

BOQUET VALLEY CENTRAL SCHOOL DISTRICT



STUDENT AND PARENT HANDBOOK *2019-20 EDITION*

Adopted by the Boquet Valley Central School District Board of Education September 12, 2019

<http://www.boquetvalleycsd.org>

CODE OF CONDUCT TABLE OF CONTENTS

| | |
|----------------------------------------------------------|-----------|
| GLOBAL CONSENT FORM | 5 |
| INTRODUCTION | 6 |
| PREFACE | 6 |
| BELIEF STATEMENTS | 6 |
| CHAIN OF COMMAND | 7 |
| EQUAL OPPORTUNITY | 7 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) | 8 |
| ANNUAL IMPLEMENTATION PROCEDURES | 9 |
| STUDENT RIGHTS, RESPONSIBILITIES, AND DUE PROCESS | 10 |
| STUDENT RIGHTS | 10 |
| STUDENT RESPONSIBILITIES | 10 |
| DUE PROCESS RIGHTS | 11 |
| ESSENTIAL PARTNERS | 11 |
| PARENTS | 11 |
| TEACHERS | 12 |
| COUNSELORS | 12 |
| PRINCIPAL | 12 |
| SUPERINTENDENT OF SCHOOLS | 13 |
| BOARD OF EDUCATION | 13 |
| ATTENDANCE | 14 |
| EXCUSED | 14 |
| UNEXCUSED | 14 |
| EXCUSES | 15 |
| ARRIVAL/DISMISSAL | 15 |
| HIGH SCHOOL COURSE CREDIT (IN RELATION TO ATTENDANCE) | 16 |
| TARDINESS | 17 |
| STUDENT VOLUNTEER FIREFIGHTERS | 17 |
| STUDENT CONDUCT | 18 |
| DEFINITIONS OF PROHIBITED CONDUCT | 21 |
| PENALTIES, CONSEQUENCES, PROCEDURES | 22 |
| SUSPENSION FROM SCHOOL | 25 |
| PINS PETITIONS | 27 |
| ADMINISTRATIVE DECISION | 27 |
| OTHER PROHIBITED AREAS AND SPECIAL CONSIDERATIONS | 27 |
| STUDENTS AND PERSONAL ELECTRONIC DEVICES | 27 |
| DANGEROUS WEAPONS | 28 |
| OTHER VIOLENT ACTS | 29 |
| REPEATED SUBSTANTIAL DISRUPTION | 29 |
| SEXUAL HARASSMENT | 30 |
| REMEDIAL MEASURES IN ACCORDANCE WITH DASA | 30 |
| CONDUCT-CONSEQUENCE TABLE (CATEGORY 1-2) | 32 |
| CONDUCT-CONSEQUENCE TABLE (CATEGORY 3-4) | 33 |
| SEARCHES AND INTERROGATIONS | 34 |

| | |
|----------------------------------------------------------------------------------------|-----------|
| LOCKERS AND DESKS ----- | 34 |
| STRIP SEARCHES ----- | 35 |
| TREATMENT OF CELL PHONES ----- | 35 |
| DOCUMENTATION OF SEARCHES----- | 35 |
| POLICE INVOLVEMENT ----- | 35 |
| CHILD PROTECTIVE SERVICES INVESTIGATIONS----- | 36 |
| STUDENT DRESS ----- | 37 |
| SCHOOL COUNSELING ----- | 38 |
| ADD/DROP (COURSE CHANGES) ----- | 38 |
| GENERAL PROCEDURES AND RULES ----- | 39 |
| INTERSCHOLASTIC ATHLETICS ----- | 44 |
| ATHLETIC CONTRACT ----- | 45 |
| ATHLETIC PHYSICALS----- | 45 |
| TEAMS----- | 45 |
| HOME BASKETBALL GAME REGULATIONS ----- | 45 |
| OTHER SPORTING EVENTS REGULATIONS----- | 45 |
| TRANSPORTATION ----- | 46 |
| BUSSING BETWEEN CAMPUSES----- | 46 |
| BUS RULES----- | 48 |
| BUS DRILLS ----- | 49 |
| EMERGENCY CLOSINGS ----- | 50 |
| PASSING A SCHOOL BUS ----- | 50 |
| HOMEWORK ----- | 50 |
| PARENT PACKET----- | 53 |
| PARENTS WITH DISABILITIES----- | 54 |
| ACCESS TO DISTRICT RECORDS----- | 54 |
| ACCESS TO STUDENT RECORDS ----- | 54 |
| STUDENT PROGRESS REPORTS TO PARENTS ----- | 55 |
| PARENT CONFERENCES ----- | 55 |
| VISITORS TO SCHOOL----- | 55 |
| CONDUCT ON SCHOOL PROPERTY ----- | 56 |
| PUBLIC COMPLAINTS ----- | 57 |
| CHILD ABUSE IN AN EDUCATIONAL SETTING ----- | 57 |
| SCHOOL VOLUNTEERS----- | 57 |
| BVCS D BOARD OF EDUCATION----- | 57 |
| ANNUAL NOTIFICATIONS ----- | 59 |
| LIST OF NOTIFICATIONS TO PARENTS REQUIRED UNDER THE NO CHILD LEFT BEHIND ACT ----- | 59 |
| RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT DIRECTORY (FERPA)----- | 59 |
| NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS ----- | 61 |
| PARENTAL RIGHT TO REQUEST AND REVIEW INFORMATION REGARDING TEACHER QUALIFICATIONS----- | 62 |
| SPECIAL INSTRUCTIONS PROGRAMS ----- | 63 |
| PROGRAMS FOR STUDENTS WITH DISABILITIES ----- | 63 |
| ACADEMIC INTERVENTION SERVICES (AIS)----- | 63 |
| HOMEBOUND INSTRUCTION ----- | 63 |
| SUMMER SCHOOL ----- | 64 |

