



**Student Handbook**  
**2019-2020**

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**Mission Statement:**

The Gananda Central School District educates all students for success.

**Vision Statement:**

The Gananda Central School District aspires to: offer a personalized, premier educational experience where all reach their potential, engage students in challenging, dynamic curricula enhanced by innovative technology to develop lifelong learners who thrive in a global society, and partner with staff, students, parents and community to produce students who become responsible, contributing citizens.

Adopted: August 16, 2015

## **Equal Opportunity**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student 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, extracurricular activities or other school resources. Dr. Shawn Van Scoy, Superintendent of Schools, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirement of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **Public Information Program**

Parents/guardians and members of the community are encouraged to attend and participate at public Board of Education meetings, which are held on the **second and fourth Wednesday** of each month in the Board Conference Room.

Information regarding school activities is periodically emailed to your home. Parents/guardians and community members wishing to obtain further information about the school district should inquire first through the office of the Building Principal.

Information is also available on our website <https://rachs.gananda.org/>

## **Student Complaints and Grievances**

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representatives before appealing to the school administration.

A student filing a complaint for any matter, or alleging discrimination based on disability and/or sex, including sexual harassment or harassment based on sexual orientation, should read the following information regarding the resolution of the complaint. The following procedures may also apply to student grievances over other matters, such as racial harassment.

### **Racial/Sexual Harassment**

Upon receipt of a formal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed and complainants will be notified of the outcome of the investigation.

The Gananda School District encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent/guardian should notify the Principal or Assistant to the Principal. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of a formal complaint the Principal or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to begin the formal stage of the complaint process at any time, but are encouraged to act promptly.

Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

## **Public Complaints**

The Board of Education recognizes the right of the community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of this district is to resolve such concerns with only the parties involved, whenever possible. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution. Public complaints about the school district will be directed to the proper administrative personnel.

All matters referred to the Superintendent and/or the Board must be in writing. Concerns registered directly to the Board as a whole or to an individual Board member shall be referred as soon as is reasonably possible to the Superintendent for investigation, report, and/or resolution.

### **Procedures for registering complaints about instructional materials**

The following procedures apply to complaints concerning any textbook, library book or material and any other district instructional material:

- At the discretion of the Building Principal, an informal meeting may be held between the complainant and the Principal and/or Superintendent of Schools.
- If a complaint is not resolved informally, the complainant must file a written complaint with the Superintendent.
- Any written complaint will be presented to the principal, who shall read and examine the challenged materials; consider the specific objections to the material voiced by the complainant; consider oral presentations; and report its findings to the Superintendent.
- The Superintendent shall review the complaint, make a decision, and notify appropriate staff.
- If the complainant is not satisfied with the Superintendent's decision, he/she may refer the complaint to the Board.

## **Student Health, Safety and Emergency Plans and Procedures**

### **Student Health Services**

If a student is hurt or ill, he/she should tell a teacher and ask for a pass to the school nurse's office. A parent/guardian must "sign out" the student from the nurse's office if they are released from school early. The school nurse also provides emergency care for students in accidental or unexpected medical situations.

If a student needs to take medication during the school day, he/she must follow these rules:

- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- Bring a copy of the prescription
- Parents/guardians must deliver medication personally to the health office.
- Bring a note from his/her parent/guardian, which gives the nurse permission to store the medication for the student's use.

All medications must be delivered to the school nurse by a parent/guardian. No student should have prescription drugs or any medications in his/her possession while at school. Medications not picked up at the end of the school year will be destroyed.

### **School Telephone Use**

Students are not to use school telephones except in an emergency and only with permission of the guidance office or building office.

Students will not be pulled from any class to receive calls or messages. In case of an emergency, parents/guardians may call the main office.

### **Accident Prevention and Safety Procedures**

These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

- Immediately report any conditions involving equipment or buildings, which may be dangerous to student or employee health or welfare.
- Immediately report any unsafe practices by anyone in the building or on the grounds.
- Observe the 15-mile per hour speed limit on school grounds.

### **Animals in School**

Animals are not permitted in school or on school buses without proper authorization. A plan for the appropriate care, handling and safeguarding of staff and students will be required.

### **Automated External Defibrillators**

The Gananda School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of a least one staff person who is trained in the operation and use of an AED. When a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

### **Emergency Closings**

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents/guardians are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced

through the SchoolMessenger system via telephone test messages. The following television/radio stations will carry information regarding emergency closings.

WHAM

WNYR

Channel 13

If no report is heard, it can be assumed the schools are opening on time.

### **Emergency Plans**

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

At times, the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" by phone call, e-mail and/or letter the day of a test.

The district Emergency Management Plan includes the following:

- Definitions of "emergency" and procedures to be followed to activate the Plan.
- Designation of a control center in anticipation of, or in response to an emergency.
- Identification of sites of potential emergencies.
- Identification of appropriate responses to emergencies.
- Procedures for coordinating the use of District resources and personnel during emergencies.
- Identification of district resources, which may be available for use during an emergency.
- A system for informing all schools within the district of the emergency.
- Plans for taking the following actions, if appropriate; school cancellation; early dismissal; evacuation and sheltering.
- Pertinent information about each school (including information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate).
- Procedures for obtaining advice and assistance from local government officials.

Copies of the Emergency Management Plan are available in the main office.

### **Eye Safety Devices**

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment, which may potentially damage the eyesight. Such activities and materials are listed in Section 141.10 of the Commissioner's Regulations.

### **Fire Drills**

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Students talking or not following teacher direction during a fire drill will face corrective action.

### **Lock Down Drills**

The building will conduct several lock down drills to provide students with procedural training in the event of an actual lockdown. Parents/guardians will be notified after a drill has been completed.

### **First Aid**

In emergencies, the school nurse will follow established First Aid Procedures. These procedures include the following requirements:

- No medical treatment except first aid is permitted in school other than AED's by trained staff.
- A master first aid kit shall be kept and properly maintained in the school and on each school bus;
- No drugs shall be administered by school personnel unless authorized by a physician;
- Parents/guardians are asked to sign and submit an emergency medical authorization, which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
- In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent or guardian can be reached.

### **Lock Down**

Should a threat occur to the safety of students and staff, the principal (or designee) will announce over the public address system that a lock down event is in progress and that all students and staff must assume designated positions immediately.

If you are in the hallway, lavatory, atrium or other area that is not supervised and cannot be secured, immediately move to the closest classroom or office.

- If all the rooms/offices have been secured by the time you arrive, hide in the closest unsecured area. Wait for law enforcement or the building administrator to enter your area and give you direction. **NEVER** leave the building unless directed by school administration or law enforcement.
- Follow adult direction
- Move to a space in the room/office that is away from the door and windows.
- Sit on the floor and to the extent possible, out of the line of sight from the door and windows.
- Do not talk and turn off all cell phones.
- Do not respond to any verbal requests from outside of your area or over the public announcement system.
- Help the adult maintain a calm and quiet environment.

- Share concerns with the adult using a whisper or in writing.
- Wait for law enforcement or the building administrator to enter your area and give you direction.
- Do NOT respond to the fire alarm unless imminent signs of fire are observed.

## **Transportation**

Transportation is provided to school students. Questions about the school transportation program should be directed to the Supervisor of Transportation, phone number (315) 986-4278. For further information, see Board Policy 5320, Student Conduct on School Buses.

## **Visitors to the School**

Parents/guardians and other citizens are welcome to visit the school during the course of the school year. For the security and safety of our school, all visitors will be asked to present a valid ID, which will be scanned into the Raptor system. Valid ID's include the following:

- Driver's License
- Non-Driver ID
- Military ID
- Passport
- Gananda Student ID

Once the ID has been scanned into the system and entry to the building is approved, visitors will receive a Visitor Badge that identifies them by name, includes the date of the visit, and states the purpose of the visit (volunteer, construction, etc.).

Visitor badges will not be necessary for those simply entering the building to drop off an item in the office or picking up paperwork. In the event that a person does not have identification, he/she can still be granted access to the building with administrative approval, but will be escorted by a school staff member.

Student visitors from other schools, unless they have a legitimate reason and prior approval of the principal, are not permitted to enter school buildings.

Visitors to the schools of the district shall be governed by the following rules once being buzzed into the building:

- All visitors must report to the main office to sign in and be approved by the Raptor system. A visitor's pass must be worn at all times.
- Groups wishing to visit must obtain approval from the principal prior to the date of the visit.
- Students are not permitted to bring guests to school unless the parent/guardian of the guest writes to the principal indicating that they are considering moving into the district and would like their child to visit.
- Parents/guardians are encouraged to visit teachers, guidance counselors, school nurses, school psychologists and other support personnel by appointment to discuss problems or concerns.
- Guests may be brought to events, i.e., dances, but must be registered with the building office prior to the event. Students may bring no more than one guest to an event. The

student bringing the guest will be held responsible for the guest's behavior. The Gananda student must accompany the guest to the event. The principal may prevent a guest from attending an event. The principal or their designees may dismiss students and/or guests for inappropriate behavior. A form must be completed by the guest's home school principal or employer, and turned into the main office at least five school days before the event. Guest forms for entry are located in the main office and the web site.

## **Attendance Policies and Procedures**

### **Statement of Overall Objectives and Philosophy**

School attendance is both a right and a responsibility. Gananda is an active partner with students and parents/guardians in the task of ensuring that all students meet or exceed the New York State Learning Standards. Understanding that consistent school attendance, academic success and school completion have a positive correlation; Gananda has developed a Comprehensive Student Attendance Policy (The complete policy is available upon request in the District Office – 986-3521 x4313) to meet the following objectives:

- To increase school completion for all students.
- To raise student achievement and close gaps in student performance.
- To identify attendance patterns in order to design attendance improvement efforts.
- To know the whereabouts of every student for safety and other reasons.
- To verify that individual students are complying with education laws relating to compulsory attendance.
- To determine the District's average daily attendance for State Aid purposes.

