

# BHCS CODE OF CONDUCT HANDBOOK

2023-2024

To view the Belleville Henderson Central School Code of Conduct in its entirety, please visit the school's website at [www.bhpanthers.org](http://www.bhpanthers.org).

## GENERAL INFORMATION

### DISTRICT MISSION STATEMENT

Belleville Henderson Central School serves as a center for education, incorporating the home, school, and community, guaranteeing an education that includes a foundation for life-long learning, individual well-being, responsible behavior, and the pursuit of excellence to meet the challenges of the future.

### BOARD OF EDUCATION DISTRICT GOALS

1. To provide opportunities for our students to excel in academics, career trades, extracurricular activities, and skills development, by offering a variety of programs and providing the resources necessary in support thereof.
2. To remain fiscally solvent and stable, by means of long-term budget planning, reducing expenses, and negotiations, to ensure the longevity of our district.
3. To recruit and retain excellent faculty and staff by fostering a positive atmosphere with high morale, endorsing professional development, supporting our administrators, and recognizing our employees' hard work, dedication, and success.
4. To create and maintain a healthy and safe learning environment, where our students, faculty, and staff are engaged each day!

### DISTRICT BELIEFS

- The environment of both the school and community influences learning.
- All people can learn, although at varying rates and in different styles.
- One individual can make a difference and is unique, special, and deserving of respect and dignity.
- A personalized educational program is offered which allows all students to fully participate in a safe and nurturing environment that is conducive to learning.
- The responsibility for education must include the home, the community, and the school.
- The educational process must challenge and motivate students to pursue excellence.
- Education is a lifelong pursuit.
- We are responsible both to ourselves and to each other in promoting strong ethical and moral values.
- Everyone has an environmental and global responsibility.
- Students must actively share in the responsibility for their own learning.
- Self-esteem will grow with responsibility and success, and is necessary to motivate children to learn.
- Reading, writing and mathematics are the foundation for education.

### DIGNITY FOR ALL STUDENTS ACT (DASA)

The Belleville Henderson Central School District's Dignity for All Students Act Compliance Officer/Coordinator is Mr. Shaun Gagan. Please contact Mr. Gagan or the principal or Superintendent to file a DASA complaint. You may contact our DASA Coordinator at [sgagan@bhpanthers.org](mailto:sgagan@bhpanthers.org) or 315-846-5825. Additionally, you may access the Bullying Incident Reporting Form on the District's website at [bhpanthers.org](http://bhpanthers.org).

For additional information, please refer to the District's website at [www.bhpanthers.org](http://www.bhpanthers.org) for District Policy numbers: 3410, 3420, 7550, 7551, 7552, 7553, 8242.

### HELPFUL HINTS FOR STUDENTS

Plan your study:

- Organize a daily schedule and follow it carefully
- Make certain each assignment is clear. Know exactly what you have to do.
- Study with a purpose.
- Work on each new assignment as soon as possible and allow time for review. When absent, see your classroom teacher for your assignments.

- If you have a need, please request assistance on how to study from your classroom teachers and guidance counselors. The guidance office has materials on techniques and study procedures for your use.
- Be vigorous and active in your study attitude.
- Strive for excellence and expect excellence:
  - Ask questions
  - Participate in class discussions and school activities as time allows
  - Remember that teachers, guidance counselors, and principals are available to assist you with your school and/or personal problems
- Students and/or parents having questions or concerns are asked to adhere to the following procedure:
  - Step 1: See or speak with the teacher or person directly related to the issue
  - Step 2: See or speak with the student's guidance counselor.
  - Step 3: See or speak with the principal or the superintendent.

Assistance can be expected within this process when each step is followed accordingly.

## **BELLEVILLE HENDERSON COMMENCEMENT OUTCOMES**

- Students will express themselves creatively, and respond to the creative works of others.
- Students will solve problems in a logical, creative and resourceful manner.
- Students will demonstrate life skills for independent living.
- Students will demonstrate understanding of and adaptability to present and emerging technology.
- Students will demonstrate an understanding of and respect for the physical world.
- Students will demonstrate an awareness of world cultures and history, with an emphasis on the rights and responsibilities of good citizenship.
- Students will demonstrate effective communication skills in a global society.
- Students will demonstrate the resourcefulness to educate themselves continually.
- Students will demonstrate positive self-esteem.
- Students will apply the concepts of health, fitness and good nutrition for personal well-being.

## **SCHOOL POLICIES AND PROCEDURES**

### **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide students with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extra curricular activities or other school resources.

Scott A. Storey is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **DRUG FREE SCHOOL**

The school is committed to the prevention of alcohol and other substance use/abuse. No student or employee may use, possess, sell, or distribute alcohol, tobacco, cannabis (marijuana), or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol, tobacco, and/or other substance" refers to the use of all substances including, but not limited to, alcohol, tobacco, electronic cigarettes, vaping products, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

### **SEXUAL HARASSMENT**

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student who believes that he/she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to Scott A. Storey, Principal.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

### **RIGHT TO KNOW**

Employees and students of Belleville Henderson have the "right to know" the potential health hazards associated with exposure to toxic substances so that they may make informed decisions and observe relationships between exposure and health problems.

## PARENT INVOLVEMENT POLICY

The Belleville Henderson Central School District is aware that in order for a child to succeed in school, parents need to be involved in the child's education. Parents are in a primary position to enhance the development of students in four basic ways. Parents and families are encouraged to ....

- ❖ support children
- ❖ teach children
- ❖ learn about children
- ❖ advocate for children.

In order to facilitate positive relationships with parents and families, the school district disseminates program information in a variety of ways, including parent-teacher conferences, announcements, flyers, district newsletters and other publications concerning school events.

As part of district policy, progress reports will be sent home on a timely basis. Parents will be encouraged to visit classrooms and reasonable support will be given for requested parental involvement activities.

Belleville Henderson Central School District realizes the importance of volunteers in our school. If you would like to volunteer or are interested in learning about opportunities available, please contact Shaun Gagan, Home-School Coordinator at 846-5825.

## MINIMAL ATTENDANCE POLICY

The Belleville Henderson Central School District recognizes the importance of attendance for the successful academic development of the student. If a student is absent, please call. Routine calls are made to determine the reason for repeated absences. Please contact the school if your child is going to be absent for an extended period of time.

It is the responsibility of the school to know the location of each student during the school day. Attendance will be taken in the homeroom and all classes. When a student is absent from school, all work must be made up.

### • Legal Excuses

- Sickness of the student
- Sickness or death in the family
- Impassable roads
- Religious observance
- Quarantine
- Remedial health treatment
- Others approved by the principal or superintendent

### • Illegal Excuses are of two classifications, truancy and illegal detention.

#### • **Truancy from Class or School**

- The teacher will report a student truant for the first time from a class or study hall to the parents and the principal. The principal will assign the student to lunch detention.
  - A student truant for the second time from a class or study hall will be reported to the principal. The administrator will notify parents and after-school detention will be assigned. A parent will be notified.
  - Any further instances of truancy from the class or study hall will be reported to the principal. The student will receive two after-school detentions and/or an in-school suspension. A parent meeting will be held. The Case Study Team will be involved.
  - If additional instances of truancy occur after the parent conference, a referral to an outside agency will be made.
- It is required that every student absence be explained by a written note from the parent to be brought by the student upon his/her return to school. Excuses must be presented to the main office.
  - If, for any reason, a student needs to leave the building during the day, the student is required to report to the main office to receive permission to leave. Such permission will only be granted if a written excuse is presented or the office has phone contact with a parent. The student must sign out before leaving and sign in when returning.
  - All students must attend at least 85% of all class sessions in order to receive credit for the course. This means that a student may be absent for no more than 14 class sessions for any semester and 27 for a full year course. Credit bearing courses which meet on a different schedule (e.g. band, chorus, PE, labs) will maintain this percentage. All absences (legal and illegal) count in the total sessions missed. The principal and superintendent will review exceptional circumstances. It is important to note in the steps outlined below that numerous contacts are made with the student and parent by the teacher and principal. The guidance counselor will also intervene as support personnel to help students who may be experiencing personal difficulties.

**Step 1** Parents will be notified after a student reaches three (3) absences for a semester course or seven (7) absences for a full year course.

**Step 2** At the point when eight (8) absences for a semester course or fourteen (14) absences for a full year course are reached, the teacher will notify the principal and a letter will again be sent to the

student's parents notifying them of the problem.