| | |
|----------------------------------------------------|-----------|
| HIGH SCHOOL CREDIT FOR COLLEGE COURSES ----- | 64 |
| SUPPORT SERVICES----- | 64 |
| ACCIDENT PREVENTION AND SAFETY PROCEDURES----- | 64 |
| STUDENT HEALTH SERVICES ----- | 65 |
| STUDENT PHYSICALS----- | 65 |
| IMMUNIZATIONS----- | 65 |
| AUTOMATED EXTERNAL DEFIBRILLATORS ----- | 65 |
| FIRST AID ----- | 66 |
| DISTRICT AND SCHOOL SAFETY PLANS ----- | 66 |
| FIRE DRILLS----- | 66 |
| SCHOOL FOOD SERVICES ----- | 66 |
| EXTRA_CURRICULAR ACTIVITES PROCEDURES ----- | 67 |
| EXTRA_CURRICULAR ACTIVITES DISCIPLINE ----- | 68 |
| EXTRA_CURRICULAR ACTIVITES APPEALS ----- | 71 |
| DEFINITIONS FOR CODE OF CONDUCT ----- | 72 |
| K-5 PBIS ----- | 77 |
| DIRECTORY INFORMATION ----- | 78 |
| COMPLAINT FLOW CHART ----- | 82 |
| INELIGIBILITY LIST CALENDAR ----- | 83 |
| CALENDAR ----- | 84 |

Boquet Valley Central School
2019-2020 School Year

Global Consent Form

Please list all children attending Boquet Valley Central School District

Only one form is required per family

Student Name: _____ Student Signature: _____ Grade: _____

Student Name: _____ Student Signature: _____ Grade: _____

Student Name: _____ Student Signature: _____ Grade: _____

Student Name: _____ Student Signature: _____ Grade: _____

Student Name: _____ Student Signature: _____ Grade: _____

Code of Conduct

Provided is the annual notification regarding the Boquet Valley Central School District Code of Conduct: According to the New York State Regents Action Plan a school district's Code of Conduct must be publicized and provided to all district families.

The Boquet Valley Central School District Code of Conduct can be obtained in digital format using the school district's website at the following address www.boquetvalleycsd.org. A hard-copy of the Code of Conduct booklet can be obtained from the school office upon request.

Yes ___ No___ We have reviewed and understand the District's School Conduct and Discipline Policy in addition to the District's Bullying Policy.

Yes ___ No___ We have reviewed and understand the Boquet Valley Central School Attendance Policy.

Yes ___ No___ I give permission for my child to participate in all field trips taken by his/her class or group for the 2019-2020 school year.

Yes ___ No___ I give permission for my child to be photographed or videotaped. It is understood that these photographs or videotapes may be used for presentations, news articles and/or Boquet Valley CSD Publications and Social Media for the 2019-2020 school year.

Yes ___ No___ Section 9528 of the No Child Left Behind Act of 2001 provides names, addresses, and telephone numbers to Military recruiters. For students in **grades 11 and 12 only**, do you consent to allow your child's name to be released?

Print Parent/Guardian Name: _____

Parent/Guardian Email Address: _____

Parent/Guardian Contact Info: Cell _____ Work _____ Home _____

Parent/Guardian Signature: _____ Date _____

I. INTRODUCTION

A. PREFACE

The Boquet Valley Central School District, in partnership with our Adirondack Community, will provide an excellent education that enables all students to achieve their potential in an ever-changing world.

Our school district will be a safe, secure environment conducive to the academic, social, and physical development of the community's children. We envision students leaving BVCS with a positive perception of lifelong learning, respect for others, and the ability to recognize opportunities for personal growth and success.

To promote the type of learning environment we envision and aspire toward, the District believes that students are accountable for conduct in reaching these goals. In such a social setting it is necessary to have established rules and regulations that can be consistently enforced. By establishing such rules, all school community members know the parameters within which they can operate, and they are informed of the consequences of inappropriate behavior.

This Code of Conduct serves as a convenient outline of most of the rules and regulations that govern Boquet Valley Central School District. All school district constituency groups are advised to carefully study the contents of this Code of Conduct to ensure familiarity of rules and procedures.

The Board of Education of the Boquet Valley Central School District has approved this handbook, and with it, the notion that all school district constituent groups will be held accountable for its contents.

B. BELIEF STATEMENTS

- All people have equal worth and must have the opportunity to develop to their fullest potential.
- Individuals are responsible for their actions.
- High expectations create an atmosphere that encourages high achievement.
- Every person has a right to an education, and schools must provide a positive learning environment recognizing that people learn in different ways.
- Education must promote respect for diversity and understand the effects that family life has on the development of students.
- Education must be a lifelong commitment to learning that is a shared responsibility of individuals, families, schools, and the community.
- Quality instructional leadership is essential to an effective educational program.
- New York State Standards of academic performance must be met and exceeded.
- Human and financial resources must be allocated to provide academic excellence.
- Standards of academic, community, and social behavior must be established, modeled, and upheld.
- Continuous improvement of programs, operations, and policies will be a focus to ensure success and growth of the organization.

C. CHAIN OF COMMAND

The Boquet Valley Central School Board of Education recognizes the right of community members to register concerns regarding school instruction, programs, operations, materials, and/or staff members. The main goal of the Boquet Valley Central School District is to resolve issues with only the parties involved, whenever possible. Public concerns about the school district will be directed to the proper administrative personnel.

Concerns about specific classroom practices shall be directed to the appropriate classroom teacher. If the matter is not satisfactorily settled, the complainant shall then contact the Principal. If there is no resolution on this level, the Principal shall then refer the matter to the Superintendent of Schools, if needed. The Superintendent shall refer the issue to the Board for final resolution, if necessary.

New York State's Dignity for All Students Act (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Concerns and reports of discrimination, harassment and bullying shall be directed to the Dignity Act Coordinator of each Campus, who shall investigate the allegations and refer to the Building Principal as appropriate. The DAC is trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. It should be noted that an action does not need to be a violation of the dignity act to violate the school code of conduct.

