

# VVS PRIDE

## Show your...

**P**urpose

- Be focused
- Attend school & be on time
- Take ownership of your learning

**R**espect

- Be school appropriate with language, actions & attire
- Be considerate of others & use manners

**I**ntegrity

- Use electronics appropriately
- Make good choices (even when no one is looking)
- Be honest & responsible

**D**rive

- Set goals & work hard to achieve them
- Challenge yourself
- Find your spark & pursue your interests

**E**mpathy

- Build positive relationships
- Be aware of how your behavior affects other members of our school community
- Be an active listener

# Table of Contents

## HIGH SCHOOL POLICIES & PROCEDURES

Includes the following topics: Attendance, Student Attire, Transportation, Posters-Signs-Etc., Cell Phones, Chromebooks, Plagiarism, Tardiness to Class, Off Limits, Public Display of Affection, Assemblies, Cafeteria/Lunch Periods, Study Halls, Media Center, Parking/Driving Regulation, Safety and Security, and General Information.

## GUIDANCE SERVICES

## GRADUATION REQUIREMENTS

## DIPLOMA/CREDENTIAL REQUIREMENTS

## HEALTH SERVICES

Includes the following topics: General Assistance, Physical Examinations, Illness and Attendance Guidelines, Homework Requests, Medication Procedures, Head Lice/Nits (Pediculosis), and Reporting of Suspected Child Abuse.

## DISCIPLINARY RESPONSE EXPLANATIONS

Includes the following topics: Restricted Lunch Detention, After School Detention, In-School Suspension (ISS), and Out of School Suspension (OSS).

## EXTRA CURRICULAR ACTIVITIES

## BOARD OF EDUCATION POLICIES

The Board of Education Policies can be found online:

<https://www.vvsschools.org/>

If you would like a hard copy of any policies, please call or visit the High School Main Office (315-829-7446).

## STUDENT-PARENT COMPACT

# HIGH SCHOOL POLICIES & PROCEDURES

Students are welcome to arrive at school at 7:35 a.m. Students will report directly to their first period classroom. Students are to report to their first period class promptly by 7:45 a.m. and they must have their charged chromebooks with them at this time. Recording daily attendance will be done during the beginning of first period. Students arriving late are considered tardy to school. Morning announcements are shown at the end of first period, and are also available on the website to be viewed at a later time.

**\*At the beginning of the 2020-2021 School year, Students cannot stay after school.**

**We will let parents know when this changes.**

Students staying after school for any reason must be under a teacher's supervision at all times until dismissed for buses. Bus passes are required in order to ride the late buses. Shuttle bus passes for 3:00 p.m. must be obtained through the Principal's Secretary. Bus passes for 4:10 p.m. (Monday, Tuesday, Wednesday and Thursday) must be obtained from the supervising teacher.

## Attendance

**\*Daily attendance is done during first period. Remote students will also need to check in with their first period teacher by 7:50 am for attendance purposes. We would appreciate all attendance notes be via email to [RCoufal@VVSschools.org](mailto:RCoufal@VVSschools.org) & [ABuss@VVSschools.org](mailto:ABuss@VVSschools.org).**

Families should call the school nurse in the morning on the day their child is absent.

State law requires that all students attend school during all days and all hours that school is in session. All instances of student absence, tardiness, or early release require a parent/guardian excuse. These excuses must contain the following:

### Parent/Guardian Excuse sent by Email

**STUDENT NAME** (first and last), **GRADE LEVEL**

**DATE** of absence(s), tardiness, or early release

**REASON** for absence, tardiness, or early release

**PARENT/GUARDIAN SIGNATURE**, and

**MEANS OF TRANSPORTATION & ESTIMATED TIME OF RETURN** (early release excuses only).

Any absence for which the school does not receive a parental excuse (emailed, written or verbal) will be recorded and remain on their permanent record as an unexcused absence. Students whose absence from school is unexcused may not have an opportunity to make up and/or receive a grade for the work that was missed during their period of absence. There may also be additional disciplinary consequences if the absence is determined to be truancy.

## DAILY ATTENDANCE PROCEDURES

Student attendance is taken at the beginning of first period (for classes and study halls). All students must be present for their first period class (or study hall) at 7:45 a.m. sharp. Any student arriving late to school (after 7:45 a.m.) must proceed directly to the main office to sign-in.

**Failure to sign in will result in progressive discipline. Students may also face disciplinary consequences from their first period teacher.**

**At the administrator's discretion, it may be necessary to provide written documentation/verification for absences, excused releases, and/or tardiness due to "personal reasons" and medical or dental appointments.**

## ABSENCES FROM SCHOOL

Parents can submit an absence note via email they day students are absent to [RCoufal@VVSschools.org](mailto:RCoufal@VVSschools.org) and [ABuss@VVSschools.org](mailto:ABuss@VVSschools.org) . Extended absence due to illness (3 days or more) or excessive absenteeism may require a statement from a doctor.

## EXCUSED RELEASE

Pupils who must be excused from school are required to have a parent/guardian excuse and present it to the office via email to the main office secretary, [RCoufal@VVSschools.org](mailto:RCoufal@VVSschools.org) , prior to their 1<sup>st</sup> period class/study hall. See Leaving the School Building (below). Each early release is recorded in the student's attendance record. The student will receive a blue permit to leave the building pass. **Students failing to present their excuse prior to first period will receive a warning. Subsequent offenses may result in progressive discipline.**

## TARDINESS

Students arriving late to school must report to the main office and sign in for attendance purposes. A parent/guardian excuse via email or note from a doctor's/dentist office must be presented at the time of the student's arrival or no later than the following day (see page I). **Failure to sign in will result in progressive discipline.**

A student is limited to seven (7) tardies per semester (combined excused and unexcused). **It is expected that students report to school on time, except in unavoidable emergency circumstances.** Repeated, excessive tardiness will result in progressive discipline up to and including in-school suspension, loss of parking privileges, code hearings, and parent/student/administrator conference.

