology equipment. Students may purchase replacement cards for a fee of \$2.00. Please order card through the Guidance Secretary.

INSURANCE

The parents' insurance program coverage is the primary coverage to be used when appropriate. The school provides accident insurance within certain limits of reimbursement for injuries received in school. Claims cannot be honored unless school authorities provide proper claim sheets to be taken to the doctor on the first visit. No claim can be honored whose report of doctor's care is delayed more than 30 days from time of injury.

After final settlement, a completed claim, affidavit of attending physician, and parent information shall be returned to the school to insure prompt settlement. See that the claim form and all bills are submitted to the school at the earliest possible date.

NURSE

If you become ill or are injured through an accident at school, you must report it to the School Health Office for aid. **If a student is sick, he/she must report to the school nurse and she will determine his/her condition.** If the student is to go home, **the nurse will contact the parents**, make any necessary arrangements, notify the main office, and sign the student out of school. Violation of this procedure will meet with appropriate disciplinary action. **Students are not allowed to call home and ask the parent or guardian to come to school to get them because they are sick.**

In addition to giving first aid and assisting students who have accidents or are ill during school hours, the nurse is available to advise students regarding problems, health and hygiene. The nurse also maintains the students' health records and is responsible for making sure that all required medical examinations and inoculations are up to date.

By New York State regulations, the nurse is prohibited from dispensing any medication, including aspirin, and may not administer any medical treatment other than first aid and treatment of minor cuts and burns classified as first aid. All prescription medicine should be deposited with the nurse by a parent each morning for safekeeping; students are not permitted to have medication on their person. The nurse will issue a request slip for the time the student needs to take the medication, and this should be done only at the Health Office. This procedure minimizes the chances that these drugs will fall into the wrong hands and be abused and insures that the drugs will be administered as prescribed.

You should be sure the school nurse has the telephone number at which your parent or guardian can be reached. If your parent or guardian plans a trip, be sure they designate in writing to the school nurse the person to whom they delegate authority to authorize medical treatment for you in an emergency.

Remember that for your own protection, it is always best, when in doubt, to report your illness or injury to the health office. This is especially true in cases of accidents, which must be reported at the time of occurrence, for insurance purposes, to the teacher/person in charge. **DO NOT WAIT** until the next day.

PHYSICAL EXAMINATIONS

School physicals are required for grades pre-kindergarten, kindergarten, second, fourth, seventh and tenth. Students are also requested to have a Dental Examination in grades pre-kindergarten, kindergarten, second, fourth, seventh and

tenth. Students transferring into the district whose health records show no examination in the previous grade listed above also are required to have a physical.

All students shall have a periodic physical examination as indicated below by the school physician at the District's expense and such examination shall be conducted in accordance with all legal requirements:

- a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during that school year;
- b) All students referred.

SCHOLARSHIPS AND AWARDS

The School District shall obtain and grant to its students awards and scholarships. The Board of Education, having been entrusted by law, will hold in trust gifts, grants, bequests and legacies given or bequeathed to the Board and shall apply the same and/or its interest and proceeds according to the instruction of the donor and according to the procedures established by the administration.

Many scholarships are available to the student who has the ability, ambition, and persistence to make the most of all opportunities. Most scholarships are granted by college financial aid offices based upon availability of funds. Others are awarded by independent organizations and clubs based on academic achievement, community service, or financial need. Parents of college-bound students who are requesting financial assistance must complete the Free Application for Federal Student Aid form (FAFSA). There are also regional and local scholarships available. All college-bound seniors are automatically considered as candidates for local awards, based on eligibility for each award. See the School Counselors for details.

SUPPORT SERVICES

Student Support Services must be provided by state mandate the semester following the taking of a required assessment on which the student scores below the proficient level. RTI (Response to Intervention) is a class provided during the school day or before or after school, however, it is in addition to the regular class. For additional information, or to review the complete Board adopted RTI plan, please contact your child's main office.

TECHNOLOGY & COMPUTER USE

Technology is a solid enhancement to the learning process. Together with this privilege comes responsibility. Students are expected to ensure all equipment being used and/or loaned to them is received and returned in good working order. Students and parents/guardians must sign a technology use form prior to student access to equipment.

Additional tablets/laptops, cameras and audiovisual/peripherals have been purchased to provide students with unique resources. Students have been made aware of their responsibilities. To maintain system integrity, ensure internet safety and verify that users are in compliance with school policies, the network will be closely monitored and consequences for misuse will result in loss of privileges.