Dignity Act Coordinators for each building:

- Lake View Campus - Jennifer Melton
- Mountain View Campus – Tracy Cross Baker
- District Wide Co-Cordinator – Derek Payne

It is the responsibility of the DAC to help in resolving the problem/concern, and/or to refer the complainant to the next level of appeal. Matters involving specific classes, teachers, or school rules should be brought to an administrator's attention before an individual addresses the Board of Education.

All matters referred to the Superintendent and/or Board of Education must be presented **in writing to the District Clerk**. Concerns brought directly to the Board of Education or its members shall be referred to the Superintendent for investigation, report, and/or resolution.

See the **District Communication Chart** in the appendix of this handbook for more information.

D. EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The Boquet Valley Central School District will provide every student with equal educational opportunity regardless of a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender including gender identity and expression. Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

The Board further recognizes harassment is not always necessarily based upon a person’s actual or perceived characteristics and the Board seeks to protect every student from harm regardless of whether the student is a member of a specific category as set out above.

Further, the Board recognizes harassment can include acts that reasonably cause or can reasonably expect to cause a student to fear for his/her physical safety and it is the policy of the District to prevent and/or respond to such actions.

No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources.

The Principal is the designated district compliance officer, who will coordinate compliance with the nondiscriminatory requirements of Title IX of the educational amendments of 1972.

The designated Dignity Act Coordinator who will coordinate compliance with the Dignity for All Students Act (DASA) and all relevant regulations of the Commissioner of Education. This New York State law, Chapter 102 of the Laws of 2012, is intended to help ensure students are provided a learning experience that is free from bullying, cyberbullying, discrimination and harassment.

E. FERPA AND REQUEST FOR INFORMATION

The procedures for the confidentiality of students’ records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) (Buckley Amendment), its implementing regulations, and Commissioner’s Regulations. The district shall arrange to provide translation of the following notice to non-English speaking parents in their native language.

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

The parent/guardian of a student under 18, or a student 18 or older, has a right to inspect and review any and all official records, files, and data directly related to their children or themselves. This includes all material that is incorporated into each student’s cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessary limited to:

- Identifying data
- Academic work completed
- Level of Achievement (grades, standardized achievement test scores)
- Attendance
- Data scores on standardized tests
- Interest inventory results
- Health data
- Family background information
- Teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

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

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

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

In accordance with New York Education Law Section 3012-c (10), parents and legal guardians may request the final quality rating and composite effectiveness score for each of the teachers and for the principal of the school building to which their student(s) is assigned for the current school year. The District will also provide parents and legal guardians with an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings, and an opportunity to understand such scores in the context of teacher evaluation and student performance.

F. ANNUAL IMPLEMENTATION PROCEDURES

A committee comprised of students, parents, teachers, administrators, and a representative of the Boquet Valley Central School District Board of Education will review the Code of Conduct annually. Community members are invited to submit written suggestions or concerns regarding the Code of Conduct to the Principal. In addition, each spring an open forum will be held at which community members are invited to express concerns or make suggestions.

The BVSD Board of Education will consider recommendations for changes in the code each year. The amended code of conduct shall be approved by the Board of Education and prepared for distribution in the manner described below.

At the beginning of each school year the Code of Conduct will be distributed to each member of the school staff. An in-service education program shall be offered to review changes in the code and to discuss points of emphasis for the new school year. Staff and teacher training and/or training updates shall be conducted as required. Great emphasis shall be placed upon the need for cooperative effort in making the Code of Conduct's implementation a success.

Students in grades K-12 will receive a copy of the Code of Conduct. Students in grades 6-12 will attend a meeting with the Principal within the first two weeks of school to discuss the major highlights and changes to the Code

of Conduct. In the event that any 6-12 students miss this class meeting, a make-up date will be held. All new students will be provided a copy of the Code of Conduct with their registration packet

The Code of Conduct, including approved amendments, will be filed with the Commissioner of Education no later than 30 days after adoption.

II. STUDENT RIGHTS, RESPONSIBILITIES & DUE PROCESS

It shall be the right of students to:

- participate in a safe and orderly school environment free from bullying, harassment, cyberbullying, and discrimination, as well as verbal, written, or physical threats of violence regardless of a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender including gender identity and expression. Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms
- access school rules and expectations in print and digital format;
- gain equal access to all district-sponsored activities unless suspended following due process pursuant to Education Law §3214;
- present versions of facts and circumstances in instances of disciplinary matters and occurrences with other students and adults.

The Board further recognizes harassment is not always necessarily based upon a person's actual or perceived characteristic and the Board seeks to protect every student from harm regardless of whether the student is a member of a specific category as set out above.

Further, the Board recognizes harassment can include acts that reasonably cause or can reasonably expect to cause a student to fear for his/her physical safety and it is the policy of the District to prevent and/or respond to such actions.

It shall be the responsibility of students to:

- abide by all district policies, rules, and regulations and accept responsibility for their actions, and in doing so, contribute to the maintenance of an environment conducive to learning;
- work to the best of their ability in all academic and extracurricular pursuits;
- strive toward the highest level of achievement possible;
- hold themselves to the highest standard of conduct, demeanor, and sportsmanship;
- accurately report the circumstances of school-related issues, and seek help involving problems that might lead to disciplinary procedures;
- demonstrate regular school and class attendance;
- dress in accordance with standards established by the Board of Education;
- make constructive contributions to the school; and
- make an oral or written report of harassment, bullying or discrimination to teachers, administrator, and/or the Dignity Act Coordinator.
- speak up to staff member if they know that someone is harming themselves or considering suicide.

Due Process Rights: In situations involving misconduct, students shall have the opportunity to present their version of the facts and circumstances, and students will not be suspended unless their rights to due process, as identified in Education Law §3214, have been observed. The Principal (or designee) may suspend a student for a period of up to five (5) days. In cases of this type the Principal conducts an informal hearing with the student and other individuals who may have information concerning the situation. When a suspension is imposed the student and parent(s) are notified and a written record of the case is made. If the student and parent request, an informal conference will be held at which time the parent may question the person whose complaint initiated the suspension.

