

# **Frewsburg Central School**

## **STUDENT HANDBOOK**

*General Student Information*



**2018 - 2019**

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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 .....	569-7041
<i>District Superintendent – Mrs. Shelly O'Boyle</i>	
Assistant Superintendent for Curriculum & Instruction	
<i>RHJ/MS/HS – Mrs. Danielle Patti.....</i>	<i>569-7014</i>
High School Office .....	569-7055
<i>MS/HS Principal – Mr. William Caldwell</i>	
<i>MS/HS Assistant Principal – Mrs. Tiffany Frederes</i>	
Guidance Office .....	569-7026
<i>Middle School – Ms. Tricia Dallas</i>	
<i>High School – Mr. Randall Sitler</i>	
Director of Pupil Personnel Services .....	569-7065
<i>RHJ/MS/HS – Mrs. Tami McKotch</i>	
Attendance Office .....	569-7069
Nurse's Office .....	569-7034
Business Office .....	569-7051
Transportation/Bus Garage .....	569-7035
RHJ Elementary School .....	569-7031
<i>Principal – Mrs. Ann Morrison</i>	

Grades 11 & 12		Grades 9 & 10		Grades 7 & 8	
Teacher Arrival	7:30	Teacher Arrival	7:30	Teacher Arrival	7:30
Breakfast	7:20 - 7:35	Breakfast	7:20 - 7:35	Breakfast	7:20 - 7:35
Warning Bell	7:35	Warning Bell	7:35	Warning Bell	7:35
Homeroom	7:40 - 7:45	Homeroom	7:40 - 7:45	Homeroom	7:40 - 7:45
Period 1	7:45 - 8:25 BOCES Excused	Period 1	7:45 - 8:25 BOCES Excused	Period 1	7:45 - 8:25 BOCES Excused
Period 2	8:28 - 9:08	Period 2	8:28 - 9:08	Period 2	8:28 - 9:08
Period 3	9:11 - 9:51	Period 3	9:11 - 9:51	Period 3	9:11 - 9:51
Period 4	9:54 - 10:34	Period 4	9:54 - 10:34	Period 4	9:54 - 10:34
Enrichment	10:37 - 11:07	Enrichment	10:37 - 11:07	Enrichment	10:37 - 11:07
Lunch 5a	11:10 - 11:34 BOCES Excused 11:20	Period 5ab	11:10 - 11:50 BOCES Excused 11:20	Period 5ab	11:10 - 11:50 BOCES Excused 11:20
Period 5bc	11:37 - 12:17	Lunch 5c	11:53 - 12:17	Period 5c6a	11:53 - 12:33
Period 6ab	12:20 - 1:00	Period 6ab	12:20 - 1:00	Lunch 6b	12:36 - 1:00
Period 7	1:03 - 1:43	Period 7	1:03 - 1:43	Period 7	1:03 - 1:43
Period 8	1:46 - 2:26	Period 8	1:46 - 2:26	Period 8	1:46 - 2:26

## **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, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or tight fitting garments such as, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. The district standard is...*all students should be covered from the shoulders to the mid-thigh.*
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. No sneakers with wheels on the bottom.
6. Not include the wearing of hats except for a medical or religious purpose while school is in session.
7. 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.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Chains of any length or size (other than necklaces) cannot be worn during the school day or at extracurricular activities.
10. 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 7:40AM. 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 3:05 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/Course Credit

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.
- When a student misses 50 percent of a class period (20 minutes) this will be considered a full class absence.

**For summer school** - 3 days, and courses meeting ½ year or ½ credit - 14 days, or ¼ year or ¼ credit - 7 days, the same policy will apply and a calculation of the absences will be prorated accordingly.

**BOCES Programs** - Frewsburg Central School District students enrolled in full-time programs provided through BOCES shall comply with the comprehensive attendance policy adopted by the Erie 2–Chautauqua-Cattaraugus BOCES Board of Education. Career and Technology Education (CTE) students enrolled in certified programs must meet the number of hours required for certifications and/or course credit. Students who are not maintaining acceptable attendance in CTE programs may be withdrawn from the programs and returned to Frewsburg Central School at the campus principal’s discretion.

## **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 impassible 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, obtain 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 (7:40 a.m.) 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. For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "1" above.
3. 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.

4. 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 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 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 business 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.

## **Tutoring**

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

- A. 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.
- B. 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 illness will put a student in jeopardy of not meeting class attendance requirements.
- C. 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.
- D. 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 your teacher before or after school or at a time convenient to both of you 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 his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make the progress of which you 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, he/she is encouraged to contact classmates or check the school website <http://www.frewsburgcsd.org> to keep current with work.

