

Frewsburg Central School

MIDDLE SCHOOL STUDENT HANDBOOK

General Student Information



2022 – 2023

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WELCOME!

The Frewsburg Central School District is committed to providing a learning environment in which each student is guided to pursue excellence in all areas of academics, athletics, and extracurricular activities. The procedures and policies outlined in this handbook make these opportunities possible. They are the result of a concerted effort by the faculty, staff, student government, and the administration and have been accepted by the Board of Education. We hope that you will see the purpose of these rules and that you abide by them. Beyond the regular school day, we invite you to participate in the many extra-curricular activities and interscholastic athletics that are available. Your future depends upon what you learn and do at F.C.S. and only you can make it a better place.

TELEPHONE DIRECTORY

Superintendent's Office	716-569-7041
<i>District Superintendent – Mrs. Shelly O'Boyle</i>	
Director of Curriculum & Instructional Services	
RHJ/MS/HS – Mrs. Tiffany Frederes	716-569-7014
High School Office	716-569-7055
<i>MS/HS Principal – Mr. Joshua Gilevski</i>	
<i>Assistant Principal – Mrs. Sarah Olson</i>	
RHJ Elementary School	716-569-7031
<i>Principal – Mrs. Tami McKotch</i>	
Guidance Office	716-569-7026
<i>Middle School – Ms. Tricia Dallas</i>	
<i>High School – Mr. Randall Sitler</i>	
<i>High School – Mrs. Michelle Cobbe</i>	
Director of Special Education	716-569-7065
<i>RHJ/MS/HS – Mrs. Tami McKotch</i>	
Attendance Office	716-569-7069
Nurse's Office	716-569-7034
Business Office	716-569-7051
Transportation/Bus Garage	716-569-7035

Bell Schedule

WARNING BELL	7:25
Homeroom/1st	7:30 - 8:13
2nd	8:16- 8:55
3rd	8:58 - 9:37
4th	9:40 - 10:19
5a	10:22-10:46
5b	10:49 - 11:01
5c	11:04 - 11:28
6a	11:31 - 11:43
6b	11:46 - 12:10
7th	12:13 - 12:52
8th	12:55-1:34
9th	1:37-2:16

The Dignity for All Students Act (DASA)

The New York State Dignity for All Students Act took effect on July 1, 2012. 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, verbally harassed, or physically assaulted. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

The Dignity for All Students Act states:

“No student shall be subjected to harassment by employees or students on school property or at a school function, nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

Our efforts to enforce the Dignity for All Students Act:

The Frewsburg Central School District will enforce the Dignity Act by using the existing rules in our Code of Conduct and our discipline matrix documents. We take this law very seriously and will regularly review these documents and revise them as needed. District personnel will annually present to all stakeholders the importance of The Dignity Act for All Students.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

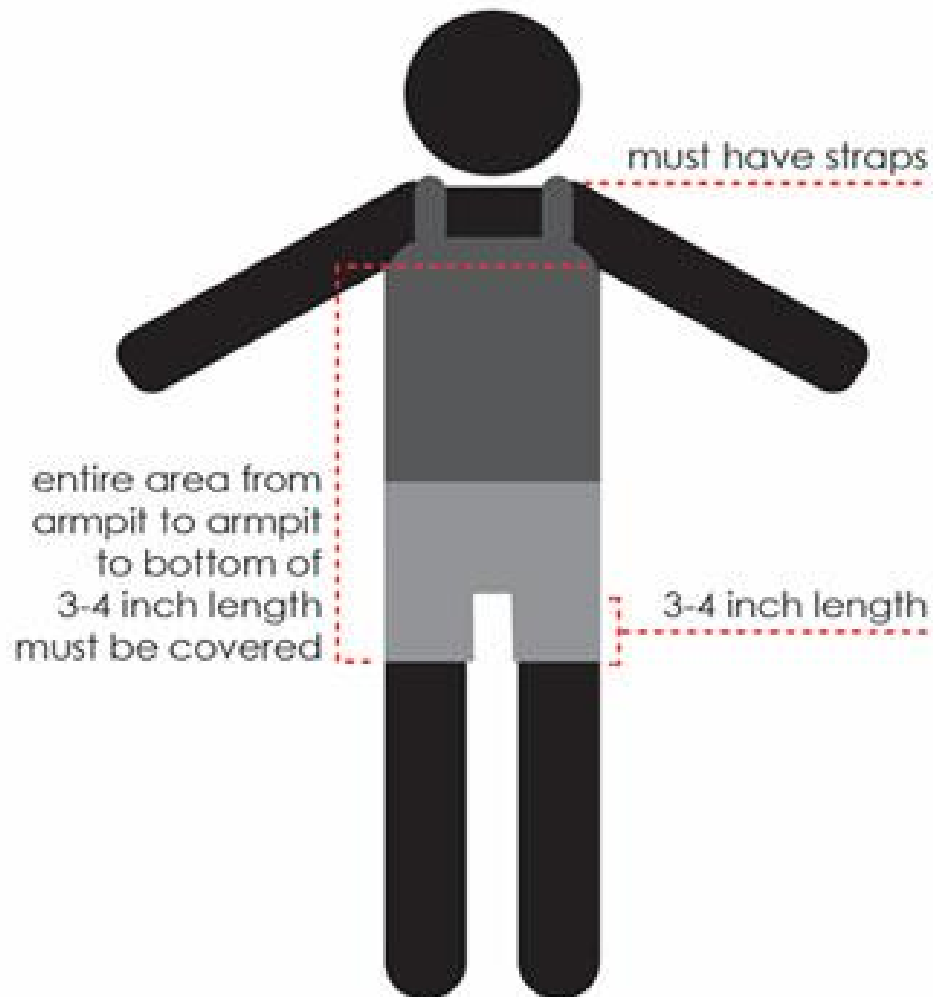
A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe **and** appropriate
2. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. No sneakers with wheels on the bottom.
5. Not include the wearing of hats except for a medical or religious purpose while school is in session.
6. Not include items that are vulgar, obscene, libelous or denigrate others in regards to race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Chains of any length or size (other than necklaces) cannot be worn during the school

day or at extracurricular activities.