School personnel will identify problems and pursue appropriate, reasonable measures to affect student behavior. Parents, students, and school personnel must work together to ensure the maintenance of the proper atmosphere for learning. Our objective is to provide all students an equal opportunity to grow intellectually, ethically, socially, emotionally, and physically.

The responses to student misconduct are designed to be fundamentally fair without imposing unreasonable burdens upon school authorities or students. General requirements in all instances include:

1. Oral or written notice detailing the rules violation resulting in the conduct referral;
2. An opportunity for the referred student to tell his/her side of the story to the person whose responsibility it is to investigate the situation;
3. Explanation of the evidence of violation upon which action is being taken, should the student deny the infraction has occurred.

When a student is referred to an administrator or designee for appropriate action the administrator investigates the incident by meeting with the student and/or staff member, and additional students/staff as deemed necessary. Parental involvement ranges from written notification of the offense and consequence, to parent conferences with staff, student, and, if need be, outside agencies/authorities. A proper and accurate record of the offense and response is maintained for all incidences using the district's student data management system, SchoolTool.

III. ESSENTIAL PARTNERS IN EDUCATION

PARENTS – All parents are expected to:

1. recognize that the education of their child(ren) is a joint responsibility of the parents and the school community;
2. ensure that their child(ren) attend school as scheduled, ready to participate and learn, and provide written notification of any absences;
3. help their child(ren) understand that appropriate rules are required to maintain a safe, orderly environment as per the Code of Conduct;
4. know school rules and help their child(ren) understand them;
5. convey to their child(ren) a supportive attitude toward education and the District;
6. help their child(ren) deal with peer pressure in accordance with the Code of Conduct;
7. inform school officials of changes in the home situation that may affect student conduct or performance;

8. provide a place for study and ensure homework assignments are completed.
9. Make an oral or written report of harassment, bullying or discrimination to teachers, administrators, and/or the Dignity Act Coordinator.

TEACHERS – All district teachers and staff are expected to:

1. establish and maintain a safe, orderly, and stimulating school environment that emphasizes active engagement of students in the learning process;
2. maintain a climate of mutual respect and dignity that strengthens and promotes a student's confidence to learn;
3. know school policies and rules, and enforce them in a fair and consistent manner;
4. communicate to students, parents, and administration:
 - a. course objectives and requirements
 - b. marking/grading procedures
 - c. assignment deadlines
 - d. expectations for students
 - e. classroom discipline plan
5. communicate regularly with students, parents and other school staff concerning growth and achievement.
6. make an oral report within one school day and file a written report within two school days of witnessing or receiving a report of an act of harassment, bullying or discrimination to administrators and/or the Dignity Act Coordinator for investigation.
7. be prepared to teach.
8. Hold themselves to the highest standards as to be role models for the students.

**** Faculty member in closest to proximity of a concern is to address the issue.

COUNSELORS – All district counselors are expected to:

1. assist students in coping with peer pressure and emerging personal, social and emotional problems;
2. initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems;
3. regularly review with students their educational progress and career plans;
4. provide information to assist students with career planning;
5. encourage students to benefit from the curriculum and extracurricular programs.
6. engage with the DAC for proper guidelines and counseling methods to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, and gender identity and expression.

PRINCIPAL – The Principal and/or his/her designee is expected to:

1. inform all students and their parents of the Code of Conduct at the beginning of the school year;
2. promote a safe, orderly and stimulating school environment, supporting active teaching and learning;
3. ensure their accessibility to students, staff, and parents;
4. evaluate on a regular basis all instructional programs;
5. support the development of student participation in appropriate extracurricular activities;
6. be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly;

7. supervise a thorough investigation of all reports of harassment, bullying and discrimination with the Dignity Act Coordinator upon the direction of the Principal.
8. review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management;
9. inform the Board of Education about educational trends relating to student discipline;
10. work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs;
11. work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly; and
12. conduct or require the principal and/or the Dignity Act Coordinator to lead or supervise the thorough investigation of all reports of harassment, bullying and discrimination, and to ensure that such investigations are completed promptly.

SUPERINTENDENT OF SCHOOLS – It is the job of the Superintendent of Schools to:

1. promote a safe, orderly and stimulating school environment free from intimidation, discrimination and harassment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin. Ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. maintain confidentiality in accordance with Federal and State law.
7. address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
8. address personal biases that may prevent equal treatment of all students and staff.

BOARD OF EDUCATION – It is the job of the Board of Education to:

1. collaborate with student, teacher, administrator, parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and school authorized functions;
2. adopt and review the Code of Conduct at least once a year to evaluate its effectiveness & the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

IV. ATTENDANCE

Students enrolled at Boquet Valley Central School are required to attend for the entire time classes are in session and shall be respectful and orderly while in attendance. Each minor from ages six to sixteen is required to be enrolled in school. Students reaching the age of 16 during the school year must, by law Section §3205 – Title IV, Article 65, complete that school year.

Attendance is important and it is each student's basic responsibility as a member of the school community. Regular attendance is directly related to academic and career success.

When a student is ill or otherwise absent, parents/guardians are asked to phone the school's Attendance Officer and provide a written note on the day the student returns.

Lake View Campus 962-8244

Mountain View Campus 873-6371 ext 506

If a student is unable to attend classes due to illness or going home ill, then they are ineligible to participate in any extra-curricular activities for the rest of the day or evening.

A. EXCUSED ABSENCES

- Personal/Family Illness * **Parents notes will be accepted for up to a total of 5 absences only per school year. Beyond 5 days, in the discretion of the Superintendent or the Building Principal, a physician's note is required to substantiate as an excused absence.**
- Death in family
- Doctor, dentist, or other health-related appointments
- Required court appearance
- Religious observation
- College Visitation (a letter from the College is required)
- Unsafe travel/impassible roads
- Quarantine
- As approved by the District

B. UNEXCUSED ABSENCES

- Unexcused Absence: when a student is absent with the knowledge or consent, stated or implied, of the parent/guardian, for other than excused reasons.
- Unlawful Detention: this occurs when a student is absent with the knowledge or consent, stated or implied, of the parent or guardian, for other than excused reasons. Such absences as the following come under this heading: "visiting,, "vacation", "shopping", "babysitting", "work", "overslept", etc.
- Truancy: when a student, whose parent/guardian expects him or her to be in school, does not attend for other than excused reasons.
- Absences due to family vacation: While some family vacations may be educational in nature, extended absence for this reason may create an academic burden for the student and should be minimized. We

do, however, realize family schedules cannot always be matched with the school calendar. Advanced notice of the absence and collection of work will be missed is imperative. It is important to keep the district's attendance policy in mind when making such decisions.