### **Step 3**

At the point when twelve (12) absences for a semester course or twenty-one (21) absences for a full year course are reached, the teacher will notify the principal that the student is at Step 3 and a third notification will be mailed to the parent. At this time a conference may be requested with the student, parents, principal, guidance counselor and teacher(s). The student will be required to sign a written statement indicating that the student understands the severity of this situation, his/her intention to improve, and the next step he/she faces if the absenteeism continues.

### **Step 4**

At step four when seventeen (17) absences for a semester or twenty-seven (27) absences for a full year course are reached, the teacher again notifies the principal. The principal shall notify the parents that the student has reached the maximum allowable absences from the course and shall afford the student and his/her parents the opportunity for a conference with the principal regarding these absences. The Commissioner of Education has ruled that minimum attendance policies are legal and the attendance, as part of class participation, can be figured into the grading policies of individual teachers. Also, as mentioned previously, failure to maintain minimal levels of attendance will result in ineligibility for exams and course credit denial.

- Students who are dropped from two (2) courses will have their records reviewed for possible admittance to alternative programs. Because a student must be offered the opportunity for regular physical education and must have two (2) credits of physical education for graduation unless medically excused, any student who reaches step 4 of the Minimal Attendance Policy will not be removed from the course as stated above. The student will be referred to the principal's office and will be expected to make up those classes they have missed by the use of double sessions of physical education. If the student is still absent from physical education classes after these steps are followed, disciplinary action may be taken. Students who do not complete physical education requirements will be denied credit for the course.
- Students dropped from three (3) courses will have their records reviewed by the principal, who will, upon review, refer their records to the office of the superintendent of schools for further action. The student will be dropped from school for the remainder of the semester. In such instances, home-bound instruction will be provided when necessary.
- Students who enroll after the first day of school will have their minimal attendance requirements pro-rated from the time of entry or, if available, attendance records from previous schools will be used.
- Students may, at any time, arrange to make up classes they have missed by staying after school for a supervised study hour. Each hour of make up time will remove one class absence from the student's record.
- **Illegal Absence:** An illegal absence with the acknowledgment of parents. Examples: family trips, baby sitting, going to work, hunting, etc. These kinds of absences will be counted as a day's absence and will count towards the 85% attendance regulations.

## **SPECIAL EXCUSE (Early Release from School)**

Students who wish to be excused early for a LEGAL REASON (See Legal Absence) during the school day must strictly adhere to the following procedure:

A parent/guardian must write an excuse with the date, time to be excused, and to whom the student is to be released. We routinely call to verify absences and early release requests. Students will not be released to other students or to any other persons not in the family without prior approval of the Principal.

## **TARDINESS**

### **A. To School**

Tardiness to school is a family problem. Parents are responsible to see that their children are in school regularly and on time. Students tardy to school, after 8:00 AM are to report to the main office to sign in and present an excuse. Parents will be notified if students do not have an excuse. Students who arrive prior to 8:00 AM should report to homeroom.

### **B. To Class**

- A student who is not in the classroom when the bell rings at the beginning of the period is tardy. A student who is late for class disturbs others, misses a certain amount of work, and forms a bad habit of being late. Students who are tardy to class must have a late pass signed by the teacher of the class they are coming from or from the principal's office in order to be admitted.
- Two instances of tardiness to a class will be counted as one (1) full absence.

## **STUDENT TRANSFERS**

In order for a student to be enrolled at Belleville Henderson Central School

- the parent/guardian must be residents of the district at the time of registration or be in compliance with the non-resident policy,
- the child's birth certificate or age identification must be presented,
- the immunization record must be up to date,
- all health records, special medical records, and special services required, must be provided, and
- a parent/guardian must sign a release form giving the name and address of the prior school so all records can be obtained.

Appointments for registration are encouraged and may be arranged by calling 315-846-5825. Parents/guardians will be notified when their child may begin attendance, usually the following school day.

All students leaving the district should notify the guidance department in advance so that all records can be prepared and instructional materials collected.

## **NONRESIDENT STUDENTS**

A nonresident student is one whose parents (or legal guardian) reside outside the school district. The Board of Education grants to the Superintendent of Schools the authority to admit nonresident students provided that:

- The student can benefit from the instructional services and programs available in the Belleville Henderson Central School.
- The student is unlikely to present a problem that will add to the burden of the staff and threaten the health, safety, and welfare of the student body.
- The admission of the student will not increase class sizes beyond maximum acceptable limits.

Students who reside outside the Belleville Henderson Central School District must annually submit a letter to the superintendent requesting they be allowed to attend BHCS. Upon approval, students must sign a "Non-Resident Student Contract."

Any student accepted as a non-resident student must pay tuition in accordance with the district's tuition policy.

## **SCHOOL VISITORS**

Students who wish to have a guest visitor must obtain a visitor's pass from the main office. Request for passes must be obtained at least two (2) days prior to the day of the visit and are limited to four periods only or a length of time designated by the principal.

## **PASSES**

All students are required to have a pass (signed planner) from a staff member in order to be in the halls.

## **STUDY HALL RULES**

- A sign-out sheet with full name, destination, and time in and out is to be used at each study hall. These will be kept on file by the teacher for future reference.
- Students must have pre-signed passes from teachers before study hall begins and sign out before they leave.
- Only one student may sign out for the bathroom at a time.
- Students on the failing list are not allowed to sign out for anything except the use of the bathroom or to the teacher's classroom for which they are failing. This will remain in effect until the student is off the failing list.
- Students must return to study hall and sign in prior to the end of the period.

## **TEXTBOOK AND LIBRARY BOOKS PROTOCOLS**

Textbooks, instructional materials, and library books will be assigned to a student for a fixed period of time for their personal use. The condition and number assigned to all textbooks, instructional materials, and library books will be recorded by the instructor or librarian. Students will be held responsible for all textbooks, instructional materials and library books assigned until collected or returned.

Students will be required to pay for lost or excessively damaged books and instructional materials. The school district will prorate the replacement cost. The cost will not be less than five dollars and will not exceed twenty dollars. Payment must be made by the end of the school year. All delinquent payments will be sent to the main office and recorded. Reminders will be sent home until payment has been made.

Seniors with outstanding financial obligations due to lost or excessively damaged books or instructional materials will not be issued their caps and gowns for graduation. Seniors also may not be allowed to participate in their graduation ceremonies.

The intent of this policy is to foster responsibility for proper handling of school property.

## **LOCKER PROTOCOLS**

Lockers are the exclusive property of Belleville Henderson Central School, and therefore students should have no expectation of privacy with respect to their locker. Further, the school has the authority to access the lockers at any time and to inspect the contents.

**Large amounts of money or valuables should not be brought to school at anytime. The school is not responsible for the personal property of the students.**

- Students are expected to keep their lockers clean and in good working order.
- Students are expected to keep their lockers locked at all times and not share their locker combination with anyone.
- Stickers placed directly on the locker surface, or writing anywhere on the lockers, is not permitted.
- Any damage or graffiti found in or on the lockers will result in the student being billed for the cost of repair.
- There will be a charge to any cleaning needed beyond what is normally done in the summer.

We are asking the students to take pride in their school and treat school property with respect. A student is responsible for the actual

cleaning of his/her locker.

## **CONCERT AND ASSEMBLY CONDUCT**

During the year, our school will have assemblies. We want you to enjoy the programs, but please adhere the following rules.

- Always be respectful to the program and the people involved.
- Sit quietly, do not disturb others around you.
- Follow directions given to you by teachers regarding assembly conduct and seating procedures.
- Show appreciation through proper applause.
- Please do not boo or whistle.
- Show respect for the performers by staying seated.
- No food or beverages are permitted in the auditorium.
- Do not put your feet or legs on the seats in front of you. Keep your feet on the floor.

## **DANCES**

Dances at Belleville Henderson are held primarily for our students. All school rules and regulations are in effect at a dance. Guests will be permitted provided they have been pre-registered in the main office prior to the close of school on the day of the dance. Dances are restricted to students in grades 7 and above. Doors will be locked at 8:30 p.m. No one will be allowed to enter the building after that time without special permission from the administrator. Anyone who leaves a dance prior to its conclusion will not be allowed back in. Additionally, the student(s) parent will be contacted. Anyone asked to leave a dance for undesirable conduct will be prohibited from attending all dances for the remainder of the year. No overt displays of affection will be permitted. Failure to comply with these rules or the directions of the adult in charge may result in notification of the police and charges being filed.

