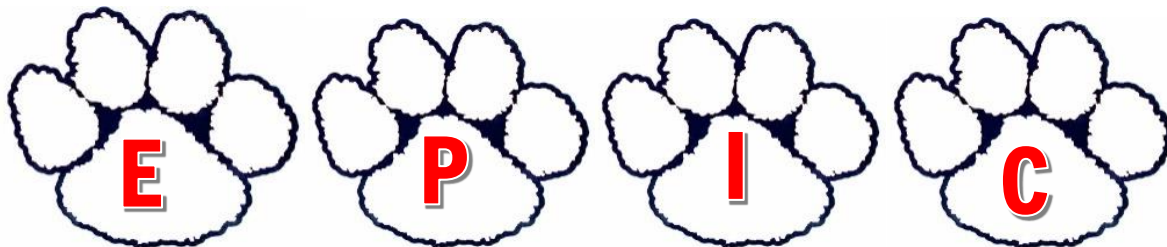


Spencer Van Etten High School

SVE PANTHERS ARE



*We are Engaged & Prepared,
We show Integrity & Compassion*

***Student Handbook
2023-2024***

Together We Achieve

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High School Staff

Office:

M. Jewell – Principal
B. Ruocco - Assistant Principal / Athletic Dir.
M. McKinery– School Counselor
E. Sparks – School Counselor
K. Cook – Secretary
T. VanDerpoel – Counseling Secretary
T. Vallely – Nurse
M. Smith – Attendance/ Planning Room

Teachers:

K. Alpert – Instructional Support
J. Browne – Science
J. Cole – Mathematics
J. Davenport – Science
L. Domion – Health and PE
W. Dove – English
M. Friscia – Agricultural Education
E. Gordon – Spanish
J. Kasthuber – Alternative Education
T. Lloyd – Physical Education/ Athletic Manager
J. Macaluso – Social Worker
M. Marin – English
A. McGee – Social Studies
J. McGee – Instructional Support
J. McIntosh – Art
H. McNeil – Instructional Support
R. Meissner – Business
D. Miller – Music
R. Missal – Science
R. Paasch – English
E. Peters – Social Studies
T. Sherwood – Science
M. Smith – Music
L. Tonjes – Mathematics
M. VanAtta – Instructional Support
J. Wayman – Social Studies
M. Winnick – Mathematics
K. Wixted – English

Teaching Assistants:

E. Brown – Instructional Support
J. Clearwater – Instructional Support
T. Dhuy – Instructional Support
L. Lau – Instructional Support
S. Quinn – Instructional Support
D. Rider – Instructional Support
K. Smith – Instructional Support
M. Varner – Instructional Support
N. Whitmarsh – LPN – Ins. Support

Cafeteria:

M. Dougherty – Manager
D. Presher
H. Tadder

Custodians:

J. Evans
D. Decker
L. Montgomery
T. Price
E. Wright

Spencer – Van Etten School District

Mission Statement:

We educate and prepare all students for their best future.

Vision Statement:

We provide a well-rounded education for all students within a safe, caring, challenging, and inspiring school community.

Core Values:

Our vision and mission can be accomplished if all of our work is focused on clearly defined and consistently demonstrated core values.

We will:

- Act ethically and demonstrate integrity.
- Hold ourselves accountable.
- Communicate clearly and consistently.
- Model respect and responsibility.
- Build trust in our relationships.
- Promote continuous growth.
- Create student centered environments.

Our Motto:

Together We Achieve Excellence Beyond Expectations

District Priority Areas:

Well Rounded Students:

Goal: *We will provide students with access to a variety of educational programs and opportunities in preparation for their chosen pathways.*

The Student Experience:

Goal: *We will provide a flexible and individualized environment that meets needs, offers choices and opportunities, and has clear, consistent expectations.*

Community Connections

Goal: *We will strive to ensure open communication with all community members, encourage understanding, and collaboration to achieve mutually constructed goals.*

2023-2024 Spencer – Van Etten High School Goals

The Spencer – Van Etten High School will:

- Have 50% of the student population earn a c-pass. (Calculate using each marking period total).
 - Achieve an average mastery rate of 30% for all 10 Regents exams.
 - Meet or exceed the regional and state passing rates for all 10 Regents exams.
 - Achieve an average mastery rate of 55% for all final exams.
 - Achieve an average mastery rate of 65% for each course - using final grade for the course.
 - Achieve an Advanced Designation rate of at least 40%.
 - Achieve a graduation rate of 100%.
 - Achieve a chronically absence rate of less than 25%.
 - Have 95% of students participate in at least 1 extra-curricular activity.
 - Reduce the number of referrals from the previous year.
-

Marking Periods

Marking Period	End Date	Report Card Date
1	October 20th	October 24th
2	December 8th	December 12th
3	January 26th	January 30th
4	March 15th	March 19th
5	May 3rd	May 7th
6	June 26th	June 28th

School Not in Session:

Date	Reason
October 9th	Columbus Day
November 10th	Veteran's Day
November 15th	½ Day Parent/Teacher Conferences
November 22nd -24th	Thanksgiving Recess
December 22nd – January 1st	Winter Recess
January 15th	Dr. Martin Luther King Jr. Day
January 29th	Staff Conference Day
February 19th -23rd	Mid-Winter Recess
March 6th	½ Day Parent/Teacher Conferences
March 18th	Staff Conference Day
March 29th	Long Weekend
April 22nd – 26th	Spring Recess
May 27th	Memorial Day
June 19th	Juneteenth

SCHOOL DAY

As set by the Board of Education, the school day is from 8:00 A.M. until 4:00 P.M. Students who have completed all their obligations for the day will be excused at 2:56 P.M. Students who have not met all of their obligations (examples include- staying at the request of a teacher, detention, etc.) will remain until 4:00. **Students may stay after school ONLY if supervised by a teacher/staff member, or coach.**

The High School will open at 7:30 A.M. for students. All mobile communication devices are to be turned OFF and stored in the student's locker from 8:00-2:56 PM unless a Mobile Communication Use Privilege application has been filled out and approved.

EARLY DISMISSAL

Any excuses for students leaving during the day MUST be initialed by either the Principal or his/her designee **BEFORE SCHOOL STARTS**. Student will obtain a pass stating the leaving time and the students' names will then appear on the daily absentee list as being excused.

ATTENDANCE PROCEDURE

1. First period teachers will take attendance for the day.
2. Attendance will be taken at the beginning of each class. If you are not on the absentee list and you are not in class, you will be reported to the main office.
 - a. Arriving to class 20 minutes or more from the start of the class without a valid pass is considered a "cut."
 - b. Tardiness and cutting class are violations of the Code of Conduct and may result in administrative action.
3. Arriving late to school: Anyone arriving late must sign in the main office and obtain a pass before reporting to class.
4. All students leaving or entering the building must **sign in or sign out** in the main office with a **legal excuse** from the appropriate source. (Example- Note from dentist,

doctor, parent, etc.)