Unexcused absences should be avoided. Unexcused absence and truancy are violations of law under the New York State Family Court Act. Such absences may carry a disciplinary consequence by the school. Under New York State Education Law, **parents** are responsible for the regular attendance of their children. Failure to comply with this may result in referrals to outside agencies in order to improve attendance concerns.

***Parents need to be mindful that a note from them can only excuse their child for up to a total of 5 absences. Beyond 5 days, in the discretion of the administration, a physician's note is required to substantiate as an excused absence. Otherwise the absences will be considered illegal and unexcused.**

C. EXCUSES

A written excuse, signed by the parent/guardian, which describes the reason for an absence, must accompany the student on his/her return to school. Such excuses are required for each individual absence and tardy. Absences not verified by a written excuse may be investigated. All unverified excuses will be recorded as unexcused on a student's permanent attendance record.

Students not submitting proper excuse notes will be admitted to classes for up to three (3) days. On the fourth day, the student will be referred to administration for possible disciplinary action.

Students attending CV-TEC programming:

- If a note for all day attendance is filed and signed by administration, the student must have a copy made of the form and that form must be handed to the Attendance Officer immediately afterwards.
- If a CV-TEC student has followed the proper procedure to drive themselves to the CV-TEC campus and the form has been signed by administration, the student must have a copy made and brought directly to the Attendance Officer.

D. ARRIVAL AND DISMISSAL

1. Arrival

To ensure a safe environment, all students in grades K-12 must enter the building in the morning through the main office doors (unless otherwise noted in each building).

Student Drop Off: Students should not be dropped off prior to established times as there is no supervision provided.

Lake View Campus 7:40

Mountain View Campus 7:45

Student breakfast will be available until 8:00 a.m.

The established attendance time is 8:00 am daily. Students who are late to school must report directly to the Main Office to obtain a late pass. Students in grades 7-12 are expected to be in their homeroom by 8:00 am daily.

2. Dismissal

- a. Students K – 5 not riding the bus will be dismissed through parent sign out as organized in each building
- b. Any students being dismissed from school prior to the end of the school day will be dismissed through the Attendance/Nurses office and must be signed out by a parent/guardian.

3. Late Arrival/Early Dismissal

Boquet Valley Central School **requires** a written note signed by the student's parent/guardian for any early dismissal from school and/or late arrival to school. It is recommended that the parent/guardian include the time of the appointment and the name of the person with whom the student has the appointment, such as the doctor or dentist. If this is not possible, please include a telephone number where a parent/guardian may be contacted for verification purposes.

If a student is expected to return to school after the appointment please include the estimated return time. For safety reasons, if someone other than the student's parent/guardian is to provide transportation, please include the name of this person.

E. HIGH SCHOOL COURSE CREDIT IN RELATION TO ATTENDANCE

***Studies show student who are absent more than 10% of the school year are at serious risk of lower reading and math skills as well as dropping out of school**

Failure to attend class daily may affect a student's grade and could result in loss of credit, referral to the school counselor, or a Pupil in Need of Supervision (PINS) referral through Essex County Family Court. Notification, as required by NYSED Commissioner's Regulations Section 104.1(i)(2)(vii) and Boquet Valley School Board Policy will be sent to parents/guardians when students reach each/any of the successive levels of course attendance (7 absences, 14 absences, 20 absences).

Students in grades 9-12 complete course requirements in an attempt to earn credits toward graduation. Such credits may be denied to students in relation to attendance.

For purposes of granting grade level promotion or denying course credit there is no difference between excused or unexcused absences. However, excused absences with medical documentation along with a "good faith effort" on the part of the student to keep up on missing work must be demonstrated. Students in grades 9-12 complete course requirements in an attempt to earn credits towards graduation. Such credits may be denied to student in relation to attendance. Consideration given to deny course credit or grade level promotion, based on attendance, rest with the Principal. Students must attend at least 85% of their classes per semester in a two semester course in order to earn credit towards graduation.

Consideration is given in regards to medically excused absences, but a 'good faith effort' on the part of the student to keep up on missing work must be demonstrated.

At 20 absences the student and their parent/guardian will be invited to attend a Credit Hearing with the Principal and teacher to determine if course credit is viable given the extreme absences. At this point course credit may be denied.

Students missing school for an extended time (more than two days) due to illness or family emergency may have class assignments collected by making arrangements with the counseling offices. Further, parents/guardians can request work by contacting their son or daughter's teacher, preferably by email.

It is the responsibility of the return student to see his/her teacher to make up missed work. Students should schedule time to take tests/quizzes missed during absences. **The school is NOT responsible for providing or grading student work during illegal absences.**

F. TARDINESS

Tardiness to school: For every 3rd illegal tardy to school, students will be assigned lunch detention or detention as assigned by the Principal. Students will receive a discipline consequence for every third tardiness to school. If no improvement is made the student will be referred to the Principal for further disciplinary action. Students should refer to the extracurricular code of conduct for potential consequences.

Tardiness to class: On the 3rd unexcused tardy to class, students will be referred to the Principal for discipline. Students will receive a discipline consequence for every third tardiness to class. Students are to arrive to class with needed materials and be prepared to work by the second bell. Any late passes should be given to the teacher upon arrival. Students will be given late passes for legitimate excuses only. The classroom teacher shall discipline tardy students. Repeated tardiness to class will be referred to the Principal for further disciplinary action.

- **NOTE**: If students are tardy more than ten (10) minutes to an individual class, teachers will count the student absent for reporting purposes of class attendance. Subsequent class absences due to tardiness may result in denial of course credit (see III.E). Disciplinary consequences may result.