9. Each building principal or his or 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.

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 discipline, 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 out of school suspension.



School Building Hours

- ALL students will enter through the front doors of the building.
- The front doors will be unlocked at 7:20 AM. Students dropped off before 7:20 AM will be permitted to sit in the front foyer.
- The front doors will be locked at 7:35 AM. After that time, students will be buzzed in to enter and are required to sign in at the Attendance Office window at the main entrance. Failure to sign in will result in disciplinary action.
- Students should not be in the school building after 2:16 p.m. unless under teacher supervision (sport practice, play or music practice, extra help or make-up work, club or organization meeting).

All school policies and codes of discipline are in effect from 7:15 a.m. to 3:00 p.m. during which hours the school is open and considered to be in session. These rules also apply to any extracurricular or school sponsored events on or off campus (i.e. evening or weekend activities, athletic practices, musical practices, field trips).

Backpacks and Gym Bags

Backpacks and gym bags will be permitted to carry books and gym clothes to and from school; they must remain in lockers during the school day.

School Attendance

State Law requires all children between six and sixteen to attend school on a regular basis. Beyond the law, your attendance record is very important. Not only does attendance help you to succeed in your classes but also colleges and employers are interested in your attendance record.

It is expected that each child will attend school every day unless excused for a valid reason specified by law. Among the illegal absences are keeping a child home to take care of other children, to go shopping, or to take family vacation trips. After each absence, a child must bring in a note completely written, signed and dated by a parent/guardian explaining the reason for the absence. Failure to provide an excuse may result in the absence being considered a truancy.

Student Attendance

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. For purposes of this policy, classroom participation means that a student is in class and prepared to work. Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the middle school/senior high school level, any student with more than 27 absences in a full year course, for any reason including excused and unexcused absences, may not receive credit for the course. For a semestered or 80 minute block course, any student with 14 or more absences, may not receive credit for the course.

When a student misses 50 percent of a class period this will be considered a full class absence.

For summer school - Attendance during summer school is imperative and students may not miss more than two days of summer school. Students will receive a warning after their first absence and after the second absence students will be removed from the program.

Summer school location will be subject to availability.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

Excused – personal illness, serious illness or death in family, medical or dental appt., weather or impassable roads, religious observance, required to be in court, approved educational trips, quarantine, pre-approved college visits, military obligations, emergency situations approved by campus principal.

Unexcused – Examples should include, but not be limited to – visiting, away, haircut, obtaining learner's permit, overslept, babysitting, needed at home, hunting/fishing, trips with or without parents, employment, truancy.

Lateness (tardy) to School

1. Any student arriving at school after homeroom begins (7:30 am) must report directly to the attendance officer located at the Main Entrance for an admit slip.
2. Two tardies and each subsequent tardy will automatically result in disciplinary action unless a legal written excuse is provided.

Lateness to Class

If a student arrives late to class without a pass the student will be admitted but the teacher will mark the lateness; disciplinary action may follow.

Student Attendance Record Keeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the district code for the reason.

1. For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance second time upon the student's return from lunch.
2. Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
3. In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the beginning of each class period, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Return of Excuse (reason for absence) – Time Period

Excuses shall be returned the day following the absence and will clearly state the reason for absence. If the excuse is not brought in within three (3) school days following the absence, the absence will be considered unexcused absence.

Leaving the School Building or Property during the school day

Students may not leave the building or campus without a pass approved by the office. The only exceptions to this rule are students attending college programs, BOCES (only to board the bus), work study and those students who must go to local places of business as part of their class. Students needing to leave for health or other appointments must furnish a permission note from parent or guardian. This note should be presented to the nurse or attendance office before the first period on the date on which the appointment has been made. Early dismissal will then be noted on the attendance sheet.

- Any student leaving the school building or campus must sign out in the high school office.
- Any student re-entering from an appointment must notify the attendance officer in the business office by signing in.
- Students are not to leave the building without first notifying the nurse, the attendance officer, or the Principal/Assistant Principal. Leaving the building and school grounds without prior knowledge and approval of the administration is truancy.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions as described in the district's Code of Conduct and the district's Assertive Discipline Policy. Consequences may include, but are not limited to: in-school suspension, detention and denial of participation in interscholastic and extracurricular activities, denying attendance, pass privilege, or participation in extracurricular events, revoking employment certificate or work permit granted under section 3215-a of Ed. Law. Parents/persons in parental relation will be notified by designated district personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Makeup Work

- Upon the return to school, the student is required to make up written assignments and is responsible for material covered during a particular excused and/or unexcused absence.
- It is the responsibility of the student to make the proper arrangements with his/her classroom teacher(s) for the completion of all makeup work.
- At the discretion of the bldg. principal/attendance committee, students will not be permitted to make up work in cases of proven truancy.
- Within 2 days of returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.
- Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.
- Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Late Work

All late work and/or make-up work must be completed and turned in prior to the end of the unit assessment.

Tutoring

If tutoring is requested by the student's physician, due to a medical condition, the following criteria must be met:

1. A written request for tutoring from the physician on letterhead or prescription form must be provided to the school. The request **MUST** include the start date and approximate end date for the tutoring and the medical diagnosis requiring tutoring.
2. Tutoring is only provided if the medical condition will require the student to miss school for an extended period of time (5 or more consecutive days of absence) or when the length of will put a student in jeopardy of not meeting class attendance requirements.
3. The student will provide the school with a signed reciprocal release of information form identifying all parties involved in the treatment plan. This release will allow the school to obtain and release information pertinent to the student's diagnosis.
4. The physician requesting tutoring for a student will provide the school written treatment plan. The treatment plan will include the names of any referrals made, document any prescription or over-the-counter medication recommended, and will define the follow-up treatment required upon return to school.

Tutoring due to an Out of School Suspension (OSS) or other disciplinary action by the school district is required to be provided only for students under the compulsory age for school attendance.