5. **Students will only be permitted to leave school early with permission from a parent.**
6. Students who are absent are required to present an excuse upon their return to school. The excuse must contain not only the date/time of the absence but must **state the reason for the absence.**

The following reasons for student absences from/tardiness to school are recognized as valid LEGAL/EXCUSED by the Board of Education: illness, sickness or death in the family, religious observance, sickness requiring attendance at a medical clinic, doctor appointments, quarantine, required court appearances, approved school-sponsored trips, approved college visits, and approved cooperative work programs.

Students who have a LEGAL/EXCUSED absence from school or class(es) will be allowed to make up missed work according to the individual teacher's make up policies.

Regular attendance in school is critical to your success. **Excessive, unexcused absences from class may result in the loss of course credit.** The Student Attendance Regulations included in our district policy states the following: *Course credit is awarded based on regular attendance and achievement. To fulfill the course requirements and thereby be awarded credit, a student must attend a minimum number of class sessions, equivalent to 85% attendance.* (Policy 5100 R)

STUDENT DRIVING

The school district provides transportation to every student. Driving to school is a privilege. Eligible students who have and **present** a valid NYS driver's license, vehicle registration, proof of insurance, and are compliant with NYS V and T law article 14 and 15 may be granted this privilege from the school administration. Students are required to complete a Student Driving Application prior to driving to school and must have a valid parking permit displayed in the window.

Student drivers must abide by the following regulations:

1. Student drivers are to report to school **ON TIME**. 3 times late in one marking period will result in a loss of two weeks of driving privileges. Second and third offenses will add an additional two weeks for each infraction – 6 times = 4 weeks, 9 times = 6 weeks.
2. The speed limit (10mph) in the parking lot is to be followed at all times.
3. **School buses are not to be passed while they are stopped for delivery or pickup of students.**
4. **Vehicles are off limits during school hours 8:00 to 2:56 without permission from the office.**
5. Students are **not to leave school in their private car** without prior approval. Vehicles are NOT to be used as a "locker."
6. Student drivers are **not to take unauthorized passengers** with them.
7. Parking and driving on the grass are prohibited at all times.
8. Reckless and/or dangerous behavior is prohibited at all times.

VIOLATIONS OF THE ABOVE GUIDELINES WILL RESULT IN THE LOSS OF DRIVING PRIVILEGE. Duration of the loss of privilege will be determined by the seriousness and/or frequency of the violation but will be a minimum of ten (10) consecutive school days.

Student use of a motor vehicle on school property is a privilege. Motor vehicles driven onto school property by students are subject to search by school officials without notice or consent, if the school official reasonably suspects that the student or his/her passenger has engaged in activity which is in violation of school rules and/or is illegal, or that the contents of the motor vehicle may present a threat or potential threat to the health, safety, or welfare of students, staff, or the school in general.

LOCKERS

Every student is assigned a locker for the storage of books and equipment. It is his/her responsibility to keep lockers clean and orderly at all times. **Backpacks, bags, and purses must remain in the locker throughout the day.**

Locker combinations are to be kept confidential for the student's own protection. No one should leave class or study hall to go to his/her locker except with special permission and a pass. The school provides the locker, but students are responsible for their own security.

The school will not be responsible for misplaced or stolen articles. No personal locks are to be put on school lockers. Unauthorized locks will be cut off. Lockers are property of the school and are loaned for student use; they may be searched at any time.

TEXTBOOKS

Textbooks are furnished to students by the school district and books are always readily available for use. Students are expected to take care of textbooks at all times. The student is responsible for each textbook and is responsible for replacement due to damages beyond reasonable wear or loss.

CHANGE OF ADDRESS

Students moving to a new location in the district should notify the main office of new address and phone number with proof of residency.

SCHOOL CLOSING

If school is closed by the Superintendent of Schools due to hazardous roads or other conditions, notice of closing will be given immediately to area radio and TV stations: WATS, WELM, WENY, WETM-TV, WTKO, WHCU, WEBO, WOIX, WICZX-TV, WBNG-TV, WENE, WSKG-FM, WAAL, WINK as well as posted on the district website.

CAFETERIA

The cafeteria serves lunch and breakfast daily. Students will receive a free breakfast and lunch daily.

Expectations for cafeteria behavior:

1. Students without c-passes must **report and remain** in the cafeteria during their designated lunchtime.
2. Students are to leave their table and floor areas clean.
3. Students must show respect to the staff
4. Students must place trays and trash respectfully in designated areas.

BUILDING EVACUATION INSTRUCTION

1. Teachers will give directions, which are posted for each classroom, on the proper exit route from the classroom.
2. The fire alarm will ring, and students will walk quickly and **quietly** out of the closest exit.
3. Students will report to their first period class in the designated area in the bus parking lot.
4. Attendance will be taken outside.
5. Students on C-Pass will exit the building and report to the designated area for their 1st period class.
6. Students and staff will remain outside until the Principal or designee clears the building for re-entry.

GUIDANCE

School Counseling services are an important part of the Spencer-Van Etten School system and are planned to help students make wise academic and personal choices. Counselors help students to solve immediate problems and assist in long-range planning.

Good high school planning is essential for students who want to make the best use of their high school years. Each year students will work with parents/guardian and counselor to discuss their high school program.

Planning for post-high school years is another very important guidance activity and should start tentatively in junior high. Students should begin to make specific plans early in their junior year and investigate extensively the post-high school opportunities. Students are strongly encouraged to plan further education or training after high school.

The School Counseling office is ready to help students with other concerns. Low marks, difficulties in getting along with others, poor study habits, and problems in adjusting to school requirements are just a few of the reasons for coming to the School Counseling office for help.

HEALTH SERVICE

Illness

The school nurse/health office is available during regular school hours for any student who becomes ill during the day. Students should report to their classroom and obtain permission from their teacher before reporting to the health office. Emergency situations are the exception. When students are ill, they must consult with the nurse prior to dismissing early from school. The nurse will consult with parents and guardians prior to students leaving school.

Medications

Aspirin, Tylenol, Ibuprofen, over-the-counter and prescription drugs will be given by the school nurse only with parental permission and a note from a physician. **Students are not permitted to possess their own medications. They must be given to the nurse with a note from the physician and will be dispensed by the nurse. Students found in possession of any medications are in violation of the Code of Conduct and will be disciplined accordingly.**

TELEPHONES/ CELL PHONES / MOBILE COMMUNICATION DEVICES

School telephones are for business purposes only; please do not request their use unless you have school business or an emergency.

Cell Phones: Students are permitted to use their personal cell phones in non-instructional areas during school hours only if a Mobile Communication Device School Use Privilege Agreement is signed by parent and student.

The use of mobile communication devices is prohibited in all instructional areas unless it is utilized for educational reasons and authorized by the supervising staff member. The devices are to be turned off and students should keep these items in the designated area in the classrooms or in their lockers.

Violations of the privilege and/or use of a device which constitutes a violation of other discipline policies will result in disciplinary action. This may include confiscation of the device, retrieval by appointment (parents only), loss of privilege, and/or possible further disciplinary actions up to and including suspension from school.

The use of a device to video record/ take pictures of inappropriate behavior or recording in private areas is strictly forbidden. Private areas include locker rooms, restrooms, dressing areas, and offices. This violation may result in the immediate confiscation of the recording device and additional consequences may be imposed. Such use may also be in violation of the criminal code.