## Distance Learning

Students will follow the policy of the district awarding credit for the course. Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment. Students will be considered in attendance if the student is:

- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working pursuant to an approved independent study program; or
- Receiving approved alternative instruction.

## 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 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 9<sup>th</sup> 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 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders and 2 doses of Meningococcal for 12<sup>th</sup> 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.
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 Service

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 A.M. and arrive at school at approximately 7:30 AM. Grades 7-12 will be transported home at 2:25 P.M.

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 anytime.

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 7:40 AM until 2:25 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 assigned class/studyhall 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 (7:40-7:45AM) each morning.
- All announcements must be approved by advisors and submitted to Mr. Sposato by 1:00PM the day before it 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. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

<i>a new book</i>	<i>100% of cost price</i>
<i>a 1 yr. old book</i>	<i>75% of cost price</i>
<i>a 2 yr. old book</i>	<i>50% of cost price</i>
<i>a 3 yr. old book</i>	<i>25% of cost price</i>

## 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](http://www.frewsburgcsd.org) and clicking on "Frewsburg MS/HS→Parents→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

V/JV Football  
V/Modified Boys' Soccer  
V/Modified Girls' Soccer  
Girls' Swimming  
Girls' Tennis  
Cross Country

### WINTER

V/JV/Modified Boys' Basketball  
V/JV/Modified Girls' Basketball  
Boys' Swimming  
Wrestling  
Bowling  
Indoor Track

### SPRING

V/Modified Baseball  
V/Modified Softball  
Boys' Tennis  
Track  
Golf

## 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

Pep Club  
SADD  
Pep Band  
Mock Trial Team  
Envirothon  
Camera Club  
Student Council  
School Newspaper  
Drama Club  
Oratorical  
High School Bowl  
Dramatics/Bear Players  
Yearbook  
Ski Club  
Trap Club  
Fellowship of Christian Athletes

### ADVISOR

Mr. Blanchard  
Mr. Sposato  
Mrs. Laska  
Mr. Nelson  
Mrs. Yost  
Mr. Sposato  
Mr. Mayes  
Mrs. Burns  
Mrs. Sears  
Mr. Laska  
Mr. Laska  
Mrs. Sears  
Mrs. Vitello  
TBD  
Mr. Lodestro  
Mr. Sposato

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 demonstrated satisfactory academic progress.

## Student Council

All students are invited to participate actively in student government. There is a student council for the senior high and one for the junior high. 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.

## National Honor Society

The Frewsburg Chapter of the National Honor Society was organized in December 1954. Selection to NHS is an honor, not a right. Juniors and seniors with outstanding records in scholarship, leadership, character, and service are considered for membership by the administration and the faculty. To be initially eligible, a junior or senior must have a cumulative average of 90% or higher and have not been involved in any disciplinary infraction that may have resulted in an in-school or out-of-school suspension.

## **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, WQXF 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 A.M. will be picked up at 8:45 A.M.)
- A cold breakfast will be served. Lunches will remain as scheduled.
- The UPK morning session will be canceled. The UPK afternoon session will attend 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 9:40 A.M. 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 check in at the business 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 business 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.

## **Student Driving and Parking on School Property**

- All student drivers must complete a "Driving/Parking Regulations" form, available in the high school office or at the attendance window.
- Students who speed or drive carelessly with an automobile or motorcycle on school parking lots or driveways will lose their parking and driving privileges on school grounds.
- Student parking is limited to the new gym parking lot and the parking lot near Institute Street only.
- Vehicles must be parked upon arrival and left until dismissal time.
- Permission to leave the building to get something out of a student's car must be obtained from the high school office.
- Students must grant right of way to all school buses.
- Students may not sit in cars during the school day.
- Continued violations will result in detention, then suspension.
- The Administration and Board will press charges if necessary.



## 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. When 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 except by prior arrangement; this includes Prom and Homecoming. If a district student would like to bring a guest who is not a resident or student, it is necessary to sign the guest up in advance in the high school office. A permission form signed by the guest, the guest's parent/guardian and administrator from the school they attend is also required and available in the high school office. The sign-up applies only to a single person, not to indiscriminate groups of friends or acquaintances. Aside from this procedure, dances will be limited to students currently enrolled.
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.