## **FUND RAISING**

The Principal and Superintendent must approve fundraising activities. Approval may be granted after the organization fills out and submits a "Request to Conduct Student Fund-Raising Activities" form. Students may not buy or sell fundraising items during school hours.

## **COMPUTER and INTERNET USE POLICY**

In accordance with the Belleville Henderson Central School Board of Education policy to support a positive school climate, we realize the impact technology makes upon student learning. The purpose of the BHCS Computer Network and Internet is to advance and promote the education of all students and adults within the District. Computer networks are intended to assist in the sharing of information among all involved with education. The goal of integrating technology into the daily operation and instruction in our classrooms, library and offices is to promote high quality technological resources in an equitable, efficient and cost-effective manner.

The benefit of being connected to the Internet is to expand classroom teaching and learning dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers and the community. The Internet brings information, data, images and software programs into the classroom from places around the globe. Access to these resources affords learners the opportunity to become involved in individual and group projects, cross-cultural collaborations and idea sharing not available to schools lacking Internet connectivity.

While the benefits of the Internet are enormous, we must continually be aware that material inappropriate for the classroom/school situation is available on the World Wide Web. Belleville Henderson Central School participates in the X-STOP Internet Filtering System housed at the Madison Oneida Regional Information Center (MORIC). This is in accordance with the Children's Internet Protection Act (CIPA).

At Belleville Henderson we believe that access to the Internet, as well as use of the computer, is a privilege, not a right. With this privilege and opportunity for learning comes responsibility. What is deemed unacceptable and/or inappropriate is defined by, but not limited to, the guidelines within this document.

The Belleville Henderson Central School District reserves the right to review any material on user-accounts and to monitor file server space in order to determine if appropriate use is being made of the school network. In reviewing and monitoring user-accounts and file server space the BHCS District shall respect the privacy of user-accounts.

The Belleville Henderson Central School District shall not be liable for any loss or corruption of data resulting while using the network connection.

Acceptable uses are included, but not limited to the following guidelines:

- Computers are the property of the Belleville Henderson School. All networked computers will be maintained with the same desktop appearance and mode of operation; therefore, students will make no changes to the machines or the mode of operation - such as mouse speed, cursor appearance, desktop appearance, alteration of icons, defacement of mouse pads, Internet home page, etc. Any vandalism to the school computers will not be tolerated. This includes any intentional damage to equipment, removal of parts, etc.
- Chromebooks and hotspots provided by the District will adhere to the regulations outlined within.
- Email addresses provided to students by the District will adhere to the regulations outlined within.
- As the property of Belleville Henderson, BHCS computers may not be used for the following: personal gain, inappropriate language or harassment, instant messaging, live journaling and chat room participation.
- Internet email, such as Hotmail, G-mail and Yahoo mail, are not allowed.
- Downloading from the Internet and running of applications from the student's home directory is not allowed.
- Students will follow all copyright policies and exhibit an awareness of the consequences of plagiarism.
- Password sharing is unacceptable. Students are responsible for all activity in their individual network accounts. Use of the BHCS network during periods of access privilege suspension is not allowed.
- The downloading, saving and running of any file from the Internet is not allowed. This includes, but is not limited to programs, executable files, zip files, mp3 files and other media files.
- Providing personal information (i.e. name, address, phone number, etc.) via the Internet will not be allowed.
- Internet gaming is not an acceptable use of computers within the school environment.
- Use of the Internet is a privilege to be used for academic endeavors not recreation. Therefore, the student will present a pre-signed pass when requesting Internet access and computer use.
- The use of racist, sexist, pornographic or inappropriate language or images is prohibited.

Violations of any of the above will result in the following disciplinary procedures, as sanctioned by administration.

**1<sup>st</sup> Offense:** The student will be denied computer access privileges for a time period of up to one month and the parent/guardian will be notified.

**2<sup>nd</sup> Offense:** Consequences will be determined relative to the offense.

#### **AGREEMENT:**

I agree to never give out information about family, friends, school or myself to unauthorized persons on the Internet. I pledge to report to my teacher any contacts or materials that make me feel uncomfortable, are clearly in poor taste, illegal or pornographic. I pledge further not to seek such material while using a school computer.

I have read and understand the above Acceptable Use of Computers Policy of the Belleville Henderson Central School District and my responsibility as a student user of the BHCS Computer Network and Internet. I further understand that any violation of the BHCS Acceptable Use of Computers and Internet Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. By signing this document, I agree to follow the rules in this agreement and the BHCS Acceptable Computer Use Policy.

I, as a parent, have read the above Acceptable Computer Use and Internet Policy. I understand that the Internet is designed for educational purposes and that BHCS has taken available precautions to eliminate controversial material. However, I also realize it is impossible for BHCS to restrict access to all controversial material, and I will not hold them responsible for materials acquired on the BHCS network. Further, I accept full responsibility to discuss appropriate use with my child (children). I agree to abide by the district's policies regarding the use of computer hardware, software and electronic access.

#### **STUDENT COMPUTER NETWORK PASSWORDS**

Each student at Belleville Henderson Central School will be entered into the computer network with an individual User ID consisting of the student's first name and last initial

In order for the student to have computer access in classes, the student will have until September 9, 2022 to return the signed Acceptable Use of Computers/Internet Policy. If the signed policy has not been returned by said date, the student's Belleville Henderson computer use account will be revoked until the signed policy is returned.

It is the student's responsibility to remember his/her own password. In order to protect the student's saved work, this password is not to be given out to anyone.

#### **STUDENT RECORDS**

Federal law permits the school district to disclose personally identifiable information in the student's education records to "school officials with legitimate educational interests." School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel); or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if s/he needs to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

## **CELL PHONES/ELECTRONIC COMMUNICATIONS**

### **SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY**

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's *Code of Conduct*, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

#### **Instructional Uses**

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

#### **Non-Instructional Uses**

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and *Code of Conduct*. Non-instructional use includes texting, calling and otherwise communicating with others in study hall, cafeteria, hallways in-between classes (no phone calls), after school activities (with advisor's discretion) classroom (with teacher's permission) and on buses (at driver's discretion).

#### **Liability**

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in bathrooms, locker rooms, weight room area, gymnasium, hallway outside of gymnasium during school hours, library offices, detention, and ISS. Video and camera use is not allowed unless authorized by a teacher. Cell phone use during fire drills, lockdowns, and evacuations is strictly prohibited. The charging of cell phones is prohibited in hallways and classrooms unless otherwise specified by a teacher.

Cell phone use is not permitted for students in grades K-6 (unless given specific direction by classroom teacher).



## **Prohibition during State Assessments**

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administered. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

## **Permission**

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, and *Code of Conduct*. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District *Code of Conduct* and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's *Code of Conduct*. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

NOTE: Refer also to Policies   #7315 -- Student Use of Computerized Information Resources  
                                          #7550 -- Dignity for All Students Act  
                                          #7552 -- Bullying in the Schools  
                                          #8271 -- Internet Safety/Internet Content Filtering Policy

## **CELL PHONE/ELECTRONICS PROCEDURES FOR VIOLATIONS (Adopted January 2022)**

1<sup>st</sup> Offense: Referral submitted in SchoolTool, Cell Phone/Electronics Procedure for Violations reviewed with the principal

2<sup>nd</sup> Offense: Referral submitted in SchoolTool, Cell Phone/Electronics Procedure for Violations reviewed with the principal, lunch detention assigned

3<sup>rd</sup> Offense: Referral submitted in SchoolTool, Cell Phone/Electronics Procedure for Violations reviewed with the principal, after-school detention assigned

Subsequent Offenses: Detentions will be assigned at the discretion of the principal. The consequence for further violations may also result in the loss of cell phone/electronic device in school.

\*Any student refusing to give his/her phone or electronic device to a staff member when asked will be considered insubordinate and will be assigned a full day of ISS. Changes to this procedure for violations will occur if deemed necessary by the administration.

1<sup>ST</sup> OFFENSE DATE \_\_\_\_\_

2<sup>ND</sup> OFFENSE DATE \_\_\_\_\_

3<sup>RD</sup> OFFENSE DATE \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

No electronic device, including cell phones, may be used to take pictures or videos without the consent of the person being photographed or video recorded. Voice phone calls are never allowed.