A Tutoring Review Board, consisting of the school physician, school nurse, guidance counselor, and building principal, will review the requests for tutoring. This Review Board may make recommendations to the attending physician in regards to the development of an effective re-entry plan.

Extra Help

Students are encouraged to seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussions. Arrange a conference with their teacher before or after school or at a time convenient to both of them during the day. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with their work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help them make the progress of which they are capable.

Requests for Homework

If a student is expected to be absent more than two days, requests for homework may be made to the nurse, the guidance office, or the attendance office before 9:00 AM.

Homework must be picked up at the attendance office window after 2:00 PM and before 3:00 PM. If a student is absent two days or less, they are encouraged to contact classmates or check their Google Classroom pages to keep current with work.

Health Service

A school nurse will be in attendance at school each day to check the health of all pupils, particularly after absence due to illness, and to care for any emergency that may arise during the day. Acting also as attendance supervisor, the nurse can offer suggestions for the care of absent pupils who may be sick at home. Students who wish to see the nurse during the school day must report to their scheduled classroom or study hall BEFORE reporting to the nurse's office. The only exception is for the student who seeks the nurse during a lunch period.

Health examinations are given by the school physician to new students entering the school and to all students in grades 7, 9, and 11 who are unable to be seen by their own physician. The school physician also performs, throughout the year and free of charge, physicals to all student-athletes who are unable to be seen by their primary physician. All students in grades 7 and 11 will have a vision and hearing assessment. The school may require a health

examination of any student “to promote the educational interests of the child or other children”. State law also provides that all 7th grade girls and 9th grade boys be examined for scoliosis yearly. Parents or guardians will be notified in writing of any defects of physical disabilities that are found by the examination.

IMPACT (Immediate Post Concussion Assessment & Cognitive Testing) testing has been implemented in our district to better manage concussions sustained by our students. This computerized exam will be given to all students in grades 5, 7, 9, and 11 as a baseline test. Information and the consent form are included in the district calendar mailed to families of enrolled students and on the district website.

Public Health Law requires adequate immunization against polio, diphtheria, measles, rubella, mumps, Haemophilus Influenzae Type B (Hib), 3 doses Hepatitis B, Pertussis (Tdap), 1 dose of Meningococcal for 7th, 8th, and 9th graders and 2 doses of Meningococcal for 12th graders (unless the first dose was given after age 16), and 2 doses of Varicella for all students entering school unless a physician’s note is presented at time of enrollment.

First aid kits are located in the physical education office, the health office and in the science labs. There are cots in the health office to be used by pupils who become ill during the day. Guidelines for administering medications at school:

1. Submit a written statement of permission from the physician indicating the name and dose of the medication, the time it is to be given and the reason it is being given. This includes bronchial inhalers; the physician may order that a student can self-carry and self-administer inhalers.
2. Medication must be brought to and from school by an ADULT. It must be accompanied by a written request from the parent to give the medication.
3. Medication must be in a properly labeled prescription bottle. If the medicine is to be left in school the pharmacist will label a separate bottle for school use.
4. All medicines will be kept in a locked cabinet in the Health Office. Students will NOT be allowed to keep any prescription or “over the counter” medicines in their classroom or on their person.

The above procedures include aspirin and all other non-prescription medication

Psychological Services

A school psychologist is available in the district. The psychologist tests students for learning disabilities and giftedness, and interviews students who are having significant school or personal difficulties. A teacher, guidance counselor, administrator, parent or the student may request the services of the psychologists. All appointments should be made through the guidance office.

Counseling Services

Counselors will supervise the scheduling of classes and the testing and guidance program of the school. Their services are available to all pupils, parents, veterans, or others in the community wishing to discuss educational and occupational plans. These are some of the services the student may expect from the guidance service:

1. Information about occupations, colleges, and other training schools
2. Help in planning one's high school academic plan
3. An interpretation of standard tests that have been taken
4. Help in selecting one's life work
5. Help in choosing a college
6. Information about scholarships
7. Help in preparing for a job interview
8. An opportunity to discuss personal problems

Transportation - Buses

All buses are owned and operated by the Frewsburg Central School System. A dual schedule has been arranged for the buses to provide the best possible service to pupils and at the same time to make efficient use of all buses. Buses will pick up middle and senior high school students in grades 7-12 beginning at approximately 6:45 AM and arrive at school at approximately 7:20 AM. Grades 7-12 will be transported home at 2:16 PM.

The following rules apply to all students who ride to and from school and to those who use the school's buses on field trips and activities:

1. Every pupil who rides the bus to school is requested to ride the bus home. Certain necessary exemptions are made to this rule, such as doctor's appointments.
2. At no time is a student who has ridden to school by bus to be off the school grounds without the permission of the Principal/Assistant Principal. All students are to get off the bus, enter the school building, and remain in the school building.
3. If it is necessary for one student to ride a bus home with another student, both students must submit to the Attendance Officer a signed note from a parent/guardian requesting permission; the Attendance Officer will then issue a bus pass.
4. The buses have a schedule to keep so students should be at the appointed bus stop on time.
5. Some students may intentionally miss the first bus in the afternoon and attempt to ride home on the late bus run. Only those students who remain in school for legitimate reasons may ride the late bus. Admission to a late bus may only be gained with a pass signed by the high school office, the detention teacher, a club advisor or teacher. Any student without a bus pass will be required to find their own transportation home.
6. While on the bus, students must avoid loud talking, horseplay or any kind of behavior that may divert the driver's attention and thereby make safe driving difficult.

7. Students must keep hands and heads inside the bus at all times. When windows are open in warm weather, students should refrain from yelling at people in other vehicles or at pedestrians. Never throw anything out the window.
8. Be careful not to leave any items on the bus. Students carrying musical instruments must secure them properly.

To improve upon the safety conditions and driver supervision on the school buses, the Board of Education has authorized a series of three “Misbehavior” notices to be carried to the parent by the student and returned to the bus driver with the parent’s signature. The first notice is a warning, including the serving of a detention; the second notice will result in two detentions; the third notice will result in in-school suspension; the fourth notice is suspension of riding privileges for an indefinite period of time. In accordance with the State Education Law, bus drills are held on all buses three times a year.