## PARTICIPATION IN AFTER SCHOOL ACTIVITIES

In order to participate in an after school activity, students **must** be in school by **9:00 a.m.** and remain in school for the rest of the day.

## LEAVING THE SCHOOL BUILDING

**Students must report to the Nurse or Principal for permission to leave the building.** The nurse or principal will contact the Parent for permission. **Due to health and safety issues, students are not to call to be released or picked up from school, the Nurse or Principal must be the one to contact the Parent.** Failure to follow this procedure will result in disciplinary consequences.

A student who must leave the school because of illness **must report to the Nurse or to the Principal. Students must not leave school without such permission.** If a student must be excused for part of the school day, he/she must present a written request to the Nurse upon arrival at school. The request should specify name, date, time to be excused, destination, and reason for leaving, means of transportation from school and telephone number by which the above information may be confirmed (parent, doctor, dentist, etc.). Please make appointments, if at all possible, on school holidays or after school hours.

Because of the school's legal responsibility for the welfare of students, we cannot honor requests for students to leave school to run errands during school hours. **Leaving school without prior permission from the Nurse or Principal is considered TRUANCY and warrants disciplinary consequences.** A parent/guardian/legal representative of the student must sign the student out in the main office. When the student returns to school during school hours, the parent/guardian/legal representative must sign the student in at the main office. In every building of the District, parents or guardians should write a note or call the school if the parent/guardian/legal representative needs a student released during the school day.

## TRUANCY

Truancy is any absence from school without consent or prior knowledge of parent/guardian or school: Example: skipping school, tardiness to school, unofficial parties or picnics, leaving school without permission.

**Any student leaving campus in a vehicle, without proper authorization, has incurred a "moving violation" under the parking privilege regulations. Refer to the "Moving Violation" section for disciplinary response.**

## Student Attire

**\*At the start of the 2020-2021 school year, masks are required.**

V.V.S. students have always displayed common sense and good taste in matters of dress. Occasionally, however, the question arises as to what is and what is not appropriate to wear to school. The New York State Commissioner of Education has established guidelines as follows:

### **Student attire should pass the test of :**

- a. decency (e.g. Revealing attire)
- b. health (e.g. Dirty clothes)
- c. safety (e.g. No shoes, dangerous piercings)
- d. interference with the educational process

### **Remember this about dress and appearance:**

How you look affects how you feel and behave

This is a work environment for students and staff

**Based on these criteria, the following are *examples* of attire that are NOT acceptable:**

- Articles of clothing which are suggestive of drugs, alcohol, contain vulgar or obscene language, or are sexually implicit or explicit.
- Halter tops, half-shirts, "muscle" shirts, or clothing that reveals the midriff during regular activity.
- Short shorts, short skirts or short dresses – **Guidelines for length are when arms are straight down, your fingers should reach the hem.**
- Spaghetti straps, multiple spaghetti straps, sheer apparel, and backless apparel are not allowed – **Guidelines for tank tops are that the strap should be at least three fingers wide to cover bra straps.**
- Costumes and/or masks (other than at approved functions), or clothing which is determined to mock or offend a specific group(s).
- The wearing of hats, head apparel (bandanas, etc.), hoods or any such items worn on the head is prohibited in all instructional areas on school days between 7:30 a.m. and 3 p.m.

**Faculty and administrators will interpret the appropriateness of the student's dress in all situations. The principal will exclude from school or class any student deemed improperly dressed until correction is made.**

**These are approximate guidelines for students. If not following the dress code, students will be asked to change. If they do not have clothes to change into, the office has clothes the students can borrow. Failure to change could result in spending time in restricted class periods in ISS.**

## Transportation

Administrative Regulation 7050.2

### **RULES FOR STUDENTS WHILE WAITING FOR A BUS**

1. Students will wait for their bus at the nearest designated stop. Unauthorized changing from one bus stop to another bus stop is prohibited. Students will be picked up and dropped off from the same place each day during the school year.
2. Student behavior at the bus stop is the responsibility of parents or guardians. Students are expected to be courteous and to respect other people's property at all times.
3. Prior to the bus approaching a pick up point, students will form a line in an orderly manner/fashion without shoving or pushing one another.

## RULES FOR STUDENTS WHILE RIDING A BUS

**\*At the beginning of the 2020-2021 school year, masks are required on the bus**

1. The driver has responsibility for all students while entering, riding, or leaving the bus. Students are expected to behave, follow the driver's directions, and not distract the driver. The following are examples of prohibited behavior:
  - a. Fighting
  - b. Using profanity, yelling, or distracting the driver
  - c. Changing seat while the bus is in motion
  - d. Damaging the bus seats (writing on, puncturing or cutting the seats, etc.)
  - e. Placing any part of the body outside the bus
  - f. Eating/drinking on the bus without special permission
  - g. Possessing, using or being under the influence of any performance altering substance (drugs, alcohol, tobacco, etc.)
  - h. Possessing and/or using any type of weapon
  - i. Littering and/or throwing objects
2. An object that can be placed on the lap of the student and does not protrude into the aisle is permitted on the bus. Live animals, glass containers, and large objects (tuba, cello, skis, etc.) are prohibited.
3. Changing from one bus to another bus is prohibited unless the principal grants an exception. Parents or guardians may request in writing, to the principal, that a student be picked up or dropped off at another location within that school's attendance zone. In the interest of safety, this type of request may be approved. Requests for students to ride another bus to party, lessons, meeting, sleepover, etc. will generally not be granted. The District's responsibility is to safely transport students to and from one location for educationally related activities.
4. When approaching or departing the bus, all students who have to cross the road to or from their home must exercise extreme caution. Cross at least ten feet in front of the bus in full view of the driver (students should be able to see the driver's face), wait for the driver to signal before crossing, and never retrieve dropped objects or return into the path of traffic.
5. Parents requesting to pick up students off the bus while the bus is en-route are strongly discouraged due to safety concerns. Children sitting on the bus and/or en-route will only be released to the parent/legal guardian under the following conditions.  
The parent presents the driver with a written release from the building office or parents contact the principal for verbal release.  
After obtaining verbal permission, the driver will only release the student in a safe location.