### **District Strategies to Meet Objectives**

- Create and maintain a positive school building culture.
- Maintain a comprehensive student attendance policy.
- Maintain accurate records of attendance, absence, tardiness, or early departure of each student.
- Utilize data analysis for tracking individual and group student attendance.
- Develop early intervention strategies to improve school attendance for all students.

### **Notification of Attendance Policy**

This information, and the district responses as well as student and parental/guardian responsibilities will be communicated at the beginning of each school year. Attendance policy information will be published in the building handbooks and the website. Teachers will also review this policy and specific class expectations and procedures with their students during the first days of instruction.

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*Regular attendance is vital to school success and each family must understand that any absence or tardiness does not exempt their student from attendance or academic requirements.*

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## **Determination of Excused and Unexcused Absences, Tardiness and Early Departure**

Gananda has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

Excused:	Unexcused: (examples of, but not limited to)
Personal family illness or death in family	Missing the school bus
School approved programs	Car trouble
Attendance at health clinics/medical appointments	Family vacation
Religious observation	Hunting/fishing
Required court appearance	Babysitting
Approved college visitations	Hair cut
Approved cooperative work programs	Obtaining Learner's Permit/Road test
Military obligations	Oversleeping
Impassable roads or weather making travel unsafe as determined by Town, County or State Highway Officials.	

### **Attendance Procedures and Expectations**

Consistent with Commissioner's Regulations attendance will be taken, recorded and reported as needed at the commencement of each instructional period.

- The person in parental relationship to the student must account for absences from school. If a child is to be absent from school, the parent/guardian must call the school health office and report the absence. If the parent/guardian does not call school, a call will be made from the school health office after determining that the student is not in attendance at the beginning of the school day. The parent/guardian call is preferable and very helpful in maintaining a safe and efficient environment.
- Responsibility for making up work must be assumed by the student in compliance with school and teacher guidelines. Students who have an excused absence will have one day for each day absent to make up work. Students who have an unexcused absence will have no additional time to complete work. If work is not completed on time, they will receive a zero for that work. A parent/guardian may request consideration for special circumstances with prior written notice of an unexcused absence.

### **District Response and Notification Regarding Absence**

- Upon the tenth, (10<sup>th</sup>) absence the health office will notify the parent/guardian via letter and refer the matter to the building administrator. The building administrator may contact the parent/guardian to collaboratively examine the situation and discuss possible outcomes.
- Upon the fifteenth (15<sup>th</sup>) absence the health, office will notify the parent/guardian and refer the matter to the building administrator. The building administrator will discuss interventions such as AIS, a PINS referral, a Child Protective Services referral, or referral to another appropriate social services agency.

Students involved in athletics and extracurricular activities should see specific guidelines published in the Extracurricular Code of Conduct.

Students who attend Wayne Tech, Alternative Education:

The district invests substantial amounts of money in these programs. Excessive absences will result in the principal's review of continued enrollment.

### **College Visits**

- Students are to use [the form provided](#) and submit it five school days prior to the visit, giving parental/guardian permission to miss school.
- On their return to school, the student may be asked to provide written verification, including name and phone number of the college representative they met with.
- If these conditions are not met, it will be treated as an unexcused absence.

### **Family Vacations During School**

Absences due to family vacations are unexcused. Parents/guardians may request from the teachers, a minimum of two weeks in advance of the vacation, whatever assignments the teacher can anticipate will be assigned. However, homework is a portion of what comprises a classroom learning experience and is tailored to what happens in the class. Therefore, specific homework assignments may not be available. Students are encouraged to contact classmates during their vacation to obtain specific homework assignments. All work is due the day the student returns unless other arrangements have been approved by the teacher. Tests and quizzes must be made up as soon as possible and at the convenience of the teacher. Tests may be modified if the teacher believes the student has gained an unfair advantage by taking the test after the other students have taken it.

### **Leaving School Property**

Students must have written (verbal to the principal) parent/guardian permission approved by the principal or their designee to leave school property.

Students who are ill will not be excused from school, unless a parent/guardian picks the child up and signs them out. The student must be evaluated by the school nurse who will then call the parent/guardian if the student needs go home or to the doctor.

Students leaving school property during school hours without administration authorization will be subject to corrective action.

Students are to be evaluated by the nurse and are not to call home requesting that their parents/guardians excuse them for illness unless approved by the nurse to do so.

### **Released Time for Religious Instruction**

A student will be released for religious instruction for a maximum of one hour each week upon the presentation to his/her Building Principal of a parental/guardian request in writing.

## **Student Dismissal Precautions Regulation**

No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears in Infinite Campus. Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school. In order to ensure students' safety, the school will maintain a list of individuals who are authorized by the parent/guardian to obtain the release of students in attendance at the school.

A parent or guardian may amend the emergency information form submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent/guardian, which restrict a parent's ability to seek the release of his/her child shall be maintained in district offices. If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the school nurse. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent will be called.

Early excuses for emergency reasons should be requested in writing by a parent/guardian. Medical releases are handled through the Nurse's Office. **In the event of an emergency**, the principal of schools may release a student to some individual not appearing on the approved list only if the parent or guardian has been contacted by the principal and has approved the release, and the principal determines that an emergency exists.

### **Tardy**

Students who arrive to their first block after 7:30 a.m. are considered tardy. Illegal tardies are subject to consequences as outlined below:

- First and second tardy: Warning
- Third tardy: 3:00 detentions

Students with more than three tardies are subject to additional consequences.

### **Truancy**

Truancy is the willful violation of the compulsory attendance law by a student. Students who are found to be truant will receive a grade of zero for all work missed in each class that they illegally miss and will be referred for corrective action and intervention services.

## **Morning Procedures and Advisement Guidelines**

### **Morning Procedure**

- Students will report directly to First Block after visiting their locker, if necessary
- Students are required to be in their First Block by the 7:30 a.m.
- The First Block teacher will take attendance.
- If the First Block bell has rung and a student is in the building but not in their First Block, they will be considered tardy and must report to the health/attendance office where they will be issued a pass to First Block.

## **Advisement Guidelines**

### Student Responsibilities:

- Arrive to advisement by 8:56 (8:24 on half days).
- Listen to morning announcements prior to going to breakfast.
- If planning to **leave**, the student will need to:
  - See their advisement teacher for a pass to move to another classroom
  - Arrive at the new location before 9:05.
  - Remain in that location for the remainder of advisement.
  - Use advisement time wisely.
- If staying in your advisement:
  - Remain in that location for the remainder of advisement
- Use advisement time wisely
- If the student does not go to the staff member that they signed out to see during advisement:
  - first offense- can't leave advisement for two school days
  - second offense- can't leave advisement for four days, referral sent home to parents/guardians
  - Third offense- referral for 3:00 detention for that day. Any conflicts with detention are to be resolved with Assistant to the Principal. Consequences continue to build with further insubordination

## **Assemblies**

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents/guardians and staff members. Assemblies will be appropriate to the educational experience, as defined by the Gananda Board of Education, and reflect our school's education mission. Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take an assigned seat quietly
- Pay attention to the speaker/performer(s)
- Applaud only when appropriate
- Do not whistle, yell out, etc.
- Do not have out cell phones or electronic devices.

## **Auditorium**

Students are to follow the following guidelines when attending functions in the auditorium:

- Sit in your assigned grade level seats
- Keep feet on floor (off of seats in front of you)
- Do not deface the seats
- Remain in assigned seats unless directed otherwise
- Do not run in aisles
- Be polite, respectful and cooperative
- Do not bring food or beverage into the auditorium

## **Cafeteria**

All students are scheduled for a 30-minute lunch period. A student may purchase or bring a lunch to school. Food and beverages must not be taken out of the cafeteria. Students have the responsibility to clean up the area they have used. The school has the right to deny students the use of the cafeteria if they abuse the privilege. Misbehavior in the cafeteria will be addressed under the corrective actions.

Students are not permitted to order foods to be delivered to school at lunchtime or to leave school property for lunch.

NOTE: A juice/water vending machine is available for student use. The machine will be removed if cans/bottles are not disposed of properly.

## **Field Trips**

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools and attendance on field trips is governed by the same attendance at regular classroom activities.

The superintendent shall prepare procedures for the operation of a field trip activity. The Board shall determine field trip support annually during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the school district for approval and conduct of such trips shall apply. The school system shall obtain parental/guardian permission for students going on school-sponsored trips.

## **School Ceremonies and Observances**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day and President' Day are encouraged. Gananda reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

- school and class plays shall not be overtly religious, and church-like scenery will be avoided;
- religious music shall not entirely dominate the selection of music; and
- Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participation in those parts of a program or curriculum involving a religious theme, which conflicts with their own religious beliefs. If a

parent/guardian or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the contact the Building Principal.

## **Student Passes**

Students may leave the classroom if authorized to do so by the teacher if they have a written pass. Teachers will use their judgment when granting permission for students to use the lavatory, go to their locker, visit the nurse, seek counselor, etc. Generally, students should not leave class more than once or for an extended period unless there are extenuating circumstances or a documented medical condition exists.

Students using a pass:

- Go to and return from their destination by the most direct route.
- Go only to the destination indicated.
- Refrain from talking to others or distracting students or teachers in other classes.

## **Student Expectations – Code of Conduct**

The Code of Conduct governs the conduct of students, teachers, and other school personnel, including visitors. Listed in this section are highlighted sections of the Code. [A complete copy of the Code of Conduct is on the school website](#) and available in the office upon request.

The sections that follow here relate specifically to conduct on school property. This has been defined to cover a school building, structure, athletic playing field, playground, parking lot, or land contained within the boundary lines of a public elementary or secondary school, in a school bus, or at a school function.

Practicing self-control is one of the core values of the district. The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, district personnel and other members of the school community and for the care of school facilities and equipment.

The Board recognizes the need to make its expectations for student behavior while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others with the goal of making school a community free of violence, intimidation, harassment, and discrimination. Exclusion from the school environment and suspension will only be used when necessary to protect the safety and well-being of students and staff when all other measures have been exhausted.