Allowable Use With Permission

Classroom with teacher permission  
(one earbud only)

Bus with driver permission (one earbud only)

Appropriate Allowable Use At Any Time

Hallway between classes (one earbud only)

Cafeteria/Lunch Time (one earbud only)

Never Allowed

Bathroom

Locker Room area

During an emergency such as fire

## **SCHOOL REGULATIONS**

1. Parents who wish to request an early dismissal by phone should do so only as a last resort and a written excuse via email or fax must be provided before the close school.
2. The use, possession or sale of tobacco products, alcohol or drugs is strictly prohibited. This includes look-a-likes or drug paraphernalia. Prescription and over the counter drugs must be presented to the school nurse. The school nurse is the only person with the authority to dispense them. This includes drugs such as Aspirin, cold medicine, allergy medicine and inhalers. If you have any questions, please contact the school nurse.
3. Students should respect the school and its property. Acts of vandalism will not be tolerated. Students will be billed for any damage done to the school, school grounds, or its property and the proper authorities will be notified when appropriate. Other disciplinary actions by the principal or superintendent will be taken.
4. Clothing containing inappropriate language, sexual overtones or promoting/advertising the use of alcohol, tobacco, e-cigarettes, or drugs is forbidden on school property. Distracting clothing (bare midriffs, low cut tops exposing cleavage, spaghetti straps, tank tops, exposed underwear, short shorts above mid-thigh, pajamas, slippers, etc.) is not acceptable. Shoes, sneakers, or sandals must be worn at all times. Students will be required to change or cover up inappropriate clothing.
5. Cafeteria Rules
  - Follow directions of faculty and staff.
  - Students are expected to be in the cafeteria on time.
  - Students will not throw food or other items.
  - Students must place all trash in proper receptacles and return trays, dishes and silverware to their proper location.
  - Students will not leave the cafeteria without permission.
  - Students will be responsible for the cost of broken or damaged cafeteria items.
  - No food or beverages are to be taken from the cafeteria without permission.
  - During lunch period students in grades 7-12 are expected to eat lunch in the cafeteria. However, teachers may request individual students to eat in their classrooms.
  - Students are not allowed to leave school grounds for lunch.
6. Students who do not ride the bus should not arrive before 7:30 AM and must remain in the gym area until the buses arrive.

7. Students are not to be in school before or after school hours unless directly supervised by a teacher or employee of the school.
8. Any student who drives a car, truck, ATV or motorcycle to school must file a registration form signed by a parent or guardian. Forms are available in the main office. For the safety of all pupils and school personnel, no fast or exhibitionist driving will be allowed on school property. The breaking of this rule will result in a suspension of permission to bring a motor vehicle on school property. A second offense will result in suspension to drive and/or revocation of the permission granted.
9. Any student who rides a bicycle or snowmobile to school should also file a permission slip signed by a parent. When the parent issues this permission slip, rules and regulations of safety concerning the vehicle should be reviewed with the pupil. Violation of safety practices on school grounds will cause the administration to revoke the permission granted.
10. A parent should notify the main office in writing of any change in transportation arrangements. The main office will notify teachers and bus drivers prior to dismissal.
11. Students should guard carefully their personal money and belongings. The school is NOT responsible for money or personal property lost by a pupil.
12. Students must walk in an orderly manner about school. No running or horseplay will be permitted.
13. School is not the setting for intimate or affectionate behavior. Overt displays of affection such as kissing or embracing will not be tolerated. Students will be warned individually should these behaviors occur. Repeated incidents will result in a punishment and parent conference.
14. Electronic devices (i.e. beepers, pagers, walkie-talkies, laser pointers, etc.) are not permitted on school property unless previously approved by administration.
15. Students who are members of the local volunteer fire departments are not allowed to leave school to go to a fire unless they have the following: a written request from the fire chief stating the student is needed because of a shortage of personnel, written permission from their parents and permission from the Belleville Henderson Board of Education and Administration.
16. No headgear (caps, bandanas, toques, etc.), masks and chains (other than cosmetic), or hoods upon the head are to be worn in the building. Any clothing or accessories, which represent or reflect gang membership or affiliation, is prohibited.
17. Possession of any form of weapon is considered extremely dangerous and serious. Students are not allowed to possess any form of weapon on school grounds, when riding in a school vehicle, or attending any school activity. Any violation of this policy will result in the student being arrested and immediately put on suspension.
18. Students are financially responsible for lost, stolen, or damaged textbooks, instructional materials or library books issued to them.
19. Coats, jackets and backpacks are to be kept in student lockers during the school day, unless otherwise granted by administration.
20. No open beverage containers, with the exception of unflavored bottle water, will be permitted in the hallways, lockers, or classrooms. Students are not allowed to consume food or beverages anywhere but in the cafeteria. Failure to follow this rule will be considered insubordination.
21. The following activities shall not be permitted on or near school property:
  - Moving or altering any school equipment, property or apparatus. These include but are not limited to picnic tables, benches, curbing, trees or trash cans.
  - No ramps or rails are to be used on school property.
  - No waxing or soaping of any surfaces.
  - No loitering, littering, defacing school property by graffiti, engaging in sexual activity, public urinating, using loud and/or offensive music or language, or becoming a public nuisance.
  - No use of skateboards or roller blades while school is in session, while the outside facilities are in use or during periods of vehicle congestion.
  - No bringing skateboards or roller blades on school buses.
  - No skateboarding or rollerblading after sunset.

Area Restrictions:

The following areas are off limits to those using skateboards and roller blades:

- Any area in close proximity to any school building.
- Any pedestrian paths.
- Any rubberized or finished surface including the tennis courts, running track, or the finished surfaces leading to those areas.
- Sidewalks adjacent to any school buildings.
- Any interior space, including any school building or storage facilities.

## DISCIPLINARY CODE

The following behaviors will not be tolerated at Belleville Henderson Central School. The corresponding disciplinary actions will apply to all students on school property, at school sponsored activities, or for any other conduct that is substantially disruptive to the educational environment. This includes conduct occurring in or affecting school buildings, school grounds, buses, and school functions. The consequences that follow are a “guide” for school administration. In certain situations, they will be modified or changed due to extenuating circumstances. The Principal and/or the Superintendent will make the final decision.

<b>SKIPPING CLASS</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	Detention or ISS, Parent Contact
<b>SKIPPING DETENTION</b>	
1 <sup>st</sup> Offense	Double Detention, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact
<b>TRUANCY (THE MISSING OF SCHOOL WITHOUT PERMISSION)</b>	
1 <sup>st</sup> Offense	Lunch Detention, Detention or ISS, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact, Case Study Team and PINS referral
<b>LEAVING SCHOOL WITHOUT PERMISSION</b>	
1 <sup>st</sup> Offense	Detention or ISS, Parent Contact
Repeat Offense	OSS, Parent Contact
<b>CHEATING / PLAGIARISM</b>	
1 <sup>st</sup> Offense	Detention, Zero on assignment, Parent Contact
Repeat Offense	ISS or OSS, Zero on assignment, Parent Contact
<b>LYING – SPOKEN or WRITTEN</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact
<b>POSSESSION AND USE OF TOBACCO PRODUCTS, CANNABIS (MARIJUANA), ELECTRONIC CIGARETTES, VAPE PENS</b>	
1 <sup>st</sup> Offense	OSS, Parent Contact, and completion of a Tobacco Cessation Program
Repeat Offense	OSS, Parent Contact, completion of a Tobacco Cessation Program and OSS
<b>FIGHTING</b>	
1 <sup>st</sup> Offense	OSS, Parent Contact, Police contact
Repeat Offense	OSS, Superintendent’s Conference, Parent Contact, Police Contact
<b>VERBAL CONFRONTATION</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact
<b>INSUBORDINATION TOWARDS STAFF – REFUSAL TO FOLLOW A REASONABLE ORDER or REQUEST</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact
<b>CLASS DISRUPTION</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	Detention, ISS or OSS, Parent Contact
<b>CELL PHONES and OTHER ELECTRONIC DEVICES</b>	
1 <sup>st</sup> Offense	Phone confiscated, Detention, Parent Contact
Repeat Offense	Phone confiscated, Detention, Parent Contact, Meeting with parent and student, Loss of phone for minimum of one week
<b>THEFT OR POSSESSION OF STOLEN PROPERTY</b>	
1 <sup>st</sup> Offense	OSS, Police notification, Return of or Restitution for stolen property, Parent contact
Repeat Offense	OSS, Notification of Police, Restitution or return of stolen property, Parent Contact, Superintendent’s conference