## DISCIPLINARY MEASURES

Students who violate the bus rules will be reported to the transportation supervisor. A Student Discipline Report Form will be completed and the supervisor will inform the appropriate building principal.

**Disciplinary action will be determined by the principal dependent upon the circumstances. Punishment may include one or more of the following:**

- |                       |   |
|-----------------------|---|
| * Assigned seats      | * Parent notification (conference)      |
| * Loss of a privilege | * In-school or out of school suspension |
| * Detention           | * Loss of bus riding privilege          |

## BUS PASSES

**\*At the beginning of the 2020-2021 school year, students will not be permitted to ride a different/late bus.**

Bus passes to ride a different bus will be issued by the main office. Requests for a pass require a stated reason, parent/guardian signature, the address and/or student they are riding with, and the phone numbers where parent/guardians of both students involved may be reached for confirmation and approved by the Principal. Students may not ride buses to or from the elementary schools without an administrator's approval.

Bus passes are required in order to ride the late buses. Bus passes for 4:10 p.m. (Monday thru Thursday) **must be obtained from the supervising teacher**. 3 pm Shuttle bus passes are available to high school students only in cases of extenuating circumstances. This pass must be obtained from a principal.

## BUSES TO ATHLETIC CONTESTS AND FIELD TRIPS

Buses scheduled for athletic activities and field trips are under the supervision of a faculty supervisor. All students are required to return to the school on their assigned bus unless a written request (signed by the parent) is received, at the site of the event, to ride with a member of the immediate family. The family member must present the parental request to the faculty supervisor at the site.

### Posters, Signs, Etc.

Permission to post any type of printed material or artwork must be obtained through the principal or assistant principal.

### Cell Phone Usage

Electronic devices including cell phones should be *OFF* and *AWAY* during instructional periods and/or when in classrooms during the school day (7:45 am – 2:21 pm) unless approved in advance for educational purposes by the teacher/building principal. Students using cell phones during the school day for inappropriate reasons as deemed by the principal will have the cell phone confiscated until a parent is able to come to the school and retrieve the cell phone. Repeat offenses will result in further disciplinary action. The VVS School District is not responsible for lost, stolen or misplaced electronic devices.

Teachers may ask students to place their cell phones in a holder at the beginning of class. Cell phones should not be taken out in the bathroom or locker room due to privacy concerns.

Texting is allowed when appropriate between classes in the hallways and in the cafeteria during lunches and study halls.

Students *MAY* carry, wear, or use electronic music devices with earphones during instructional periods with teacher permission. Beepers, lasers, and walkie-talkies are *NOT* allowed. **Students failing to obey this rule will have such equipment confiscated until a parent is able to pick it up. Repeat offenses will result in further disciplinary action.**

### Chromebooks

#### Mission

The mission of the Vernon-Verona-Sherrill Central School District 1:1 Chromebook initiative is to ensure equity in access to the technology resources necessary to facilitate learning experiences for success in life. These experiences will prepare students to embrace challenges, learning opportunities, diversity, and civic responsibility.

#### Applicable Policies

- 1025 : Code of Conduct
- 4025 : Obsolete or Surplus Property
- 5050 : Acceptable Use Policy (AUP)
- 5051 : Internet Safety Policy

#### Receiving Chromebooks

Chromebook Distribution:

- A Chromebook will be distributed to each student in grades 5-12 during the 2019-2020 school year.
- In order to receive a Chromebook, the student must participate in the school buildings orientation program.

## Returning Chromebook

### Chromebook Loan Period:

- The Chromebook loan period is for the 2020-2021 school year.
- Chromebooks will be collected during the last one to two weeks of the school year.
- The Chromebook is loaned to each student for use at school within regular school hours only. For the most up to date information, refer to the Chromebook handbook located on the website.

## Expectations for use of Chromebook at School

### General Classroom Expectations:

- **C**losed Screen  
Close the screen when the teacher prompts you to, and when you carry the Chromebook.
- **H**ave it ready for Class  
You are expected to bring your Chromebook charged to each and every class unless directed by a teacher ahead of time.
- **R**espect  
Respect the device, yourself, and others, both in-person and online.
- **O**ne User  
The Chromebook is assigned for your use only. You may not allow others to use the Chromebook.
- **M**ake Sure it's Charged  
The Chromebook's battery is designed to be able to last the entire school day. Make sure it is charging in its designated area each day before you leave school.
- **E**xpect History Checks  
The Chromebook and your Google accounts are school property resources. Therefore, they should be used appropriately in accordance with the VVS District Acceptable Use Policy (AUP).

***Additional information regarding chromebooks can be found in the VVS Student Chromebook Handbook on the school website.***

## Plagiarism

Honesty and integrity are the backbones to academic success. Students need to be aware that while completing academic work at VVS they need to make sure that their work is truly their own. Cheating and plagiarism are not tolerated. The Vernon-Verona-Sherrill High School utilizes student/teacher meetings and online resources to insure plagiarism does not occur. Teachers will spend time within individual classes to discuss how these resources will be utilized.

In the case of cheating or plagiarism strict protocol will be followed. Students' grades will be affected and disciplinary actions will come into play. Not only will there be no credit allowed for the class work, students will also receive disciplinary consequences.

