

# **BHCS CODE OF CONDUCT**

## **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. The Board of Education would like to encourage each student's development of their natural skills and guide them to excel in a vocational trade, academics, or both.
2. The Board of Education understands that only through teamwork, cooperation, and understanding with administration and staff, will we be able to accomplish goal number one.
3. The Board of Education will maintain a strong fiscal responsibility to the school and community, understanding that programs may be necessary to help develop goals one and two.
4. The Board of Education would like to extend an invitation to the community for their input, involvement, and support for our students and welcome ideas that will enhance goals one, two, and three.
5. The Board of Education encourages each student to participate in extracurricular activities, understanding that our sports, FFA, music and other clubs help to make a well-rounded individual.

### **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 an administrator to file a DASA complaint.**

**For additional information please refer to 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, 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, 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**

- A student truant for the first time from a class or study hall will be reported to the parents and the principal by the teacher. The principal may assign the student to detention. A parent meeting may take place.
  - A student truant for the second time from a class or study hall will be reported to the principal. Parents will be notified by the principal and in-school suspension may be assigned. A parent meeting may take place. The Case Study Team will be involved.
  - Any further instances of truancy from the class or study hall will be reported to the principal. The student may be suspended out-of-school until a parent conference is held. A parent meeting may take place. The Case Study Team will be involved. A referral to an outside agency may be made.
  - If additional instances of truancy occur after the parent conference, the student may be withdrawn from that class and credit may be denied.
- 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 should 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. Exceptional circumstances will be reviewed by the principal and superintendent. 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 may 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 may, upon review, refer their records to the office of the superintendent of schools for further action. The student may 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. Please include a home/work phone number where a parent/guardian can be reached for verification purposes. We routinely call to verify absences and early release requests. Students may 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 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 which 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 they 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 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.
- Students must return to study hall and sign in prior to the end of the period.

## **TEXTBOOK AND LIBRARY BOOK POLICY**

The Belleville Henderson Central School Board of Education shall make provision for funds to be budgeted for the purchase of textbooks, library books and related instructional materials.

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 may 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 POLICY**

School lockers will be inspected at least twice a year for vandalism or damage. 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 above and 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.
- Always remove your hat before entering the auditorium.
- 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 will not be allowed back in. 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**

Fundraising activities must be approved by the Principal and Superintendent. 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.
- 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 and at the discretion of the Building Principal.

#### **AGREEMENT:**

I agree to never give out information about myself, family, friends or school 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 13, 2019 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 such time as 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 POLICY VIOLATIONS**

1<sup>st</sup> Offense: Phone/electronic device confiscated, may be picked up in the main office at the end of the day

2<sup>nd</sup> Offense: Phone/electronic device confiscated, detention assigned, parent contacted, device may be picked up in the main office at the end of the day

3<sup>rd</sup> Offense: Phone/electronic device confiscated, detention assigned, parent contacted, device may be picked up in the main office at the end of the day by parent, parent and student will review and sign cell phone violation policy

Subsequent Offenses: Each subsequent offense will result in the cell phone/electronic device being taken for one week. The consequence for further violations is loss of the cell phone/electronic device an additional week more than the previous consequence.

\*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 policy may 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: \_\_\_\_\_