<b>POSSESSION, USE OF, OR SALE OF DRUGS, ALCOHOL, LOOK-A-LIKES OR DRUG PARAPHANALIA i.e. (pipes, bongs, syringes etc.)</b>	
1 <sup>st</sup> Offense	OSS, Superintendent's Conference, Possible Police notification, referral to Counselor, Parent Contact
Repeat Offense	OSS, Police notification, Superintendent's Hearing, Referral to Counselor, Parent Contact
<b>POSSESSION OF A WEAPON OR LOOK-A-LIKE</b>	
1 <sup>st</sup> Offense	OSS, Possible Police notification, Superintendent's Conference, Parent Contact
Repeat Offense	OSS, Police Notification, Superintendent's Hearing, Parent Contact
<b>SWEARING, ABUSIVE LANGUAGE OR GESTURES – WRITTEN OR SPOKEN</b>	
1 <sup>st</sup> Offense	Lunch Detention, Detention, ISS or OSS, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact, Superintendent's Conference
<b>SWEARING, ABUSIVE LANGUAGE OR GESTURES, WRITTEN OR SPOKEN, TOWARDS STAFF</b>	
1 <sup>st</sup> Offense	Detention, ISS or OSS, Parent Contact
Repeat Offense	OSS, Parent Contact, Superintendent's Conference
<b>INAPPROPRIATE DISPLAY OF AFFECTION (EMBRACING, KISSING, etc.)</b>	
1 <sup>st</sup> Offense	Warning, Parent Contact
Repeat Offense	Detention or ISS, Parent Contact
<b>LATE TO CLASS/STUDY HALL THREE OR MORE TIMES PER MARKING PERIOD</b>	
1 <sup>st</sup> Offense	Detention, Parent Contact
Repeat Offense	Detention or ISS, Detention, Parent Contact
<b>UNSAFE DRIVING</b>	
1 <sup>st</sup> Offense	Possible loss of driving privileges or detention, Detention, Parent Contact
Repeat Offense	Loss of driving privileges, Detention, Parent Contact
<b>BUS REFERRALS</b>	
1 <sup>st</sup> Offense	Warning, Detention, Loss of riding privileges for up two weeks, Parent Contact
Repeat Offense	Detention, Loss of riding privileges for up to two weeks, Parent Contact
<b>VANDALISM</b>	
1 <sup>st</sup> Offense	Detention or OSS, Restitution for damage, Parent Contact
Repeat Offense	OSS, Restitution for damage, Parent Contact, Superintendent's Conference
<b>COMPUTER/INTERNET</b>	
1 <sup>st</sup> Offense	The student will be denied computer access privileges for a period of up to one month and the parent/guardian will be notified.
Repeat Offense	Consequences will be as described above with an additional denial of computer access privileges for up to two months.
<b>DASA (HARASSMENT OR THREATENING STUDENT(S) (sexual, bullying, hazing, etc.)</b>	
1 <sup>st</sup> Offense	Detention, ISS, OSS, Parent Contact
Repeat Offense	Detention, ISS, OSS, Parent Contact
<b>HARASSMENT OR THREATENING STAFF</b>	
1 <sup>st</sup> Offense	OSS, Possible Police notification, Parent Contact
Repeat Offense	OSS, Superintendent's Conference, Possible Police notification, Parent Contact
<b>UNCOOPERATIVE / INSUBORDINATE IN ISS</b>	
1 <sup>st</sup> Offense	OSS, Parent Contact
Repeat Offense	OSS, Superintendent's Conference, Parent Contact
<b>FAILURE TO FOLLOW CAFETERIA RULES</b>	
1 <sup>st</sup> Offense	Lunch detention, Detention or ISS, Parent Contact
Repeat Offense	Detention, ISS, OSS, Possible loss of cafeteria privileges, Parent Contact

INJURING A TEACHER OR STAFF MEMBER	
1 <sup>st</sup> Offense	OSS, Superintendent's Hearing, Police notification, Parent Contact
Repeat Offense	OSS, Superintendent's Hearing, Expulsion, Police notification, Parent Contact
INTENT TO DAMAGE STAFF REPUTATION	
1 <sup>st</sup> Offense	ISS or OSS, Parent Contact
Repeat Offense	OSS, Superintendent's conference, Parent Contact
FALSELY REPORTING AN INCIDENT (BOMBSCARE, FIRE ALARM, HARASSMENT, ASSAULT, etc.)	
1 <sup>st</sup> Offense	OSS, Police notification, Parent Contact, Superintendent's Conference
Repeat Offense	OSS, Police notification, Parent Contact, Superintendent's Hearing

- Note: To review the Code of Conduct in its entirety, please visit the school's website at [www.bhpanthers.org](http://www.bhpanthers.org).

## GUIDANCE INFORMATION

### PROGRAMS

Guidance programs are available for all students K-12 to ensure effective participation in their current and future educational programs.

In grades 7-12, the guidance program provides the following services.

- An annual review of each student's educational progress and career plans
- Instruction to help students learn about curriculum options and careers
- Counseling assistance to help students achieve academic and personal success where it relates to their future goals and life planning strategies, and provide follow-up assistance (if necessary)
- Individual or group counseling and assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems
- Character Education Awareness: Character Education curriculum, organizational and study skills development implemented through Student Planners, Guidance projects and programs.

The goal of the K-6 guidance program is to address any attendance, academic, behavioral or adjustment problems.

In grades K-6, the counseling program provides the following services:

- Individual and/or group counseling assistance to help students achieve academic and personal success where it relates to their future goals and life planning strategies and provide follow-up assistance (if necessary).
- Individual or group counseling and assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems and
- Character Education Awareness: Character Education projects and organizational skills development are all addressed through the implementation of the Elementary Student Planners, Guidance projects, programs and transition activities
- Stop Bullying Now! Anti-Bullying/Bully Prevention Programming

### SCHEDULE CHANGES

Schedule changes will be made **for academic reasons only**. Students in grades 7-12 must make request for schedule changes **by Friday, September 16, 2022**. The Principal and Guidance Counselor must approve any special requests made after this date. All schedule changes must first be discussed with the Guidance Counselor. If approved, the student will then be given a form containing each classroom change, including additions and deletions. Each change will require initialing by the affected teacher(s), parents, and the Guidance Counselor. Students will continue their original schedule until the form is completed and returned to the Guidance Office.

### COLLEGE and DISTANCE LEARNING COURSES

College Courses are being offered to select students who meet the criteria for college level curriculum. To be qualified for the courses a student must be in excellent academic standing, be highly self-motivated to learn, and secure permission from their parent, the teacher, the administration, and the guidance department. Any students selected for college level courses will be required to pay tuition as required by the college. Books are no longer provided by Belleville Henderson.

#### Diploma/Credential Requirements

Due to the COVID-19 Pandemic, diploma and credential requirements are constantly changing. Please refer to the school's counseling website at [www.bhpanthers.org](http://www.bhpanthers.org), student support, for graduation requirements.

Note:

\*\*\* In addition to the above requirements, all students attending Belleville Henderson must have successfully

completed Careers, Computers, and Financial Management prior to graduation.

## Credit Pacing Toward Graduation

The chart below is provided to give students a clear definition of what pace they have to set to graduate from high school in four years.

CURRENT
0 – 4 credits Freshman
5 credits with 3 core credits to be a Sophomore
10 credits with 6 core credits to be a Junior
15 credits with 9 core credits to be a Senior
22 credits to graduate with 12 core credits (4 – English, 4 – Social Studies, 3 – Math, 3 – Science)

## ATTENDANCE

Regarding minimal attendance policy: Any student making up absent class days must do so under the supervision of school staff either with the teacher whose class was missed (at the teacher's discretion) or in the Tuesday after-school study hour.

## GRADING

Grades are indicators of a student's academic progress. Report cards will be issued every ten weeks. Interim reports regarding unsatisfactory or commendable progress are sent home every five weeks for students in grades 3-12. The passing grade in all subjects is 65%. The final grade, in any course, is determined by using a formula to be located in the guidance office. The formula will be reviewed each school year.

If a student drops a full year course before completion of that course a grade of **WF** (withdrew failing), **WP** (withdrew passing) or **WI** (withdrew incomplete) will be assigned to reflect the status of the student at the time the course was dropped.

## HONOR / EFFORT ROLLS

- Honor/Effort Rolls are determined every ten-week marking period.
- Honor Roll students must have an 85% or better average.
- Effort Roll students must have a 4.0 or better.
- All marks are included.

An Annual Awards Banquet is held each spring to honor those students who have been on the Honor Roll for two out of the three marking periods or the Effort Roll for all three marking periods.