## Tardiness to Class

Students must be in class and prepared when the tardy bell rings. If a teacher has detained you, **ask that teacher for a pass to your next class. Classroom teachers will handle the routine discipline for unexcused tardiness to class. Repeat offenses will result in further disciplinary action. Teachers may utilize a tardy log to document repeated tardies and interventions, such as communicating with home.**

## Off Limits

**A student is off-limits if the student is anyplace, other than his/her supervised class, without an authorized pass.**

- Students are not permitted in the halls or lavatories during class periods without a pass or unless accompanied by a teacher.
- In the interest of security, students are not permitted in the PE locker rooms unless it is during their regularly scheduled class period. To enter locker rooms when not scheduled is considered **off-limits** and carries with it appropriate disciplinary consequences.
- Once students are on school grounds, they may not leave for any reason without permission. To do so is considered **off-limits** and **truant**, carrying with it the appropriate penalties.
- All outdoor areas are off-limits during the school day except those marked areas of the student parking lot.
- All vehicles and the parking lots are off-limits during the school day.
- Two students in a lavatory stall constitutes off-limits.

## Public Display of Affection

Public displays of affection including kissing, embracing, etc. are not appropriate in school. Those students involved will first be warned. Further incidents will result in appropriate consequences.

## Assemblies

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and polite. Please keep in mind that in live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience.

- Do not take books or coats to the assembly unless instructed otherwise.
- Proceed to the assembly area quietly and promptly. Quickly find your seat.
- When the chairperson of the assembly asks for your attention, give it to him/her immediately.
- Be considerate of the performers and your neighbors (be quiet) and applaud when appropriate.
- Sit in grade level areas designated and do not leave the assembly until dismissed.
- Remove hats/headgear.
- No food or drinks are allowed in the auditorium

## Cafeteria/Lunch Periods

### STUDENTS ARE EXPECTED TO

**\*At this time, we do not have access to the cafeteria. Students will eat in the gym and the Sheveron. There will be assigned seats. We will notify parents when this changes.**

- VVS students demonstrate safe behavior while eating in the cafeteria by following directions of the lunch monitors/supervisors and kitchen staff, walk at all times, keep hands and feet, food to yourself, pick up anything dropped on the floor, report any spills to the lunch monitors/supervisors, and keep all food in the cafeteria.
- VVS cafeteria courtesy rules consist of following directions of the lunch monitors/supervisors and kitchen staff, wait patiently in line, visit quietly with people closest to you, keep your area clean, walk quietly to and from the cafeteria, and deposit all lunch litter in appropriate trash or recycling containers.
- **Students failing to obey these rules may be required to serve clean-up detail under the direction of faculty supervisors, and/or restricted to the cafeteria.**
- No food or beverages may be taken out of the cafeteria.
- **Students may not order food from outside businesses (delivered or take-out) to be eaten at school. Such food will be confiscated, and students will serve restricted lunch detention.**

### LUNCH TIME ACTIVITIES

- Lunchtime is a time to relax and socialize with friends. Students are to exercise good judgment in the use of their lunch period. Students will remain in the cafeteria until the period ends. Weather permitting, students will be allowed to go outside (see below). Students may not be in areas where classes are in session. Students must abide by all off-limits regulations. Lavatories available to students during lunch periods are those in the main hall. All other lavatories are off-limits.

**Students failing to abide by these rules will be restricted to the cafeteria or removed from the cafeteria as is appropriate and may be subject to other disciplinary responses as listed in the handbook.**

### ACTIVITIES AVAILABLE TO STUDENTS DURING LUNCH

**\*At the beginning of the 2020-2021 school year, we cannot offer this option to students.**

**We will notify you when that changes.**

- Use of Guidance Office, Career Center and academic help room.
- Supervised gym areas when available.
- Students must present appropriate passes to leave and return/enter the cafeteria during their lunch period.

## Study Halls

- Students must report on time and prepared for study halls.
- Time in study hall must be used for school-related work: homework completion, class projects, reading, studying, etc.
- Electronic devices with ear phones may only be used with teacher permission.
- The study hall teacher will assign study hall seating.
- Students meeting the appropriate criteria may sign out to the Media Center, Computer Lab, Guidance Office, or Career Center.
- **Restricted/guided study hall may be assigned by the Guidance Department or administrator for academic or disciplinary reasons.**

The Media Center is available to all students for research, school-related work, browsing, and reading. Students may use the Media Center during study halls, their lunch period, and after school. Students must report to their study hall for attendance and sign-out. All students must sign in upon entering the Media Center. Students failing to comply with Media Center procedures or causing disruption will be restricted from the Media Center and may be subject to other disciplinary actions.

### TYPES OF PASSES AVAILABLE

- **Research Pass** - issued by a teacher or media center specialist. Research passes have first priority.
- **Full Period Pass** - the number of students per period for the pass will be determined by the media center specialist.. This pass is for browsing, reading, and studying.
- **White traditional pass** - issued by study hall teacher. This pass might be used for getting a book, returning a book, making a copy, Chromebook issues, etc.

### MEDIA CENTER PROCEDURES

#### LENDING PROCEDURES

Students are encouraged to borrow books and materials from the Media Center to support schoolwork and personal interests. There is a formal process to borrow materials and books.. All borrowed materials/books are recorded under each individual student's account number. Late or lost materials and books are a terrible inconvenience to all students and Media Center staff. Please, ensure that materials and books are returned on time. The following procedures will apply for overdue or lost materials and books.

- Materials become overdue after a three-week circulation period. When books or materials become overdue, a notice will be sent to the student by way of their first period teacher.
- Students will continue to receive notices until the materials are returned.
- If materials are not returned in a timely fashion, students may not be allowed to sign out Media Center material. If such students need materials to complete an assignment they must use them in the Media Center.
- If materials are still not returned by the end of the school year, in which the student borrowed the material, a phone call will be made home. If the material still is not returned a bill for the cost of the book will be generated and sent home.

## Parking/Driving Regulations

**A parking space is a privilege granted to students who obey the regulations and show mature judgment in using vehicles.**

Students who wish to park on school property must follow the steps outlined below:

**Acquire** a Parent Permission/Vehicle Registration Form from the High School Office. This form must be renewed each year.

**List** all vehicles on the registration form. A permit (sticker) will be issued for each vehicle. New stickers will be issued each year.

**Return** the signed Parent Permission/Vehicle Registration Form to the assistant principal, who will issue a parking permit (sticker).