Students may be subject to corrective action in extreme or repeated occurrences, including suspension when they:

1. Engage in behavior that is disorderly. Any disorderly behavior (physical/verbal/digital) that substantially interferes with the educational process, class, or activity and/or with the ability for the teacher to maintain authority over the classroom or learning environment. Examples of disorderly behavior include, but are not limited to:
  - 1.0 Running or otherwise unsafe behavior in the hallways
  - 1.1 Making inappropriate noises

- 1.2 Using abusive language or gestures, including racial or ethnic remarks or inappropriate reference to sexual orientation.
  - 1.3 Obstructing vehicular or pedestrian traffic
  - 1.4 Creating a hazardous or physically offensive environment by any act, which serves no legitimate purpose.
  - 1.5 Off-task behavior that interferes with instruction
  - 1.6 Missing from or leaving class or school grounds without permission
  - 1.7 Excessive Lates to School
  - 1.8 Truancy (The district follows progressive steps to resolve the situation with families but the district *may* file a Person in Need of Supervision (PINS) petition for student who have chronic cases of truancy.)
2. Insubordination by failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student. Failure to respond and/or refusal to comply with the reasonable request/directive(s) of any school personnel. Examples of insubordination include but are not limited to:
    - 2.1 Skipping detention/Mandated after school schedule
    - 2.2 Not following bus driver directions
    - 2.3 Not following cafeteria monitor directions
3. Engage in any of the following forms of academic misconduct (presenting work that is not yours.) Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community:
    - 3.1 Plagiarism
    - 3.2 Cheating on projects, classwork, homework, assessments (including online).
4. Engage in improper use of personal or district electronic equipment as outlined in the district's AUP, including but not limited to cameras, iPods, Ipads, chrome books, desktops, and laser pointers. Examples include:
    - 4.1 Inappropriate Use of Technology/Electronics to alter official school records.
    - 4.2 Using the district's electronic communications system to post messages or access materials for illegal purposes including, but not limited to, cyberbullying, gambling pornography, and computer hacking.
    - 4.3 Disabling or attempting to disable any system monitoring or filtering or security measures.
    - 4.4 Intentionally introducing a virus or other malicious programs onto the district's system.
    - 4.5 Sharing usernames and passwords with others, and/or borrowing someone else's username, password, or account access.
    - 4.6 Purposefully opening, viewing, using or deleting files belonging to another system user except when directed by a teacher or an administrator.
    - 4.7 Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures) except as directed by district faculty or administration as part of a learning activity.
    - 4.8 Recording photos or videos of anyone except as directed by district faculty or administration as part of a learning activity.
    - 4.9 Downloading or plagiarizing copyrighted information without permission from the copyright holder.

- 4.10 Academic dishonesty during online assessments or during in-person assessments.
  - 4.11 Downloading or installing any commercial software, shareware, or freeware onto any district device, including network storage or district owned mobile devices.
  - 4.12 Wasting or abusing school resources through unauthorized system use (i.e., playing online games, downloading music, etc.)
5. Engage in behavior that is causing or threatening physical harm towards others. Examples include, but are not limited to:
- 5.1 Threatening and/or committing an act of violence (such as hitting, kicking, biting, punching, and scratching) upon a student, teacher, administrator, other school employee, or any other person on school property.
  - 5.2 Discrimination or harassment, which encompasses an imbalance of power and a variety of negative acts such as: physical (hitting, kicking, spitting, taking personal belongs); verbal (taunting, maliciousness, teasing, name calling); psychological (spreading rumors, manipulating social relationships, extortion, or intimidation) carried out repeatedly over time by a student or group of students towards a less powerful student(s).
  - 5.3 Communicating, by means including oral, written or electronic (such as through the internet, email or text messaging) off school property, where the content of such communication: (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or (b) results in material or substantial disruption to the educational environment.
6. Engage in behavior that interferes with the operation/maintenance of public school environment and behavior that endangers the safety, morals, health or welfare of others that was of a heedless nature that made it actually or imminently dangerous to the rights or safety of others or engages in behavior which is likely to be injurious to the physical, mental or moral welfare of a person(s) or school personnel. Examples of such behavior include, but are not limited to:
- 6.1 Lying to school personnel
  - 6.2 Gambling
  - 6.3 Hazing
  - 6.45 Stealing or assisting in the theft of district property, property of other students, school personnel or any other person lawfully on school property or attending a school function.
  - 6.5 Acts of sexual harassment as defined in the district's sexual harassment policy and/or engaging in sexual acts while on school property or attending school functions.
  - 6.6 Making false or unprivileged (libel/slander) statements or representations about an individual or identifiable group by demeaning them. This includes, but is not limited to, posting or publishing video, audio recordings or pictures (hard copy, cell phones, Internet, YouTube, etc.)
  - 6.7 Engaging in cyber bullying, including the use of email, instant messaging, websites, chat rooms and text messaging, etc. when such use interferes with the operation of school or infringes upon the general health, safety and welfare of students or employees.
  - 6.8 Sending or receiving sexually explicit videos, pictures or auditory recordings and other communications of a sexual nature.
  - 6.9 Pulling a fire alarm, discharging a fire extinguisher and/or calling 911 without cause.

- 6.10 DASA Incidents: Harassment, discrimination and/or bullying based on age, race, religion, color, national origin, sex, sexual orientation, disability, weight or other actual or perceived differences.
- 6.11 Retaliation against any individual who in good faith reports or assist in the investigation.
- 6.12 Threatening the security of the building/school environment by providing unauthorized access for non-students/adults/uninvited guests to school buildings/functions (such as propping doors open, willingly creating avenues for entry to activities). Vandalism or any destruction of real and/or personal property (including graffiti or arson).
- 6.13 Purchase of/Possession/Use/Under the Influence/Sale of Drugs or inhalants including designer drugs, prescription drugs, counterfeit drugs or alcohol, and any obscene material
- 6.14 Possession or sale of enhancing products or dietary supplements\*  
*\*The district discourages the use of enhancing products or dietary supplements (including "energy drinks" particularly those that contain potentially harmful ingredients such as anabolic/androgenic steroids, creatine or ephedrine). Supplements are considered medications for school purposes. These will only be allowed under doctor's orders.*
- 6.15 Discussion/planning illegal behavior while on school property even if the behavior was to happen off school property.
- 6.16 Possession, Threatening, or display of a weapon or what appears to be a weapon
- 6.17 Possession or use of tobacco or tobacco products on school property
- 6.18 Skateboarding and rollerblading on school property
- 6.19 Trespassing (students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building). Students are not permitted on school district property before dawn or after dusk unless at a district authorized event.
- 6.20 Possession/Inappropriate Use/Under the Influence/Distribution of medications – over the counter or prescriptions without a doctor's prescription. Medications may only be brought to the school nurse.
- 6.21 Possession or use of vaping device, electronic cigarettes or other drug distribution devices on school property.

### **Corrective Actions**

Corrective actions are most effective when it deals directly with the problem at the time and place it occurs, and in a manner that is fair and impartial. School personnel are expected to use corrective action only when necessary in the creation and maintenance of a positive learning environment for all students.

- A) Corrective action, when necessary, will be firm and fair, to be the most effective in changing student behavior. In determining the appropriate corrective action school personnel authorized to impose corrective actions, will be consistent in considering the following:
  - 1. student's age
  - 2. nature of the offense and the circumstances, which led to the offense
  - 3. student's prior disciplinary record
  - 4. effectiveness of other forms of discipline and remedial consequences, and
  - 5. information from parents/guardians, teachers and/or others, as appropriate

6. The student's behaviors in relation to their IEP/504 and other extenuating circumstances

B) The Dignity Act requires the development of measured, balanced, and age appropriate response to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment or evaluation;
- behavioral management plans, with benchmarks that are closely monitored;
- student counseling; and
- parent conferences.

C) Corrective Actions

As a general rule, corrective action will be progressive. This means a range of actions taken will increase depending on nature and frequency of the behavior. However, district staff are empowered to utilize the corrective action most reasonably calculated to ensure the student learns from their behavior and engages in more pro-social behavior in the future.

If the conduct of a student is related to a disability or suspected disability, the school personnel shall refer the student to the building manifestation team and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct, for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to their disability.

Students who are found to have violated the district's code of conduct may be subject to the following corrective actions, either alone or in combination with one another:

- Verbal warning
- Written warning
- Written notification to parent/guardian
- Phone call to parent/guardian
- Reprimand
- Detention or school service
- Suspension from transportation
- Suspension from athletic participation
- File Person in Need of Supervision Petition
- Mediation
- Parent meeting
- Education/Counseling
- Referral to outside resources
- Law Enforcement involvement if deemed necessary
- Suspension from social or extracurricular activities
- Mental health arrest
- In-school suspension
- Out of school suspension
- Involuntary transfer
- Exclusion from a particular class
- Confiscation of items not allowed on school property

## **Acceptable Use Policy for Computers**

The District has adopted an [acceptable use policy](#) for students using computers, computer software and online services. This policy is available for review in the library or main office. AUP is an opt-out procedure. We assume permission from parent/guardian unless otherwise stated.

### **Computer Lab Guidelines - Students**

- Students may be permitted to use the computer lab when a class is not being conducted, only with teacher's permission and supervision.
- Students need a pre-signed pass to the computer lab from the teacher stating that they are doing class work in the computer lab.

### **Cheating Policy**

Students may be subject to corrective action, up to and including suspension from school, if they cheat.

Some examples of cheating are:

- Copying homework
- Using a translation surface or computer program to complete an exam or written assignment
- Plagiarism
- Selling/paying for homework or tests
- Computer hacking
- Stealing tests
- Willfully supplying/receiving answers for tests/homework
- Taking pictures of exams

*NOTE:* Due to the availability of work on the Internet, we utilize software that finds work taken directly from the Internet. This would be considered plagiarism.

Strategies for dealing with students caught cheating are:

- The teacher verbally contacts parents/guardians.
- Incident must be documented – parent/guardian, teacher, file, student, office discipline file.
- All involved parties may lose complete credit for assignment/test/project.
- Students involved must meet with teacher, counselor, and parents/guardians to discuss the incident.
- Second time offenders may be removed from course with a failed grade.