## SIX COURSE MINIMUM

Full time students are required to take **SIX (6)** courses each semester, exclusive of physical education, band and/or chorus. The purpose of this requirement is to insure that students take full advantage of the opportunities offered them in high school.

## HIGH SCHOOL EQUIVALENCY COURSE – TASC

Information regarding the requirements and procedures for obtaining a High School Equivalency Diploma is available from the guidance office upon request. The Test Assessing Secondary Completion (TASC) is administered at neighboring schools annually. Students receiving a High School Equivalency Diploma do not participate in the graduation ceremony at Belleville Henderson Central School.

## ADDITIONAL SCHOOL COUNSELOR SUPPORT

For more information on college/career exploration, financial aid, and scholarships, please visit: [www.bhpanthers.org](http://www.bhpanthers.org) > Student Support > School Counselor.

## ASSIGNMENT REQUEST

Many times when a student is absent from school assignments are needed. The following procedures should be followed so teachers have ample time to get assignments ready during their planning periods rather than their classroom time. All assignments, K-12, can be picked up in the guidance office after arrangements have been made.

- If a student knows in advance that he/she will not be in school (i.e. field trip, dr. appt. etc.) he/she is responsible for getting his/her own assignments for the day(s) he/she will miss and turning the assignments in on time.
- If a K-12 student needs assignments, contact the main office, 846-5825, before 9:00 a.m. so arrangements can be made.

We appreciate your cooperation concerning homework when students are absent.

## WORKING PAPERS

A student under eighteen (18) years of age is required by law to have working papers in order to be employed either full or part-time in most jobs. The nurse's office has the responsibility for issuing these papers and can provide detailed information about how to apply. It is the student's responsibility, however, to obtain and complete the proper forms while school is in session. A physical is required before one obtains working papers.

## STUDENT ACTIVITIES

### ACTIVITIES AND CLUBS

Some examples of clubs and activities offered at Belleville Henderson are: Grades 9 – 12 Class Activities, FFA, Student Council, National Honor Society, National Junior Honor Society, Library Club, Art Club, Chess Club, Whiz Quiz, Band and Chorus. If a student is interested in joining any of these activities, he/she should ask the advisor for additional information.

## BELLEVILLE HENDERSON CENTRAL SCHOOL

Extracurricular Activity Contract  
REVISED August 2021

### THIS CONTRACT IS IN EFFECT FOR THE ENTIRE SCHOOL YEAR

**This includes all extracurricular activities and organizations.**

#### 1. ELIGIBILITY

Extracurricular activities are an integral part of the Belleville Henderson Central School. All interested students are encouraged to participate in extracurricular activities. Students' eligibility and participation shall include:

- Authorization by the school physician for interscholastic sports
- Written parent / guardian consent
- An endorsement from the principal based upon established rules and Frontier League and State Education Department regulations (when necessary)
- Submission of a signed contract to the supervisor of the activity

Participation in extracurricular activities is a privilege, not a right. Students are expected to display exemplary conduct at all times. Failure to fulfill these standards may lead to the privilege being revoked. Students attending schools other than Belleville Henderson, including parochial and private schools, (out of District students) who compete on a team through the Belleville Henderson Central School District are subject to this contract and its terms. Unless specifically noted as applying to only students attending Belleville Henderson or out of District students, any reference to "students" in this contract applies to all students on any team or activity through the Belleville Henderson Central School District.

**WARNING:** Participation in interscholastic athletics can result in serious personal injury to the student.

#### II. ATTENDANCE FOR PARTICIPANTS

- ❖ All students are expected to attend all extracurricular sports and club activities including practices, games, meetings, etc., unless excused by the advisor.
- ❖ **All students must attend school on time, for a full day to be eligible to participate in a practice or activity on that day unless the absence is for a legal excuse. For out of District students, the District will rely on the school for attendance verification of a student's attendance.**
- ❖ Students are expected to be in school, on time the day following the extracurricular activity. Legal excuses, prior special permission, extenuating circumstances, or emergencies are the only exceptions.
- ❖ Any student assigned to in-school suspension will sit for one game, out-of-school suspension the student will sit for two games. Belleville Henderson will honor any suspensions or penalties imposed by home schools for out of District students competing or participating on Belleville Henderson teams.
- ❖ Any student who misses practice the day before a game without a legal excuse will be ineligible to play in the next game.

**Consequences:** Repeated violations will result in the student being removed from that activity for the remainder of the school year.

#### III. ACADEMIC RESPONSIBILITY OF STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES



I recognize that my most important function in this school, like that of everyone else is to learn. I, therefore agree that I must meet my obligations to do my homework and to work to the best of my ability in my courses if I am to participate in extracurricular activities.

I recognize that as a student I must do my homework on a regular basis and participate in class activities. Failure on my part to do this may result in my losing the privilege of participating in practices, rehearsals, games and other activities until I have corrected the situation. Students attending school in Belleville Henderson will obtain an eligible/ineligible form from my advisor/coach if I am failing a class(es). (see attached form). Out of District students have the obligation to make their coach/advisor aware if they are failing any subjects in their home school and such students will be ineligible to compete on Belleville Henderson team if they are failing any subject.

- Students who fail to turn completed eligibility/ineligibility forms to Mrs. Kohl by Friday at 3:00 pm of each week, will be ineligible to participate in any extracurricular activities or athletic practices/games the following week.
- Students who fail three or more subjects will not be permitted to participate in extracurricular activities or athletic practices/games until the next five week progress report or report card is printed. This is so you, the student, can focus on passing your classes.

#### **IV. DRUGS / ALCOHOL / TOBACCO / CIVIL AUTHORITY OR LAW**

The Board of Education prohibits the distribution, possession or use of tobacco, alcohol, and any other substances on school property or at school sponsored events. Students are expected to totally abstain from the use tobacco, alcohol, or other chemical substances.

Any hosting or remaining at parties where illegal distribution of alcohol, drugs, or other performance enhancing substances are present and or used will result in suspension from athletics or activities for:

- a. First Offense – suspension for one week starting when written notification of suspension is received (the athlete / student cannot practice or attend any athletic contest / activity)
- b. Second Offense – suspended for the season / or club or activity
- c. Any Further Offense – suspended for one year from the date of the infraction.
- d. Any offenses are considered cumulative throughout the year.

Any use or possession of tobacco products, alcoholic beverages or illegal drugs will result in suspension from athletics or activities for:

- e. First Offense – suspension for one week starting when written notification of suspension is received (the athlete / student cannot practice or attend any athletic contest / activity)
- f. Second Offense – suspended for the season / or club or activity
- g. Any Further Offense – suspended for one year from the date of the infraction.
- h. Any offenses are considered cumulative throughout the year.

Students will be required to receive an assessment and educational consult with the school counselor before returning to full participation in extra-curricular activities.

**If in violation of the civil authority or law, it will be grounds for immediate suspension for one-week pending review by the coach / advisor and school authorities.**

#### **V. ATHLETIC EQUIPMENT, UNIFORMS AND / OR MEMBERSHIP FEES**

Students will be issued equipment and uniforms to be used properly, cared for and returned promptly to the advisor at the conclusion of the season. All uniforms must be turned in within one week of the final event. All uniforms will be cared for and laundered at school. All warm-ups must be turned in to the coach at the end of a contest. They are not to leave school property. The student will assume the responsibility for the replacement cost of the damaged or lost equipment or uniforms

Membership fees or fees for supplies for extracurricular activities must be paid in full.

#### **VI. TRANSPORTATION**

All students are expected to ride on school transportation to and from an activity. Students / athletes who misbehave on the bus:

- a. First Offense – student/athlete is suspended for the next two athletic events or activities.
- b. If the students'/athletes' misconduct happens at the last away game/event of the season, he/she will be suspended for the first two contests of the next sport season or year.
- c. Second Offense – Student/athlete is suspended for the next four athletic events or activities.

For out of District students, where it is practicable and does not impose any significant additional costs on the District, the District may at its discretion arrange for pick up and/or drop off of out of District students at some location other than in the District (i.e., a student's out of district school of enrollment) to enable their participation in and attendance at an activity or athletic contest. Absent any accommodation for alternative pick up and/or drop off, and absent any signed permission by a parent/guardian for alternative transportation, out of district students are expected to be picked up and dropped off just like any student attending Belleville Henderson Central Schools.