**Display** the parking sticker on the **DRIVER'S SIDE REAR PASSENGER WINDOW** of the vehicle. Initial parking stickers are issued at no cost. The charge for replacement of lost or destroyed stickers will be \$1.00.

**Arrive** at school and be present in 1<sup>st</sup> period class/study hall on time.

**Park** vehicle in designated student lot **ONLY**.

**Park** vehicle facing curb or facing opposite row of vehicles forming a double row.

**Vacate** vehicle and enter school immediately upon parking.

- Students are expected to arrive at school on time. Although student safety is always of primary concern, it is the students' responsibility to consider poor weather conditions and plan accordingly.
- Recreational vehicles (ATV's, snowmobiles, etc) are not permitted on school grounds.

## PARKING RULES/PROCEDURES:

1. Vehicle must be properly registered.
2. Sticker must be properly displayed.
3. Vehicle must be properly parked.
4. Any newly acquired vehicles must be registered.
5. Students must remove keys and lock vehicles.
6. Students must vacate vehicle and enter school immediately upon parking.
7. **Students are not allowed in vehicles during the school day.** If a student must return to his/her vehicle after parking, he/she must obtain a pass from the high school principal or assistant principal.
8. Students are expected to arrive at school and be present in first period class/study hall on time. (Excessive tardiness will result in loss of privileges as outlined on page 2)

**Failure to observe the above regulations WILL result in loss of parking privileges as noted below. This failure may also result in other disciplinary responses.**

- 1<sup>st</sup> offense - Loss of parking privilege for 2 weeks and 2 after school detentions
- 2<sup>nd</sup> offense - Loss of parking privilege for 30 days and 1/2 day in-school suspension
- 3<sup>rd</sup> offense - Loss of parking privilege for up to one calendar year and 1 in-school suspension

## MOVING VIOLATIONS

School property is an extension of public roads and as such, drivers are subject to normal highway rules and regulations.

All moving violations will result in a loss of parking privileges as listed below and prosecution under motor vehicle law if applicable.

Examples of moving violations include:

- Speeding (maximum speed on school grounds is 15 MPH).
- Passing school buses with their flashing red lights on.
- Breaking into the line of buses while either entering or exiting the lot.
- Reckless driving (squealing tires, excessive speed for the conditions, horseplay, etc.).
- Truancy (including leaving school grounds in any vehicle without following proper procedures).
- Riding in any vehicle to or from BOCES without **PRIOR** parent and school authorization.

**Failure to observe above regulations for moving violations WILL result in loss of parking privileges as noted below.**

**This failure may also result in other disciplinary responses.**

- 1<sup>st</sup> offence - Loss of parking .....for 1 month
- 2<sup>nd</sup> offence - Loss of parking.....for 1 semester (20 weeks)
- 3<sup>rd</sup> offence - Loss of parking.....for 1 calendar year

## Safety and Security

### FIRE DRILLS

A fire evacuation plan is posted in each room. Students are responsible for becoming familiar with plans in each of their classrooms. When the fire alarm sounds, students are to file out of the room and walk quickly and quietly to the designated exit. Running or talking is not permitted. Students are to remain at least 50 feet away from the building, out of traffic lanes and away from parked cars. A 10-second bell will be rung to re-enter the building.

### SCHOOL LOCKERS, PHYSICAL EDUCATION LOCKERS, AND LOCKS

**\*Lockers are not available at the beginning of the 2020-2021 school year.**

A locker is available to each student. Locker assignments may not be changed without permission from the office. **Only school locks are permitted for use on school lockers.** Locks may be rented in the office during lunch periods. **Students are financially responsible for all school property in their charge. STUDENTS ARE TO KEEP LOCKERS LOCKED AT ALL TIMES.** Students are not permitted to share lockers, or locker combinations with another student. V.V.S. cannot assume responsibility for lost or stolen property. Oversized items may be stored in the P.E. teacher's office during class.

**TO REDUCE THE RISK OF THEFT, KEEP ALL PERSONAL ITEMS AND BOOKS  
SECURED IN THE LOCKER WITH THE LOCK PROPERLY ENGAGED,  
INCLUDING P.E. LOCKERS.**

## Grade Reporting

The purpose of grade reporting is to provide meaningful information to assess student progress through ongoing communication of student growth relative to expectations for current and future success.

### REPORT CARDS

Report cards are distributed every ten weeks to notify students and parents of student learning progress. Report cards are the property of parents and are not returned to the school. Teachers mail five-week progress reports to parents when students are failing or in danger of failing.

HONOR ROLL is determined by averaging the numerically graded courses.

**High honor is 89.5 and above; Honor is 84.5 to 89.4.**

FULL YEAR COURSE:

$$\text{Semester 1 Mark} = \frac{\text{MP1} + \text{MP2}}{2} \quad \text{Semester 2 Mark} = \frac{\text{MP3} + \text{MP4}}{2}$$

$$\text{Final School Mark} = \frac{2 (\text{Sem 1 Mark}) + 2 (\text{Sem 2 Mark}) + \text{Final Exam Mark}}{5}$$

When computing the final school mark for a ½ year course, the two marking periods within the semester doubled plus the final exam mark divided by 5 shall determine the final school mark.

ONE HALF-YEAR COURSE:

$$\text{Final School Mark} = \frac{4 (\text{Semester Mark}) + \text{Final Exam Mark}}{5}$$

Marking periods end on the following dates:	Report cards posted to Parent Portal:
#1 - November 13, 2020	November 20, 2020*
#2 - January 29, 2021	February 5, 2021*
#3 - April 1, 2021	April 16, 2021*
#4 - June 25, 2021	TBD*
<i>*Date subject to change as needed</i>	

## GRADE POINT AVERAGE

Final G.P.A. is computed using seven semesters' average. The G.P.A. is rounded off to two decimals.

1. The weighted final grade will be used for rank in class.
2. In any course that is failed, the un-weighted final grade will be used for rank in class.