All equipment will be assigned using the technology inventory bar-coding system. If misuse, damage, or loss occurs the student will be assessed a fee and may lose use privileges for the current school year.

Please note:

- All district computer use policies are in effect for laptops, iPads, desktops and audiovisual/peripherals, etc as above.
- Failure to follow procedures that result in problems with these technology tools will result in, but are not limited to, loss or revocation of the privilege to use laptop computers for the rest of the school year.
- Failure to report a problem when encountered will also result in loss or revocation of privilege to use technology equipment.
- Any malicious or deliberate damage incurred, may also result in assessing a fee for damages.

Examples of Computer Misuse:

- Revealing your password to others or attempting to learn passwords of other users or network administrators.
- Gaining unauthorized access to network or standalone systems or trespassing in another user's folder, work or files.
- Intentionally developing programs that cause damage to the system.
- Harassing, insulting, attacking or threatening others, or sending inappropriate messages, programs or mail to others.
- Copying or modifying server or network system files.
- Intentional physical abuse of system hardware (i.e. laptop, desktop, monitor, mouse, keyboard, etc.).
- Use of the school's network to obtain, view, download, or gain access to materials that are unlawful, obscene, abusive, or otherwise objectionable.
- Making copies of licensed software and/or storing copies of networked software in personal folders.
- Violating copyright laws.
- Installing non-school owned software on any school owned networked or standalone computer system without prior written permission from the technology department.
- Employing the network for commercial purposes, product advertising or lobbying.

Violations will result in loss of access as well as other disciplinary or legal action. Consequences for violations can include, but are not limited to the following depending on severity of violation: Students/parents may be required to provide remuneration for any damages that occur; Students will receive a warning and suspension of computer use. Suspension may result in a specified time frame, remainder of year or permanent suspension.

TELEPHONE & CELL PHONES

The office phone is **only** to be used for school business or in the case of an emergency. Cell phones will only be permitted during lunch period (when student is in good academic standing). No cell phones are permitted during any instructional classes. Therefore, phones should not be visible during these times. Phones should be off and in locker. Cellphones **are** permitted before first period, during lunch period (must be in good academic standing) and after 9th period. **First offense:** student may pick up at the end of the school day and will be assigned detention. **Second offense:** Phone will be kept in office and a Parent or Guardian will pick up phone. An after school detention will be assigned. **Third offense:** Phone will be kept in office and a Parent or Guardian will pick up phone, the student will be placed on social probation and receive a corresponding suspension. Future offenses will result in detention, suspension.

iPods, MP3 players, ear buds and headphones are not permitted during any time of the school day. Therefore, these items should not be visible. Any violations will be dealt with on an individual basis and may include the measures listed under TELEPHONE.

TEXTBOOKS, LAPTOPS, IPADS, NOOKS AND OTHER SCHOOL PROPERTY

Textbooks, laptops, iPads, Nooks, library books and other school property are furnished on a loan basis. It is the responsibility of each student to care for books and return them in good condition. When a pupil defaces, loses or damages any school property, the parents or guardian will be required to pay, in full, for the damage

TRANSPORTATION

Should you find it necessary to send your child somewhere other than his/her usual stop, **we must have a written note from the parent or the child's caretaker**. Please be specific listing the **full name and address of where your child is to go**. Notes for bus passes should be taken to the Main Office. **A note is required even if there is no actual bus change required**. When presented with a written note, the office will issue a bus pass. A copy of this bus pass will be kept on file until the next school day.

Transportation is a privilege. School rules apply and students who do not comply with these rules will meet with disciplinary action including and not limited to a detention or loss of bus riding privileges.

In emergencies only you may call the office for a bus pass by 8:30 AM. If you get the voice mail, please call later to make sure that your call was actually received. Long term bus passes are permissible, but you must state this in your note.

Students who wish to ride their bicycle to and from school must have a signed and completed form returned to the office. This also applies to students wishing to ride snowmobiles to school.

ACADEMICS

BOCES CTE PROGRAMS

OVERVIEW OF THE PROGRAMS

Erie 2-Chautauqua-Cattaraugus BOCES offers various Career and Technical Education (CTE) programs. Students successfully completing this program can earn a Regents Diploma with a CTE Endorsement. This program is a 2 year program. Students complete the first half of the program in their junior year and the second half in their senior year. During the second year, students are expected to participate in an internship set up by their CTE teacher. Students attend the CTE program at the E2CCB LoGuidice Center in Fredonia.