### **Appeals Procedure: (Applies to second and chronic offenders)**

An established appeals committee consisting of one Building Advisory Committee member (chairperson), two faculty/staff members and two student government members will be in place to accept the written request for the appeal. The written request must be submitted to the appeals chairperson within two school days after the original decision is rendered.

The appeals committee must meet within five school days and a decision, in writing, will be rendered within three days after the review period.

A unanimous decision of the appeals committee is required to override the original decision. If the determination to override is made, it will be sent to the Superintendent for a final approval/disapproval of the appeal committee's decision.

### **Dress Code Regulations**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Nothing in this policy shall be construed to limit the ability of students to wear clothing that allows them to express their gender identity, or to discipline students for doing so. Appearance shall...

1. Be safe, appropriate and not disrupt or interfere with the educational process. In addition, student attire should reflect the importance of a positive teaching and learning environment.
2. Recognize that extremely brief garments such as extremely short skirts, shirts and shorts, plunging necklines (front and back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
6. Not promote and/or endorse the use of school, tobacco, weapons, or illegal drugs and/or encourage other illegal or violent activities.

No hats, visors, or hoods

Any student out of compliance with building dress code expectations will be given opportunity to correct the violation. Any student who fails to correct the violation may be subject to corrective action.

### **Electronics Policy**

#### **Handheld devices: (Smartphones, etc.)**

##### **Possession**

Allowed throughout the school day unless collected by staff.

##### **General Use**

- During advisement
- In the cafeteria
- In the halls between classes
- One bud rule applies: only one ear can be blocked for safety reasons
- After School

## Classroom Use

Handheld devices should be out of sight and turned off UNLESS the teacher has approved use for that class period for academic or creative purposes. Out of sight may be defined as collected by teacher as well.

\*The School is not responsible for lost or stolen devices.

## Acceptable Use Policy

Because some areas of the building have wireless internet capability, all electronic devices are subject to regulations and restrictions as set by the Acceptable Use Policy (AUP). Therefore, any suspicion of a violation or confiscation may result in the search of electronic devices.

## Consequences

Violation of Electronics Policy:

Confiscation	Consequence	Retrieval
First	Warning	Student pick-up at the end of the day in the main office
Second	4:00 Detention	Parent/guardian pick-up in the main office
Third	5:00 detentions	Parent/guardian pick-up in the main office
Fourth	1 day ISS and possible loss of cell phone use	Parent/guardian pick-up in the main office

## Fees, Fines and Charges

Students are expected to exercise reasonable care in the use of school equipment, and any damage done to library books, textbooks or they must pay for other school equipment (due to misuse or negligence). Lost or damaged textbooks will be immediately reported to the office for payment. School equipment that is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and/or the student's parents/guardians will be expected to pay for such damage.

In certain courses, it may be necessary to require a fee for materials that will become the property of the student. Funds for field trips may also be requested.

All textbooks issued to students are the property of the Gananda Central School District and are only loaned to the student. The issuing teacher will make careful note of the condition of the book. Books are to be covered by the student when they are received in September. Students who lose books must reimburse the district for them. Students will not be issued a replacement textbook until payment has been received for the first textbook.

**Note:** No report card will be issued until all books are returned or fines are paid.

Textbook Fines:

If the textbook is:	Replacement fee:	Replacement fee:
1 - 3 years old:	100% of original cost.	100% of original cost.
4 - 6 years old:	75% of original cost.	75% of original cost.
7+ years old:	30% of original cost.	30% of original cost.

### **Internet Safety**

The Gananda School District is committed to safeguarding children's access on the Internet and World Wide Web on district computers. Although Gananda cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

### **Sexual Harassment**

The Gananda Central School District is committed to creating and maintaining a working and learning environment that is free of discrimination and intimidation. Based upon the principle that every employee and student is entitled to be treated with dignity and respect, it is the policy of the Gananda Central School District to strictly prohibit conduct that constitutes sexual harassment in any form. Anyone who violates this policy will be subject to corrective action. Any employee or student who complains of harassment, or participates in investigations of such complaints, will be protected from retaliation. Additionally, sexual harassment is a violation of Title VII and IX of the Civil Rights Law.

Definition:

Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature. As defined by the EEOC Guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic progress.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such a student.
- Such conduct has the purpose or effect of unreasonably interfering with school performance or creating an intimidating or hostile learning environment.

### **Conduct Examples**

- Verbal abuse or ridicule, including innuendoes and jokes of a sexual nature.
- Unnecessarily rough or physical contact of a sexual nature.
- Displaying or distributing pornographic materials containing nudity.
- Interference with student's work by improper actions, such as threats, intimidation, or promise of reward in exchange for sexual favors.
- Intimate physical contact, repeated offensive sexual flirtations, advances or propositions, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual.

- Demanding sexual favors of a student, insinuating that refusal to such favors will adversely affect academic progress of a student.
- Retaliation against any employee or student for some previously taken action.
- Subjecting students/staff to public displays of affection.

## **Authority and Responsibility**

It is the responsibility of all Gananda Central School District employees and students to ensure that their behavior and environment are maintained free of sexual harassment. Specifically, each administrator has the responsibility to maintain a non-threatening environment that includes discussing this policy with all employees and students and assuring them that they are not required to endure insulting, degrading or exploitative sexual treatment.

The administrator who is made aware of sexual harassment is required to promptly report the incident(s) to the Superintendent. In the event a formal complaint is filed, the employee's administrator will be notified. If the complaint involves the administrator, the next level of management will be notified. Any student who believes he or she has been the subject of sexual harassment should report it immediately.

The respective supervisor shall investigate students' complaints. The determination of the action to be taken shall be made within thirty (30) days and shall be based on the facts on a case by case basis and in accordance with the District's corrective action policy. Retaliation against complainants shall be prohibited. An employee who retaliates against a complainant shall be subject to appropriate corrective actions up to and including discharge. Documentation regarding the complaint will be kept in a confidential file in the District Office. All investigations shall result in a written factual report regardless of the outcome. Any determination on a sexual harassment complaint shall be appealed to the Superintendent of Schools within thirty (30) days.

## **Policy Monitoring and Evaluation**

The Superintendent of Schools has the responsibility to notify the Board when said policy is not effective or when a change in this policy is recommended.

## **Student Automobile Use**

Part of the maturing process is learning to handle the greater freedom of additional responsibility. All privileges are awarded tentatively as opportunities for learning, and may be revoked if any student cannot manage them properly.

Juniors and seniors who hold a valid license may submit [an application](#) to the main office for permission to park on school grounds. Upon approval, the student will be issued a parking tag. Grade level (starting with seniors) will be used to determine eligibility if we have more requests than spaces. Applications must be renewed each year.

The school district provides a parking lot for those students who choose to drive to school. You are provided the use of this student parking area as long as you abide by **ALL** school rules. Any infraction of the rules may result in revocation of your parking privilege.

## **High School Parking Rules and Regulations**

- All vehicles, except bicycles, must be registered in the Main Office. Both the student driver and his /her parent or guardian must sign completed vehicle registration applications.
- Students may park **ONLY** in area assigned to them. You will be issued a numbered parking permit. Make sure it is visible when parked on school property.
- Driving must be done in a safe and prudent manner. Students must obey all traffic signs and driving regulations when driving on school property, especially those concerning the passing of stopped school buses when warning flashers are signaling. Loading school buses must be given the right of way at all times. The speed limit on school property is fifteen miles per hour (15 mph). Speeding or driving recklessly will result in automatic revocation or suspension of driving privileges. A student who is responsible for causing a traffic accident on school grounds or who drives in a way that endangers the safety of others will have his or her driving privilege revoked.
- Students are responsible for any personal property kept in their vehicles parked on school property. You are cautioned to lock your vehicle.
- Student vehicles on school property may be searched.
- Parking your vehicle on school property is done at your own risk. The Gananda Central School District does not assume any responsibility for damage to vehicles.
- Vehicles parked on school property without authorization may be towed at the owner's expense.
- Snowmobiles are not allowed in any school parking lot- they may be parked on the grass to the left of the main entrance. Snowmobiles parked or driven on school property are done so at the driver's own risk. The school is not liable for the snowmobile or its contents.

### **Student Fundraising**

- It is recognized that fund raising may be a significant source of money for some student organizations. Each group must receive the permission of the Superintendent to engage in any fund raising activity. The specific type of fundraiser activity, length of time and what the funds will be used for, must be presented to the Superintendent. Forms are located online and in the main office.
- If a fund-raising activity is approved, neither staff nor student may be personally solicited during school hours, including lunch hours. No sale of food will be allowed in the building on school days before 3:00 p.m.

### **Student Library Media Center Use**

The library media center at Gananda is set up to serve students in grade levels 9-12. It is open from 7:20 a.m. to 2:50 p.m. daily and is a place where students can do research and leisure reading, study quietly or utilize computers. In addition, students often come to the library from a class for instruction, book talks and guided research. Students using the library are expected to maintain a quiet atmosphere and to conduct themselves in a mature manner. Failure to do so may result in revocation of library privileges.

Library computers are reserved for catalog searching and research only. Other school related computer usage might be arranged with permission of the library staff.

Reference books and reserved books may be signed out only on an overnight basis. All other books, however, may be signed out for a 3-week period. Periodicals are available for a 3-week

loan. All library materials can be located and signed out using our computer systems. Although no fines are charged for overdue materials, students will not be allowed to sign out additional items until their overdue materials are returned, or it is determined they are lost. In the latter case, our lost/damaged book policy will be adhered to.

Students wishing to use materials that our library media center does not own may use our computer database to search the catalogs of area colleges, schools and public libraries. Materials can be ordered via interlibrary loan.