The administration reserves the right to make the final determination in each case.

Any and all electronic devices, including but not limited to cell phones, i-pods, tablets, smart watches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should school violation be suspected.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

The S-VE School District accepts no liability for lost, damaged or stolen devices. We require the student's mobile number be on record in the office in order to assist us with the implementation of this policy.

Since there is limited access to phones within the school environment, parents should continue to call the school office (589-7140) for any emergency situation and the school will contact the student.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices such as (but not limited to) laptops, MP3 players, gaming devices, and e-readers are strongly discouraged from being brought to school. If a student chooses to bring such a device to school, **it is at that students' own risk** and the school assumes no responsibility for the device if it is lost or stolen. In the event that such a device is at school, the device may be used only in NON-ACADEMIC settings and WITH the supervising staff member approval. To maintain a safe and orderly environment, cell phones (and like) **will be used in approved area with ONLY one "earpiece."** **Sound from electronic devices should not be heard by others.**

ANNOUNCEMENTS

Student groups may request an announcement over the public address system with principal permission. Announcements will be made at the beginning of first period and at other necessary times. Permission must be obtained from the principal before posters may be displayed or leaflets distributed within the school or on school property.

DISTRIBUTION & DISPLAY OF MATERIALS

Any information or materials, regardless of source, that are to be displayed or distributed on school grounds must be approved in advance by the building administration. Information and materials may be displayed and distributed for no more than two school days during any semester, only during lunch periods or before and after the regular school day, and only at locations on the school grounds as designated by the building administration from time to time. Students may not miss any instructional time to display or distribute information or materials

VISITORS

Parents and Guardians are always welcome at the high school and encouraged to visit; however, a pre-arranged appointment is appreciated.

Anyone who is not a regular staff member or student at the high school will be considered a visitor and must report to the office. Visitors will be required to sign in with a valid driver's license and will be required to wear a visitor's badge for the duration of the visit.

We do not allow student visitors during the school day. Any non-S-VE student planning on attending S-VE High School must have a parent/guardian meet with principal/guidance to arrange a visit.

Unauthorized persons will be reported to the principal and asked to leave. Loitering or trespassing on school grounds is a violation of the penal code and the police may be called if warranted.

LIBRARY MEDIA CENTER POLICIES AND PROCEDURES

The Library Media Specialist and staff are always available for individual guidance or group assistance. Access to the library is through a study hall or with a pre-signed pass from the Library Media Specialist or other staff member.

Students may come to the Library to:

1. Read
2. Sign out a book
3. Do research
4. Study
5. Use computers and other technological equipment

Students who come to the library for other reasons will be asked to leave.

C-Pass students may use the LMC during periods when they are not assigned to a class. LMC policies and procedures apply to all students.

Students are responsible to sign-in, be prepared to work quietly, and stay for the entire period.

WORKING PAPERS

Anyone under 18 years of age needs working papers for jobs other than babysitting or working on the family's own farm. Working papers can be obtained in the school counseling office. A health certificate from a doctor is required before working papers can be granted.

GUIDED STUDY HALLS

THE PURPOSE OF STUDY HALLS: To provide students with a quiet place conducive to reading, studying and doing homework.

PRIVILEGES ARE EARNED: To earn (and keep) privileges:

1. Maintain eligibility
2. Complete all assignments
3. Comply with the Code of Conduct

GUIDED STUDY HALL PROCEDURES:

1. Report to Guided Study Hall (GSH) and attendance will be taken
2. Students who are part of the ineligible or probation list must remain in GSH for the entire class period. Students on the ineligible or probation list may only leave the GSH with a pre-signed pass from a staff member.
3. Students are responsible to bring all work and laptops with them to GSH. Books are available in the room for student use during the class period.

CITIZENSHIP PASS PHILOSOPHY (C-PASS)

Guidelines and Expectations

The Citizenship Pass (C-Pass) is given to students in recognition of outstanding academic performance and good citizenship (character) in school. During unscheduled periods on school days, students with a C-Pass are given the freedom to work in areas other than supervised study halls. It is expected that these students will model appropriate study habits and behavior and be ambassadors of the high school in their interactions with staff members, students, and visitors to the Spencer - Van Etten High School.

Earning a C-Pass

A C-Pass is awarded to students following each marking period during the school year. In September, the C-Pass is awarded based on the final marking period of the previous school year. The C-Pass is awarded based on the following criteria:

1. An overall average of 86.5 or higher.
2. No failures or incompletes. A C-pass will not be given at all during the marking period when a failure or incomplete is earned. If the incomplete is rectified and the average is an 86.5 or greater, a C-pass will still not be given.
3. Maintain at least 6 academic classes per semester
4. Good Citizenship, including:
 - Excellent class attendance
 - Exemplary conduct (no detentions, in-school or out-of-school detentions or suspensions)
 - Positive attitude

Freshmen are eligible for a C-Pass after the first marking period of the school year. Transfer students may receive a C-Pass upon enrolling in our school if their transcripts show they have met the C-Pass expectations in their former school.

Responsibilities of C-Pass Holders

Students with a C-Pass are responsible for the following:

- **Reporting to the library for attendance at the beginning of the period.**
- **Demonstrating appropriate behavior.**
- **Maintaining a safe and orderly environment.** Keep all outside doors locked and secured. No student or visitor may enter through these doors.
- **Keeping their area clean.** Pick up papers and garbage.
- **Attending classes.** Cutting class will result in the immediate loss of the C-Pass.
- **Arriving to school on time.** Students who have C-Pass first period must still report to school on time.
- **Showing appropriate respect to all faculty, staff, students, and visitors to the building.**
- **Possessing the C-Pass while on C-Pass time.** Students who are not in possession of their C-Pass when requested will be reported to the office and sent to the Guided Study Hall.
- **Reporting to the appropriate location during a fire drill.**
 - *Gym lobby* - exit the building through the gym lobby doors and report to your homeroom location.
 - *Auditorium lobby* - exit the building through the auditorium lobby doors and report to your homeroom location.
 - *Area with a staff member* - follow the directions of the staff member.

Students who have C-Pass during FIRST PERIOD must report to the library, sign in, remain through the morning announcements, and then move immediately to the approved location of their choice for the remainder of the period.

C-Pass Locations

Student with a C-Pass may spend their free periods in the following areas:

- Auditorium Lobby (INDIVIDUAL QUIET study only)
- Gym Lobby
- Cafeteria during serving times.
- Library (with permission) - C-Pass holder must comply with all library policies and procedures.
- Study Hall (with permission) – C-Pass holder must comply with all study hall policies and procedures.
- Academic Classrooms (with teacher permission)

*** C-Pass students may not be in hallways or at their lockers. If materials are needed from a locker (for example) a pass is available in the Library or Main Office. C-Pass is not a time for wandering through the building. Students should try to remain in the same location throughout the period.