## CLASS RANK

A student's rank in class will be calculated using a weighted, grade-point average. The weighted system assigns additional numeric importance to courses with a more challenging curriculum (i.e. Advanced Placement, Honors, and Dual Credit courses).

## General Information

### TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. A fine will be charged for damaged, lost, or stolen books.

### TELEPHONES

School telephones for students' use are available in the main office. Students must obtain permission from the Principal in order to use a school telephone. To ensure availability, use should be restricted to three minutes. **Students are not to use cell phones during school hours unless permission has been granted.**

### RED ZONE SCHOOL STORE

The Red Zone School Store is located in the **Sheveron Community Center**. School supplies and books ordered by teachers for classroom use may be purchased from the Red Zone. Store hours are posted on the door.

## TEACHER QUALIFICATIONS UNDER NO CHILD LEFT BEHIND

The Vernon-Verona-Sherrill Central School District is pleased to employ a team of talented and highly qualified teachers. All permanently employed teachers meet New York State certification and licensing requirements. This enables each school within the District to provide an education that helps each child meet the rigorous educational standards and graduation requirements as defined by the New York State Education Department and the District. Under No Child Left Behind Act of 2001, parents or guardians of students attending a school that receives Title I funds may inquire about the qualifications of the teacher(s) who work with their child.

This information is available under the Freedom of Information Act. Information must be requested using the District application for public access to records. The application may be obtained from the District Records Access Officer, the Assistant Superintendent of Finance, between the hours of 8:00 a.m. and 4:30 p.m. on District business days.

## SPECIAL EDUCATION PROGRAMS AND SERVICES

For information on parent's rights regarding referral and evaluation of their child for the purposes of special education services or programs, please visit the New York State Education Department website at <http://www.p12.nysed.gov/specialed/publications/policy/parentsguide.pdf> for the Parent's Guide to Special Education. In addition, should you have specific questions regarding special education, please contact VVS Special Education Coordinator, Mr. Patrick Goodman at (315) 829-7435.

## SCHOOL COUNSELING

The school counseling program's goal is to help all students identify their interests, skills and values. The school counselors educate students and families on available options so that they can make the most appropriate decision for their future. Individual conferences with students are the primary use of the counselors' time. Students, parents, or counselors may schedule conferences at any time deemed necessary.

**School counselors assist students and families with the following:**

- College and career planning
- Academic success
- Social and emotional wellness.

For more information, you can look at the webpage or see your counselor for the school counseling curriculum calendar.

## DROPPING A COURSE

To drop a course, a special form is available in the guidance office. This form must be filled in and signed by the subject teacher, school counselor, principal, and parent before approval to drop the course is granted. If a seniors coarse load falls below 6 credits, they will be referred to the Career Center in order to discuss an internship related to future career goals.

## GRADUATION REQUIREMENTS

UNITARY REQUIREMENTS = 22 UNITS

English.....4 Units  
Social Studies.....4 Units  
Math.....3 Units  
Science.....3 Units

Art and/or Music.....1 Unit  
Foreign Language.....1 Unit  
Health .....1/2 Unit  
Physical Education .....2 Units  
Electives.....3 ½ Units

## DIPLOMA/CREDENTIAL REQUIREMENTS

New York State has several pathways to graduation. To review all of the NYS pathways, please visit their website:

<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf>

# HEALTH SERVICES

## General Assistance

Students who are injured or become ill during the school day should obtain a pass to the Health Office from the classroom teacher. **Students may report directly to the nurse only during lunch or in an emergency. Students are responsible to make sure the nurse signs them into the Health Office.** The nurse will render assistance and, if necessary, make arrangements with the parent or guardian for student care. Students cannot return to class without a signed pass from the nurse.

**For safety reasons, no student is permitted to leave school due to illness prior to consulting the school nurse to make arrangements to leave. Students leaving school or missing class without following the above procedure will be considered TRUANT and may be subject to disciplinary action.**

Students who will be absent for an extended period for health reasons may arrange for homebound instruction through the Assistant Principal's Office. A physician must verify the need for homebound instruction. Health counseling is available from the School Nurse.

## Physical Examinations

The State Education Department requires a physical examination of children when they :

- A. Transfer into the school district for the first time in grades K-12,
- B. Are in Grades K, 2, 4, 7 and 10, and who have not presented a health certificate.
- C. Participate in interscholastic sports,
- D. Need working papers,
- E. Are referred by/to the Committee on Special Education, and/or
- F. Are deemed necessary by school authorities to determine a child's education program.

The district will provide physicals if necessary.

**Full Board of Education Policy 7043 available on the district website.**

## SPORTS PHYSICALS

The school physician gives sports physicals in the spring of each school year. A physical given at this time allows a student to participate in all sports seasons during the following year. Should a major injury or surgery occur after the physical is given, a release to participate from the student's private physician is required. Students are notified of the spring physicals 2-3 weeks in advance through daily use of the public address system, verbal communication from the physical education teachers, and posters placed throughout the building. Students are asked to sign up for a physical in the health office. Students are notified of the physical appointment during homeroom/first period. Students currently enrolled in VVS must have a school physical during the spring of each school year. Summer sports physicals will be arranged on an emergency basis only.

## WORKING PAPERS

To apply for working papers a student must have a current physical exam (within the year). Physical examinations for working papers can be performed during school when the school physician is available (fall/spring). A student needing working papers must sign up for a physical in the health office. At any other time during the year, working paper physicals can be performed at the school physician's office at district expense. The student may have the physical performed by his/her family physician at parent/guardian expense.

## Illness and Attendance Guidelines

**\*Please submit your child's Health Questionnaire every morning before sending them to school.**

Please keep your child home if s/he has a temperature of 100 degrees or greater. Children with severe symptoms from stomach virus, chest congestion, colds, and/or having a high fever should have one good day at home before returning to school. If your child is taking an antibiotic for any contagious disease, s/he may return to school after 24 hours of antibiotic treatment.