## **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 may be billed for any damage done to the school, school grounds, or its property and the proper authorities may 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
  - Students are not allowed to leave school grounds for lunch.
6. Students who do not ride the bus should not arrive before 7:45 AM and must remain in the foyer 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 may 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 could 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.
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 may 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	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, INCLUDING ELECTRONIC CIGARETTES</b>	
1 <sup>st</sup> Offense	OSS, Parent Contact, and/or completion of a Tobacco Cessation Program
Repeat Offense	OSS, Parent Contact, completion of a Tobacco Cessation Program and/or OSS
<b>FIGHTING</b>	
1 <sup>st</sup> Offense	OSS, Parent Contact, Possible Police contact
Repeat Offense	OSS, Superintendent’s Conference, Parent Contact, Possible 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, Possible notification of police, 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	ISS or OSS, Parent Contact
Repeat Offense	ISS or OSS, Parent Contact, Possible 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 or Possible loss of riding privileges, Detention, Parent Contact
Repeat Offense	Detention or loss of riding privileges, Detention, 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 time period of up to one month and the parent/guardian will be notified.
Repeat Offense	Consequences will be determined relative to the offense and at the discretion of the Building Principal.
<b>HARASSMENT OR THREATENING STUDENT(S) (sexual, bullying, hazing) (DASA)</b>	
1 <sup>st</sup> Offense	Warning, 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, Possible OSS, 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, Possible expulsion, Superintendent's Hearing, Possible 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, Possible police notification, Parent Contact, Superintendent's Conference
Repeat Offense	OSS, Possible police notification, Parent Contact, Superintendent's Hearing

## 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 13, 2019**. 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 (90 average or higher,) 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

The following charts outline the diploma and credential requirements currently in effect. The chart is intended to provide an overview of the requirements and identify the student populations that have access to each type of diploma and non-diploma high school exiting credential. Websites are provided to offer specific regulatory requirements and more detailed information regarding the requirements for each diploma or credential.

Diploma Type	Available to	Requirements
Regents	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives</p> <p>□ <b>Assessment:</b> 5 required Regents exams with a score of <b>65 or better</b> as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsdiploma">http://www.p12.nysed.gov/part100/pages/1005.html#regentsdiploma</a></p>
Regents (through appeal)	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives.</p> <p>□ <b>Assessment:</b> <b>4 required Regents exams</b> with a score of <b>65 or better</b> and <b>1 Regents exam</b> with a score of <b>62-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a></p>
Regents with <b>Honors</b>	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives</p> <p>□ <b>Assessment:</b> 5 required Regents exams with a computed average score of <b>90 or better</b> as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>
Regents with <b>Advanced Designation</b>	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>□ <b>Assessment:</b> 8 required Regents exams with a score of <b>65 or better</b> as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and either a locally developed Checkpoint B LOTE examination or a 5 unit sequence in the Arts or CTE</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>
Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Math</b>	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>□ <b>Assessment:</b> Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Mathematics</p> <p>See 100.5(b)(7)(x)</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>
Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Science</b>	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>□ <b>Assessment:</b> Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Science</p> <p>See 100.5(b)(7)(x)</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD">http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD</a></p>

Local	Students with disabilities with an individualized education program or section 504 Accommodation Plan	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives.</p> <p>□ <b>Assessment: Low Pass Safety Net Option:</b> 5 required Regents exams with a score of <b>55 or better</b> as follows: 1 Math, 1 Science, 1 ELA, 1 Global History and Geography, 1 US History and Government; <a href="http://www.p12.nysed.gov/part100/pages/1005.html#assessment">http://www.p12.nysed.gov/part100/pages/1005.html#assessment</a> or;</p> <p>□ <b>Regents Competency Test (RCT) Safety Net Option for students entering grade 9 prior to September 2011:</b> passing score on corresponding RCT if student does not achieve a score of 55 or higher on the Regents examination <a href="http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm">http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm</a>; or</p> <p>□ <b>Compensatory Safety Net Option:</b> scores between 45-54 on one or more of the five required Regents exams, other than the English language arts (ELA) or mathematics exam, but compensates the low score with a score of 65 or higher on another required Regents exam. Note: a score of at least 55 must be earned on both the ELA and mathematics exams. A score of 65 or higher on a single examination may not be used to compensate for more than one examination for which a score of 45-54 is earned.</p> <p><a href="http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.html">http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.html</a></p>
June, 2013 Local Diploma (through Appeal)	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives.</p> <p>□ <b>Assessment: 3 required Regents exams</b> with a score of <b>65 or better</b> and <b>2 Regents exams</b> with a score of <b>62-64</b> for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d)(7) as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore">http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore</a></p>
Local Diploma, Regents Diploma, Regents Diploma with Advanced Designation (with or without Honors), with a <b>Career and Technical Education Endorsement</b>	All Student Populations	<p>□ <b>Credit:</b> Completes all credit requirements as listed above for specific diploma types and completes an approved career and technical education program.</p> <p>□ <b>Assessment: Achieves a passing score on State</b> assessments as listed above for specific diploma types and successfully completes the technical assessment designated for the particular approved career and technical education program which the student has completed.</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#carteched">http://www.p12.nysed.gov/part100/pages/1005.html#carteched</a></p>
Regents with <b>Advanced Designation with Honors</b>	All Student Populations	<p>□ <b>Credit:</b> 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE <b>or</b> a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>□ <b>Assessment: 8 required Regents exams</b> with a computed average score of <b>90 or better</b> as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and <b>either</b> a locally developed Checkpoint B LOTE examination with a score of 65 <b>or</b> a 5 unit sequence in the Arts or CTE</p> <p><a href="http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors">http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors</a></p>