Revoking a C-Pass

Any staff member may revoke a C-Pass if the holder is not abiding by the C-Pass philosophy and/or expectations. *Students who lose a C-Pass for any reason will receive a new schedule and are required to report to study hall. Failure to report to study hall will result in further loss of C-Pass privileges and other disciplinary actions may occur.*

Appeals

If a student believes his/her pass has been unjustly taken, he/she may appeal the loss of his/her pass to the C-Pass Review Committee. The student must complete a written statement explaining the situation. This statement will be given to the C-Pass Review committee and they will determine if the C-Pass was unjustly taken. The C-Pass Review Committee will consist of the Assistant Principal, one teacher, and 3 students (1 from Student Council, 1 from the National Honor Society, and 1 recommended by the student appealing).

Students in 9th grade will receive a C-Pass after the first marking period if the criteria is met.

The petitions will be reviewed by the C-Pass Review Committee. The committee may not provide a C-Pass to any student who lost his/her C-Pass for either disciplinary reasons or by an individual teacher for academic reasons.

DANCES

Dances will be considered as student social activities/extra-curricular activity. All dances will require approval by the administration.

Only S-VE High School students, chaperones, parents, faculty members and guests of S-VE students who are **19 years** of age or less may attend high school dances. The prom is an exception. Guests for the prom must be 20 years of age or younger. The S-VE host will assume all responsibility for the action and behavior of his/her guest. The guest must be **signed up** in advance and have a **guest form** completed and turned into the main office where they are approved by the principal or designee. Guests will not be permitted entrance to a dance without proper identification and proof of age. Guest must be signed up and guest forms must be completed for each dance.

All students must be academically and behaviorally eligible (NOT failing any classes and have not been suspended or received detention during the week of the dance) and in regular class attendance the day of the dance to attend the dance.

The doors will be locked half way through the dance and no one else will be allowed to enter. Once a person leaves, he/she will not be allowed to re-enter. The Code of Conduct applies to extra-curricular events as school dances.

Chaperones - There will be at least **four** members of the teaching staff and parents at each dance. The organization hosting the dance is responsible to secure the chaperones.

A police officer will be on duty and he/she will be responsible for both outside areas and the dance area.

BUS CODE OF CONDUCT

The school bus is an extension of the classroom and school; therefore, the Code of Conduct applies to school buses.

1. Always be prompt. (Arrive 5 minutes early.)
2. If a student feels unsafe at the bus stop, he/she must notify the bus driver and/or principal.
3. Do not damage property at or near bus stop.
4. Wait for the bus to come to a complete stop before you attempt to approach the bus. The driver will signal when it is safe to approach.
5. Always pass in front of the school bus when getting on and off.
6. When you board the bus you should promptly find a seat, if one is not assigned, and sit down. (Keep all possessions inside your backpack.)
7. Stay in your seat until the bus stops completely.
8. School discipline policies in effect in the classroom also apply on the bus.
9. Do not distract the bus driver while he/she is driving.
10. Be courteous to your bus driver.
11. Be cooperative and friendly to other students on the bus.
12. Please help your bus driver to keep your bus neat and do your part to make his/her driving safe.
13. Bus drivers will report violations or irregularities to the appropriate principal who may deny the student or students the privilege of riding the bus.
14. Students need to wear safe clothes (avoid long pants that are too long, drawstrings or other clothing that could get snagged in the bus door).

COURSE LOAD

Students are required to carry a schedule of at least 6 credits except those with a schedule approved by the school counseling office. A C-Pass will NOT be issued to students not carrying a full load.

HONOR ROLL

A student must have an 86.5 average or above and no failures or incompletes to be placed on the honor roll, an average of 89.5 and no failures to be placed on the high honor roll, and an average of 94.5 with no failures to be placed on the Scholars List.

MUSIC LESSONS

1. When a student has a lesson, he/she must inform the classroom teacher prior to the lesson. If the student fails to do this, he/she is required to report to the class first and inform his teacher. The student is responsible to make up any missed work from class.
2. A student is required to take any of the period long exams. As these are announced in advance (at least three days), it becomes the student's responsibility to make alternate arrangements with his/her music teacher and classroom teacher.
3. The student should not miss any one class more than twice in a ten-week rotation.

ELIGIBILITY/ PROBATION

In order to be academically eligible, students must be passing all subjects at the end of each six-week marking period. At the end of any six-week marking period a student who is failing 1 or more classes will be considered on probation and must remain in all supervised study periods unless the student presents a PRESIGNED pass from one of the student's CURRENT ACADEMIC teachers. A student may become eligible again after TWO weeks if a form is presented to the office that shows the student passing all classes. Otherwise, the student will remain ineligible until the next six week marking period provided, he/she is passing all courses.

The probation list will be posted on the Wednesday after the completion of the marking period.

DROPPING OF COURSE

1. Students in senior high may drop courses up to the first three weeks without penalty.
2. After three weeks, the grade of any dropped course will be computed in the average on the subsequent report card. Even so, to drop after three weeks, will require a note from a parent and initials from the classroom teacher.
3. Transfers within our home school may not be made into half year courses after two weeks or into full year courses after four weeks.
4. If a student requests to drop a class and no other class is available, the request to drop a class may be denied if the student's schedule is not a full load.

RETAKING REGENTS EXAMS

A student may re-take any regents exam. If a higher score is obtained, the new exam score as well as a recalculated course average will become part of the official transcript. If the student is retaking the class and the exam, the new exam average will only be calculated into the CURRENT course average.

REPEATING A COURSE

Any course that has been taken to completion and failed may be repeated for one half a year. At the end of the semester, the student must have a passing average AND pass a summative exam. Credit Recovery: Students failing a class may have an opportunity to recover the credit through an on-line program if applicable.

GRADING AND DISCIPLINE

1. Discipline may be reflected in grades in connection with credit lost for cheating, not doing homework, lateness of assignments, failure to bring materials and unexcused absences.
2. A student must have a teacher's permission to be absent from class, in advance, for any reason when present in school. Absence without teacher permission will be considered a cut. Teachers will excuse students for music lessons except on days of major exams.
3. Extra credit assignments are not permitted unless all regular work is up-to-date.

PHYSICAL EDUCATION POLICY

All S-VE students will have to pass physical education classes in order to graduate.

1. Any student who fails physical education will be required to repeat until 20 weeks and a passing grade - or for all the following year, if the grade is not passing at 20 weeks.
2. Physical education is a graduation requirement and passing it will be treated the same as any other subject.
3. Any student who has been excused from gym class with a doctor's note will have the graduation requirement for gym waived. **(Student must report to gym class for attendance.)**

INTERSCHOLASTIC ATHLETICS REGULATION

1. **Sport Physical Examination:**

All students who participate in interscholastic athletics must have an annual physical by a physician. Annual physicals will be provided by the school during the month of May. Any student may choose to be examined by their own physician but must meet the standards of the school physical. Any physical not completed by the school physician will be at the family's expense.

2. **Parental Consent:**

Each student who participates in Interscholastic Athletics must have the written consent of their parent or guardian prior to the start of each sport season. A standard form of consent can be found on Family ID. Parents and athletes must sign in order to register for sports. Parents will be expected to attend a team meeting called by the coach or Athletic Director of each sport prior to the start of the practice each season.