After School Late Bus

The late bus leaves the high school at 3:05 PM; students will be shuttled to the elementary school where they will board and ride their assigned bus home. ALL students requiring late transportation must be under the supervision of a teacher for the entire period and board the bus with a pass signed by the supervising teacher. Any student without a signed bus pass will not be permitted to board the bus and will be required to find their own transportation home.

Transportation of Students To and From School Sponsored Activities

All students are required to use school provided transportation to and from all away activities. Any exception to this requirement must be approved as follows:

1. The request must be made no later than during school on the day on which the activity takes place.
2. The request must be in writing and signed by a parent.
3. There must be an element of necessity for transportation other than that which the school provides.
4. The request must be approved by the coach or advisor and either the High School Principal, Assistant Principal, or the Superintendent.
5. The alternate transportation must be provided by the parent or an adult designated by the parent. Students will not be permitted to ride with other students at any time.

This policy may be superseded in an emergency when the parent, at the time of the event, appears in person and requests that the student be permitted to leave the event with him/her. For the records, this request is to be confirmed in writing.

Library Procedures

The high school library is available for grades 7-12 from 7:30 AM until 2:16 PM.

Library Conduct

- Students using the library are expected to be orderly and quiet.
- Dismissal for poor conduct will result in a two-week suspension from the library.
- A second offense will carry a one-month suspension.
- Misuse of a pass going to or from the library will result in loss of pass privileges as well as discipline action according to the Assertive Discipline Policy

Passes

- The only passes will be all period passes.
- To have an all-period pass, a student must be doing research that requires materials in the library or use of the computers.
- Students must report to their assigned class/study hall and sign out to the library.

Signing Out Materials

- All materials may be signed out for two weeks except for reference materials.
- Reference materials may be signed out for overnight use only.
- Back issues of magazines may circulate for two weeks.
- Students are responsible for all materials they borrow from the library; charges will be incurred for any library materials damaged or not returned.

Announcements

- All notices of club meetings, athletic and social events, general information for the day and specific instructions are broadcast during homeroom (7:30-7:35AM) each morning.
- All announcements must be approved by advisors and submitted to Mr. Sposato before 1:00 PM the day before the announcement is to be broadcast.
- Posters may advertise only school-sponsored events and must be approved by the administration.

Lost and Found

Lost and found items should be turned in to the High School Office. The district may not be held responsible for lost items.

Field Trips

A field trip is not a right; it is a privilege.

- Permission to participate in a field trip may be denied to any individual student by any of the student's classroom teachers who feel that the student cannot educationally afford to miss regular class
- The teacher denying the student the privilege of taking the field trip will discuss the reasons(s) with the trip sponsor and with the student.
- Field trips do not count against a student's attendance.

- Each student must submit a field trip permission form with pertinent medical information signed by a parent/guardian to the teacher in charge PRIOR to departure.

Textbooks

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year.

Parent / Student Portal

Parent/Student Portals provide families and students with 24/7 access to their academic information. With a Parent/Student Portal account you may log on at any time to view information regarding schedules, grades and attendance. New Parent Portal accounts may be set up by visiting our district website, www.frewsburgcsd.org. Scroll down to "Popular Links" and click on "Parent Portal". To create a new account, click on "Parent Portal Registration" and enter your information. If you need assistance, contact Mrs. Hair in the guidance office. Student accounts may be set up through the guidance office.

Extra-curricular Athletics

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Football	Boys Swimming	Softball
Girls Swimming	Bowling	Track
Girls Tennis	Indoor Track	Boys Tennis
Soccer	Wrestling	

A permission form signed by a parent or guardian is required for each sport that a student participates in. Each participant must fulfill medical examination requirements by a physician prior to participation in each sport and demonstrate satisfactory academic progress.

Extra-curricular Clubs and Activities

Activities enrich the curriculum of the school by making available a wide variety of opportunities in which a student can participate. Each student is encouraged to participate. It is possible for students to request any activity conditional upon securing sufficient student participation, a faculty sponsor, and adequate space and facilities.

Club/Activity	Advisor
Art Club	Mrs. Vitello
Camera Club	Mr. Sposato
Frewspaper (School Newspaper)	Mrs. Burns
Leo Club	Mr. Dove
Marching Band/Pep Band	Mrs. Laska
Oratorical	Mrs. Burns
Pep Club	Mr. Blanchard
Quiz Bowl (HS Bowl)	Mr. Laska
Ski Club	TBD
Structural Integrity	Mrs. Swanson
Student Council	Mrs. Thompson
Trap Shooting	TBD
Yearbook	Mrs. Vitello

Student Council

All students are invited to participate actively in student government. Representatives and alternate delegates are elected by each grade level to represent the student body. The purpose of student government is to promote school welfare, to encourage loyalty and school spirit, to sanction and sponsor student activities, and to develop student initiative and leadership.

Attendance at Music Performances

All students enrolled in music courses are required to participate in all public performances since these are an integral part of the course. If it is necessary that the student miss a performance for a valid reason, a written note from the parent or guardian must be submitted to the teacher, preferably at least a week before the performance. Except for legitimate absences and emergencies, no more than one excused absence will be permitted. Any absence not excused will result in the student being dropped from the organization for the remainder of the school year, including loss of credit. When a musical performance and a competitive sport or academic event conflict, the student will have the privilege of attending either event without penalty. When possible, the student must make the choice one week before the event.

Fire Drill / Emergency Evacuation / Lockdown Drill

Fire drills at regular intervals are required by law and are an important safety precaution. During the first week of school teachers will review the procedures and expectations for fire drills. It is essential that, when the alarm sounds, everyone obeys the instructions and clears the building by the prescribed route as quickly and as quietly as possible. Remain beyond the fire lane until the all-clear bell rings upon which time students and teachers should proceed directly to their respective classrooms.

The turning in of a false fire alarm is considered a serious offense, both by the school and legal authorities. Violators are subject to suspension and arrest. Accidental alarms may be avoided by not playing with or around the fire alarm boxes.