## Prom and Homecoming

- All students attending these events must be in good academic standing.
- Students in grades 9-12 may attend Homecoming.
- Students in grades 9 and 10 may attend the Prom only if invited by a junior or senior.

## 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.
- Unless a Vo-Tech student is an actual participant in an assembly presentation, he/she is not excused from attendance at BOCES to stay for an assembly.

## 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. **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

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 teacher.
- Passes to classrooms, the computer room, art rooms or any instruction area may be granted if a pre-signed pass is presented to the study hall teacher.
- Students who are on the “Academic/Phys. Ed. No-Passes List” 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 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 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 without the permission of the monitors.
- 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.

## 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.

## 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 put valuables, wallets and money in your hall or gym locker.** Leave them in the care of the Phys. Ed. teacher or in the high school office during the day.

## **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, he/she 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.

## **Student Owned Electronic Devices in School**

FCS provides the option for students in grades 7 – 12 to bring personal electronic device(s) (described as, but not limited to...laptop, ipad, ipod, smartphone, netbook, ebook reader, tablets) as a means to enhance their education. The use of these electronic devices will be at teachers' discretion. Students and a parent/guardian must review and sign the *Guideline for Personal Use of Student Owned Electronic Devices in School* contract (see page 30).

## **Ipods, MP3 Players and Musical Instruments**

- The use of portable radios, tape recorders, so-called "Ipods", "MP3" players, etc. can be disruptive to the educational process and should not be brought to school.
- Temporary confiscation will result if the rule is violated.
- The playing of all musical instruments is restricted to the music department areas for the same reason.
- Multiple violations will result in items being returned to a parent/guardian only.
- The school is not responsible for portable electronic equipment that is brought to school. These are high theft targets and should not be carried around during the day or left in lockers.

## **Cellular Phones**

The use of cell phones for calls or texting during classroom instruction time is strictly prohibited.

- If a student is seen using a cell phone during classroom instruction time, it will be confiscated and given to the Principal/Assistant Principal. Disciplinary action may be assigned. Multiple violations may result in such items being returned only to a parent/guardian.

## **Use of Office Telephones**

Students may use the telephones in the guidance and high school offices with permission from office staff. Students will not be called to the telephone except in cases of emergency.

## **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 his or her possession upon 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, 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. 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(s) will immediately be interviewed by the At Risk Coordinator and/or the school counselor/psychologist. If the student(s) is deemed a threat to himself or others, the parents/guardians will be contacted and arrangements for contact with social service agencies maybe initiated.
  - B. A parent/guardian conference will be held immediately.
  - C. The student will be removed from school in accordance with applicable law of the State of New York as well as school policy.
  - D. The Chautauqua County Sheriff’s Department and/or New York State Police will be notified.
4. 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.

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.
- Charge 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 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, prom, 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 end of the current 5-week period.

## **Work Experience**

This program allows SENIORS to receive a broader range of experiences before leaving Frewsburg Central School. These experiences may include: work, occupational training, home care, accredited correspondence courses or volunteer service. Interested students should see their school counselor and a high school administrator. Students must have parental permission, employer verification, satisfactory past school performance, and the ability to schedule all courses needed for graduation in the abbreviated day.

## **Working Papers**

In order to be employed, a minor over 16 and under 18 years of age is required to possess an employment certificate. Applications are available in the main office.

## **Eighth Grade Parents' Night**

At the Eighth Grade Parents' Night the eighth grade student and parent 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. During the weeks following this meeting, the parents may come to the school by appointment to help plan the student's high school course. These individual conferences with the counselor have proven to be very worthwhile.

## **Courses of Study**

In order for a student to complete four years of high school successfully and receive a diploma, a wise choice of subjects for each year is necessary. Plans for the 4 years of high school will be made near the end of the 8th grade or in the 9th year. 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 guardian, and with the aid of the counselor, the course of study in which the student will receive the most benefit.

A curriculum guide is supplied by the Guidance Office and is available for use. Those planning to go to college or to take an advanced training course, such as nursing or business training, should find the subjects required for the school or field of their choice. Handbooks and catalogs or requirements for different colleges and training schools are available in the Guidance Office.

## **Pre-college Enrollment Program**

School policy allows students with good academic records to be excused to take college level courses in place of school subjects or in addition to them. Interested students should see their counselor the semester before wishing to enroll in college. The approval of the college and parent or guardian must be obtained. All costs, transportation and liability must be borne by the student and parents.

## **Early Graduation**

The Board of Education has adopted a policy, which allows early graduation in exceptional instances. Students who feel they have very valid reasons should see their counselor as early as possible during their sophomore or junior year.