### **Student Searches and Interrogations**

School lockers, desks and other such equipment are not the private property of students, but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

Under special circumstances, school officials may search students, their belongings, lockers or their vehicles parked on school property, particularly if there is reasonable suspicion that a student possesses illegal material, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

### **Use of Bicycles, Skateboards, Rollerblades, and Sneaker Skates on School Property**

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller skates, sneaker skates and roller blades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent/guardian comes to school and picks them up.

### **Video Cameras on School Buses**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules would be subject to corrective action in accordance with the district's code of conduct.

## **Eligibility: Procedure for Removal from the Ineligible List**

According to the 2019-2020 [Procedures and Regulations for Gananda Central School District Extracurricular Activities \(Grades 6 – 12\)](#):

Involvement in extracurricular activities must never become detrimental to the academic progress of the student. Participating in athletics, drama and school clubs is also a privilege. Therefore, a system for eligibility based on effort, performance and behavior is to be followed. Such a system will serve as a tool to motivate students to work up to their ability.

Guidelines:

Students who are failing one or more subjects will be considered ineligible to participate in athletics, drama and school clubs for a minimum of one week after report cards or progress reports are published. Names of these students deemed ineligible will be put on an “ineligibility list”, which will be distributed to all faculty and staff.

During this period in which a student is ineligible, student may practice but are ineligible for games or performances.

Once report cards or progress reports are published, students have a minimum one-week probation period to make-up all work and get their average to a passing grade before the first opportunity to be reinstated. After initial one-week probation period, student may get list signed off by teachers on Fridays, unless other reasons prevent that from occurring.

### **Ineligibility sign off process:**

Students are responsible for restoring their extra-curricular eligibility i.e. athletic, drama and school clubs. To that end, students will be responsible for:

- getting an ineligibility sign off sheet from the High School Guidance Office secretary at the end of the minimum one-week probation period.
- making up any necessary work and assignments and maintain passing grades for **all of their subjects/classes**.
- obtaining signatures from all teachers indicating that the student is currently passing all classes
- returning an eligibility slip and handing it in to the High School Guidance Office secretary in the guidance office.
- If student is demonstrating effort to complete work and taking advantage of support services, teacher may sign-off and the student would be eligible. Student would continue sign-off process weekly until passing course, using the Extra-curricular Eligibility Work Ethic Contract and Evaluation.

**This will ensure that the student’s name is removed from the ineligibility list. The High School Guidance Office secretary will then issue an updated eligibility sheet to staff.**

**This Ineligibility sign off process may be initiated on Fridays after the minimum one-week ineligibility period.**

Once teachers have signed the form removing the student’s ineligibility, ***they have the option to again list the student as ineligible if the student’s effort diminishes and s/he again receives a failing grade.*** Teacher will email the High School Guidance Office secretary who will inform the Athletic Director and/or the student’s advisor that the student is again considered ineligible to participate in athletics, drama and school clubs. Student would then be responsible for restoring their eligibility in order to participate in athletics, drama and school clubs using the ineligibility sign off process.

**Students are notified if they are ineligible. They can pick up their Failure Signature Sheet in the Guidance Office one day before the ineligibility list is revised.**

The completed sheet is due back to the Guidance Office NO LATER than **2:30 p.m.** the day the ineligibility list is revised.

Once the completed document has been turned in to the Guidance Office, the student will be removed from the Ineligible List effective that Friday.

\*If a student has not met the criteria listed above, they can try again **each week** on Thursday (with an effective date of Friday) until they are removed from the list.

## **Extracurricular Activities**

### **Co-curricular and Extracurricular Programs and Organizations**

#### **Limited Open Forum**

The Board of Education establishes a "closed forum" rule for student organizations; that is, only extracurricular activities that are curriculum-related are permitted to organize and/or meet on school grounds. In order to qualify as "curriculum-related," the relationship between the student groups and curriculum must meet one of the following criteria:

- The subject matter of the group or club must actually be taught or will be taught in a regularly scheduled course.
- The subject matter of the group must concern the body of courses as a whole.
- Participation in the group is a course requirement.
- Academic credit is earned for participation in the group.

Notwithstanding a student group's right to meet on school premises pursuant to the federal Equal Access Amendment, if any club, including fraternities or sororities, or any other secret society, causes, creates, or is likely to cause or create, a disruption of, or interference with, the operation of the school program, then the Gananda Board of Education may prohibit such club from meeting.

A list of current student organizations is included in the appendix. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask the advisor for further information.

Gananda Central School District recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

The district will register any group organized for a purpose not prohibited by Board of Education policy or by law, if such group submits a list of its members designated as contacts, a copy of its constitution and/or bylaws, and the constitution and bylaws of any off-campus organization with which it may be affiliated. Student groups may not restrict membership based on race, sex, national origin or other arbitrary criteria.

## **National Honor Society**

National Honor Society is an organization of juniors and seniors who have made outstanding contributions to the school and community in the areas of scholarship, service, character and leadership. Juniors who have a minimum overall average of 90% by the end of the first semester of their junior year or seniors who have a minimum overall average of 88% by the end of their junior year may be invited to join the National Honor Society.

Eligible students are invited to submit an application in support of their candidacy to NHS. Each fall a committee of teachers and administrators review the applications and recommend students for membership into NHS. The specific guidelines and selection criteria are available from the NHS advisor. An induction ceremony will be held in the spring. Seniors accepted into NHS will be admitted in the fall but not officially inducted until the spring.

## **Student Congress**

The purpose of Student Congress is to provide experience in democratic citizenship and to act as a link between the administration, the faculty and the student body. Student Congress organizes activities such as dances and roller-skating parties for the student body. With the money they raise, Student Congress donates to the scholarship fund, the yearbook and other worthwhile causes. Each year there is a fundraiser to raise money for a charity outside the school.

Student Congress is composed of two representatives from each grade. There are four officers - president, vice-president, secretary and treasurer.

## **Spectator Sportsmanship at Interscholastic Events**

The Gananda School District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by the following guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event and/or refrain from attending future events for a specific period.

All spectators at Gananda School District's interscholastic events will be expected to:

- Encourage good sportsmanship for all players, coaches, and officials at every game, practice or other sports event.
- Place the emotional and physical wellbeing of the students participating first.
- Support the coaches and officials working with the children and encourage a positive and enjoyable experience for all.
- Demand a sports environment for the children that is free from drugs, tobacco and alcohol pursuant to the district's Code of Conduct.
- Encourage sportsmanlike behavior from all participants and spectators.

## **Student Publications**

The District may exercise editorial control over the style and content of student speech in school-sponsored publications and activities that are part of the educational curriculum.

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

In addition, student newspapers and/or publications that are paid for by the school district, and/or produced under the direction of a teacher as part of the school curriculum, are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech that it feels is inconsistent with the district's basic educational mission.

### **Distribution of Literature**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the Building Principal.

## **Curriculum and Assessment**

### **Course Add/Drop**

Students need to be prepared to stay in the courses for which they have registered. The expectation for all scheduled courses (core and elective) is that students are making a one-year commitment (or a one-semester commitment for half-year courses.) Any student wishing to add or drop a course after the first day of school must speak with their counselor to start the add/drop course appeal process.

The only exception to this policy is:

- A student is missing a required course for graduation.
- A student scheduled for a course for which they already earned credit

### **Credit by Exam**

- A student who wishes to earn credit by exam must meet with their guidance counselor by April 1 of the year preceding the acceleration.
- A parent/guardian conference with the guidance counselor may be required.
- The Principal will make the final determination on the request to earn credit by exam.
- All preparation for the examination is the responsibility of the student.

## **Course Load**

All students, grades 9 - 11, are required to take six credits and physical education; senior students are required to take five credits and physical education. Technical Center students and fifth year high school students are exempt from this requirement if their schedule necessitates. (See also "Early Dismissal") Students must earn 22 credits to be eligible for graduation.

## **Grade Reporting and Exams**

Procedures for determining Cumulative Averages and Class Rank:

- The top 10 seniors will be ranked for determining the valedictorian and salutatorian. The final average for all courses in which unit credit is awarded will be used in the calculation of the cumulative average, including any courses where a failing grade was earned.
- In the case where a course or regent's examination was repeated, the higher of the two grades will be used in the calculation.
- Grades earned at another certified school will be accepted at face value. In the case where letter grades were assigned, the nearest numerical equivalent will be used, after consultation with the previous school.
- Final calculation of cumulative average and class rank takes place after the end of the third marking period of the senior year.
- To qualify for Valedictorian or Salutatorian, a student must attend Gananda CSD for three years. The highest regents' grade will be used to compute the student's cumulative grade point average and class standing.

## **Character Education**

The Gananda School District works in partnership with parents/guardians to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others.

Parents/guardians, students, and the school community will work together to teach, promote, and model ethical behavior. The Gananda School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

## **Children Who Fail or Underachieve**

In an effort to find an environment for success and pursuant to Part 203 of the Regulations of the Commissioner of Education, students who have "failed continuously" or are underachievers must undergo suitable examinations to ascertain the physical, mental and social causes of such failure or underachievement.

The physical examination shall be made by a licensed physician and shall precede any other necessary examinations. An approved psychologist shall make any needed psychological exam. The appropriate school authorities shall review the result of the exam in order to determine the best procedures to alleviate or remove, insofar as possible, the causes of failure or underachievement for the child.

## **Doubling Up**

If a student fails English, social studies, mathematics, science, foreign language or physical education, and does not successfully complete a makeup in a duly authorized summer school, the student must retake the same course again the following year. Students will not be permitted to "double up" unless the Lead Teacher and/or Principal think it is academically appropriate.

## **Driver Education**

Students with a driving permit may register for driver education. A person approved by the State Education Department and the Commissioner of Motor Vehicles will provide classroom training. Driver Education classes will be conducted on Saturdays and after school. There is usually a fall session beginning in October, a winter session beginning in January, and a summer session that runs daily July-August. Course enrollment is announced through school daily announcements and on the HS website.

Seniors who attend Ruben A. Cirillo High School will have first priority in registering for Driver Education. The student's date of birth will be the next criteria used. A student who previously failed, dropped or was removed from a driver education class will be placed at the bottom of the list of students being placed.