Severe Weather Alarm

If the school receives a severe weather alert, instructions via the P.A. system will direct students and teachers into corridors and areas away from glass and other hazards.

School Closing, 2-Hour Delay, Early Dismissal

In case of inclement weather, snow or ice storms, students and parents should listen to either local Media One radio stations - WJTN-1240 AM, WKSN-1340 AM, WHUG-101.9, WWSE-93 FM, WQFX 103.1 FM or regional television stations WGRZ, WIVB, and WKBW for announcements on school closings. Do not call the radio stations or school for closing information.

The district's Rapid Notification system will send a message to all registered students informing them of any emergency closing, snow day, delay, etc. This information will also be posted on the district website: <http://www.frewsburgcsd.org>.

If the circumstances require a delayed opening, the following will apply:

- There will be bus runs. Transportation staff will pick up students two hours from the previously scheduled times (ex. 6:45 AM. will be picked up at 8:45 AM).
- A cold breakfast will be served. Lunch will remain as scheduled.
- Students attending a full-day BOCES program would be transported with the PM BOCES students at 11:01.
- The AM BOCES students will remain at the MS/HS in a supervised location.
- MS/HS school day will begin at 9:30 AM. RHJ school day will begin at 11:00 A.M.

In the event of early dismissal, a Rapid Notification message will be sent to all registered families, and radio and television stations will be notified and closing times will be broadcast in advance. Office phones will be available for students who need to make emergency arrangements.

Buildings and Grounds Use Permits

Any group in or outside of the school district that wants to use the pool, auditorium, cafeteria, gymnasium, classrooms, or athletic fields must fill out the proper application forms available in the main office. Arrangements can be made by calling 569-7041. A small fee may be charged for the use of some of the facilities.

Visitors to the Schools

State Law requires that all persons in school buildings other than staff, students and authorized persons must sign in at the High School office and obtain a visitor's pass to remain in the building. Student visitors will not be allowed to remain in the building or to attend classes. The only exceptions will be foreign exchange students and those having a specific purpose in studying or observing our school. Students anticipating bringing accepted visitors to school with them must secure a pass for that visitor from the principal/assistant principal. Permission to bring a student visitor to school must be obtained at least one day in advance. No persons other than those having a visitor's pass are to accompany a student during a school day. The BOE encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the high school office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the business office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by the rules for public conduct on school property contained in this district code of conduct.

Deliveries and Messages

All items that are brought to the school for students will be dropped off at the Main Entrance window. Messages for students during the school day must be restricted to emergency situations only.

Extra-curricular Functions

Aside from the normal expectations of proper behavior at activities, these rules apply:

1. No student is to leave and then return. Once a student leaves a dance or other activity, that student has done so for the remainder of the evening and may not be readmitted.
2. No smoking in any area of the school building or school grounds.
3. No one who has consumed alcoholic beverages or other intoxicating substances will be admitted. Any attempt to gain entry may necessitate invoking the disciplinary actions noted in number 5.
4. Out-of-district persons will not be admitted to dances.
5. A student who is guilty of misconduct at an extra-curricular function necessitating expulsion from that event may be excluded from several or all other similar activities for the remainder of the school year. The student and a parent/guardian must have a conference with a building administrator.

Assemblies and Class Meetings

Assemblies and class meetings are held at varying intervals as needed or desired by the Administration and Student Council. Assemblies are designed to be educational as well as entertaining experiences. They prove to be one of the few opportunities in school to learn formal audience behavior.

- Students are to sit in the areas assigned to each grade.
- Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.
- Any misbehavior will result in removal from the assembly and possible loss of assembly privileges for the remainder of the school year.

Hall Passes and Conduct

During class periods, students who are in the halls and are not accompanied by a teacher must have a pass.

- Passes will be issued on a very limited basis.
- Only 1 student out of the classroom at a time.
- Students on the No Pass Lists are not permitted to have pass privileges, in an emergency situation, students will have to use the bathroom in the Nurse's office
- Students are encouraged to the restroom and go to their lockers in between class periods.
- All students going to any office must first go to their assigned class or study hall to obtain a pass. Go directly to the location stated on the pass.
- Misuse of pass privileges will result in suspension of the privilege for that student and discipline according to the *Administrative Assertive Discipline Policy*.

When in the corridors, be mindful that unnecessary conversation and inconsiderate behavior is distracting to classroom activities and will not be tolerated. While in the halls between periods, keep to the right, do not run, do not loiter, do not block passage; get to your next class on time.

Study Halls/Advisory Period

To insure the best use of study hall time for all students, these rules are important:

- Seats will be assigned to all students.
- A quiet environment should be maintained. Speaking privileges may be granted by the teacher for brief necessary conversations.
- Passes to lavatories or offices may be granted at the discretion of the study hall/advisory teacher.
- Passes to classrooms, or any instruction area may be granted if a pre-signed pass is presented to the study hall teacher.
- Students who are on the "No Pass Lists" cannot be given passes.
- Lateness to study hall is treated the same as lateness to a class.

Destruction or Defacing of School Property

Frewsburg is proud of its fine school facilities and we expect everyone to treat the building, equipment and materials with care.

- Students should not mark lockers, school furniture, walls, ceilings, floor or equipment with pen, pencil, paint or any other instrument.
- Based upon the severity of the act, detention or suspension will be assigned to a student guilty of destroying, defacing or stealing school property.
- Referral to legal authorities will be made and charges will be pressed when applicable.
- Parents will be notified with repair and/or restitution expected.

Congregating on School Property

Do not form large groups before or after school or during activities, near any entrance areas or on the school grounds.

Plagiarism

The Frewsburg Central School District takes a firm stand against plagiarism of any sort. Plagiarism can be defined as presenting someone else's ideas as your own.

- In *word-for-word plagiarism*, a researcher repeats the exact words of a source without giving the necessary credit. A direct quote requires quotation marks.
- *Paraphrase plagiarism* occurs when a researcher says basically the same thing as an original source with just a few words changed. This requires a source note at the end.
- In *spot plagiarism*, a researcher uses only a source's key words or phrases as his or her own, without giving credit. This requires a source note at the end.