G. STUDENT VOLUNTEER FIREFIGHTERS

Student volunteer firefighters may only respond to a fire call if parental consent has been given, and a written letter granting such permission is on file with the administration.

V. STUDENT CONDUCT

Boquet Valley Central School is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, conduct must be regulated on school grounds and at school functions.

The Board of Education expects 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.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary consequences shall be commensurate with their misbehavior and shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior.

There is a need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The examples of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students are expected to behave in a respectful and civil manner towards students and staff. Students are expected to follow school rules and policies as well as local and state laws. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties of their conduct.

Disciplinary action, up to and including suspension from school, may result if appropriate behavior is not demonstrated. Students are expected to behave in the manner listed below.

A. Engage in conduct that is **orderly**. Examples of orderly conduct includes:

1. walking in hallways;
2. making only reasonable noise;
3. using language or gestures that are appropriate for a school setting;
4. allowing for vehicular or pedestrian traffic
5. allowing for the normal operation of the school community;
6. Obtaining permission from the administrator in charge if you intend to be in the school building or on school property, other than during regularly scheduled activities. Participating in activities only in parts of the building that are under the direct supervision of a district employee.
7. Using computer/electronic communications responsibly, including only authorized use of computers, software, or internet/intranet account; accessing only appropriate websites; and abiding by the district's acceptable use policy.
8. Using the elevator with expressed written permission from the principal or nurse

B. Engage in conduct that is **subordinate** to staff or others. Examples of subordinate conduct includes:

1. complying with the lawful directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect;
2. obtaining permission from an administrator prior to leaving the school building during the school day;
3. attending any assigned detentions/disciplinary consequences and being prepared when you arrive.

- C. Engage in conduct that is **conductive to education**. Examples of conduct that are conducive to education include:
1. complying with the lawful directions of teachers, school administrators, or other school personnel in charge of students;
 2. arriving on time for school or class;
 3. being prepared for class.
- D. Engage in appropriate conduct 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.
- Examples of appropriate conduct include:
1. maintaining an appropriate noise level
 2. remaining seated
 3. refraining from touching any other student
 4. respecting that school rules and the District Code of Conduct is enforced on the bus
- E. Engage in appropriate conduct that does not interfere or disrupt the educational process in the school or a school function.

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

- A. Engage in conduct that is **disorderly**. Examples of disorderly conduct includes:
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 the school building or on school property, other than during regularly scheduled activities, without permission from the administrator in charge.
 7. Misusing computer/electronic communications, 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.
 8. Misuse of electronic devices (cell phone/smart watch etc.)
- B. Engage in conduct that is **insubordinate** to staff or others. Examples of insubordinate conduct includes:
1. failing to comply with the lawful directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect;
 2. leaving school without permission;
 3. skipping detention
 4. inappropriate use of electronic devices (cell phone/smartwatch ect.)
- C. Engage in conduct that is **disruptive**. Examples of disruptive conduct include:
1. failing to comply with the lawful directions of teachers, school administrators, or other school personnel in charge of students;
 2. being late for school or class; being unprepared for class.

Disciplinary action, up to and including suspension from school, may result if the following behavior is demonstrated:

F. Engage in conduct that is **violent**. Examples of violent conduct include:

1. committing an act of violence (such as hitting, punching, and scratching) upon a student, teacher, administrator, or other school employee or attempting to do.
2. possessing a weapon. Unless a student is authorized to do so by the Superintendent, law enforcement officials are the only persons authorized to have a weapon in their possession while on school property or at a school function.
3. displaying what appears to be a weapon;
4. threatening to use any weapon;
5. intentionally damaging or destroying the personal property of a teacher, other student, administrator, other district employee or any person lawfully on school property, or at that person's home or other property or in a public place, including graffiti or arson;
6. intentionally damaging or destroying school district property.

G. Engage in any conduct that **endangers** the safety, morals, health or welfare of others. Examples of such conduct includes:

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, harassment, bullying, and cyberbullying which includes a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, gender identity and expression. Gender identity is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth. Gender expression is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

The Board further recognizes harassment is not always necessarily based upon a person's actual or perceived characteristics and the Board seeks to protect every student from harm regardless of whether the student is a member of a specific category as set out above. Further, the Board recognizes harassment can include acts that reasonable cause or can reasonably expect to cause a student to fear for his/her physical safety and it is the policy of the District to prevent and/or respond to such actions.

5. selling, using or possession obscene material;
6. using vulgar or abusive language, cursing or swearing;
7. using and/or possessing a cigarette, cigar, pipe, electronic cigarette, "vape", chewing or smokeless tobacco or any other related paraphernalia ;
8. possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either "illegal substances" including inhalants, marijuana, synthetic marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs";
9. inappropriately using or sharing prescription and over-the-counter drugs;
10. gambling of any type;

- 11. indecent exposure is the exposure to others of the private parts of the body in a lewd or indecent manner;
 - 12. initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging/tampering with a fire extinguisher.
- H. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
- 1. Plagiarism- the practice of taking someone else's work or ideas and passing them off as one's own.
 - 2. Cheating- act dishonestly or unfairly in order to gain an advantage
 - 3. Copying- make a similar or identical version of; reproduce.
 - 4. Altering records- change or cause to change in character or composition, typically in a comparatively small but significant way to any academic or school-related record.
 - 5. Assisting another student in any of the above actions.
- I. Engage in off-campus misconduct that interferes, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but is not limited to, threatening or harassing students or school personnel through any means off campus, including cyber-bullying.

A. DEFINITIONS OF PROHIBITED CONDUCT

- 1. DISRESPECT: Rude and impolite behavior.
- 2. HARASSMENT and BULLYING: Means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that
 - a. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
 - b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
 - c. reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - d. occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.
- 3. CYBERBULLYING: Means harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication.
- 4. EMOTIONAL HARM: Means harm to a student's emotional well-being that takes place in the context of harassment or bullying through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.
- 5. INSUBORDINATION: Opposition to or disregard for direction given by any school personnel. Insubordination and/or disrespect can lead to suspension from school depending on the severity of the case.
- 6. LANGUAGE: Inappropriate language or gestures that convey innuendo or an explicit message.