### Non-diploma High School Exiting Credentials

Credential Type	Available to	Requirements
Career Development and Occupational Studies Commencement Credential	Students with disabilities other than those who are assessed using the NYS Alternate Assessment (NYSSA)	<input type="checkbox"/> Completes a career plan; demonstrates attainment of the commencement level Career Development and Occupational Studies (CDOS) learning standards in the area of career exploration and development, integrated learning and universal foundation skills; satisfactorily completes the equivalent of 2 units of study (216 hours) in Career and Technical Education coursework and work-based learning (including at least 54 hours of work-based learning); and has at least 1 completed employability profile;  OR <input type="checkbox"/> Student meets criteria for a national work readiness credential  <p>Credential may be a supplement to a regular diploma, or, if the student is unable to meet diploma standards, the credential may be awarded as the student's exiting credential provided the student has attended school for not less than 12 years, excluding Kindergarten.</p> <a href="http://www.regents.nysed.gov/meetings/2013Meetings/April2013/413p12access1Revised.pdf">http://www.regents.nysed.gov/meetings/2013Meetings/April2013/413p12access1Revised.pdf</a>
Skills and Achievement Commencement Credential	Students with severe disabilities that are assessed using the NYS Alternate Assessment (NYSAA)	<p>All students with severe disabilities who attend school for not less than 12 years, excluding Kindergarten exit with this credential which must be accompanied by a summary of the student's levels of achievement in academic and career development and occupational studies.</p> <a href="http://www.p12.nysed.gov/specialed/publications/SACCMemo.htm">http://www.p12.nysed.gov/specialed/publications/SACCMemo.htm</a> <a href="http://www.p12.nysed.gov/part100/pages/1006.html">http://www.p12.nysed.gov/part100/pages/1006.html</a>

**Note:**

\*\*\* In addition to the above requirements, all students attending Belleville Henderson must have successfully completed Careers, Computers, and Financial Management prior to graduation.

### ACADEMIC REVISIONS

In keeping with the District's ongoing policy of improving our school and raising the standards required of our students, a committee of teachers was formed to suggest academic revisions for our students. It is the sincere wish of all those involved in education at Belleville Henderson Central School that our students strive for the highest goals possible.

With the increase in standards currently proposed by the State Education Department, students need to have a clearer definition of what pace they have to set to graduate from high school in four years. This pace is outlined in the table below.

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)

### Exam Exempt

Any student achieving a 40 week average that meets certain criteria in a subject may be exempted from taking a local exam in that subject. Criteria for exemption are as follows.