You owe it to your sources, your readers, and yourself to give credit for the ideas you use, unless the ideas are widely accepted as "common knowledge." Information is considered common knowledge if most people already know it, or if it can be found in nearly any basic reference book on the subject. (*The fact that there are 365 days in the year is common knowledge; the fact that it rained 210 days in Seattle during 1990 is not.*)

Lunch Program

Both school buildings in the district have a computerized system which records all deposits of money and all purchases of food items for each student. FCS uses a finger scan system. If you choose to opt out of the finger scan system, you must contact the cafeteria office at 716-569-7021. If there is money in the account, purchases are deducted. If there is no money in the account and the student is not eligible for free meals, the purchase is charged for a full or reduced meal. The student now has a negative account balance, which must be paid the next day. Payments can be made with cash or a check made payable to *Frewsburg Central School*. The balance on any account will automatically transfer to next year. Parents may place limits on what a student can purchase (*1 lunch, 1 snack per day*). Call the cafeteria office to establish restrictions.

Cafeteria

- All students are required to report to the cafeteria during their assigned lunch period.
- Be in the cafeteria at the assigned time and **do not leave during the lunch period.**
- Students should conduct themselves in an orderly manner, always respecting their fellow students, the monitors and cafeteria workers.
- Students are responsible for making sure that trays and refuse are put in the proper place and the area they have used is clean.

- No food may be taken out of the cafeteria.
- Free or reduced price lunches are available to eligible students. Application forms may be obtained in the cafeteria or nurse's office
- No other food sales such as fund-raising candy can be sold during the school day from homeroom through period six.
- Lunchroom monitors have the authority to regulate seating.
- Students may not order "take-out" or have "take-out" lunches delivered.
- Students may not leave school to pick up lunches.

Photographing/Digital Imaging of Students

One of the primary goals of the district is to keep parents and community members informed of events happening within the schools and to increase awareness of the many achievements of our students. The district maintains a detailed website, publishes a district newsletter, building announcements and publicizes events and achievements in local newspapers. Many of these publications and announcements may contain names and images of students and samples of student artwork and creative writings. The district may also produce DVDs, CDs, and podcasts that may contain photos, videos or audio of students. The district understands that some students/parents may choose not to have their photos/names used. If individuals or parents prefer NOT to have photographs of themselves used by the district, please complete and return the "DO NOT RELEASE" form on page 29. If you have no objections DO NOT sign or submit this form.

Organization

To assist students in their success:

- Classes will color code copies and handouts and encourage students to color code their materials when possible.

Math - red	ELA - yellow	Social Studies - blue
FACS - orange	Science - green	Spanish - purple
- Students will have a quarterly locker clean-out.

Lockers

Lockers are assigned to students through the school office for their personal belongings and books.

- Use only the locker assigned to you.
- The responsibility for keeping it neat and orderly is yours.
- Do not attach, stick, or glue anything to a locker wall or door that cannot be easily removed.
- Remember that the locker to which you are assigned remains the property of the school and is to be used for appropriate purposes. *It may be opened and examined by school authorities at any time for any reasonable purpose.*

- The locker assigned to each student will remain that student's locker for both 7th and 8th grade; a new locker will be assigned and kept for grades 9 through 12.
- Locks are provided on all lockers. Personal combo or key locks will be cut off and removed.
- NEVER GIVE OUT YOUR LOCKER COMBINATION TO ANYONE. Giving your combination to another student compromises your security from loss or theft.
- DO NOT keep large amounts of money in your locker.

Right to Search

School officials have the right to search students, their possessions, lockers, desks and/or automobiles parked on school property, if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. This search may include any device deemed useful in protecting the health and welfare of the school population. The school district declares its ownership of all student lockers, that it possesses a master key for all lockers, and that officials can and will conduct random locker searches as described above. Students are responsible for all of their personal property stored in school lockers.

Personal Property

It is the student's responsibility at all times in all situations to protect his or her wallet, purse and other valuables from theft. If a student must carry a large sum of money, or a valuable article to school, they should deposit it in the office while in school.

- Students must keep their lockers locked at all times.
- Do not put paper, plastic or metal objects into the locking system to override the lock.
- Do not give your combination to a friend/fellow student. Friends who know combinations are often the cause of a loss of property.
- All equipment, books, etc. should be marked with the student's name. Books should be marked in ink on the inside of the cover.
- Report immediately anything that is lost to the office. Also check the lost and found in the high school office for the ensuing several days.
- The school is not responsible for any items lost or stolen.

Electronic and Gaming Devices

- The use of portable electronic and gaming devices (can be disruptive to the educational process and should not be brought to school.
- Temporary confiscation will result if the rule is violated.
- Multiple violations will result in items being returned to a parent/guardian only.
- The school is not responsible for portable electronic and gaming devices that are brought to school. These are high theft targets and should not be carried around during the day or left in lockers.

Cellular Phones

Absolutely NO cell phones in any classrooms, including study hall, learning lab and advisory period.

- 1st Offense: Teacher gives a warning and student must place their phone in a designated area of the classroom
- 2nd Offense: Student is sent to the office and student will pick up their phone at the end of the day
- 3rd Offense: Student is sent to the office and a parent/guardian will pick up their phone at the end of the day

Use of Office Telephones

Students may use the telephones in the guidance and high school offices with permission from office staff.

Public Displays of Affection

Displays of affection are out of order in the school and in the immediate vicinity of the school.

- Students engaged in such displays (beyond hand holding) will be warned to desist.
- For recurrent violations, detention will be assigned and parental contact will be made.

Dangerous Weapons in School

No student shall have in their possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, incendiary devices, wallet chains, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive or incendiary device, or any other instrument capable of inflicting bodily harm.