New York State Safety Education Law states that students taking Driver Education are required to complete 24 hours of theory class and 24 hours of in-car instruction. The driving phase consists of 18 hours of observation and six 9 hours of actual driving experience. In order to meet the requirements of the driver education program, you must attend 24 hours of theory classes, 24 hours of driving classes and an informational meeting at the start of the class. The cost of the course is \$300 and there is limited enrollment.

## **Early Graduation**

The Board of Education, in certain instances, may grant students who wish to graduate from high school in less time than the ordinary four-year sequence the permission to complete graduation requirements on an alternative schedule. To this end, all normal graduation requirements must be completed for early graduation. A student must not be denied an exact class rank, awards or recognitions if he/she wishes to complete the usual 4-year course of studies in three years.

Concerning individual student requests, the following factors may be considered: the student's grades, performance in school, his/her plans, and benefits that would accrue to the student if the request for early graduation were to be approved. The Building Principal shall make the final decision on whether to grant permission, after consultation with the student's counselor, selected lead teacher, student and parent/guardian(s).

Requests to graduate in three years must be made in writing to the principal by April 1 of the year preceding graduation.

## **Graduation**

Graduation is held on the Saturday following Regents week in June. All seniors must attend graduation rehearsal. Seniors who do not attend the rehearsal will receive their diplomas, but may not be eligible to participate in graduation exercises. Seniors, who violate the code of conduct

at a time in the year when normal consequences cannot be served, may lose the privilege of participating in the graduation ceremony.

## **Graduation Requirements**

In order to earn a diploma or local certificate and participate in the graduation ceremony, the Building Principal must certify that the student has met the following requirements.

### **Graduation Requirements and Diploma Types**

Regents Diploma Required Courses		Regents Diploma with Advanced Designation Required Courses	
	Units of Study		Units of Study
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
LOTE	1	LOTE*	3
Art / Music	1	Art / Music	1
Health	.5	Health	.5
Parenting & Daily Living	.5 2	Parenting & Daily Living Physical Education	.5 2
Physical Education	3	Electives	1
Electives	22	Total Credits	22
Regents Diploma Required Exams (passing score of 65 or above)		Advanced Designation Required Exams (passing score of 65 or above)	
5 Exams ELA Algebra Regents Global History Regents U.S. History Regents *** Regents Science		9 Exams ELA Algebra Geometry Algebra 2 Global History Regents U.S. History Regents *** Two Regents Science** Regionally Developed LOTE	

\*Students acquiring five units in Art, Music or Vocational Education may be exempt from Foreign Language requirement.

\*\*Must pass the Living Environment and one of the physical setting (either Earth Science, Chemistry or Physics) exams.

\*\*\*Alternatives to a second required Social Studies exam are possible. Ask your counselor about the assessment pathways.

## **Guidance Programs**

Guidance services include group and individual counseling and academic advising. Since adolescence is a unique time of intellectual and personal growth, a variety of concerns and problems arise. Counseling provides an opportunity for the student to discuss educational planning, career exploration, school achievement and social as well as personal problems. The counselor can help you take a realistic look at your concerns and yourself. When it appears that routine counseling is needed, parents/guardians will be asked to consider a private counselor.

Each student has at least one interview during the year with the counselor to plan his/her course of study each year in high school. All students are invited to make appointments for individual assistance throughout the year.

Career and college reference information is available in the guidance office for student's use. Students may obtain a pass from the guidance secretary. Reference materials and college catalogues may be checked out on an overnight basis for home use.

## **High Honor Roll – Honor Roll – Merit Roll**

There will be an honor roll each report card period based on the average of the student's grades in all subjects. A student must have a 90% - 94.9% average to make the honor roll and a 95% or above to make high honor roll. A student must have and 85% - 89.9% average to make merit roll.

## **High School Credit for College Courses**

High school credit for college courses offered off the Gananda campus will not be granted unless the student has met Board of Education Policy requirements, including authorization from the High School Principal, to take the course for high school credit.

All students who have successfully fulfilled the requirements to enter into their junior or senior year and have demonstrated intellectual and social maturity may choose to matriculate at any one of the colleges that have a cooperative agreement with our School District. Such opportunities may include early admission to college, collegiate-level work offered in the high school, or other means of providing advanced work. Review and approval by the administration are necessary before any college courses may be taken during the school day.

The Board shall not be required to pay tuition and other related costs for those high school students enrolled in college courses. Students who wish to enroll in college level coursework shall meet all academic, grade level and coursework requirements as set forth by administrative rules and regulations.

## **Homebound Instruction**

The Board will consider, as appropriate, homebound instruction for students who are expected to be out of school for an extended period (minimum of five consecutive days) upon the request of parents/guardians and with the approval of the family physician.

In each case, the physician must certify that the student will be unable to attend school for the length of time specified and that he/she is capable of receiving home instruction.

Home instruction will be given for two hours per day, only on those days when school is in session. The Superintendent or his designee will approve each request before home instruction can commence.

## **Homework**

Homework is an integral part of the instructional program in the Gananda Central School District. There is a direct correlation between homework completion and academic success. Homework is a key element in preparing for class discussion, quizzes, and tests. Homework aids in retention of learned material and enhances self-directed learning. It is the goal of the district to provide homework that is well planned, meaningful, timely, and coordinated to reinforce/extend class work.

We believe that all children should share the responsibility for completing independent out of class work that is developmentally appropriate and reflects a high level of quality. Teachers will notify students about homework procedures and time limits.

### **The Purpose of Homework**

- To provide independent practice of learned skills.
- To provide preparation for upcoming lessons.
- To develop self-directed student habits and responsibilities.
- To enrich, enhance, or extend the classroom learning experience.

### **Types of Homework**

- **Practice:** The repeated use of a skill until it becomes automatic or mastered and can be used in a variety of settings.
- **Preview:** Examining material before study to develop a framework for linking, storing, and learning new information.
- **Review:** Re-looking at information and skills with an eye toward solidifying information, ordering the information, identifying relevant and irrelevant information, clarifying what still needs to be learned, and developing questions.
- **Discover:** Examining a set of conditions or factors, and developing connections or conclusions that can be substantiated.
- **Application:** Use of practices, reviewed, and learned information in a format that connects several types of information and skills. It may be a long-term project and require a planned sequence of steps.
- **Problem Solving:** Using information in a creative and flexible manner through which a solution to a problem emerges.
- **Creative:** Permits students to use their own unique talents and ideas to express themselves.

### **Time Element**

These are the guidelines for homework assignments at each level of instruction in the district. It is understood that some flexibility is needed in adhering to these time limits. A basic time expectation is that each student should expect about 10 minutes of homework per grade level.

Grade:	Time:
K	5 minutes
1	10 minutes
2	20 minutes
3	30 minutes
4	40 minutes
5	50 minutes
6	60 minutes
7	70 minutes
8	80 minutes
9-12	120 minutes

### **Student Role**

- Clarify assignment if they do not understand.
- Assignments meet criteria for high quality work by teacher.
- Completes and submits work on time.
- Obtains assignments from alternative sources if absent.
- Submits own work.
- Seeks assistance as needed.
- Develops a personal homework routine.
- Uses feedback to refine and improve performance.

### **Teacher Role**

- Plan quality assignments that align with and support instruction.
- Teacher reviews and provides timely feedback.
- Provides adequate materials
- Provide appropriate amount of time to get the desired quality.
- Clear expectations and timelines.
- Notification regarding lack of work/progress.
- Use student work to adjust instruction.
- Homework reflects the diversity of types of homework (distinct purpose and type)
- Differentiation of learning/teaching styles.

### **Parent/Guardian Role**

- Set a regular time and place with good light.
- Remove distractions.
- Provide supplies and identify resources.
- Show interest/talk about assignments/give praise/be available.
- Look over completed assignments and encourage quality work.
- Be aware of long-term assignments.
- Check agenda nightly.
- Help your child get and stay organized.
- Encourage good study habits.

## **Homework Guidelines**

- Homework is due at the beginning of the class on the day it is due. A grade of zero is given if the homework is not complete. The student is required to complete the assignment and submit it.
- When an excused absence occurs, the student is given one day per absence (up to a maximum of five days) to submit the assignment. Assignments submitted beyond this schedule will get a grade of zero.
- When an unexcused absence occurs, the student must submit assignments for all classes missed on the day they return. Assignments submitted beyond this schedule will get a grade of zero.
- When a student is truant, assignments due on the day of the truancy get a grade of zero. All assignments given on the day of truancy are due the next time the class meets.
- When the student has a school field trip, doctor appointment, college visit, band lesson, etc., that will cause him/her to miss a class, they must make prior arrangements with their teacher for missed work and submission deadlines.
- When a student has an excused absence for a third consecutive day, the parent/guardian may contact the Guidance Office and request homework assignments. The assignments will not be available until 2:45 p.m. in the Main Office. NOTE: Students that want assignments prior to the third day are encouraged to contact a classmate.
- Teachers may require students to complete homework beyond its due date, without credit, to qualify to take a test.

## **Honors Classes**

Specific honors requirements are listed in the Course Description Guide for honors classes. Students that did not qualify for the honors class and had an average between 88% and 93% may appeal to the principal in writing why they believe they should be permitted to be in an honors class. Copies of the final report card from the two years preceding the year with the less than recommended average are to be attached to the appeal.

## **Incomplete Grades**

Students may receive an INC (incomplete) in a subject on their report card due to an extended illness or family emergency. Students must assume responsibility for completing the missing work or making up missed tests within the following three weeks. Incompletes (due to illness) are not listed on the ineligibility list.

## **Mid-Year and Final Exam Attendance**

All students are required to attend on the date and time of scheduled exams. Students must contact the school nurse as soon as possible when a conflict or illness will prevent them from taking the exam at the scheduled time. A physician must verify absences due to illness or injury in writing. An unexcused absence will result in the student receiving a grade of zero for the exam. The student is responsible for contacting the teacher to arrange for a re-take.