3. **Academic Expectations:**

Any student participating in an extracurricular activity will have to follow the Academic Accountability (AAP). This program ensures that academic success is our first priority and is upheld by all students. This program is designed to keep players in the game if they are working hard in the classroom. There are two levels to the AAP. At the beginning of each marking period, an administrator will meet with all students failing one or more classes to review the requirements for each level of the AAP.

- LEVEL 1: Probation: A student failing one or more classes is considered on probation for a two-week period of time. During this time the student may participate fully in athletics (participate in practices and games) however; must attend an after school academic study hall on Tuesday, Wednesday, and Thursday.
- At two weeks: The student must prove eligibility by submitting an eligibility form to the guidance office showing that he/she is passing all classes. If the student is passing all classes at this time, the student will become eligible. If the student is not passing one or more classes, the student will become ineligible and will not be eligible to participate in athletic contests. The student will also still attend the after school academic study hall.

Eligibility and Probation will be go into effect on the Wednesday following the end of the marking period.

4. **Behavior Expectations:**

- a. Students who participate in interscholastic athletics must:

1. **Demonstrate good citizenship** -This shall include following all established rules of the school. Violation of the rules, resulting in the following punishments shall also affect participation in athletic contests in the following manner:

- Detention 1st and 2nd offense: coach's discretion.
- Detention 3rd offense: loss of one contest.

- In school suspension (half or full day): loss of one contest.
 - Out of school suspension: loss of all contests during time of suspension in addition to the loss of one contest upon return to school.
2. **Attend School** – Athletes are required to attend school to be eligible to participate in an athletic event unless they are excused for a reason specified in policy section 5280-R - Interscholastic Athletics Regulations. It is expected that students be in attendance for at least half the day (11:30 a.m.) with an excused reason to participate in practice or a contest.
 3. **Follow all training rules** - It is expected that all members of interscholastic athletic teams will abide by all training rules established by the coaching staff for that sport.
 4. **Attend all practices and games** - It is the responsibility of the student to notify the coach if they cannot make practice. Unexcused absences from practice or contests will result in loss of playing time at the next scheduled contest.
 - a. Students who choose to quit a sport before the end of the season must present written parental permission to the coach.
 - **Without formal approval from the Athletic Director and Building Administrator, any student quitting a team after the season begins will be ineligible to participate in the next sport season.**
 5. **Use school transportation** - A student who fails to do so will be suspended from the practice or contest. The only exception will be when prior written arrangements have been made between the athlete, parents or guardians, and the coach. Permission may be granted by the coach for a student to ride home from a scheduled away contest with his or her parents if written permission is granted by the parents.
 6. **Provide proper care for equipment issued** - All equipment issued by the school must be returned in acceptable condition at the end of the sport season. It is the responsibility of the student to keep the equipment secure from loss. Failure to return equipment will result in a charge to the student and his/her family.
 7. **End a season in good standing** - A student who has been removed from a team or who does not end the season in good standing, will not receive credit for participation in that sport and will be ineligible for any awards or participation in any recognition program.
 8. **Curfews:** Athletes are expected to abide by the following guidelines:
 - Sunday to Thursday: 11 p.m.
 - Friday and Saturday: 1 a.m.
 - Any night before a contest: 10 p.m.

5. Substance Abuse:

In addition to any penalties established by other policies of the school, participants in interscholastic athletics shall be subject to the following loss of participation for any possession+, consumption, distribution, exchange, or sale of alcohol, tobacco products or simulations of, or controlled substances, prescription, or over the counter drugs, and paraphernalia, **regardless of the time or location:**

- 1st offense: **a MINIMUM contest ineligibility* of 20%** of entire scheduled contests for that season.**
- 2nd offense: **a MINIMUM contest ineligibility* of 40%** of entire scheduled contests for that season.**
- 3rd offense: may be a **MINIMUM contest ineligibility* of 1 year, pending an administrative review.**

** Any decimal of a game suspension will result in a full contest suspension. For example, 20% of a season with 16 scheduled regular season games results in a 3.2 game suspension which in actuality will be a 4 game suspension. Disciplinary measures will continue into the next complete interscholastic season in which the student-athlete participates. Example scenario is: athlete A receives a first infraction with one game left in the football season. 20% of a 9 season game is 1.8 games. Athlete A would sit the final game of the football season. They only have been disciplined for half of the 20% penalty. The remaining 10% would be incurred during the basketball season. The basketball season has 20 games. Athlete A would be suspended for the first two (2) contests of the basketball season (10% of the basketball season) to make up the remaining 10% from football season.

*Offenses will accumulate for the duration of the student's high school athletic years (all JV and Varsity seasons).

***Contest ineligibility** – the student may participate in practices and will remain part of the team. However, he/she may not participate in contests but, will be required to be in attendance on the bench in street clothes. Contest ineligibility begins when student returns to school after school suspension.

+**Possession:** – could include, but not limited to: having on your person, bags and purses, book bags, backpacks, lockers, sports bags, and having on your person in pictures.

****** Being in attendance with others who are violating the above rules privately or in a social gatherings may constitute violation of the rules dependent on the outcome of an administrative investigation. ******

- Any athlete in violation of the substance abuse policy may not be eligible to receive an end of the year award.

6. **Sportsmanship:**

Spencer-Van Etten athletic teams host and visit numerous schools throughout the school year. In many cases the only opinion formed of the Spencer-Van Etten Schools and its students is based upon the impression made by our athletic teams. Athletes dressing neatly, showing good sportsmanship, respecting other schools' facilities and equipment, demonstrating good manners and acceptable language will present a positive image to other schools. Each athlete is responsible for living up to those expectations as they are participating as representatives of Spencer-Van Etten Schools.

i. The sportsmanship of athletes is measured by their:

1. Speech and actions on the street or about the school of the town their team visits; or when at home, their hospitality toward the visitors;
2. Responsible conduct in the dressing room;
3. Respect for the property of the school of their opponents;
4. Respectful attitude toward officials and their decisions;
5. Courteous attitude toward the opposing players;
6. Cooperation with their teammates;
7. Courage and fair-mindedness in defeat;
8. Modesty in victory;
9. Self-restraint in language on and off the field of play;

ii. Student athletes in violation of these standards will be withheld from participation in contest by the coach, athletic director or principal. Repeated violations may result in removal from the team.

iii. Removal from a contest for unsportsmanlike conduct as defined by Section IV will result in suspension from the next contest.

7. **INSURANCE INFORMATION FOR PARENTS....PLEASE READ CAREFULLY:**

S-VE provides supplemental insurance:

The steps to submit a claim are as follows:

1. Students report injury to coach or school nurse and an accident report is filed.
2. The school nurse notifies the insurance company of possible impending claim.
3. Doctor and hospital bills are submitted to parent's insurance.
4. After final settlement is made by parent's insurance, if there is still a balance due, the claim is then submitted to the supplemental insurance.

To turn in a claim the following items must be submitted:

1. Completed claim form
2. Copies of itemized bills
3. Copies of what has been paid or rejected

In conclusion, we must again emphasize that the school insurance is **ONLY SUPPLEMENTAL**. Parents are expected to carry family insurance coverage on your child.