In accordance with the Gun-Free Schools Act of 1994, a student found guilty of bringing a firearm, as defined in federal law, onto school property after a hearing has been provided pursuant to section 3214 of the Education Law will be subject to at least a one-year suspension from school. However, after this penalty has been determined, the Superintendent of Schools will review the penalty and may modify such suspension on a case-by-case basis. New York State Peace Officers and Police Officers are the only people permitted on school property to have a weapon in their possession.

Smoking and Chewing Tobacco, Vapor Cigarettes, E-Cigarettes

Smoking and chewing tobacco (including e-cigarettes/vapor cigarettes) are deemed to be undesirable social habits with a long term health risk, and therefore the use of tobacco shall

be forbidden on school property at all times, including after school, evening and weekend activities. These are likewise prohibited on the school buses or in the vicinity of the school buses. A violation of this rule will result in disciplinary action. A parental contact is mandatory before the student will be readmitted. A second violation of smoking in the school building, by a student over the age of sixteen, may result in a referral to the Chautauqua County Board of Health. Smoking in the school building is a violation of Article XXIV, Section 2 of the Sanitary Code of the Chautauqua County Health District. Violators may be required to appear in person or by attorney at a formal hearing before the Chautauqua County Board of Health. A fine of up to \$250.00 and/or 25 hours of community service may be assessed.

- Possession of these items in hand or mouth constitutes usage. Smoke being exhaled from nose or mouth also constitutes usage.
- Possession of tobacco products anywhere on campus will result in confiscation with return only to parent or guardian.
- Smoke found in the nurse's office lavatory after it has been checked and cleared prior to usage by a suspended student constitutes a smoking violation.

Energy Drinks

Energy drink possession is prohibited. Energy drinks are beverages containing carbohydrates and caffeine/herbal ingredients acting as a stimulant. These include, but are not limited to, Red Bull, Rock Star, and Monster.

Alcohol and Drugs

The Frewsburg Central School District believes in the individual value and potential of each member of its school community. We recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district goals. Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives: morally, emotionally, physically, intellectually, economically and socially. Because it is also our conviction that chemical dependency is a treatable illness, the Frewsburg Central School District has adopted the following policy:

- Attendance at school or activities under the influence of alcohol or drugs, or possession of these, is strictly prohibited.
- Violators will be subject to an automatic five-day suspension and will be referred to the legal authorities when a law is presumed broken.
- Parents will be notified of all violations.
- A Superintendent hearing may be required to determine further punitive measures.
- The so-called look-alike drugs (for example: synthetic marijuana, dab pens, caffeine tablets, pills and liquids), inhalants, cleaning and ethylene products will be treated

similarly to controlled and illegal substances. Their sale, possession and use on school property are prohibited.

Threats of Violence at School or School Related Activities/Events

Frewsburg Central School District is acutely aware of recent threats of violence and/or violence, which have occurred at schools in various parts of the United States. Resulting concern arising out of such incidents has led to the realization that no school district is free from the same. Accordingly, Frewsburg Central School District will exercise all good faith efforts to prevent the same from happening in any way that it can. In the event of a threat of physical harm and/or of extreme violence by a student or students, the following procedure will apply:

1. At the beginning of the school year, all students will be advised by Principal/Assistant Principal that there is a “zero tolerance” for verbal threats of violent behavior and/or physical harm of any other person.
2. If a threat is reported, the Principal/Assistant Principal will interview the accused student(s) and witnesses to the threat immediately and keep the Superintendent informed of developments.
3. A threat assessment will be immediately conducted by the Principal/Assistant Principal and school counselors.
4. If, in the judgment of the Principal/Assistant Principal, there is reasonable belief that a threat was made and violence may occur, the following steps will be taken:
 - a. The student will be removed from school in accordance with applicable law of the State of New York as well as school policy.
 - b. A parent/guardian conference will be held immediately.
 - c. The Chautauqua County Sheriff’s Department and/or New York State Police will be notified.
 - d. A safety evaluation will be required.
 - e. A Superintendent’s hearing will be conducted as per the applicable law of the State of New York.
5. Upon the happening of the aforesaid events, the Superintendent and/or Principal shall immediately determine if it is appropriate to notify the parents/guardians of classmates or parents/guardians of other students of the threatening behavior.

All Grades

As to the individuals in either the elementary level or the secondary level, if a student who has made a threat of violent behavior or physical harm has a diagnosed handicapping condition, a meeting of the CSE will be scheduled as soon as possible to determine whether or not the behavior of the said student was caused by his/her condition and in order to evaluate the need for a change in educational placement and/or make such other recommendations as is warranted.

Laser Pointers

Please be aware that the Chautauqua County Legislature has passed a local law which:

- Prohibits the sale of any laser-pointing device to anyone under the age of 18; it is unlawful for any person under the age of 18 to be in possession of a laser-pointing device.
- Any laser pointing device seized will be disposed of.
- Violation of the law shall be punishable as a misdemeanor. Frewsburg Central School faculty and staff have been instructed to confiscate any laser pointing device in the possession of a student and turn it into the high school office.
- The device and the name of the student will be turned over to the Sheriff's Department.

Making False Reports

Any student who knowingly makes a false report about the existence of a bomb, incendiary device, or weapon in the school building, on school property, or on a school bus will face serious disciplinary action. This includes the false reporting of the existence of a "hit list". Such false reports could result in a needless evacuation of the school building, closing of the school, and panic reactions by students and parents.

- Such false reports will be turned over to local police agencies for investigation.
- Charges for violations of state laws on false reporting may be placed.
- The student(s) charged with false reporting will be suspended out of school with notification of parents.
- The student's return to school will not occur until after a Superintendent's Hearing.

Security Cameras

Security cameras are placed strategically throughout the building and on the grounds. Students should be aware that any violation of rules and procedures outlined in the DISTRICT CODE OF CONDUCT or the MIDDLE SCHOOL STUDENT HANDBOOK will be recorded on the camera and may be used in determining disciplinary action.