NOTE: Make-up exams will not be written. The principal will not permit a student to take an exam at an alternate time if it creates an unfair advantage for any student, including the one taking the exam.

## Physical Education

Each student in grades 9-12 must successfully complete the physical education course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education are mandated by the regulations of the Commissioner of Education, are necessary for a Regents or local high school diploma, and shall be awarded as .5 unit per year.

If a student requires a special or adaptive physical education program, he/she should notify the guidance counselor and PE teacher as soon as possible. A note from the student's physician may be required.

### **Proper Attire**

Proper attire is essential to safe participation in physical education. Students who are not properly prepared will not be allowed to participate in class and earn points toward their unit grade. Student-athletes who are not prepared and/or do not participate in class are not eligible for interscholastic team activities on that day. Proper attire is:

- Sneakers
- Athletic shorts, warm-ups, sweatpants (no khakis, no denim)
- Full T-shirts, sweatshirts \*\*tank tops are not allowed\*\*
- Must be in compliance with school dress code
- Athletic uniforms are not acceptable attire

### **Make-Up Gymnasium Sessions**

Students are not penalized for their first absence of each marking period. Due to the limited class meetings, each marking period, **ALL** absences after that, regardless of the reason for the absence, will be entered in I.C. as a zero and should be made-up. Students are responsible to attend designated make-up sessions\* to earn credit for time missed.

Make-ups times/days are to be determined. Due to the limited time after school (1/2 hour), the Physical Education staff may also assign additional written work related to the class day that was missed.

\*Note: Unexcused absences cannot be made up.

### **Make-Up Swimming Sessions**

Due to the very limited amount of class meetings during this unit, **ALL** absences, regardless of the reason, should be made-up. In addition to attending a make-up class, students may also need to complete written assignment(s) during the class that they are not physically in the water

**Note:** (First absence rule of MP does not apply. An **Incomplete** will be entered into I.C. until this expectation is satisfied).

### **Medical Excuses/Illnesses**

Students who experience adverse reactions to pool chlorine/chemicals will be excused from the swimming/kayak unit upon receipt of a medical excuse from a physician.

Students who are injured or ill (medical excuse from a physician) will be excused from active physical participation in class. Students with injuries or illness requiring a long period of inactivity will be required to complete written assignments to earn credit for time missed. Injured or ill students must then provide notice from a doctor that allows them to resume participation in physical education.

## **Report Cards**

Formal report card grades are issued four times per year at approximately ten-week intervals. The report card will be available on Infinite Campus Portal approximately five school days after the marking period ends.

- A student will receive one grade and up to three comments for each course, they are taking.
- The grade will include content (tests and quizzes), performance (projects, presentations), and homework grade (*NOTE: Parents/guardians or student may request of their teacher how they did individually in each of these areas*).
- Mid-year and final exam grades will be listed on the report card. The mid-year exam will be included in the second quarter grade and final exam will count 20%.
- Each marking period will be worth 20% of the course grade.

## **Student Assistant Program**

### **Standards**

- The student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade.
- Only students that have demonstrated their reliability and trustworthiness should apply
- [An application](#) and resume must be submitted in the spring prior to the fourth quarter to be considered.
- Work Assistant students who become ineligible due to their grades, will be reassigned to the assignee's classroom until they become eligible. Students will come with work and will remain with their assigned teacher. If the student remains on the ineligibility list for two consecutive marking periods, the student may be removed as well as lose credit for the student assistant assignment.

### **Guidelines**

- It is required that the student must be supervised by the teacher or support staff person during the time they are assigned to them.
- The student is to perform routine school related work that does not involve confidential information or the evaluation of other's work
- There should be enough work to routinely require the student to use the full period to complete what has been assigned.
- Students are to report to their assignment on time and remain there until the assigned period has concluded unless they are completing a task for a staff member and have their authorization.
- Only students requested by a teacher and who will be supervised by that teacher are eligible to be a Student Assistant.

- A Student Assistant Contract must be signed by the requesting teacher, the student's parents/guardians, the student's Guidance Counselor and Principal, and then submitted by the required date.
- The assignment is in lieu of an elective class and should be viewed as a privilege.

### **Evaluation/Credit**

- The supervising teacher will evaluate the student assistant's performance and issue a grade each marking period.
- Students will earn .25 units of credit for successful completion of the assignment.

### **Student Progress Parent/Guardian Notification System**

Gananda's formal reporting system includes:

- Report cards at 10 weeks (on the Parent Portal) and interim reports at five weeks (on Schoology).
- Letters from grade level teams to parents/guardians of students not working to potential or not seeking extra help.
- Notice of potential failure for the year at the end of the third quarter.
- Notice of failure for the year.
- Other forms developed by the professional staff.
- Other communications (phone calls, e-mails, etc.)

Note: Some reports require parent/guardian's signature and must be returned to school. Failure to do so will result in discontinuance of that report.

### **Summer School**

A high school student who fails a course may be eligible to attend summer school to earn credit or retake a Regents exam.

Guidelines:

1. A student can take up to two academic courses during the six-week summer school program.
2. In order to attend summer school for any course the student must complete the course and all lab requirements if it is a science course.
3. Minimum attendance during the School Year - September to June
  - a. Attend 80% of that class' meeting days.
  - b. Attend 50% of that class' meeting days with a legal absence and alternate instruction.
4. Grading:
  - a. The school year final course average counts for 50% of your final grade.
  - b. Summer school counts for 50% of your final course grade.

5. Principal's discretion:

- a. Student must meet with Principal

Students who wish to take a full year equivalent summer school course should review their desire with their counselor and submit a request in writing to the principal, a minimum of two weeks prior to the start of the course.

**Teaching About Drugs, Alcohol and Tobacco**

The Gananda School District believes that education is an important preventive measure against student involvement with drugs, tobacco and alcohol. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

Parents/guardians and students who want more information on substance abuse, or would like to ask questions about a spdiecific problem may contact the health teacher, guidance counselor or principal. The district believes that individuals with problems should feel comfortable to seek help without fear of punishment. We encourage students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

**Testing Programs**

Students are encouraged to participate in standardized testing opportunities beyond their required courses and Regents exams. These tests give you, your child, the school and prospective colleges, valuable information on your child's knowledge and skills.

Standardized Testing Schedule:	Grade:
ACT (American College Test)	11 or 12
ASVAB (Armed Service Vocational Apt. Battery)	11 (taken at Gananda)
PSAT (Preliminary Scholastic Aptitude Test)	11 (taken at Gananda)
Regents Exams	9-12
SAT (Scholastic Aptitude & Ach. Test)	11 or 12

**Weighting for Advanced Courses**

Advanced placement and FLCC Gemini final course averages will be weighted 104% and honor courses 102% in determining a student's final GPA.

**Senior Expectations**

**Senior Early Dismissal/Late Arrival**

Seniors may be eligible for either early dismissal/or late arrival under the following conditions:

- A senior must be academically eligible (**not on the Ineligibility List**).
- The senior must have [parent/guardian and principal permission to attend for a partial day](#).

- The senior must maintain a normal academic load, i.e., six courses, plus physical education per semester.
- The senior must attend all school activities that are required or assigned (i.e. after school detention, class meetings, etc.)
- Seniors who have early dismissal or late arrival privilege, but need to be in the building for a meeting, detention, etc., must report to the main office and sign out to a destination.
- Classes will not be overloaded (above 25) to accommodate students who want early release.
- Students who have jobs during early release must note that if they go on the ineligibility list they will not be able to work until they are off it.
- Seniors must sign out in the nurse's office when leaving (early dismissal) the building.
- Students who violate these conditions as stated in the handbook may lose this privilege.
- Failure to meet the conditions noted above will result in a marking period suspension of the privilege for the first offense and permanent removal for the second offense

### **Senior in Good Standing**

A senior must carry five credits plus P.E. to be considered "in good standing." A senior not in good standing may not be eligible for senior events such as prom, senior banquet, senior trip, etc.

### **Senior Skip Day**

Some schools have a tradition of seniors unofficially declaring a "skip day". Gananda does not condone such an activity and will review corrective actions in accordance with the code of conduct. We will offer the seniors an opportunity to plan a day late in the school year that will be supervised and authorized. Seniors must participate in the activity selected by the class or attend school for the day.

## **Student – Parent/Guardian Services and Resources**

### **Committee on Special Education (CSE)**

A committee consisting of the Director of Pupil Services, special education teachers, regular education teachers, school psychologist, and principal review referrals submitted by the Instructional Support Team. The committee's goal is to determine the student's needs and place the student in a program designed to best meet those needs. Placements are regularly reviewed with follow-up recommendation. Parents/guardians are asked to participate in CSE meetings.

### **Employment of Students**

Students under 18 who are interested in obtaining working papers may pick up applications in the health office. The guidance office may be able to offer assistance in finding summer employment.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs and that the principal can terminate working papers if it is suspected that the job is adversely affecting the students' performance.

**Note:** Please remember the main office is not open every day during the summer. If you anticipate a summer position, you should apply for a work permit before school is dismissed for the summer.

### **Free and Reduced Price Food Services**

The nutrition of district students is an important factor in their educational progress. The school therefore participates in federally funded school lunch programs, and shall provide free or reduced price food services to qualified district students. The school Health Office (315-986-3521, ext. 3160) will provide further information upon request.

### **Inclusion of Students with Disabilities**

It is the goal of the Gananda Central School District to successfully support its students with disabilities within their home district and with their non-disabled peers to the maximum extent possible. The assumption is that all students receive instruction in general education settings with the appropriate supplementary aids and services.

Students placed in general education-setting classes:

- Will have a case manager assigned who is responsible for providing either a written or electronic copy of the IEP to all staff who have an instructional and/or maintenance role (e.g. transporting, medical, etc.) with that student. It will be their responsibility to thoroughly review and explain the document and oversee its implementation.
- Will be assured of ongoing collaboration between the special and general educators to address all aspects of student performance.
- Will have the case manager as the point person for all questions and concerns, including those from parents/guardians.