PROGRAMS OFFERED IN COOPERATION WITH BOCES AND PINE VALLEY

- Automotive Body Repair
- Automotive Technology
- Conservation/Natural Resource Management
- Construction Technology
- Cosmetology
- Criminal Justice
- Culinary Arts
- Health Careers
- Small Animal Science
- Welding

REQUIREMENTS TO ENTER CTE PROGRAMS

To be considered to enter a CTE program at BOCES, a Pine Valley student must be in good standing in both academics and discipline as well as have a good attendance record. It is expected that a student have a cumulative GPA minimum of 75%.

REQUIREMENTS TO REMAIN IN CTE PROGRAMS

If a student is not performing to standards expected by Pine Valley, Administration reserves the right to review the student's performance and remove them from the program if necessary. A student's grades will be monitored and are expected to meet or exceed 75% in all courses at BOCES and Pine Valley. Situations will be handled on an individual basis.

Attendance is also important. Students are expected to attend their CTE program as determined by the BOCES calendar. This pertains to times even when Pine Valley is not in attendance (ie: spring breaks). Students may not miss more than 18 days per year.

CLASS RANK

Most colleges and universities, as well as many scholarship and award programs require a class rank. In order to provide a fair rank of students the following courses will be utilized to determine a student's rank in her/her class:

- English 9 or Honors English 9
- English 10 or Honors English 10
- English 11 or Honors English 11
- English 12 or Honors English 12 (first semester only)

- Global Studies 9 or Honors Global Studies 9
- Global Studies 10 or Honors Global Studies 10
- US History 11 or Honors US History 11

- Earth Science or Honors Earth Science
- Living Environment or Honors Living Environment
- Regents Chemistry
- Regents Physics

- Algebra I
- Geometry
- Algebra 2/Trigonometry
- Pre-Calculus

- Any AP, SUNY Fredonia & JCC college level English, Social Studies, Math or Science courses

The final class rank will be computed at the end of 7 semesters (half-way through the senior year). Thus, only the 1st semester of senior year courses can be utilized in the class rank. The class Valedictorian and Salutatorian will be determined based on this ranking.

WEIGHTING OF CLASSES: Honors classes will have a weight of 1.03 for the purposes of computing the class rank and the Weighted Cumulative GPA. Semester-long courses will have a weight of 0.5 for the purposes of computing the Weighted Cumulative GPA. Physical Education is considered a half-credit course because it is only taken every other day and will also have a weight of 0.5 for the purposes of computing the Weighted Cumulative GPA.

GRADING POLICY

1. The Pine Valley Central Junior/Senior High School will use a numerical system of grading for each marking period. A minimum passing grade of 65 is required.
2. The final grade for a full year course will be computed as follows (4/5 marking period average and 1/5 final test):
Example:

10 weeks average	60
20 weeks average	70
30 weeks average	65
<u>40 weeks average</u>	<u>78</u>
Final exam	73
Final grade:	69 {60+70+65+78+73 = 346 divided by 5} *
3. Teacher may use final exam or Regents Exam as the final exam grade.
4. A student may earn Regents credit by passing the exam with a minimum grade of 65. For Science Regents courses, the student must meet the state mandated minimum laboratory requirements for the course. If the state requirements are not met, the student is not eligible to take the final exam.
5. Students must pass the class **and** the Regents to receive credit for the class
6. If a student retakes a failed course in summer school, his/her final grade will be computed by averaging his/her Pine Valley course grade with his/her summer school grade.
7. The cumulative average consists of the weighted average of all courses taken.

* In order for a student to receive course credit, he/she must have a passing average. Credit for a course will not be given by passing the final exam alone.

REPORT CARDS

Five (5) week progress marks and ten (10) week grades dates are indicated in the calendar. Progress marks and quarter grades are available online through Pine Valley's PowerSchool Parent Portal. **If parents or guardians are unable to access the Parent Portal, a request for paper reports can be made by calling the guidance office.** Parents are encouraged to contact teachers any time they see a potential problem or receive a progress report that is troubling. Parent conferences are held in the fall at the junior/senior high school and in the fall winter or early spring at the elementary school.

GRADUATION REQUIREMENTS:

GRADUATION CREDITS

Minimum Credits for Graduation	Regents	Advanced Regents
English	4	4
Social Studies	4	4
Science	3	3
Math	3	3
Foreign Language (LOTE)	1	3 *1
Health	.5	.5
Art/Music	1	1
Physical Education	2	2
Electives	3.5	3.5 *2
Career/Community Service	70 hours	70 hours
TOTAL	22	24

*1- Students may earn an Advanced Regents diploma in two ways:

LOTE (Language Other than English) Option: defined as three consecutive language credits (must be same language) plus a grade of 65% or higher on the regional assessment.