- Only local exams may be exempted (state and Regents exams are not exempt).
- Only local exams given during test week (Regents week) may be subject to exemption. Final exams given during the last week of classes may not be exempted.
- Grade 9 – 12 students must have a 40 week average of 85 or better to be exempted.
- Grade 7 – 8 students must have a 40 week average of 90 or better to be exempted.
- Exam exemption for a class is at the discretion of the teacher. Therefore, any teacher may choose not to allow exemptions.
- Parents should be notified when students are exempted from taking a final examination.

### Grade 7 – 12 Averages

Grades 7 and 8 will be averaged in exactly the same way as grades 9 – 12. Courses will be weighted by units and physical



education will be averaged in as a ½ credit course (grades 7 – 12).

## Retention Procedure for Grades 7 and 8

Final average determines passing in a course (65%). Failure of two core subjects at the end of the school year in June may require attendance at summer school (with passing grades) to be promoted to the next grade. If summer school is not offered, additional credit recovery options may be provided. Failure of more than 2 core subjects at the end of the school year in June results in automatic retention at the current grade level. (NOTE: 1 core subject = 2 non-core subjects. A list follows of core and non-core subjects.)

CORE SUBJECTS	NON-CORE SUBJECTS
English	Art
Social Studies	Home Economics
Math	Technology (Industrial Arts or Agriculture)
Science	Physical Education
	Music (includes Chorus and Band)
	Health
	Keyboarding/Business/Computers
	Language Arts
	Foreign Language

In order to deal with students who are chronically late to classes, the following policy has been set up.

TARDINESS	
2 times <b>late</b> to class	Marked with <b>1 absence</b> on the minimal attendance form
5 recorded instances of <b>tardiness</b>	Student will receive <b>1 day of after-school detention</b>
10 recorded instances of <b>tardiness</b>	Student will receive <b>2 days of after-school detention</b>
15 recorded instances of <b>tardiness</b>	Student will receive <b>1 day of ISS (In-School Suspension)</b>

## 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. 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.

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 – GED

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.

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

## STATE EDUCATIONAL BENEFITS FOR MILITARY DEPENDENTS

Arkansas <http://www.askansashiughered.com>  
Delaware <http://www.doe.sate.de.us/high-ed/>  
Indiana <http://www.in.gov.veteran>  
Kentucky <http://www.kheaa.com>  
Maryland <http://www.mdva.state.md.us>  
New York <http://www.hesc.com>  
Oklahoma <http://www.okhighered.org>  
Pennsylvania <http://www.dmva.state.pa.us>  
Virginia <http://www.vdva.vipnet.org>

California <http://www.cacvso.org>  
Florida <http://www.firm.edu.doe.osfa>  
Iowa <http://www2.state.ia.us/icva/>  
Louisiana <http://www.ldva.org>  
Montana <http://www.montana.edu>  
Ohio <http://www.regents.state.oh.us>  
Oregon <http://www.oregon.gov>  
Texas <http://www.collegefortesans.com>

**Guidelines for College-Bound Seniors will be provided through the Guidance Department throughout the year.**

### 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 guidance office, 846-5825, before 9:00 a.m. so arrangements can be made.

We appreciate your cooperation concerning homework for absenteeism.

### 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, Fellowship of Christian Athletes, Student Council, National Honor Society, National Junior Honor Society, Library 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 further information.

### NATIONAL HONOR SOCIETIES

- **Ellen B. Miller Chapter of the National Junior Honor Society**
- **Academia Chapter of the National Honor Society**

**Membership** in local chapters is an honor bestowed upon a student in recognition of attributes already acquired independently. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. (Students may not apply for membership; it is granted to those students selected by the faculty council. The Honor Societies may not provide counseling services.)

New members shall be inducted at a special ceremony.

- A National Junior Honor Society/National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Members who resign or are dismissed are never again eligible for membership or its benefits. Membership in one society has absolutely nothing to do with membership in the other, even in matters of selection or dismissal.

**Selection Process:** To be eligible for membership the candidate must be a member of those classes (NJHS: seventh, eighth, and ninth graders, or NHS: eleventh and twelfth grades) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. (Ninth and tenth grade students are not eligible for membership in the NHS.)

