

***Spencer Van Etten
High School***

***Student Handbook
2019-2020***

***Together We Achieve
Excellence Beyond Expectations***



*Dartt Cross Road
Spencer, New York 14883*

607-589-7140

www.svecsd.org

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High School Staff**Office:**

M. Jewell – Principal
 R. Saggiomo - Assistant Principal / AD
 M. McKinery– Guidance Counselor
 J. Ashman – Guidance Counselor
 H. Perry – Secretary
 D. Frisbie – Guidance Secretary
 T. Valley – Nurse

Teachers:

K. Alpert – Instructional Support
 D. Bennett – Health
 J. Browne – Science
 J. Cole – Mathematics
 L. Domion – Health and PE
 W. Dove – English
 B. Elsey – Librarian
 L. Everetts – French/ Spanish
 M. Golden – Agricultural Education
 J. Kastenhuber – Social Studies
 A. McGee – Social Studies
 J. McGee – Instructional Support
 J. McIntosh - Art
 R. Meissner – Business
 D. Miller – Music
 R. Miller – Physical Education
 R. Miller III – Instructional Support
 R. Missal – Science
 T. Nash – Science
 R. Paasch – English
 M. Pena – Spanish
 E. Peters – Social Studies
 T. Sherwood – Science
 S. Sisson – English
 L. Tonjes – Mathematics
 M. Winnick – Mathematics
 K. Wixted – English

Teaching Assistants:

E. Brown – Instructional Support
 J. Clearwater – Instructional Support
 D. Rider – Instructional Support
 T. Dhuy – Instructional Support
 J. Leach – Instructional Support
 S. Marx – Library
 S. Quinn - Instructional Support
 M. Smith – Instructional Support

Cafeteria:

J. Carr – Manager
 D. Presher
 L. Barton
 B. Alpert

Custodians:

D. Grover
 J. Evans
 T. Price
 E. Wright

Spencer – Van Etten School District

VISION: Together We Achieve Excellence Beyond Expectations		
MISSION: We Promote Pride, Inspire Growth, & Foster Innovation		
GOALS		
<p>SVE will increase awareness, interest, and involvement by encouraging collaborative efforts to develop school spirit and community pride.</p>	<p>SVE will cultivate creative, problem solving, and future ready citizens through rich experiences and positive relationships.</p>	<p>SVE will invest in and support social-emotional well-being, academic growth, and community through meaningful connections.</p>
<p>WE BELIEVE:</p> <p>In a safe, respectful and trusting environment</p> <p>That all individuals can learn</p> <p>In pursuing excellence</p> <p>In human dignity</p> <p>In responsibility</p> <p>In positive involvement</p> <p>In communicating effectively</p> <p>In building healthy relationships</p>		
2019–2020 S-VE HIGH SCHOOL SMART GOALS (OBJECTIVES)		
<p>The Spencer – Van Etten High School will:</p> <ul style="list-style-type: none"> ▪ Have 50% of the student population earn a c-pass. (Calculate using each marking period total). <ul style="list-style-type: none"> ▪ Achieve an average mastery rate of 30% for all 10 Regents exams. ▪ Meet or exceed the regional and state passing rate for all 10 Regents exams. <ul style="list-style-type: none"> ▪ Achieve an average mastery rate of 55% for all final exams. ▪ Achieve an average mastery rate of 60% for each course - using final grade for the course. <ul style="list-style-type: none"> ▪ Achieve an Advanced Designation rate of at least 40%. <ul style="list-style-type: none"> ▪ Achieve a graduation rate of 100%. ▪ Meet or exceed the “chronically absent rate” of the state determined MIP (Measures of Interim Progress) for SVE High School. <ul style="list-style-type: none"> ▪ Have 93% of students participate in at least 1 extra-curricular activity. 		

Marking Periods

Marking Period	End Date	Report Card Date
1	October 18 th	October 22 nd
2	December 6 th	December 10 th
3	January 24 th	January 28 th
4	March 13 th	March 17 th
5	May 1 st	May 5 th
6	June 26 th	July 1 st

School Not in Session:

Date	Reason
October 14 th	Columbus Day
November 11 th	Veteran's Day
November 21 st	½ Day Parent/Teacher Conferences
November 27 – 29 th	Thanksgiving Recess
December 23 rd – January 1 st	Winter Recess
January 20 th	Dr. Martin Luther King Jr. Day
January 27 th	Staff Conference Day
February 17 th – 21 st	Mid-Winter Recess
March 12 th	½ Day Parent/Teacher Conferences
March 20 th	Mid-March Recess
April 6 th – 10 th	Spring Recess
May 22 nd – 25 th	Memorial Day Recess
June 25 th	Last Day For Students

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 at the attendance clerk and obtain a pass before

reporting to class.

4. All students leaving or entering the building must **sign in or sign out** in the attendance 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 may buy a complete lunch or bring their lunch and purchase milk and/or ala carte items.

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 front 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

Guidance services are an important part of the Spencer-Van Etten School system and are planned to help students make wise academic and personal choices. Counselor 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 guidance 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 guidance 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.

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

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 Application is completed and approved.

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 their backpacks, pockets or purses.

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, 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 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, MP3 players (and like) **will be used in approved area with ONLY one "ear piece."** **Sound from MP3 players and other 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 advisory period. 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.

Anyone who is not a regular staff member or student of the high school will be considered a visitor and must report to the office. Visitors will be required to sign in 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. Eligibility rules apply to library usage.