7. **PUBLIC DISPLAY OF AFFECTION:** The physical demonstration of affection for another person while in the view of others. (Public displays of affection while on school grounds are inappropriate and will not be tolerated.)
8. **THEFT:** The act of taking something from someone unlawfully. (Stealing is a serious matter and anyone caught stealing may be reported to the State Police and suspended from school.)
9. **WEAPONS:** A tool used to apply force for the purpose of causing harm or danger to persons, animals or structures. No person shall have in his/her possession on school premises, including school buses, any knife, explosive, dangerous chemical, or other object which is not necessary for school activities and which is considered a weapon. Under the Federal GUN FREE SCHOOL ACT (PL 103-227) any student possessing or bringing to school a firearm shall be suspended from school for at least one year following a formal Superintendent's Hearing.
10. **FIGHTING:** Purposeful violent conflict intended to establish dominance over the opposition. Fighting is an inappropriate behavior. Students may be assigned In-School Suspension or Out-of-School Suspension depending upon the circumstances. Unprovoked assault may be followed by legal charges.
11. **TRUANCY:** Absence without knowledge and/or consent of parent/guardian. Truancy is a violation of New York State Education Law and is subject to disciplinary measures imposed by the school and by Family Court.
12. **LEAVING SCHOOL GROUNDS:** Students are not permitted to leave Boquet Valley Central School grounds without proper permission during the school day. A student who is transported in the morning by school bus to school and is dropped off at school may not leave school grounds before school starts. In the event that a student leaves school grounds without permission, a **parent/guardian and New York State Police will be contacted.**

B. PENALTIES/CONSEQUENCES/PROCEDURES

PLEASE NOTE: The administration reserves the right to alter any disciplinary action based upon individual circumstances.

The following rules will apply to any student who owes disciplinary consequences at the end of the school year:

- Graduating seniors **will not** be allowed to participate in the graduation ceremony
 - Returning students will be required to make up their owed consequences at the beginning of the next school year.
1. **DETENTION:** Teachers and Administrators may use **lunch detention** or **after-school detention** as a penalty for student misconduct in situations where removal of the student or suspension would be inappropriate. Whenever possible students and parents will have 24 hours notification. Students in grades 6-12 are responsible for notifying their parents of their scheduled detentions. Failure to report to an assigned detention without an acceptable reason and prior approval will result in additional consequences, including serving the original detention. Failure to follow the rules in detention may result in additional penalties which may include In-School Suspension.

2. SUSPENSION FROM TRANSPORTATION: Proper conduct on Boquet Valley Central School District school buses is mandatory. Bus drivers are expected to bring issues of bus misconduct to the Principal's attention. Students that present persistent conduct problems are subject to having their riding privileges suspended by the Principal or designee. In such cases the student's parent/guardian becomes responsible for seeing his/her child get to and from school safely.

A student suspended from the bus is not entitled to a full hearing pursuant to Education Law §3214. However, the student and parent/guardian will be provided reasonable opportunity for an informal conference with administrators to discuss the behavior and consequences.

3. SUSPENSION FROM ATHLETIC PARTICIPATION, EXTRA-CURRICULAR ACTIVITIES, AND OTHER PRIVILEGES: A student subjected to a suspension from athletic participation, extra-curricular activities, and/or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and parent/guardian will be provided reasonable opportunity for an informal conference with administrators to discuss the behavior and consequences.

4. ALTERNATIVE LEARNING CENTER: Part of the district's mission is to balance the need of students to attend school with the need for order in the classroom to establish an environment conducive to learning. School administration may place students who would otherwise be suspended from school as a result of misconduct in an Alternative Learning Center, a supervised room located in the building. A student subjected to placement in the Alternative Learning Center room is not entitled to a full hearing pursuant to Education Law §3214. However, the student and parent/guardian will be provided reasonable opportunity for an informal conference with administrators to discuss the behavior and consequences. A student serving in the Alternative Learning Center for any or all of the school day will not be able to participate in, spectate, or attend any athletics or extra-curricular events for that day.

A student who refuses to be placed in ALC may receive OSS

5. TEACHER DISCIPLINARY REMOVAL OF DISRUPTIVE STUDENTS: A **disruptive student** is a **student** who engages in classroom behavior that interferes with the process of teaching and learning. A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques.

These techniques may include practices that involve the teacher directing the student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include but aren't limited to:

- short term 'time out' in a classroom or administrator's office;
- sending a student to the Main Office or Principal's office for the remainder of the class period;
- sending the student to a guidance counselor or other district staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removal. On occasion a student's behavior may become disruptive. For purposes of this handbook a disruptive student is one in which the disruption is substantive to the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption to the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to five (5) days. The removal from class applies to the class of the removing teacher only. The teacher will provide the student with the materials and assignments being used in class as appropriate.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process the teacher must provide the student with an explanation for why he/she is being removed.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of relevant events within 24 hours.

The teacher must complete a district-established disciplinary referral procedures and meet with the Principal (or designee) as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal (or designee) is not available by the end of the same school day, the teacher must complete the discipline form in SchoolTool as soon as possible and meet with the Principal (or designee) prior to the beginning of classes the next school day.

Within 24 hours or on the next school day after the student's removal, the Principal (or designee) must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to meet informally with the Principal (or designee) to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The Principal may require the teacher who ordered the removal to attend the informal conference.

If, at the informal meeting, the student denies the charges the Principal (or designee) must explain why the student was removed and give the student and student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal or on the second school day following the removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal (or designee) may overturn the removal of the student from class if the Principal finds any one of the following:

1. the charges against the student are not supported by substantial evidence;
2. the student's removal is otherwise in violation of law, including the district's Code of Conduct;
3. the conduct warrants suspension from school pursuant to Education Law §3214 and a suspension is imposed.