8. **SOCIAL MEDIA – HAZING – BULLYING:**

- Using social media like Facebook, Twitter, Instagram, Snap Chat, or the like to criticize or berate teammates, coaches, other players, game officials, opponents, or other school personnel may lead to consequences including, but not limited to, suspension from practice and/or games, or even dismissal from the team.
- Hazing athletes by teammates or by coaches is not allowed. Any actions that are deemed as hazing will receive an appropriate consequence based on administrative discretion.
- Bullying is not tolerated. All reports of bullying, whether in school, in practice, or in a game will be investigated by the administration. Appropriate consequences will be administered accordingly.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is an honor bestowed upon a student. Membership is granted only to those students selected by the Faculty Council after review of their Student Activity Information Forms. Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of **scholarship, service, leadership, and character** used as the basis for their selection.

COMPLAINTS AND GRIEVANCES

The Board of Education believes it necessary that students be made aware of the behavior that is expected as outlined in school district policy on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

Building Principals are responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis. A copy of this regulation must be posted in every school.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. For informal conciliation, students should confer with the appropriate teacher or school personnel to achieve prompt resolution. Students may appeal to the highest authority in the school building, i.e., the Building Principal, who has the final determination on all such matters.
2. For resolution of matters where appeal procedures are prescribed by statute, i.e., student suspensions, the prescribed course of action will be followed.
3. On issues affecting the student body, students may address the student government or student council in order to resolve such matters. Students may be afforded a conference with the Building Principal in accordance with the rules and procedures established by the student government.
4. The resolution of student complaints alleging any action prohibited by Title IX and/or Section 504 of the Rehabilitation Act shall be dealt with through the Instructional Support office.

EQUAL OPPORTUNITY

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, creed, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability.

This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

SEXUAL HARASSMENT

Spencer-Van Etten Central School District is committed to maintaining an environment free from sexual harassment, which includes protection of sexual orientation. All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible. Sexual harassment is not only prohibited by Spencer-Van Etten Central School District, but it is also prohibited by state, federal, and, where applicable, local law. The full district policy can be found on our website at www.svecsd.org

CODE OF CONDUCT

The Board of Education is committed to providing a **safe and orderly school environment** where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

The entire Code of Conduct can be found at www.svecsd.org

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under local state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability unless suspended from instruction and participation for legally sufficient cause.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Not submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations;
- b. mental and psychological problems potentially embarrassing to the student or his or her family;
- c. sexual behavior and attitudes;
- d. illegal, antisocial self-incriminating and demeaning behavior,
- e. critical appraisals of other individuals with whom respondents have close family relationship;
- f. legally recognized privileged and comparable relationships, such as those of lawyers, physicians and ministers; or
- g. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age.

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and his or her parent/guardian have been notified of their rights and of their right to inspect all materials related to the above. All instructional material, including teachers' manuals, films, tapes, or other supplementary instructional material to be used shall be available for inspection by the parents or guardians of the children.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents are responsible for acceptable student dress and appearance. They have the right to determine how the student dresses, provided that their attire is not destructive to District property, complies with requirements for health and safety, does not interfere with or distract from the educational process, or infringe upon the rights of others. Teachers and all other District staff should exemplify and reinforce acceptable student dress and by example help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, and hats will:

- 1) Be safe, appropriate, and not disrupt or interfere with the educational program.
- 2) Not be revealing or see-through; undergarments must be completely covered with outer clothing.
- 3) Include footwear at all times.
- 4) Not include items that are vulgar, obscene, libelous or denigrate others on account of actual or perceived socio-economic status, race, color, religion, creed, national origin, gender, sex, sexual orientation, disability, or other legally protected category.
- 6) Not promote and/or endorse the use of alcohol, tobacco, marijuana, vapes, or illegal drugs and/or encourage other illegal or violent activities. Not display any signs of gang affiliation that may increase the level of conflict or violent behavior in schools, or under circumstances in which school administration may reasonably forecast that violence or substantial disruption of school activities will occur.

Students who violate the student dress code shall be required to modify their appearance by covering, removing or replacing the inappropriate article with an acceptable item. Any student who refuses to do so shall be subject to discipline.

PROHIBITED STUDENT CONDUCT

All students will conduct themselves in an appropriate and civil manner in accordance with the District Code of Conduct. This includes proper regard for the rights and welfare of other students, personnel, other members of the school community, and facilities and equipment.

Students may be disciplined when they:

Engage in Conduct That is Disorderly

Examples of disorderly conduct include, but are not limited to:

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school buildings, other than the areas they regularly attend, without permission from the administrator in charge of the building.
- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized or inappropriate use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, earbuds, headphones, and other personal electronic devices considered inappropriate by the administration).
- 6) Unauthorized use of personal computer, laptop, tablet or e-reader, or other computerized information resources through the District computer system is prohibited.

Engage in Conduct That is Insubordinate

Examples of insubordinate conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, school administrators or other District employees, or otherwise demonstrating disrespect.
- 2) Missing or leaving school or class without permission.
- 3) Skipping detention or other imposed disciplinary consequences.

Engage in Conduct That is Disruptive

Examples of disruptive conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees, or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of self and other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per the District Code of Conduct, including inappropriate or unwanted sexual contact, gestures, and/or comments.

3) Distributing - by any means - or wearing materials on school grounds or at school functions that are obscene, inflammatory, advocate illegal action, appear libelous, obstruct the rights of others or are disruptive to the school community.

4) Acting or displaying any conduct that interferes with a safe and orderly educational environment.

Engage in Conduct That is Violent

Examples of violent conduct include, but are not limited to:

1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student; a teacher, administrator, or other District employee; or any other person lawfully on school property.

2) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical well-being.

3) Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.

4) Displaying what appears to be a weapon, threatening to use any weapon(s), or using weapon(s).

5) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property or at a District function, including but not limited to graffiti or arson.

6) Communication by any means, including oral, written or electronic (such as through the internet, email, online learning management systems/educational platform, other forms of social media, or texting) off school property, where the content of the 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.

Engage in Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of this conduct include, but are not limited to:

1) Lying, deceiving, or giving false information to school personnel. This can include, but is not limited to, knowingly making false statements or knowingly submitting false information during the grievance process under Title IX.

2) Stealing District property or the property of other students, school personnel, or any other person lawfully on school property or while attending a school function.

3) Making statements or representations that demean, denigrate or otherwise harm other individuals or groups. This can include, but not limited to, posting, publishing, or disseminating written materials, video or audio recordings, or pictures or on the internet, social media, or any District-owned or personal electronic device when this conduct poses a reasonably foreseeable risk that the content would result in substantial disruption to the educational environment, or does result in this disruption.

4) Engaging in acts of harassment, bullying, cyberbullying, intimidation, or discrimination, including conduct prohibited by the Dignity for All Students Act.

5) Inappropriate communication of a sexual nature including by means or any personal technology, electronic device, or other means of technology, including but not limited to the taking, sending or receiving of sexually explicit videos, pictures or audio.