Students with Multiple Failures

At the end of each 5-week period, a list will be posted of those students who have failed more than two subjects. Students who have failed two subjects will have their pass privileges removed until the new list is issued. This will encourage them to use their time more effectively in classes and study halls in order to achieve better academic results. Further, any student who is failing three or more subjects is not permitted to attend extra-curricular activities (*dances, athletic events, plays, musicals, etc.*) other than activities in which they are directly involved with a coach/advisor. When academic performance

improves, pass and extracurricular privileges will be reinstated at the **end** of the current 5-week period.

High School Prep Night

At the High School Prep Night the eighth-grade student and parent/guardian are given an orientation to the educational opportunities of the high school. The requirements for graduation are explained and the subjects offered in the various departments discussed.

Plans for the four years of high school will begin during the 8th grade year and will be reviewed annually. Certain subjects are required of everyone as necessary background material for the proper development of educated citizens. Each pupil earning a high school diploma will be expected to complete four years of high school. Each student should plan with parents or guardians, and with the aid of the counselor, the course of study in which the student will receive the most benefit. Parents/guardians are encouraged to make an appointment to meet with the counselor and student for planning purposes.

Physical Education Participation

Physical education is a required class and the grade from this class is reported in the student's quarterly average. All students in grades 7-12 are required to participate in physical education class activities or lose credit for the missed class.

Academics

Examinations

Students enrolled in courses where the Regents exam is given are required to take the Regents exam. In those courses, the final mark is determined by calculating an average composed of 4/4 of quarterly report card grades. There is no final exam and the Regents exam is not calculated into the final grade. If a student refuses to take a Regents exam (exams not required for graduation) they will be offered a local exam. If they do not take the final exam, they will receive a "0" for a final exam that will be calculated into their final average.

All non-Regents courses final marks are determined by calculating an average composed of 1/5 final exam mark and 4/5 quarterly report card grades. The passing mark for all subjects is 65%.

Report Cards

All report cards will be mailed home at the end of each ten-week period. They may also be viewed in the Parent Portal. The report card should be examined closely by students and parents/guardians with contacts made to the guidance counselor or teachers if indicated.

Progress Notices

Academic Progress Notices are mailed home once each quarter to all students: October 5, 2022; December 13, 2022; March 3, 2023; May 12, 2023. Progress Notices may also be viewed in the Parent Portal. Parents or guardians are encouraged to contact the school if help is needed to avoid a potential failure. *These dates are subject to change.

Incompletes

Students should make up all incompletes within a two-week period. If the work is not made up to the teacher's satisfaction, a mark based on the value of the work completed will be assessed and that mark will appear on the next report card. At the end of the year, all work must be completed by the last day of classes.

Retention

The following procedures are designed to determine grade level placement for middle level students following course failure(s).

- If a student fails **one (1) core course** and their overall grade point average is greater than 64% they will be promoted to the next grade level. It will be highly recommended they enroll for the summer session for the course they failed.
- If a student fails **two (2) core courses**, they will be **required** to enroll and pass both courses in the summer session to be promoted to the next grade level. Upon completion of summer school, the students overall grade point average must be greater than a 64% to be promoted to the next grade level.
- If a student fails **three (3) core courses**, they will be **required** to enroll in 2 of the three failed courses. Upon completion of summer school, the students overall grade point average must be greater than a 64% to be promoted to the next grade level.
- If a student fails **four (4) or more core courses**, they will be **required** to enroll for all failed courses. Upon completion of summer school, the Building Administration will review a LIGHTS Retention Analysis. Retention will be based on LIGHTS score, teachers/counselor recommendation, and if applicable the Committee of Special Education. The Building Principal will make final determinations in all decisions regarding student retention.

The following courses are considered core courses: English, Math, Science, Social Studies, and Spanish.

Honor and Merit Rolls

As an incentive to achieve academically, Honor and Merit Rolls are calculated each 10-week period. Pupils averaging 90% or better in all regular subjects with a minimum of 5 courses achieve Honor Roll status and those averaging from 85% to 89% achieve Merit Roll.

Frewsburg Jr/Sr High School

DISCIPLINE REPORT

This report is to notify the parent/guardian that the student is being held responsible for an infraction of the Frewsburg Assertive Discipline Procedures. We are here to support your efforts in promoting appropriate behavior. Please do not hesitate to call the school at 716-569-7055 if further clarification on the report is necessary.

	7 8 9 10 11 12		
Student's Name	Grade	Date	Period / Time

Reason for Referral:

Person initiating report:

TEACHER ACTION BEFORE REFERRAL	√	√
Student verbally corrected		Consulted Counselor/Psychologist
Student seating reassigned		Consulted Administration
Conference with student		Referral to Student Support Team
Parent/Guardian contacted		Teacher Detention
Parent/Guardian conference		Student sent to ISS during class time

Administrative Action	√	Date	√	Date
Student verbally corrected			Parent/Guardian Conference	
Administrative Detention			In School Suspension	
Community Service			Out of School Suspension	
Referral to Student Support Team			Superintendent's Hearing	

Comments:

Administrator Signature	Student Signature

For Office Use Only:			
Student Athlete	Yes	No	Disciplinary Code #
NHS	Yes	No	VADIR #
White-Teacher		Yellow-Parent	Pink-Office

FREWSBURG CENTRAL SCHOOL
Career and Counseling Center
26 Institute Street
Frewsburg, NY 14738

Phone: (716) 569-7026

Fax: (716) 569-7073

Opt-Out Notification

I have read and understand the information regarding access to my child's(ren's) educational records. I understand that certain student information is considered directory information. Directory information (which *may* include student name, address, telephone number, date of birth) will be released upon request UNLESS I have indicated (✓) below the information/organization I wish to have information withheld.

- Photo/Video/Artwork (in school publications ex: calendar, newsletter, website, school produced videos, newspaper releases)
- Military (applies to 11th and 12th grades ONLY)
- Colleges
- Scholarship organizations

Name of Student: _____

Name of Parent: _____

(please print)

Parent's Signature

_____ Date _____

- Please complete and return to the GUIDANCE OFFICE within 10 days ONLY if you prefer to have information withheld.
- If at some point you would like to make an amendment, please contact the Guidance secretary, Mrs. Richal Hair, at 716-569-7026.