## **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. **Seniors cannot graduate until all physical education classes have been successfully completed.**

## **Summer Driver Education**

FCS offers a driver education course during the summer under the conditions set forth by the New York State Education Department and Commissioner's Regulations. All students must be sixteen (16) years of age and possess a valid New York State Driver's Permit prior to the first day of Summer Driver Education.

## **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 Parent Portal. The report card should be examined closely by student 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, 2018; December 14, 2018; March 8, 2019; May 17, 2019*. Progress Notices may also be viewed in Parent Portal. Parents or guardians are encouraged to contact the school if help is needed to avoid a potential failure.

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.

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.

Drop Procedures

A student wishing to drop or change subjects must adhere to the following procedure:

1. The student will confer with a guidance counselor and then with his/her teacher.
2. The teacher will confer with the guidance counselor concerning the advisability of the drop.
3. The drop, if indicated, must be approved by the parent or guardian.
4. Changing subjects will be allowed only if the student can fit into the new program without difficulty and in a timely manner.

**HIGH SCHOOL  
DIPLOMA REQUIREMENTS**

<u>Advance Regents</u>	<u>Regents</u>
<p><b>Credits</b></p> <p>4.0 English 4.0 Social Studies 3.0 Math 3.0 Science 0.5 Health 1.0 Art/Music 1.0 Spanish 2.0 Physical Education 3.5 *Electives</p> <p><b>Total: 22 credits for graduation</b></p> <p>Student must have 3 credits in Spanish or 5 credits in Art or Business</p>	<p><b>Credits</b></p> <p>4.0 English 4.0 Social Studies 3.0 Math 3.0 Science 0.5 Health 1.0 Art/Music 1.0 Spanish 2.0 Physical Education 3.5 Electives</p> <p><b>Total: 22 credits for graduation</b></p>
<p><b>Regents Exams</b></p> <p>Comprehensive English Global History &amp; Geography US History &amp; Government Algebra I Geometry Algebra II Earth Science Living Environment Spanish III</p> <p>* A score of 65% or higher is passing</p>	<p><b>Regents Exams</b></p> <p>Comprehensive English Global History &amp; Geography US History &amp; Government Algebra I Earth Science or Living Environment</p> <p>* A score of 65% or higher is passing</p>

\*\* Students w/ a disability (IEP) have a safety net for Regents exam scores and can earn a Local Diploma.

The district will use a weighted class rank numerical system to determine the class rank for students in grades 9 – 12. An un-weighted average will be used for determining grade point average. Class rank will be determined using a weighted average of all courses based on the following:

PE, Chorus, Band courses:	1.00
Gen. Ed. & Non-Regents courses:	1.00
Required Regents courses:	1.05
Elective Regents & Advanced courses:	1.10
College credit & AP courses:	1.10

- 1) Final averages must be between a 65-100% to be included in the calculation of class rank.
- 2) Class rank will be determined for students at the conclusion of the freshman, sophomore, and junior academic year. The senior calculation of final class rank will be determined by using grades compiled through the third quarter of the senior year.
- 3) Each student's rank in class will be determined by multiplying a weighted index value by the student's final average in the course. The sum of this calculation for all class rank approved courses will determine the students total points for class rank. Ranking points from all credits will determine the sum for each student towards class rank. All courses will be given an index value of 1.0, 1.05, or 1.10.
- 4) All students in grades 9-11 are required to take a minimum of 6.5 courses. Seniors may take a minimum of 5.5 credits.
- 5) Drivers Education, Independent Studies, and or Pass/Fail courses will not be included for the purpose of calculating class rank.
- 6) Courses or exams which are repeated will only be used if the final average grade is higher.
- 7) Students who transfer into the district after September 30 of their junior or senior year will be included in class rank, but not eligible for valedictorian or salutatorian.
- 8) Students who choose to graduate in six (6) semesters will be considered graduating juniors, not seniors, therefore are not eligible to be ranked in the graduating class. They will be considered unranked graduating juniors. Students who decide to graduate within 3 years are eligible to participate in the commencement activities but are not eligible to participate in the annual senior trip.