### **Intervention Services**

- Students who have a history of poor academic performance and/or have not achieved a minimum of Level 2 on 8<sup>th</sup> grade state assessments or 65 on Regents exams may be required to have Intervention Services. The High School Response to Intervention Team will examine the student's performance record and notify parents/guardians in writing if Intervention Services are required for their child. These are mandated services that cannot be waived by the parent/guardian or student.

### **Lost and Found**

Information concerning a lost or found article should be reported to the building office immediately. The school is not responsible for losses of personal property or textbooks. Students must exercise caution at all times to prevent loss of property. Lost clothing will be disposed of two weeks after being turned in. Articles found should be turned into the main office or placed in the lost and found box in the cafeteria.

### **Parental/Guardian Involvement**

Gananda Central School District believes that student achievement is directly linked to parental/guardian involvement, and therefore encourages such involvement. Parental/guardian

involvement may take place either in the classroom (as volunteers) or during extracurricular activities. However, the Board of Education also encourages direct parental/guardian involvement at home (for example, planned home reading time, informal learning activities, and/or homework "contract" between parents/guardians and children).

For further information on how parents/guardians can be involved in the schools, contact the Gananda Parent Teacher Association. For information on how parents can assist their children academically, contact the Guidance Department (ext. 3172).

### **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 public schools of the district. Parents/guardians/students who desire further information on these programs and services should contact the Director of Special Education.

### **School District Records**

Information on other topics, interested persons may inspect and/or copy school district records at the District Offices during regular business hours on any business day on which the District offices are open.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the District Office, who will provide information regarding fees and the number of copies available. The District Office shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.

When a request for access to a public record is denied, the Superintendent shall indicate in writing the reasons for such denial, and the right to appeal. An applicant who is denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the district clerk of the Board of Education within 30 days after the denial from which such appeal is taken. The appeal will be submitted to the Board of Education for decision.

### **School Psychologist**

Students who have been reviewed by the Response to Intervention Team or Committee on Special Education may be scheduled to meet with the school psychologist if factors affecting the student learning or success at school can be most effectively addressed in this manner.

### **Student Records**

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

The district shall arrange to provide translations of the following notice to non-English speaking parents/guardians in their native language.

**To Parent(s) - Guardian(s) - Eligible Students**

This section is intended to advise you of your rights with respect to the school records relating to (your son) (your daughter) (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents/guardians of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent/guardian of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period, but in any case, not more than forty-five (45) days after the request has been received.

Such parents/guardians and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or students without the written consent of such parents/guardians or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

## **Transcripts**

A transcript is a photocopy of a student's high school record. It contains a listing of the courses taken in grades 9-12, the grades attained, the credits earned and the various test results (such as the PSAT/SAT/ACT). Senior students are given "student copy" of their transcript during senior interviews for review purposes. It is important to note: colleges and employers will only accept "official" school transcripts (a transcript that has been mailed by the guidance office with the official school seal).

To request that an official transcript be mailed, the guidance office needs 48 hours' notice and the name, address and zip code of the college, employer or scholarship agency. Requests made during the summer may take up to two weeks to be processed.

# **Gananda Central School District Dignity for All Students Act Plain Language Summary**

In accordance with the Dignity for All Students Act (effective July 1, 2012), the Gananda Board of Education recognizes that a safe and supportive learning environment is essential for promoting student attendance and academic achievement. Incidents of discrimination and harassment, including but not limited to bullying, taunting, and intimidation, can interfere with a student's ability to learn and the district's ability to educate its students. Therefore, the district is committed to creating an environment that is free of discrimination and harassment and will promote civility throughout the school to prevent and prohibit conduct that is inconsistent with that goal.

The district prohibits all forms of discrimination and harassment of students by school employees or other students on school property, at school-sponsored activities and events that take place off school property. The district prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.

Students who fail to act in a respectful, dignified, and civil manner toward others while on school property or at a school sponsored function, may be subject to formal corrective action, including a referral, detention, in-school suspension, short term out-of-school suspension or long term out-of-school suspension.

The district will investigate and document every reported incident of discrimination and harassment on school property or at school sponsored events. [Incidents may be reported to](#) a building administrator or Dignity Act Coordinator by students, parents/guardians, school employees or concerned community members. The building administrator and/or the Dignity Act Coordinator will interview alleged victims, witnesses, and other relevant individuals. Corrective actions will be assigned as appropriate according to the District Code of Conduct.

## **Student Rights and Responsibilities**

- Students have the right to take part in all district activities on an equal basis, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.
- Students have the right to be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender, by school employees or other students.
- Students have the responsibility to respect one another and treat each other fairly, civilly and with dignity according to the Student Code of Conduct, other district policies, and the Dignity for All Students Act.
- Students have the responsibility to promote an environment that is free from intimidation, harassment or discrimination.
- Students have the responsibility to [report incidents](#) of discrimination and harassment that are experienced, witnessed, or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

## **Parent/Guardian Responsibilities**

- Parents/guardians have the responsibility to teach their children respect and dignity toward themselves and others, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.
- Parents/guardians have the responsibility to [report incidents](#) of discrimination and harassment that are witnessed or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

## **School Employee Responsibilities**

- School employees have the responsibility maintain a climate of mutual respect and dignity.
- School employees have the responsibility to confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school grounds or at a school-sponsored event.
- School employees have the responsibility to address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- School employees have the responsibility to [report incidents](#) of discrimination and harassment that are witnessed or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

## **Dignity Act Coordinator**

At least one staff member in each school will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender. The Dignity Act Coordinator will be accessible to students and staff members for consultation and advice regarding the expectations of the Dignity for All Students Act.

### **Important Contact Information**

During school hours dial 315-986-3521, 8, and the extension noted.

Superintendent:	<a href="#">Dr. S. Van Scoy</a>	4313
High School Principal:	<a href="#">Mr. M. Mahoney</a>	3154
Assistant to the Principal and Guidance Counselor:	<a href="#">Mrs. M. Crelley</a>	3154
High School Mental Health Counselor:	<a href="#">Mrs. K. Kelleher</a>	3172
School Psychologist:	<a href="#">Mr. T. Whitt</a>	4350
School Social Worker:	<a href="#">Mrs. S. Thoen</a>	1824
Work Based Learning Coordinator:	<a href="#">Mrs. A. Marang</a>	3170
Health/Attendance Office:	<a href="#">Mrs. M. Green</a>	3160
High School Guidance Secretary:	<a href="#">Mrs. D. Lush</a>	3172
High School Principal's Secretary:	<a href="#">Mrs. H. Graves Markham</a>	3154
Transportation Director:	<a href="#">Mr. S. Remillard</a>	315-986-4278
Director of Special Education:	<a href="#">Ms. M. Phelps</a>	4334
Director of Athletics, Health and P.E.:	<a href="#">Mr. J. Tichacek</a>	3224
Director of Facilities and Dining Services	<a href="#">Mrs. L. Brown</a>	3175
Facilities and Dining Services Secretary	<a href="#">Ms. G. Coviello</a>	3156
Business Administrator:	<a href="#">Mrs. N. Melnik</a>	4337

### **Class Advisors**

9 <sup>th</sup> Grade	<a href="#">Mrs. J. Boelter and Mr. P. Muldowney</a>
10 <sup>th</sup> Grade	<a href="#">Mrs. McMahon and Mrs. A. Peterson</a>
11 <sup>th</sup> Grade	<a href="#">Mrs. M. Crelley and Mrs. A. Marang</a>
12 <sup>th</sup> Grade	<a href="#">Mr. C. Potter</a>

### **Clubs and Organizations:**

Art Club	<a href="#">Mr. A. Flansburg</a>
Auditorium Manager	<a href="#">Mr. K. Farnsworth</a>
Citizens Of the World Club	<a href="#">Mrs. A. Peterson</a>
Gaming Club	<a href="#">Mrs. M. O'Brien</a>
Human Rights Club	<a href="#">Ms. K. Smith</a>
Math Honor Society	<a href="#">Mrs. L. Nau</a>
Math League	<a href="#">Mrs. R. Swartout</a>
Musical	<a href="#">Mr. G. Maddock</a>
National Honor Society	<a href="#">Mrs. M. Flower</a>
Percussion Ensemble	<a href="#">Mr. A. Strausser</a>
Rachel's Challenge	<a href="#">Ms. L. Zimmerman</a>
Reflection's Literacy Club	<a href="#">Mrs. K. Kelleher</a>
Robotics Team	<a href="#">Mr. T. Poulsen and Mr. K. Schlegel</a>
Science Club	<a href="#">Mrs. R. Swartout, Mrs. M. Testa and Mrs. M. VanGraafeiland</a>
SEE Club	<a href="#">Mrs. J. Boelter</a>
Ski Club	<a href="#">Ms. A. Smith</a>
Sources of Strength	<a href="#">Mrs. S. Thoen, Mr. D. Broussard and Mrs. A. Chevier</a>
Student Congress	<a href="#">Ms. K. Farquhar-Nelson and Ms. K. Meuwissen</a>
Student Organization of Mental Health Awareness (SOMHA)	<a href="#">Mrs. M. O'Brien</a>
Varsity Club	<a href="#">Mr. D. Broussard and Ms. K. Meuwissen</a>
Yearbook	<a href="#">Mrs. A. Chevier, Mrs. C. Seidel and Mrs. R. Zebulske</a>

Dear Parent/Guardian and Student:

In keeping with our district's initiative to reduce costs, Ruben A. Cirillo High School has provided an on-line Student Handbook.

Parents, guardians, students, and high school staff are responsible for knowing the information in this handbook. The online handbook will be updated whenever there is a change or modification of the document. A link to the handbook can be found at [gananda.org](http://gananda.org) on the Ruben A. Cirillo High School web page. The handbook is also located in the high school main office, library, and in each classroom for reference.

Please read this Student Handbook, sign below, and return this form to your child's Advisement Teacher by September 13, 2019.

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**We are aware that we are responsible for knowing the information provided in the 2019-2020 Student Handbook, and that we can access it any time for the most current information.**

Student's Name \_\_\_\_\_

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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