Please remember to contact the school nurse when your child is absent. This is important for the health and safety of all students. **A written excuse is required for all student absences.**

## Homework Requests

When a student is absent, the student should make every effort to secure required assignments. The timeliest way to accomplish this may be through contacting a fellow classmate. Students can also access Google Classroom at home and are encouraged to send a professional email to teachers regarding any work missed.

Students absent for legal reasons at least two consecutive days may request homework assignments through the nurse's office. **Homework requests should be made before 9:30 a.m. in order to provide sufficient time for teachers to complete such requests.** The nurse's office will provide a summary of the teachers' class work and homework assignments within 24 hours of the request. These assignments may be picked up in the nurse's office by a parent or parent designee. If a parent would like to pick them up at the main office, they must arrive before 4 pm.

## Medication Procedures

The Bureau of School Health Services of the State Health Department specifies guidelines for the administration of medication in school. The school nurse may only dispense prescribed and over-the-counter medication with written permission from parent and physician. Medicine must be in original containers. All medicine must be kept in the Health Office and given out by the nurse. Parents should bring medications to the nurse in the drug store-labeled and dated container. Controlled substances and glass containers are not permitted on the bus. Medications prescribed for three times a day may be given before school, after school, and at bedtime. This dosage schedule eliminates the need to send medicines to school.

**Full Board of Education Policy 7044 on the district webpage.**

## Head Lice/Nits (Pediculosis)

The Bureau of School Health Services of the State Education Department has recommended the following guidelines for Head Lice/Nits (Pediculosis):

- A. Any student examined by the School Nurse, found with live lice and/or nits shall be sent home. The parent shall be called to pick up his/her child at the school. If there is no possible way for a parent or neighbor to provide transportation and there is someone home to supervise, the nurse may arrange for the child to be transported home – this should be a **rare** occasion.
- B. The School Nurse shall provide the parents of any student found to have lice or nits with a notification letter and instruction sheets on the treatment of head lice, as well as communicate verbal instructions to the parent(s).
- C. Before riding the bus or being admitted back to school, the School Nurse must examine the student for live head lice and/or nits. Only after a satisfactory examination will the child be admitted back into school. The parent or guardian will accompany the child for this examination. Also, the parent notification letter must be signed and returned.
- D. If a student has a recurring head lice problem, the Principal/School Nurse may report this case to state and/or county authorities responsible for health care.

## Reporting of Suspected Child Abuse

A mandated reporter is required by law to report to the New York State Child Abuse Hotline whenever they have reasonable cause to suspect that a child, under the age of 18, is being abused, neglected, or maltreated. Mandated reporters include physicians, nurses, lawyers, law enforcement officials, child care providers, and school professionals. It is not the responsibility of the reporter to investigate the legitimacy of a reported incident or situation.

Reports accepted, are then investigated by the County Department of Social Services. As part of the investigation process, Child Protective Services caseworkers interview the parties involved. The law allows children to be interviewed in school, by a Child Protective Services caseworker, without parental notification. In addition, parents and/or guardians should expect to be contacted by Child Protective Services in a timely manner.

Any individual can make a report to suspected abuse, neglect, or maltreatment to the New York State Child Abuse Hotline. Child Protective Services is obligated to keep the source of the report confidential.

NYS Child Abuse Hotline: 1-800-342-3720  
Oneida County Department of Social Services 798-5700

## DISCIPLINARY RESPONSE EXPLANATIONS

### Restricted Lunch Detention

Restricted lunch detention is held in the I.S.S. room for the entire lunch period. Students will be escorted to and from the cafeteria to get their lunch. Students must report on time and will work quietly and diligently.

**If a student fails to report on time, misses, or skips a restricted lunch detention, the student is insubordinate and will be assigned additional disciplinary consequences in addition to the remaining restricted lunch detentions.**

### After School Detention

After school detention is held every day from 2:30 - 4:05 PM, (location to be determined). Students must report on time and be prepared to work. Students work quietly and diligently. **AFTER SCHOOL DETENTION ASSIGNMENTS TAKE PRECEDENCE OVER ALL JOB OBLIGATIONS.** In an emergency, a 24-hour delay will be granted so that the student's employer will not be inconvenienced.

In cases where students will **not** accept the responsibilities in the after-school detention room, students may be suspended and released in the custody of their parents. Such students will then return from out-of-school suspension to the I.S.S. room, for a minimum of one day. The student upon return to school must serve all remaining after school detention assignments. **A student who fails to report to after school detention is considered insubordinate.**

## In-School Suspension

### TYPES OF OFFENSES FOR REFERRAL TO IN-SCHOOL SUSPENSION (I.S.S.)

Offenses that may result in referral to I.S.S. include, but are not limited to, truancy, defiance of authority, insolence, theft, harassment, fighting, assault, smoking, and possession/use/sale of alcohol or drugs.

**Students assigned to I.S.S. may not participate in after school or evening activities for the duration of the suspension, through 7:30 a.m. of the date of the student's completion of the I.S.S. obligation.**

Repeated assignment to in-school suspension may lead to an informal hearing with the student's parents, high school administrators, and the superintendent of schools.

### PROCEDURE FOR REFERRAL TO I.S.S.

1. The student and parent will be notified of the reason for referral to I.S.S.
2. One of the building administrators will make the referral to I.S.S. and will notify the I.S.S. aide.
3. The parents of the student will be notified of the suspension. For repeated offenders, a conference will be set as soon as possible for a meeting between the administrator, parent, I.S.S. aide, student, and staff members as needed. During the conference, efforts will be made to identify the behavior problem and develop acceptable interventions.
4. The administrator will notify all subject area teachers of the student's expected stay in the I.S.S. room. The subject area teachers will supply assignments and materials to the I.S.S. aide.
5. At the conclusion of the original time determined for I.S.S., the aide will make a recommendation to return the student to normal schedule or retain in I.S.S.
6. The administrator who originally referred the student to the I.S.S. Room will review the student's work effort and behavior with the aide. The administrator may consult with other staff members as needed.