Students' academic records are reviewed to determine scholastic eligibility. Candidates must have a cumulative scholastic average of at least 88 percent.

Marks used at time of NJHS induction (in May)	
Grade 7	3 quarters
Grade 8	7 quarters
Grade 9	11 quarters
Marks used at time of NHS induction (in Fall)	

Grade 11	Grades 9 and 10
Grade 12	Grades 9, 10, and 11

Membership should never be considered on the basis of grades alone, even though a faculty council may regard scholarship as the most important of the five criteria. **Schools that select members solely on the basis of scholarship are violating the constitution and placing their charters in jeopardy.** Candidates are then evaluated on the basis of service, leadership, character, and citizenship.

The selection of members to the Chapter shall be by a majority vote of the faculty council. The faculty council consists of five teachers, not including the advisors.

The Belleville Henderson Central School Board of Education, Administration, the National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Revised: September 2015

## BELLEVILLE HENDERSON CENTRAL SCHOOL **Extracurricular Activity Contract**

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

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

#### **I. 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.

**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 club activities, 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 it is a legal excuse.**
- ❖ 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 or out-of-school suspension will not be allowed to participate in after-school activities.
- ❖ 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 may 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. I will obtain an eligible/ineligible form from my advisor/coach if I am failing a class(es). (See attached form)

#### **IV. DRUGS / ALCOHOL / TOBACCO**

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 of tobacco, alcohol, or other chemical substances.

No hosting or remaining at parties where illegal distribution of alcohol, drugs, or other performance enhancing substances are present and/or used.

Any use or possession of tobacco products, alcoholic beverages or illegal drugs 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 or activity)
- b. **Second Offense** - suspended for the athletic season, 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.

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

Subsequent violations of this policy will result in expulsion from the extracurricular activity. Eligibility for participation in extracurricular activities will be determined following a conference with the principal, parent, advisor/coach; school counselor and the student.

**If in violation of the civil authority or law, it will be grounds for immediate suspension pending review by school authorities.**

## **V. OFFICER STATUS**

Officer status of any extracurricular activity will be reviewed if said officer is in violation of this policy.

## **VI. 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 should be turned in within one week of the final event. All uniforms will be cared for and laundered at the school. All warm-ups shall 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.

## **VII. TRANSPORTATION**

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

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

**Students will not be allowed to ride to or from an event with anyone else other than a legal guardian unless special circumstances exist and signed permission has been given by administration.**

## **VIII. 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 - will not be 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 Coordinator, and Superintendent

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

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

- a. First Offense - suspended for the next two games or activities.
- b. If the student/athlete'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.

## **IX. SPORTSMANSHIP**

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.

- ◆ Show respect for the opponents, officials and advisors.
- ◆ Know, understand and appreciate the rules that govern the activity.
- ◆ Refrain from applause when opponents are penalized.
- ◆ Do not heckle or distract members of the opposing team.
- ◆ Show respect for an injured player.
- ◆ Respect, cooperate with, and respond enthusiastically to the cheerleaders.
- ◆ Avoid using profane language, obscene gestures, or displaying obnoxious behavior.
- ◆ The use of noisemakers, the throwing of objects, booing, and negative behavior are prohibited.
- ◆ Remember, you represent the Belleville Henderson Panthers. Be a credit to yourself, your team and your school.

Revised: June 2008

### **INTERSCHOLASTIC ATHLETICS OFFERED**

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
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Boys Varsity Soccer	Girls Varsity Basketball	Girls Varsity Softball
Girls Varsity Soccer	Boys Varsity Basketball	Boys Varsity Baseball
Boys Modified Soccer	Varsity Cheerleading	Girls Junior Varsity Softball
Girls Modified Soccer	Girls Junior Varsity Basketball	Girls Modified Softball
Girls Junior Varsity Soccer	Boys Junior Varsity Basketball	Boys Modified Baseball
Boys Junior Varsity Soccer	Girls Modified Basketball	
	Boys Modified Basketball	
	Modified Cheerleading	

## ATHLETIC AWARDS

Athletes are recognized with awards at the end of 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 district 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 may be used by the district staff on an as needed basis. Visual information relating to conduct referrals may be shared with the student and parent at the discretion of the administration.