**Students will not be allowed to ride to or from an event with anyone else, other than the parent, unless special circumstances exist and signed permission has been given to administration. Parents, or an approved adult, must sign the student/athlete out prior to leaving the facility.**

## **VII. ATHLETE'S CODE OF CONDUCT**

A student / Athlete who quits the team or activity after the first game or event of the season:

- a. First time – will not be eligible for the next sport season / activity
- b. Second time – not eligible for one calendar year
- c. Any student / athlete who must be released from the team / activity due to extenuating circumstances (i.e. illness, family difficulties, etc.) must obtain permission from the coach / advisor, Athletic Director and Superintendent.

This procedure takes effect beginning the year the athlete / student enters grade 9. Any offenses are considered cumulative throughout the student / athlete's high school career.

Student / Athletes who are involved in any physical confrontation during school or while representing Belleville Henderson Central School will receive:

- a. First Offense – athlete / student is suspended for the next two contests.
- b. If the athlete / student's misconduct happens during the last event / game of the year, he / she will be suspended for the next two contests of the next sport season or the next activity of the year.
- c. Second Offense – athlete/student is suspended for the next four contests.

## **VIII. CODE OF ETHICS FOR SPECTATORS AND ATHLETES**

Sportsmanship is important. Our behavior at school events, whether we participate or watch, reflects upon the character and reputation of the school.

We ask that you follow these guidelines at school sponsored events:

- ◆ Respect, cooperate with, and respond enthusiastically to athletes and coaches.
- ◆ Avoid using profane language, obscene gestures, or displaying obnoxious behavior.
- ◆ Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- ◆ Eliminate all possibilities which tend to destroy the best values of the game.
- ◆ Show courtesy to visiting teams, officials and advisors/chaperones.
- ◆ Respect the integrity and judgement of the sports officials.
- ◆ Achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
- ◆ Encourage leadership, use of initiative, and good judgement by the athletes on the team.
- ◆ Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual athletes.
- ◆ Stress the values derived from playing the game fairly.
- ◆ The use of noisemakers, the throwing of objects, booing and negative behavior are prohibited.
- ◆ Remember, that an athletic contest is only a game not a matter of life or death for an athlete, coach, school, official, fan, community, state, or nation.
- ◆ Remember, you represent the Belleville Henderson Panthers. Be a credit to yourself, your team, your school and your community.
- ◆ Keep all social media communications positive and encouraging towards our students, athletes, and athletic programs.

Any violators (athlete or spectator) of the Code of Ethics will appear before the Athletic Committee, which will

determine the consequences of the violation. These consequences may range from suspension for several games to dismissal from the team or all athletic programs at the school. Violators will also be required to receive counseling. An athlete may not participate in practice or games until the Committee meets.

# BELLEVILLE HENDERSON CENTRAL SCHOOL

EXTRACURRICULAR ACTIVITY CONTRACT
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Return this portion to the advisor of your extracurricular activity, keeping the attached information for your reference.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Extracurricular Activity \_\_\_\_\_ Advisor / Coach \_\_\_\_\_

We (student/athlete and parent/guardian) have read the Extracurricular Activity Contract and understand the privileges and responsibilities for participating in Belleville Henderson Central School's extracurricular activities. We understand that this code goes into effect once the student/athlete and parent/guardian signs it and is good for the remainder of the sports season and academic school year. We also understand that the Belleville Henderson Student Code of Conduct in addition to this athletic code of conduct applies to the student/athlete's eligibility to participate in activities with the Belleville Henderson School District.

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**Parent/Guardian Signature and Date**

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**Student Signature and Date**

The Belleville Henderson Central School District hereby advises students, parents, employees and the general public that it offers employment and education opportunities, including vocational education opportunities without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Mr. Scott Storey, Principal  
Belleville Henderson Central School District  
8372 County Route 75  
Adams, NY 13605

Revised: August 2021

**ELIGIBLE / INELIGIBLE FORM**  
**(For Students Attending Belleville Henderson)**

Please complete either Part I or Part II of this form.

**Part I**

It is the responsibility of the student to see that this form is completed correctly and returned to Mrs. Kohl by Friday of each week. Students who fail to turn completed eligibility/ineligibility forms to Mrs. Kohl by Friday at 3:00 pm of each week, will be ineligible to participate in any extracurricular activities or athletic practices/games the following week. Complete one form for each failing subject.

Student's Name \_\_\_\_\_ Failing Subject \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Date/Time of Plan Meeting \_\_\_\_\_

**List Plan of Improvement for Student for this week** (i.e. meet with teacher 2-3 times this week specify dates and times); finish incomplete work-specify the assignment with page numbers, number of questions, worksheet assignment, complete 2-3 new assignments (specify the assignments) etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Date/Time agreed upon for end of the week meeting between the student and teacher: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED AT THE END OF THE WEEK IN ORDER TO PLAY THE NEXT WEEK.**

The student has met my requirements for this week as listed above.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**OR**

**Part II**

**THIS SECTION MUST BE COMPLETED, SIGNED BY THE TEACHER, AND TURNED INTO THE MRS. KOHL BEFORE THE STUDENT IS REMOVED FROM THE INELIGIBILITY LIST.**

Now Passing Course (s) \_\_\_\_\_

Comments: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATHLETIC AWARDS**

Athletes are recognized with awards at the end of the year or each sport season. Any student who is removed from an athletic team for a violation forfeits his/her consideration for an award.

**BELLEVILLE HENDERSON ALL SPORTS BOOSTER CLUB**

The Belleville Henderson All Sports Booster Club is comprised of parents and other community members. They hold fund raising activities throughout the year and donate proceeds to the Belleville Henderson Interscholastic Athletic Program. Anyone interested in joining should contact the Coordinator of Athletics for more information.

## COMMUNITY USE OF SCHOOL FACILITIES

School facilities may be used by district residents for activities which are educational, cultural, social, recreational, or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

The Superintendent shall prescribe regulations, subject to approval by the Board, for the use of any school facility. Application forms for persons requesting use of the school facilities are available in the main office and should be filled out and submitted to the Superintendent.

### TRANSPORTATION

Belleville Henderson Central School District buses are outfitted with several video/audio cameras to help deter inappropriate behaviors and monitor the bus environment. Video/audio tapes will be used by the district staff on an as needed basis. Visual information relating to conduct referrals will be shared with the student and parent per district policy.

In order to provide for safe transportation while riding on school buses, the following rules and regulations must be observed for all pupils. All Pre-K through 6 classroom teachers will supervise the loading of their students at dismissal.

- Students shall obey the driver at all times.
- Student behavior shall in no way distract the driver.
- Students are not allowed to eat or drink anything on the bus without approval of the driver and/or administration.
- Students shall enter the bus in an orderly manner with no running, pushing, or other disturbing activities.
- Students shall remain seated until the bus has come to a complete stop and face forward when the bus is in motion.
- Students waiting for a bus arrival shall wait in a protected area until the driver signals that it is safe to cross the road, ten feet in front of the bus.
- Each student departing from the bus shall walk up ten feet in front of the bus, well in vision of the driver, and wait for the driver to instruct him/her to cross the road.
- Students shall not throw any articles on the bus or out of the windows.
- Students are to keep their head, arms, and hands inside the bus at all times.
- Proper and acceptable language shall be used at all times.
- Students must be prompt.
- Students are to ride on their own bus and get off at their own home unless written permission was given to the office. This permission has to be granted by both the parent and the administrator in charge.
- Use, sale or possession of alcohol, drugs, controlled substances or tobacco products as well as drug paraphernalia on the bus is prohibited.
- Rudeness, bad language, yelling, loudness, and unruly behavior are not necessary and will not be tolerated
- Students going on any extra curricular trips out of our school district as a part of a school group will be expected to travel by bus to and from the event. The advisor in charge may permit a student to ride with a parent. This permission will only be given after written knowledge is received by the advisor or verbal permission is received from the parent.

Any student who fails to adhere to the above rules and regulations will be dealt with in a progressive series of consequences.

- **STEP ONE** Verbal warning to the student and the bus driver will notify the parent/guardian to discuss the problem.
- **STEP TWO** Bus Driver will notify administration with a written "School Bus Incident Report Form". Parents will be contacted. The Principal will meet with the student. A copy will also be kept on file in the bus garage.
- **STEP THREE** A second formal notification will be sent to the parent/guardian, with a copy kept on file at the school. The Principal will meet with the student.
  - As a result of this meeting, a telephone call and letter to the parent/guardian will be made. The Principal will review the problem, the content of the meeting, and determine the consequences as outlined in the Disciplinary Code Chart.
  - The final step following a third disciplinary notice will be suspension from transportation privileges for a specified period of time to be decided by the Superintendent or his/her designee, based on the recommendation of the Transportation Director.
- **SEVERE PROBLEMS** Any act which could endanger the physical well-being of another student or the bus driver will result in immediate removal from the bus at a supervised point and appropriate action will be taken.