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 main 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 GSH list must remain in GSH for the entire class period. Students on the GSH list may only leave the GSH with a pre-signed pass from a staff member.
3. Students who are ***not*** listed on the GSH list may go to the library to "loungue" and are expected to follow all library rules.
4. Students are responsible to bring all work with them to GSH. Books and computers 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 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. There is a minimum two week period of revocation. *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 Principal. 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 two or more subjects 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.

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

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 guidance 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.

UNIT FAIL

9th grade students repeating an eighth grade course are allowed to leave the repeated subjects with a passing grade at 20 weeks plus the passing of the course final exam.

ELIGIBILITY/ PROBATION

In order to be academically eligible, students must be passing all subjects at the end of each six week marking period.

1. At the end of any six week marking period a student who is failing two (2) or more subjects will be ineligible. The student will be ineligible for any release from 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 not failing any courses.
2. Students who receive an incomplete must rectify the incomplete within **two weeks** of receiving the grade or they will be ineligible for the remainder of the marking period.
3. At the end of any six week marking period a student who is failing one class will be placed on probation. The student will be ineligible for any release from 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 **ONE** week if a form is presented to the office that shows the student is passing all classes. Otherwise the student will remain on probation until the next six week marking period provided he/she is not failing any courses.

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.

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:**

Participation in interscholastic athletics will be based on the following academic standards:

- Student athletes must be enrolled in at least six (6) subjects including physical education.
- The following academic eligibility standards must be met:
 1. In order to be fully eligible, students must be passing all subjects at the end of each six week marking period.
 2. At the end of any six week marking period a student who is failing one (1) subject will be placed on probation for two weeks and will follow the school probation guidelines.

** At the end of the two weeks, if the student is not passing the subject, the probationary period will be extended to the full six week marking period and the student must attend an after school study hall or face ineligibility.

3. At the end of any six week marking period, a student who is failing two (2) or more subjects will be ineligible to participate in any interscholastic athletic contest for a minimum period of 2 weeks from the effective date of the Eligibility List. If the student attends the after school athletic study hall during the ineligibility time period, the student may participate in contests as long as the student follows all guidelines for the athletic study hall.
4. It will be the requirement for each ineligible student to complete the appropriate form to document their progress to determine eligibility. This form can be acquired in the main office and must be completed.
5. Students ineligible for an entire sports season will not receive credit for that sport.

All ineligibility begins the first Wednesday after the end of the marking period.

4. **Behavior Expectations:**

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 effect 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.

1. The sportsmanship of athletes is measured by their:

- 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;
- Responsible conduct in the dressing room;
- Respect for the property of the school of their opponents;
- Respectful attitude toward officials and their decisions;
- Courteous attitude toward the opposing players;
- Cooperation with their teammates;
- Courage and fair-mindedness in defeat;
- Modesty in victory;
- Self-restraint in language on and off the field of play;

2. 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.

3. 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 Special Projects Coordinator's 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. <http://policies.svecsd.org/Shared%20Documents/0000%20-%20Goals%20and%20Objectives/0110-R-Sexual%20Harassment%20Req.pdf>

CODE OF CONDUCT

Summary

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.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as bare midriffs and see through garments are not appropriate. Under garments may not show in any way.
 - i. *The general guideline for appropriate dress is the showing of no breasts, belly or buttocks.*
3. Ensure that underwear is completely obscured with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats (including hoods) in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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 disciplinary action.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Students may be subject to disciplinary action, up to and including out of school suspension, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. 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.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness, missing or leaving school without permission.
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Falsely reporting incidents.
- D. Engage in conduct that is violent. Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, student, or any other person lawfully on school property or attempting to do so.
 2. Possessing a weapon.
 3. Displaying what appears to be a weapon.
 4. Threatening to use any weapon.
 5. Intentionally damaging or destroying including graffiti or arson, the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property.
 6. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, creed, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability as a basis for treating another in a negative manner.
 5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 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 school sponsored activity, organization, club or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Distributing, possessing, selling, smoking or using a cigarette, cigar, pipe, chewing or smokeless tobacco, vaping, electronic cigarettes or any simulation of the above.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
 12. Inappropriately using, possessing of, or sharing prescription, over-the-counter drugs, or drug paraphernalia.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include plagiarism, cheating, copying, altering records or assisting others in any of these actions.

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.**

REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee.

The Principal or his/her 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.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Disciplinary action, when necessary, will be **firm, fair and consistent** so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Penalties/Resolutions

Students who are found to have violated the district's code of conduct may be subject to the following penalties and/or resolutions, either alone or in combination.

- Oral warning
- Written warning
- Written notification to parent
- Parent contact by phone
- Detention
- In-school detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- In-school suspension
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school (Superintendent Hearing)
- Counseling
- Peer mediation
- C-Pass Review Committee
- Time out
- Referral to appropriate outside agencies (court, probation, DSS)
- Parent Conference

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any other person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

STUDENT SEARCHES AND INTERVIEWS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. In addition, the Board authorizes searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. For purposes of this section of the code, "public" shall mean all persons, including students, teachers and district personnel, when on school property or attending a school function.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

A. Prohibited Conduct

No person, either alone or with others, shall on school grounds and at school functions:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy, including graffiti or arson, school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation, sex or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.

13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Staff members shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

The entire "Code of Conduct" is available to view or download on the district website, WWW.SVECS.D.ORG. Click on the "District" link, and then "Board Policy". The policy is 5300.

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, and the stadium.