## **Selection of Valedictorian and Salutatorian**

Criteria to determine the Valedictorian and Salutatorian of the senior high school(s) of the Frewsburg Central School District:

- 1) An eligible student must attend the Frewsburg Central School District for a minimum of two (2) full academic years, regardless if the student is transferring within New York State or from an out of state school.
- 2) Student must be enrolled as a full-time student at the time of graduation. The student must be enrolled in at least 5.5 credits.
- 3) The average of grades earned in the Frewsburg Central School District through the end of the third quarter of the senior year will be used to select the final candidate.
- 4) Class rank is established by multiplying the grade received in a particular subject by the index number assigned to that subject. Only final grades will be used, with the exception of the senior year, starting with the ninth grade. Courses and exams repeated will only be counted if the grade is higher.
- 5) The Valedictorian and Salutatorian will be given the opportunity to speak at Commencement. This does not eliminate other students as determined by the school administration from speaking at commencement, i.e., senior class president, president of student association, etc.
- 6) Students who choose to graduate in six (6) semesters will be considered to be graduating juniors, not seniors, therefore are not eligible for valedictorian or salutatorian status.

**Administrative Assertive Discipline Policy**

INFRACTION	CONSEQUENCES			
	1st Offense	2nd Offense	3rd Offense	4th Offense
100 Disorderly Conduct	1 Detention	2 Detentions	1 ISS	2 OSS
101 Running, Pushing, Tripping	1 Detention	2 Detention	3 Detentions	1 ISS
102 Profane, Vulgar Abusive Lang	1 ISS	2 ISS	3 ISS	4 ISS
104 Computer Policy Violation	2 Detentions	1 ISS	2 ISS	3 ISS
200 Insubordination	1 Detention	2 Detentions	1 ISS	2 ISS
201 Gross Insubordination	1 ISS	2 ISS	3 ISS	1 OSS
202 General Disrespect	1 Detention	2 Detentions	1 ISS	2 ISS
203 Skip Homework Den	2 Detention	3 Detentions	1 ISS	2 ISS
204 Skip School	1 ISS	2 ISS	3 ISS	4 ISS
205 Skip Administrative Detention	2 Detention	1 ISS	2 ISS	3 ISS
206 Late to Class	Warning	1 Detention	2 Detentions	3 Detention
207 Late to School	Warning	1 Detention	2 Detentions	1 ISS
208 Skip Class	2 Detentions	4 Det/class	1 ISS	2 ISS
209 Leave school w/o perm (illegal)	1 ISS	2 ISS	3 ISS	1 OSS
210 Failure to sign in/sign out	1 Detention	2 Detentions	3 Detentions	1 ISS
211 Dress Code Violation	Change clothes	1 Det/Change	2 Det/Change	3 Det/Change
Refusal	1 ISS	2 ISS	3 ISS	4 ISS
212 Cell Phone/Elec. Devices	1 Detention	2 Detentions	3 Detentions	1 ISS
	(w/confiscation)	(w/confiscation)	(w/confiscation)	(w/confiscation)
213 Possess/Use Energy Drink	1 Detention	2 Detentions	3 Detentions	1 ISS
301 Inappropriate Physical Contact	1 ISS	2 ISS	3 ISS	4 ISS
302 Instigate Fight	2 ISS	3 ISS	2 OSS	3-5 OSS
303 Personal Injury	1 OSS	3 OSS	5 OSS	Super. Hearing
307 Verbal Threat	1 ISS	2 ISS	1 OSS	3 OSS
308 Damage Personal Property	2 ISS/restitution	3 ISS/restitution	2 OSS/restitution	4 OSS/restitution
309 Damage School Prop (<\$50)	2 ISS/restitution	3 ISS/restitution	2 OSS/restitution	4 OSS/restitution
310 Damage School Prop (>\$50)	2 OSS/restitution	4 OSS/Super/Res	5 OSS	Super. Hearing
400 Safety, Moral Health, Welfare	1 Detention	2 Detentions	1 ISS	2 ISS
401 Lying to School Personnel	2 Detentions	4 Detentions	1 ISS	2 ISS
402 Stealing	1 ISS	2 ISS	3 ISS	2 OSS
404 Defamation	1 ISS	2 ISS	3 ISS	4 ISS
405 Discrimination	1 ISS	2 ISS	3 ISS	4 ISS
406 Harassment/Bullying	2 Detentions	1 ISS	2 ISS	3 ISS
408 Intimidation	1 ISS	2 ISS	3 ISS	4 ISS
411 Unsafe Conduct	2 Detentions	4 Detentions	1 ISS	2 ISS
420 Café Misconduct; ie. throw food	1 Cleaning/1 Det.	2 Cleaning/2 Det	1 ISS	2 ISS Parent Conf.
421 Forged note from parent	1 ISS	2 ISS	3 ISS	4 ISS
422 Forged Teacher Signature	1 ISS	2 ISS	3 ISS	4 ISS
423 Forged Pass	2 Detentions	3 Detentions	1 ISS	2 ISS
424 Misuse of Pass	1 Detention	2 Detentions	1 ISS	2 OSS
500 Bus Misconduct	1 Detention	2 Detentions	1 ISS	OSS/Rem. 3 Days
600 Academic Misconduct	2 Detentions	1 ISS	2 ISS	3 ISS
601 Plagiarism	1 Detention	2 ISS	1 OSS	2 OSS
602 Cheating	2 Detentions	1 ISS	2 ISS	3 ISS
603 Copying	2 Detentions	4 Detentions	1 ISS	2 ISS