Technology Sequence Option: In place of the language requirement, a student can take the five sequence of Technology courses defined by Pine Valley as a replacement of the LOTE requirement

*2= 1/2 credit must be Career & Financial Management (CFM)

EXAM REQUIREMENTS FOR A REGENTS DIPLOMA

To receive a traditional **REGENTS** diploma, students must achieve a minimum score of 65 on **five** exams:

- 1 ELA exam- **English Language Arts**
- 2 Social Studies exams- **Global History/Geography & US History & Government**
- 1 Math exam- **Algebra I**
- 1 Science exam- **Earth Science or Living Environment**

EXAM REQUIREMENTS FOR A REGENTS DIPLOMA

To receive an **ADVANCED REGENTS** diploma (traditional version), students must achieve a minimum score of 65 on **eight** exams:

- 1 ELA exam- **English Language Arts**
- 2 Social Studies exams- **Global History & Geography & US History & Government**
- All 3 Math exams: **Algebra I, Geometry & Algebra 2/Trigonometry**
- At least 2 of the following Science exams: **Earth Science, Living Environment, Chemistry, Physics**
- Spanish Regional Assessment or a 5 unit sequence in Technology

HONORS DISTINCTION

To receive **HONORS DISTINCTION** on a diploma, each required Regents exam must average a 90 percent on each of the Regents examinations required for the diploma.

MASTERY IN MATH AND/OR SCIENCE DESIGNATIONS

Students who first enter grade nine in September 2009 and thereafter who complete all course work and testing requirements for the Regents diploma with advanced designation, and who pass, with a score of 85 or better, three Regents examinations in math and/or three Regents examinations in science, will earn an Advanced Regents diploma with an annotation on the diploma that denotes mastery in mathematics and/or science.

CAREER AND TECHNICAL ENDORSEMENT

Students attending a BOCES Career and Technical program have the ability to earn this endorsement on their diploma if the student successfully completes the course and Regents exam requirements required for the Regents or Advanced Regents diploma as outlined above PLUS successfully completes the three part technical assessment designated for their particular approved career and technical program which the student completed.

OTHER NOTES ON GRADUATION CEREMONY AND AWARDING OF DIPLOMAS

Please Note: Diplomas will not be awarded to any student unless and until all graduation requirements are completed and certified by the Pine Valley High School building principal. Likewise, only those students completing all requirements will be invited to participate in the Pine Valley High School commencement ceremony.

Individuals interested in more detailed NYS Education Department requirements may visit their website at:

<http://www.emsc.nysed.gov/deputy/documents/06-21regents65pr.htm>

COMMUNITY SERVICE:

PVCS students will be required to participate in Community Service. Community service is defined as participating in an activity to benefit a community member or community organization for no compensation or monetary benefit of the student. Community service will not be accepted if provided to family members (immediate or distant); this requirement was set to involve students in their community and to provide a service or assistance to others in need. Students will be expected to complete a total of 70 hours to meet the graduation requirement by May 15th of their senior year.

Students who transfer to PV after 7th grade will have their hours pro-rated based on a scale set by the coordinator.

Please refer to the chart below as a recommendation of hours to complete each year:

7th Grade = 10 Hours

8th Grade = 10 Hours

9th Grade = 15 Hours

10th Grade = 15 Hours

11th Grade = 15 Hours

12th Grade = 5 Hours

Total of 70 Hours

HONORS CLASSES

We are proud to have the caliber of students who participate in and the faculty to offer Honors Classes at Pine Valley. Students will be placed in these classes selectively based on, but not limited to, standardized test scores, course grades, integrity, initiative, attendance, work ethic and committee recommendation.

HONORS LEVEL COURSES (1.03 WEIGHT):

- Honors English (all grade level designations, also)
- JCC English Courses (CN: ENG 1510, 1530, 1540)
- SUNY Fredonia English Courses (CN contains ENGL)
- Advanced Placement (AP or VAP*) English Courses
- Honors Global Studies 9
- Honors Global Studies 10
- Honors US History
- SUNY Fredonia Social Studies Courses (CN contains ECON or POL)
- Advanced Placement (AP or VAP*) Social Studies Courses
- Honors Earth Science
- Honors Living Environment
- JCC Science Courses (CN:1570, 7505)
- Advanced Placement (AP) Science Courses
- JCC Math Courses (CN: MAT 1500, 1540, 1710/1720)
- Advanced Placement (AP or VAP*) Math Courses

**VAP= Virtual Advanced Placement- AP classes conducted via distance learning.*

PROMOTION AND RETENTION

Students in grades 7 and 8 failing two or more core subjects at the completion of the school year may be retained. Students will only repeat a grade (7 or 8) twice – then will be socially moved on to the next grade.