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, and a bus slip was issued. 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.
- 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.
- Rudeness, bad language, yelling, loudness, and unruly behavior are not necessary and will not be tolerated.

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 the parents/guardians and administration with a written "School Bus Incident Report Form". 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 or letter to the parent/guardian will be made. The Principal will review the problem, the content of the meeting and the consequences if the problem persists.
  - 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.

A student may 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 on:

<b>WTNY - 790AM / T93FM</b>	<b>WANT/WTOJ - 1240AM / 103FM</b>	<b>WSYR - 570AM / 94.5FM</b>
<b>WNCQ/WCIZ - 1410AM / 97.5FM)</b>	<b>WSTRM - TV Channel 3</b>	<b>WIXT - TV Channel 9</b>
<b>NEWS 10 NOW - Cable Channel 10</b>	<b>WWTI - NEWSWATCH 50</b>	
<b>WWNY - TV Channel 7 / Cable Channel 4</b>		

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.
- Bus garage alerted to emergency. The mechanic will arrange for drivers and check and start all buses immediately.
- Student body placed on alert for dismissal by individual bus loads as buses 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 leave a child at the next house where an adult is present. Drivers must report children not left at their own home upon completion of trip. The school will attempt to notify parents of the location of children not left at their own home.

## 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 (see chart below)

Public Health Law 2164 of New York State requires that each child entering school show proof of having received proper immunizations prior to enrollment. The school nurse will review your child's immunization records and contact you if further information is required.

### The exemptions are:

1. A statement from a physician stating that these immunizations should not be given to your child for health reasons.
2. Serologic evidence that the child had the disease or is immune.
3. Parent recall of disease history of varicella is not sufficient, and will not be accepted as proof of immunity. Physician documented history of disease is the acceptable proof of disease or serologic evidence of immunity.

The vaccine is available from the family doctor or from the Jefferson County Public Health Nursing Service.

Immunization clinics are held on:

<b>WHEN</b>	Wednesday 12:30 PM until 3:30 PM
<b>WHERE</b>	Jefferson County Public Health Nursing Service Watertown, New York
<b>PHONE</b>	315-786-2730

There is no fee charged for the administration of these immunizations. A child eighteen years or younger must be accompanied by a parent/guardian.

### AIDS INSTRUCTION

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The

school provides age appropriate instruction, which must include the following information:

- the nature of the disease;
- the methods of transmission of the disease; and
- methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

The district has an advisory committee consisting of members of the Board of Education, appropriate school personnel, parents, and community representatives (including representatives from religious organizations). The committee is responsible for making recommendations on content, implementation, and evaluation of the AIDS instructional program.

## **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 which 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, social services and a parent educational program. 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 three/four by December 1 and who meet the guidelines as stated by the State of New York. Pre-K booklets and 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.



# ATHLETICS

## ELIGIBLE/INELIGIBLE FORM

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. Complete one form for each failing subject.

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

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

Plan of Improvement (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.) for the week of \_\_\_\_\_.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

**THIS SECTION TO BE COMPLETED AT THE END OF THE WEEK IN ORDER TO PARTICIPATE DURING THE FOLLOWING 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 MRS. KOHL BEFORE THE STUDENT IS REMOVED FROM THE INELIGIBILITY LIST.**

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

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

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

## EXTRACURRICULAR ACTIVITY PERMISSION SIGN-OUT

This form is intended to enable parents to release their child(ren) from riding school transportation home from an extracurricular activity. It is understood by signing this form that the student listed is being released into the parent's care and the parent assumes responsibility.

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: July 2019