INFRACTION	CONSEQUENCES			
	1st Offense	2nd Offense	3rd Offense	4th Offense

\*This Administrative Assertive Discipline Policy and its related infractions and corresponding consequences are guidelines for discipline procedures. Building administrators have the authority to adjust consequences dependent on each individual discipline report.

# 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 or email [wcaldwell@frewsburgcsd.org](mailto:wcaldwell@frewsburgcsd.org) or [tfrederes@frewsburg.org](mailto:tfrederes@frewsburg.org) if further clarification on the report is necessary.

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

<b>Reason for Referral:</b>

<b>Person initiating report:</b>

**TEACHER ACTION BEFORE THE 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:**

	√	<b>Date:</b>		√	<b>Date:</b>
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:**


William Caldwell, Principal	Tiffany Frederes, Assistant Principal	Student Signature

**For Office Use Only:**

Student Athlete	Yes	No	Disciplinary Code #
NHS	Yes	No	VADIR #



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 569-7026.

Frewsburg Central School  
Guidelines for  
Personal Use of Student Owned Electronic Devices in School

Purpose: Frewsburg Central School will provide students the option of bringing in a personal electronic device (ie. electronic devices are described as, but not limited to...Laptop, iPad, iPod, Smartphone, Netbook, eBook reader, Tablets) as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal devices.

**General Usage**

Frewsburg Central School provides the opportunity for students in grades 7–12 to bring a personal electronic device to school to use as an educational tool. **The use of these electronic devices will be at teachers' discretion.**

1. Students must obtain teacher permission before using a personal electronic device during classroom instruction. Students using laptops will be allowed access to note taking or word processing at the teacher's discretion.
2. Student use of a personal electronic device must support the instructional activities currently occurring in each classroom and lab.
3. Students must turn off and put away a personal electronic device when requested by a teacher.
4. Students may use their personal electronic device before school and after school in adult supervised areas only, such as IMC, library or classrooms, including study halls when the teacher is present. The electronic device should be used for educational purposes during these times. If an adult asks a student to put his/her electronic device away because of playing games or other non-instructional activities during these times, the student must comply.

**Expected Student Behaviors and Responsibilities**

- The Frewsburg Central School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring an electronic device to school are assuming total responsibility for the electronic device. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.
- Students should take all reasonable measures to protect against the theft or damage of their personal electronic device.
- Students are responsible for monitoring the power consumption of their electronic device.
- The District is not responsible for providing access to charging sources and/or cords.
- Students may only access appropriate information, images and data and use appropriate language, images, and information as stated in the Frewsburg CSD Acceptable Use Policy (AUP).
- Students must ask for permission before accessing the Internet with personal electronic devices.



**Agreement:**

- To comply with the rules and regulations in the guidelines.
- That any staff member may examine the electronic device at any time for the purpose of verifying that my personal electronic device is in compliance with this agreement.
- That Frewsburg Central School is not responsible for any possible damage in connection to using an electronic device in the school.
- To hold Frewsburg Central School harmless in the event of theft, damage or confiscation of a student’s electronic device.
- That the district technicians will not troubleshoot or install software on personal laptops.
- That using my electronic device in school is a privilege and can be revoked at any time.

**List the electronic devices which you plan to use in school:**

Type	Model	Serial Number

Students and their parents/guardians wishing to take advantage of this program must comply with all rules and regulations set forth in these guidelines. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student’s electronic device as set forth above and be held to the Frewsburg CSD Acceptable Use Policy (AUP).

All violations of the above procedures will result in the immediate loss of network access privileges, and the student’s parents will be contacted.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

**We have reviewed these rules and regulations with my child.**

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date

**Contact Information**

Parents, please provide contact information below:

Parents Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_