- 6) Displaying signs of gang affiliation or engaging in gang-related behaviors that are believed or observed to increase the level of conflict or violent behavior on school property or at a school function, or under circumstances in which school authorities can reasonably expect violence or substantial disruption of school activities.
- 7) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any District or school-sponsored function, activity, organization, club, or team.
- 8) Selling, using, possessing, or distributing obscene material.
- 9) Possessing, consuming, selling, attempting to sell, distributing, or exchanging tobacco, tobacco products, and any other products containing nicotine, as well as e-cigarettes, vape pens, or other similar items, including related paraphernalia while on District property.
- 10) Possessing, consuming, selling, attempting to sell, distributing, or exchanging alcoholic beverages or illegal drugs/substances; counterfeit, synthetic, and designer drugs; paraphernalia for use of these drugs, including but not limited to, dab pens, cartridges, rolling papers, or being under the influence of any of these substances on District property or at a District function. Illegal and/or prohibited drugs/substances include, but are not limited to, inhalants, marijuana (including any other marijuana-based product or derivative, whether natural or synthetic), synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike substances, drug paraphernalia, and any other synthetic or designer drugs.

The definition of illegal drugs includes controlled substances. While cannabis (marijuana) is a controlled substance under federal law, it has been legalized by New York State for adult use under certain circumstances. However, it is illegal for anyone under the age of 21 to purchase, possess, or use cannabis. Regardless of age, the sale, purchase, possession, and/or use of cannabis is prohibited on school grounds under state and federal laws and/or District policy.
- 11) Unauthorized possession, use, selling, attempting to sell, distributing, or exchanging prescription and over-the-counter drugs, vitamins, supplements, herbs or other similar substances.
- 12) Possessing, using, consuming, selling, attempting to sell, distributing or attempting to distribute, or exchanging or attempting to exchange look-alike drugs, or possessing or consuming (without authorization), selling, attempting to sell, distributing or attempting to distribute, or exchanging or attempting to exchange other substances such as dietary supplements, weight loss pills, etc.
- 13) Gambling and gaming.
- 14) Inappropriate touching, including contact of a sexual nature, or indecent exposure, gestures, and/or comments.
- 15) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 16) Violating gender privacy when using school restroom facilities and locker room. Also, unauthorized or inappropriate use of restroom facilities.
- 17) Engaging in conduct that could be construed as sexual harassment in accordance with this Code of Conduct and/or Title IX.

Engage in Misconduct While on a School Bus

Students must behave appropriately while riding on District buses and vehicles to ensure their safety and that of other passengers, and to avoid distracting the driver. Students must conduct themselves on the bus in a manner consistent with this Code of Conduct. Excessive noise, pushing, shoving, fighting, bullying, harassment, and discrimination will not be tolerated.

Engage in Any Form of Academic Misconduct (See Section on Academic Integrity)

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Copying.
- 4) Altering records/forgery.
- 5) Accessing other users' email accounts or network storage accounts, or attempting to read, delete, copy, modify, or interfere with transferring or receiving electronic communications.
- 6) Violation of the District Acceptable Use Policy.
- 7) Defacing or damaging school, class, library or others' materials, work or documents.
- 8) Taking exam, quiz, lab or any other instructional questions answers or forms to further one or more students' grade or progress.
- 9) Violation of copyright laws.
- 10) Assisting another student in any of the actions listed here.

USE OF PERSONAL TECHNOLOGY AND ELECTRONIC DEVICES

Personal technology and electronic devices include all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the internet; and transmit or receive messages, telephone calls or images, that belong to the student or the student's family, and have not been provided by the District. Examples of personal technology include, but are not limited to, tablets; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones. The District authorizes personal technology and electronic devices for instructional and non-instructional uses as explained below. However, the District does not authorize unacceptable devices including, but not limited to, gaming devices or consoles, laser pointers and personal modems or routers.

ACADEMIC INTEGRITY

Academic integrity is honest and responsible scholarship, with each student holding themselves to the highest standards of academic conduct and personal integrity. Students who do not act with integrity are depriving themselves of the chance to think, grow, and learn. Lack of integrity also damages relationships and creates mistrust between teachers and students. Academic integrity is accomplished with hard work and good study habits, avoiding any hint of academic misconduct. Faculty members are available to assist students with proper citation methods and research skills.

Examples of academic misconduct are listed below and include but are not limited to:

Cheating: copying or trying to copy from other students during an exam or assignment, sharing answers during an exam, hiding materials or prepared answers during an exam, purchasing papers from online sellers, submitting the same work for more than one class without approval from the teachers, taking an exam for another student, or having someone take an exam on your behalf.

Plagiarism: copying passages from the work of another author without properly citing the source, submitting purchased, copied or online work as your own, or using the views or opinions of others without acknowledgement.

Class Materials: removing or defacing class or library materials so other students cannot use them, altering or contaminating work in lab experiments, or selling or sharing course materials without permission of the teacher or publisher.

False Information: lying to a teacher when questioned on issues of academic misconduct, making false statements to obtain a better grade, or altering results or data from work conducted for an assignment.

Theft/Damage of Another's Work: stealing or damaging another student's classwork or the means by which they do their classwork, or stealing exam questions or answers from a teacher or test site.

Altering School/District Records: forging signatures, altering transcripts and electronic student records, or altering a teacher's grade report or comments.

Disrupting the Classroom: interfering in the process of instruction to the detriment of other students, disrupting class to silence differing viewpoints, or creating a fake emergency such as a fire alarm or bomb threat to ensure class is cancelled.

Improper Use of Computers, Calculators and Other Technology: preprogramming a calculator or other device to contain answers during an exam, using a cell phone or other device to photograph or copy an exam, or violating the District's AUP.

HARASSMENT, BULLYING AND DISCRIMINATION

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived socio-economic status, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identity or expression, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, acts of harassment, bullying, that occur off property, where these acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats or intimidation or abuse might reach school property, may be subject to discipline or other corrective action.

The District will take disciplinary measures for incidents involving harassment, bullying, and/or discrimination consistent with this Code of Conduct. Responses will be reasonably calculated to end the harassment, bullying, and/or discrimination, prevent recurrence, and eliminate any hostile environment.

The District may also avail itself of remedial responses to incidents of harassment, bullying, and/or discrimination to effect the end of this behavior. Remedial responses may include, but are not limited to: peer support groups; corrective instruction or other relevant learning or service experience; supportive intervention; or other research-based methods of harassment, bullying, or discrimination prevention

Dignity Act Coordinators (DAC)

In each of its schools, the District has designated at least one employee to serve as a DAC. In accordance with the regulations of the Commissioner of Education, each DAC has been thoroughly trained in the areas of: human relations; harassment, bullying, and discrimination; and exclusion, bias, and aggression in the educational setting. The DACs are charged with coordinating and enforcing the requirements of the Dignity for All Students Act and its implementing regulations and policies.