### RULES OF BEHAVIOR IN THE I.S.S. ROOM

1. On arrival at the designated room, attendance will be taken with any absences reported to the assistant principal's office, and the aide will disseminate instructional work to the student.
2. Students will work quietly and diligently. Students are not permitted to leave the classroom. Students who need to utilize the lavatories will be escorted by the hall monitor.
3. Students will have 30 minutes allocated for lunch within the classroom.
4. Throughout the day, the aide will assist the students as much as possible with their academic assignments. At the conclusion of the day, all assigned work will be collected and returned to the appropriate teachers to be corrected.
5. In the event a student fails to complete the required schoolwork, the student MAY be reassigned to I.S.S. for an additional period of time.
6. In cases where students will NOT accept their responsibilities while in I.S.S., suspension may result, releasing the student in the custody of his or her parents with the conditions for re-entry to normal school routine met as stated under the "Out of School Suspension" section.

## Out of School Suspension (O.S.S.)

The offenses that a student could be suspended out-of-school for include, but are not limited to: Level III and IV infractions, and repeated Level II infractions. In some circumstances, a parent conference may be required before the student returns to school. Some out-of-school suspensions may carry I.S.S. upon return to school. The number of days a student is assigned to I.S.S. depends upon the offense. In some instances, counseling may be required for re-entry to school.

**Students assigned O.S.S. are restricted from school and all school activities for the duration of the suspension, through 7:30 a.m. of the date of the student's return to school. Students entering VVS school property while suspended from school and without express prior permission from the Principal may be considered trespassing and subject to criminal prosecution.**

# EXTRA-CURRICULAR ACTIVITIES

Listen for announcements during the first month of school for information on when and where organizations meet.

Extra Curricular Activity	Advisor(s)		
Art Club & Olympics of the Visual Arts	Mrs. McDonough	Math Buddies	Mrs. Brewer & Mr. Williams
Aud. Tech Club	Mrs. Hubbard	Mathletics	Mrs. Brewer & Mr. Dunne
Book Club	Mrs. Schonewetter	National Honor Society	Mrs. Smith
Chamber Choir	Mr. Chandler	Pep Band	Mrs. Carter & Mr. DeSalvatore
Chamber Orchestra	Ms. Paige	Peer Mediation	Mrs. Miller
Chemistry Club	Mrs. Pele & Mrs. Houle	Physics Club	Mrs. Gardner
Colgate Seminar	Mrs. DeBottis & Mrs. Finnerty	Red Zone School Store	Mrs. Laramie
Dance Club	Mr. & Mrs. Lynch	School Newspaper: RED PRESS	Mrs. Schonewetter
Debate Club	Mr. Margo & Mr. Whalen	Earth Science Club	Mr. Carr & Mr. Kio
Drama Club/Musical Theater	Mr. Chandler	Sheveron Yearbook	Mr. Merrill, Mrs. Thomas, & Mrs. J. Collins
English Speakers Union	Mrs. Vanderhoof	Sign Language Club	Mrs. McEwen
FFA	Mr. Ferreira & Mr. Peavey	Ski & Snowboard Club	Mr. LeBlanc & Mrs. Dygert
Gamers Club	Mr. Regner	Student Council	Mrs. Finnerty
Guitar Club	Mr. Domachowske	Trash Can Band	Mrs. Carter
Interact	Mrs. Schonewetter	VVS TSA (Technology Club)	Mr. McKenna
International Club (French & Spanish)	Mrs. Viggiano, Ms. Balarezo, & Mr. Ashley	Walking Club	Mrs. Grover
VVS Connect	Mrs. Lappin		

# STUDENT-PARENT COMPACT

Studies have shown that children do better in school when teachers and parents work together. Neither parents nor schools alone can ensure the educational success of a child. It takes working together to meet this common goal. The faculty and staff of the VVS Middle and High School and parents, have responsibilities for working cooperatively to provide for the successful education of all children.

The School is responsible ...	The Parent/Guardian is responsible...
<ul style="list-style-type: none"> <li>• To convene an annual meeting for parents to inform them of the educational program within the school and their right to be involved.</li> <li>• To allow a variety of opportunities for parent-teacher meetings.</li> <li>• To actively involve parents in planning, reviewing and improving the educational programs and the district parental involvement policy.</li> <li>• To provide parents with timely information about all programs.</li> <li>• To provide individual student assessment results for each child and other pertinent individuals.</li> <li>• To provide high quality curriculum and instruction.</li> <li>• To deal with communication issues between parents and teachers through:               <ul style="list-style-type: none"> <li>• Parent/teacher conferences at least annually</li> <li>• Reports to parents on progress at least quarterly</li> <li>• Reasonable access to staff</li> <li>• Opportunities to volunteer/participate in school activities</li> </ul> </li> <li>• To assure that parents may participate in professional development activities if the school determines that it is appropriate, i.e. literacy classes, workshops on reading strategies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• To oversee my child's attendance at school and completion of homework on time.</li> <li>• To balance my child's extracurricular and work activities so he/she is reasonably rested and able to complete homework.</li> <li>• To send my child to school prepared for learning (i.e. with textbooks, lab materials, supplies, homework, etc.)</li> <li>• To demonstrate through words and actions proper respect for all school faculty, staff and facilities.</li> <li>• To share responsibility for improved student achievement.</li> <li>• To communicate with my child's teachers about his/her educational needs.</li> <li>• To set up a study routine of at least one hour a day - whether or not he/she has homework.</li> <li>• To hold my child accountable for school work of high quality.</li> <li>• To assure that my child seeks out opportunities for help with learning through supports available during the school day and after school.</li> <li>• To talk with my child about his/her progress at least monthly.</li> <li>• To attend open house, parent-teacher conferences and provide information about educational programs, curriculum, graduation requirements.</li> </ul>

**Legal Reference: Improving America's Schools Act of 1994. Section 1118(B) - Parent Involvement**

If you would like to schedule an appointment to discuss your child's progress please call the school at 315-829-2520.