Generally, a student's grade level is determined by the amount of credits earned starting during the year of their first entry into 9th grade. These credits must be from core subjects, however, often language exemption comes into play and exceptions are made. The determination is as follows:

Earned Credits	Grade Level
0-5	Freshman (9 th)
5.5-10	Sophomore (10 th)
10.5-15	Juniors (11 th)
15.5 and above	Senior (12 th)

SUMMER SCHOOL

The Pine Valley Central School Policy regarding Summer School will be in accordance with the NYS SED Summer School Handbook.

I. ELIGIBILITY TO ATTEND:

- A. Any student, grades 7-12, who has completed seat time but has received a failing final grade in a course which is offered in Summer School.
- B. Any student, grades 7-12, who wishes to raise a final grade or Regents Exam Grade in a course which he/she completed and is available in Summer School.
- C. Any student, grades 7-8, for whom Academic Intervention Service is deemed necessary according to the following criteria:
- D. 8th Grade - scoring a 1 or 2 on a State Assessment or failing a course in which a State Assessment is given.
- E. 7th Grade - scoring a 1 or 2 on a State Assessment or failing a course in which a State Assessment is given.
- F. Any student who wishes to take a course to accelerate his/her academic progress.
- G. A student who fails to attend summer school for a course which they failed may result in the student having to repeat the course in the following school year.
- H. Students losing credit due to attendance may attend summer school if they continued to attend school.

****Eligibility also based upon availability and administrative approval.***

II. STUDENTS FAILING:

- A. Students with an overall failing average will not be permitted to attend summer school if the combined average for the year and summer school cannot reach a 65 (if a student carried a 32 average for the year, the likelihood of the summer school average being 100 – which would be necessary for a 65 average -- is extremely unlikely).
- B. Students failing the class with a 63 may be promoted if it's only one class or the teacher reflects all homework was completed, the student stayed for extra help and tried their best. Summer school may be offered for AIS.
- C. Guidance Counselor/Principal has discretion to help in the case of the student who does try but falls short of 65; for example, a junior high student failing four subjects, even if they passed two in summer school, would still be failing two and, therefore, not eligible to move on. The Guidance Counselor / Principal may determine that this student may be promoted based on extenuating circumstances.
- D. Students will only repeat a grade (7 or 8) twice – then will be socially moved on to the next grade. At the high school level, students must retake the class until they earn a 65 or better average.

III. SUMMER SCHOOL GRADING:

In computing a final grade for class average and class rank purposes, the final Summer School grade will be averaged with the final school year grade, with each weighted equally. A higher score on a NYS Regents Exam will be entered on the Permanent Record Card.

IV. ATTENDANCE:

The attendance policy will be consistent with the SED Summer School Handbook (published annually).

ALMA MATER

We are proud of you Pine Valley,

Alma Mater we are true

To the standards you have set us,

To the things that you would have us do;

We will ever laud and praise you

For we know that you are right;

We will sing an Alma Mater

For the purple and the white.

Chorus:

Oh, hail thee Alma Mater,

All glory to your name;

Lift voice in song

Our cheers prolong

All hearts will feel the same;

Then give us old Pine Valley;

Let's make it a firm rule

That when we cheer,

These words we'll hear

PINE VALLEY CENTRAL SCHOOL

Valerie Tarbell Milliman, '53

Student Handbook Review

Signature Page

Item	Student & Parent Initials	
Attendance Policy.....	_____	_____
Dress Code.....	_____	_____
Food & Beverages	_____	_____
Homework & Lab Policies.....	_____	_____
Vehicle Policy- Students 16 and older.....	_____	_____
Code of Conduct for Athletics & Extra Curricular	_____	_____
Breakfast & Lunch (ID Cards).....	_____	_____
Technology & Computer Use Agreement	_____	_____
Cell Phone Policy	_____	_____
Textbook & School Property	_____	_____
Grading Policy	_____	_____
a. Graduation Requirements		
b. Class Rank		
Community Service Requirement	_____	_____

Please sign that school rules and policies have been discussed and are understood.

Student Name: _____
(Please print)

Parent/Guardian Signature

Date

Student Signature

Date