Dignity Act Coordinators:

Elementary Principal

Middle School Principal

High School Principal

High School Assistant Principal

Dean of Students

Director of Instructional Support

Prohibition of Retaliatory Behavior

In accordance with Education Law any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports that information to school officials, the Commissioner of Education, or law enforcement authorities, or otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making the report, or from initiating, testifying, participating, or assisting in such proceedings. Furthermore, the Board prohibits any retaliatory action against any person who, acting reasonably and in good faith, either makes a report of harassment, bullying, or discrimination, or who otherwise initiates, testifies, participates, or assists in the investigation of a complaint of harassment, bullying, or discrimination.

REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to any staff member. All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who will in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction. There is also a web reporting link for bullying at: www.svecsd.org.

The building principal or designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Reporting Weapons or Substance Abuse Violations

Any student or staff observing, or having knowledge of a student possessing a weapon, alcohol or other illegal drugs/substance on school property or at a school function, will report this information immediately to the building principal or designee. Any weapons, alcohol or illegal drugs/substances found will be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

The definition of illegal drugs includes controlled substances. While cannabis (marijuana) is a controlled substance under federal law, it has been legalized by New York State for adult use under certain circumstances. However, it is illegal for anyone under the age of 21 to purchase, possess, or use cannabis. Regardless of age, the sale, purchase, possession, and/or use of cannabis is prohibited on school grounds under state and federal laws and/or District policy.

The entire Code of Conduct can be found at www.svecsd.org

Plagiarism Policy Spencer-Van Etten High School

Spencer-Van Etten High School expects all students to abide by ethical academic standards. Plagiarism - presenting the work, ideas, or opinions of someone else without properly crediting the source - is a serious offense and is dealt with severely. English teachers will inform all students about plagiarism, how to avoid it, and what consequences are imposed. ***A little plagiarism is still plagiarism.***

Plagiarism is not the same as cooperation or collaboration. Many teachers expect, even encourage, students to work on assignments collectively. This is acceptable, as long as whose work is being presented is clearly conveyed.

- **Collaboration** is working together, with permission, in a joint intellectual effort. This means that all members of a group contribute to the creation of a single product, i.e. a paragraph response to a question, a PowerPoint presentation, etc. This differs from asking for and receiving help from someone in that, for example, two students working on the same assignment who help each other will produce two distinctly different products.

- **Cheating** includes, but is not limited to, copying or giving a completed assignment to a student to be copied (unless explicitly permitted by the teacher). Thus, plagiarism is a form of cheating.
- **Plagiarism** is an act of literary theft, to steal ideas or words and pass them off as one's own. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use another person's ideas you must cite the source. There are correct formats for citation, which are taught in all English classes.

Some Internet users believe that anything available online is public domain. This is not true. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

Students found to have engaged in plagiarism shall be subject to disciplinary as well as academic penalties. Possible consequences include, but are not limited to:

- Teacher/student conference
- Documentation in student record, potentially permanent
- Notification of parent, administrator, and counselor
- Grade penalty on assignment
- Lunch detention
- Loss of c-pass
- Parent, administrator, counselor, and teacher conference with student
- Removal from honors program, which includes AP and college English courses
- In-school suspension
- Suspension or dismissal from extra-curricular activities, including social events, clubs, athletics, National Honor Society, and student government offices
- Out-of-school suspension
- Course failure

(Adapted from Academic Integrity Policy - John F. Kennedy High School)

BOTTOM LINE BEHAVIORS

- **Possession of a weapon or potentially dangerous item.**
- **Physical aggression.**
- **Use/possession/sale/gift of drugs (including alcohol and tobacco) and or paraphernalia.**
- **Inappropriately using or sharing prescription or over the counter drugs.**
- **Leaving school property without permission.**
- **Using threatening, vulgar or abusive language which is meant to incite another person.**
- **Sexual harassment (verbal, physical, or visual).**
- **Any other behavior/action that causes a clear or present danger to the health and or safety of self or others.**

DIGNITY FOR ALL

STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT

It is the policy of the Spencer-Van Etten School District not to permit discrimination or harassment on the basis of race, color, creed, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability in the district's educational programs, activities or employment.

All incidents of discrimination or harassment must be reported to a staff member, Assistant Principal, Principal, or counselor. There are forms available on our district website, www.svecsd.org, and in the main office.

COMPUTER USAGE

The Spencer-Van Etten High School is pleased to offer students access to a computer network for Internet use and completion of assignments. To gain access to the Internet, all students must agree to the terms and policies set forth by the SVE technology committee and school district policy. In addition, students must have a BYOD form on file in the main office if they wish to use their own device and/or access the internet on their own device.

CAPABILITIES: Access to the Internet will enable students to explore thousands of libraries and databases. The network that Spencer-Van Etten uses has a filtering system that updates every day to block unwanted offensive material. However, families should be warned that materials that contain items that are illegal, defamatory, inaccurate or potentially

offensive to some people occasionally slip through. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways to access other materials as well. An adult will be supervising students who are using the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Spencer - Van Etten High School supports and respects each family's right to decide whether or not to apply for access.

STUDENT E-MAIL: High School students are given a school e-mail address for all school related activities. This e-mail must only be utilized for school related functions. Students may check their personal e-mail for **only school related purposes AND with direct supervision** from a staff member.

EXPECTATIONS: Students are responsible for appropriate behavior on school computer networks just as they are in the classroom or a school hallway. General school rules for behavior apply.

ACCESS IS A PRIVILEGE – NOT A RIGHT and may be revoked if abused. Access to computers and technology resources is provided only to support the educational purposes of the school district. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

An individual user of the district's computer network is responsible for his/her actions in accessing and utilizing the school's computer resources. It is required that users will comply with district standards and will honor the agreements they have signed. When individual users access material that may be considered inappropriate, the parent or guardian will be informed.

GUIDELINES: Network storage areas are treated like school lockers. Network administrators may review files to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will be private. Students should not share phone numbers, addresses, or other personal information about themselves or others. During school, teachers will guide students toward appropriate materials and monitor students while on the Internet.

RULES: The following are not permitted (this list is not all-inclusive): Internet Games (that are not pre-approved by the teacher or supervisor), downloading or installing any software, shareware, or freeware onto network drives and disks, removing or altering any hardware, software or supplies, damaging computers, computer systems or computer networks, sending or displaying offensive or threatening messages or pictures, using obscene language, harassing, insulting, attacking or threatening others, violating copyright laws, using another person's password, trespassing in another's folders, work or files, intentionally wasting limited resources, employing the network for commercial purposes.

CONSEQUENCES: Be prepared to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated. Violation of the guidelines or rules will result in disciplinary action, which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school, and legal action, when appropriate.

BICYCLES AND SKATEBOARDS

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 rollerblades are **not permitted** on school property. If a student brings these items to school, they may be confiscated and held until a parent comes to school and picks them up.

ANIMALS

No animals are permitted on school grounds except when authorized **in advance** by the school administration for specific educational purposes. *Note: Seeing Eye Dogs and "Other Working Dogs" are always allowed in accordance with law.*

PROHIBITED AREAS

The following locations are off limits to all students during the school day and school events without direct staff supervision: - The field terraces, the ponds and connecting stream, any outer buildings, vehicles, and the stadium.