In extreme circumstances where safety is a concern, a student will be suspended without prior warnings or notice. When a student is suspended, the privilege of riding the bus is withdrawn. In such cases the parent or guardian must provide transportation for the student.

# EMERGENCY MANAGEMENT PLAN

## FIRE DRILLS

Fire drills are required by law and are an important safety precaution. At the sound of the alarm, it is essential to listen to any given directions and exit the building by the given route quickly and quietly. Emergency exit routes are posted in each room.

Creating a false alarm is a serious offense which the school district may prosecute to the full extent of the law. False alarms are disruptive and dangerous to the safety of all students.

## EMERGENCY CLOSING

Notice of emergency school closing will be broadcast as early as possible. The District utilizes Parent Square for its communication with parents. Additionally, emergency school closings information can be found on:

**WTNY - 790AM / T93FM**

**WANT/WTOJ - 1240AM / 103FM**

**WWTI - NEWSWATCH 50**

**WNCQ/WCIZ - 1410AM / 97.5FM**

**WSTM - TV Channel 3**

**WIXT - TV Channel 9**

**NEWS 10 NOW - Cable Channel 10**

**WWNY - TV Channel 7 / Cable Channel 4**

Please wait for such announcements. **PLEASE DO NOT CALL THE SCHOOL.**

Procedures to be followed for early dismissal days and snow days are as follows:

- Early Dismissal days
  - There are to be no games, events, or performances unless there are special circumstances involved.
  - All students who regularly ride the bus **MUST** go on the bus. There are to be no exceptions. This must be enforced by all coaches and activity advisors.
- Snow Days
  - There are to be no games, events, or performances unless there are special circumstances involved.

## EVACUATION PROCEDURES

Students will remain in assigned shelter area, in the building, until instructed otherwise. Evacuation is usually enacted by local defense or military authorities.

- Notice of alert immediately relayed to principal or superintendent.
- The bus garage will be alerted of the emergency. The mechanic will arrange for drivers and check and start all buses immediately.
- Student body will be placed on alert for dismissal. Buses load as they become available. Listen for announcements.
- Bus drivers will be notified of emergency. Emergency drivers, with experience, available from school and community will substitute for regular drivers who may not be able to answer the evacuation call immediately.
- Drivers are authorized to start their bus run at the earliest possible time - after notification to head bus mechanic.
- Students will be called to board their buses as soon as it arrives at school. Only students called would leave their assigned shelter area in the building.
- Drivers of buses are authorized to leave children only in occupied homes. In case either parent is not at home, driver will finish his/her route and return the student to the main office.

As a reminder, Parent Square Communication System will be used to announce any  
Remote Instruction Emergency Days.

## **STUDENT HEALTH SERVICES**

### **The school nurse will:**

- provide emergency first aid and appropriate medical assistance as needed.
- conduct health screenings for vision, hearing, dental, scoliosis, height and weight, and other concerns as needed.
- evaluate and monitor communicable and nuisance diseases.
- implement and monitor students' compliance with state immunization laws.
- make referrals to appropriate community agencies.
- evaluate and assess student health needs, provide health counseling, and conduct health-related classroom presentations.
- serve as a liaison between home and school regarding concerns; is available for home visits, takes health histories, and assesses long-term illnesses.
- educate students concerning the avoidance of child sexual abuse and other forms of child abuse.
- work with Committee on Special Education to develop objectives for the students' Individualized Educational Plan.
- serve as a resource person for faculty and staff, and community agencies.

If a student is hurt or ill, he/she should tell a teacher and ask for a pass to the school nurse's office. Students being excused from school by the nurse must "sign out" in the main office.

Medications should be brought to school by the parent and given directly to the nurse. All medications, both prescription and non-prescription (over the counter) must be accompanied by a note from the physician and the parent. The note should contain the diagnosis or reason the medication was prescribed, how the medication will be given, the time to be given, the dosage and if there are special storage needs. All medication is to be stored in the nurse's office in its original container with the child's name clearly labeled. All narcotic medications need to be given to the nurse directly by the parent, not transported by the student. Medications are not to be in the student's possession while on school grounds except for asthma inhalers and/or epi-pens with special permission from the nurse. Students are not allowed to carry any over-the-counter medications or to give them to anyone else.

### **GUIDELINES FOR KEEPING YOUR CHILD AT HOME**

The following guidelines will help you determine when it is necessary to keep your child home.

- a temperature of 100 degrees or higher (body temperature tends to be lower in the morning, so a slight elevation may indicate an infection is present)
- children should be fever-free for one day, without the aid of a fever-reducing product, before they return to school
- vomiting or diarrhea
- a suspicious rash
- a continuous or recurring headache
- a bad cough or cold symptoms
- a sore throat, especially if exhibiting other symptoms such as nausea, rash, or fever
- redness of an eye, especially if accompanied with draining or itching

### **IMMUNIZATION REQUIREMENTS**

Please refer to the school's website for immunization/vaccination requirements as required by the New York State Education Department.

### **FOOD SERVICE**

The school cafeteria provides an economical and well-balanced meal for breakfast and lunch. Information about prices and eligibility for the Free and Reduced School Lunch Program is mailed to parents prior to the start of each school year, or may be obtained from the school nurse. Applications are available on the school website at [www.bhpanthers.org](http://www.bhpanthers.org). Go to Student Support and then Health Office. Applications are also available throughout the year by calling or sending a note to the school nurse who will be happy to assist you with questions and the application process.

### **HOME INSTRUCTION**

A student who is being instructed at home must be provided with a substantially equivalent education to that of public schools where he/she resides with instruction by a competent instructor, pursuant to section 3204 of the New York State Education Law.

Parents who wish to educate their children at home must furnish proof that their child is receiving instruction elsewhere. Failure to furnish proof is a violation of the Education Law, which may result in finding of educational neglect.

Parents must provide an Individualized Home Instruction Plan (IHIP) containing a list of curriculum materials; quarterly reports and annual assessments consisting in parts of testing requirements. The commissioner's regulations provide detailed requirements for courses to be taught, attendance, and evaluation.

Furthermore, section 100.10 of the commissioner's regulations states that parents must provide annual written notices of intention to educate their children at home, develop an IHIP and provide quarterly reports and annual assessments to public school officials.

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**



Each student identified by the Committee on Special Education (CSE), as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities that are available to all other students enrolled in the Belleville Henderson Central School District.

Preschool students suspected of having a disability should be referred to the Committee on Preschool Special Education (CPSE). Referrals for evaluations will be made and the CPSE will determine if special services are required.

Parents/students who desire further information on these programs and services should contact the building principal or the chairperson of the Committee on Special Education.

### **PRE-KINDERGARTEN**

The Belleville Henderson Pre-K Program, which began in 1984, provides activities to further the children's intellectual, social, emotional and physical development. Additionally, offered are nutritional services, health services (vision and hearing screening), speech and language services, and social service. The Pre-K Program operates five days a week with morning and afternoon sessions (session assignments are determined by the Pre-K Director). The program is open to children in the district who reach the age of four by December 1 and who meet the guidelines as stated by the State of New York. Pre-K applications may be picked up at school.

### **CONCLUDING REMARKS**

In conclusion, we thank you for reading this handbook. We hope it will prove useful throughout the school year. Please remember that it is impossible to detail every possible rule. We rely upon your integrity and self-discipline to make Belleville Henderson a cooperative and successful educational environment.

### **SCHOOL SPIRIT -- PANTHER PRIDE**

- ✦ One of the most difficult terms to define in everyday vocabulary is "School Spirit."
- ✦ It is that invisible something that makes a student body known for its loyalty, its enthusiasm, and its active participation in the total school program.
- ✦ It can be demonstrated in the classroom, on the athletic field, in the auditorium, in the cafeteria, and in the entire community.
- ✦ It is the thrill you get when our school band plays our "Alma Mater."
- ✦ It is the pride you feel when someone wins an award or a scholarship.
- ✦ It is the thing that keeps you supporting a project week after week.
- ✦ It is the idea after suffering a defeat of "just wait until the next time."
- ✦ It is the enthusiastic support of all phases of our educational life.
- ✦ Some schools just naturally have this spirit, and Belleville Henderson is one of them. Let's keep the school spirit high at all times.

**Home of the Panthers  
Where We Grow Great Leaders!**