The Principal (or designee) may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he/she is permitted to return to the classroom. Each teacher must keep a complete log for all cases of removal of students from his/her class. The teacher must enter this information in Schooltool. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the Principal or chairperson for the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

- C. **SUSPENSION FROM SCHOOL:** Suspension from Boquet Valley Central School is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. **A student suspend from school is responsible for all work missed while on suspension.** The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and Principal.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. SHORT-TERM SUSPENSION FROM SCHOOL -- 5 DAYS OR LESS

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The

suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the suspending authority. Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the suspending authority shall promptly advise the parents in writing of his decision. The suspending authority shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them by doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. LONG-TERM SUSPENSION FROM SCHOOL -- MORE THAN 5 DAYS

When the Principal determines that a suspension for more than five days may be warranted, he or she may call for a Superintendent's Hearing. The Superintendent shall give reasonable notice to the student's parents of their right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her direction, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record.

The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 30 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. PERMANENT SUSPENSION

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

D. P.I.N.S. PETITION

Boquet Valley Central School District may file a PINS (Person in Need of Supervision) petition in Essex County Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and/or treatment according to:

- a. Habitual truancy and not attending school as required by Part I of Article 65 of Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Habitual incompletion of work and consistent failing grades that put the students academic success in jeopardy

E. ADMINISTRATIVE DECISION

An Administrative Decision is based on all student information, prior behavior and encompassing circumstances.

VI. OTHER PROHIBITED AREAS AND SPECIAL CONSIDERATIONS

A. STUDENTS AND PERSONAL ELECTRONIC DEVICES

Boquet Valley Central School recognizes that there are personal equipment devices that have educational applications such as tablets, e-readers, calculators, voice recorders, digital camera and music listening devices. In some instances a "smart phone" may include applications that permit these functions. These devices shall be allowed to be used in the classroom if they are being used for an academic purpose and the use of the device has been **preapproved** by a teacher and an administrator. Preapproval is required for the use of these devices during a study hall. Under no circumstances should audio or video recording take place on a personal electronic device of any student, teacher, administrator, employee, or volunteer of the Boquet Valley Central School District.

The district also acknowledges that cellular phones, pagers, and 2-way communication systems can be a positive means to facilitate communication. However, the display and/or use of such devices can cause disruption to the educational process. Therefore, to prevent such disruption, the display and/or use by students of cellular phones (including "smart phones and smartwatches"), pagers, and 2-way communication systems and/or other

electronic devices shall be prohibited from the time students arrive at school until the end of the regular school day, **unless specifically permitted to be used by a teacher or administrator**. Such devices must be turned off and stored out of sight during this time period. This procedure pertains to all areas of the school building.

In emergency situations, exceptions to the prohibition of the use of cellular phones, teachers and administration may grant pagers and 2-way communication systems. Also, any student with an individualized education plan (IEP) or 504 plan that specifically requires the use of an electronic device may do so as specified.

Misuse of any of these electronic devices will result in consequences. All such equipment may be confiscated, tagged and held in the Main Office safe until the end of the school day.

First Offense: The student will turn in the device for the three (3) days. At the end of each day the student may pick up the device and the parent guardian may be called

Second Offense: The student will turn in the device for the five (5) days. At the end of each day the student may pick up the device and the parent/guardian will be called.

Additional Offenses: The student will turn in the device for the five (5) and a day of detention as well as additional consequences at the administrations discretion. At the end of each day the student may pick up the device

The Boquet Valley Central School is not responsible for the loss of any stolen or misplaced devices in any circumstance.

Mountain View Campus – The auditorium has been designated as the only acceptable location for use of electronic devices from 7:40am – 8:00am. Any abuse of this privilege may result in the privilege being revoked. There should be no taking of video, pictures, recordings or phone calls during this time.

Lake View Campus - The cafeteria has been designated as the only acceptable location for use of electronic devices from 7:40am – 8:00am. Any abuse of this privilege may result in the privilege being revoked. There should be no taking of video, pictures, recordings or phone calls during this time.

B. DANGEROUS WEAPONS IN SCHOOL

No student may have in his/her possession on school grounds, in a school vehicle or at a school-sponsored program, any rifle, shotgun, pistol, revolver, other firearm, explosive, knife, dangerous chemical, or any object which is not necessary for school activities and which could be used as a weapon.

A student bringing an explosive, knife, dangerous chemical, or any object which is not necessary for school activities and which could be used as a weapon to school will be subject to suspension from school for at least five (5) days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension.

The federal Gun-Free School Act (1994) requires that any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education

Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior discipline record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers, and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

C. OTHER VIOLENT ACTS

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, could be subject to suspension from school for at least five (5) days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension.

If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. REPEATED SUBSTANTIAL DISRUPTION/INTERFERENCE WITH SCHOOL PROCEDURE

Any student, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, may be suspended from school for up to five (5) days. For the purposes of this Code of Conduct, "repeated substantial disruption/interference" means engaging in conduct that results in the student being removed from the classroom.

If the proposed penalty is the minimum one-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the five-day suspension, the student and the student's parents will be given the same notice and opportunity given to students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day suspension on a case by case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

E. SEXUAL HARASSMENT

The District recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is

essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The District is committed to providing an educational and working environment that promotes respect, dignity, and equality, and that is free from all forms of sexual harassment. To this end, the District condemns and strictly forbids all forms of sexual harassment on school grounds, school buses, and at all school-sponsored activities, programs, and events, including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male, or female to female, it shall be in violation of this policy for any student, employee, or third party (school visitor, vendor, etc.) to sexually harass any student, employee or any other individual associated with the school.

In order for the District to effectively enforce this policy and to make prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

The District will treat allegations of sexual harassment against students like “harassment and bullying” in regards to reporting, reviewing and investigating such matters in compliance with the Dignity for All Students Act (DASA).

If, after appropriate investigation, the district finds that a student or an employee has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy, and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

F. REMEDIAL MEASURES IN ACCORDANCE WITH THE DIGNITY ACT (DASA)

DASA emphasizes the creation and maintenance of a positive environment for all students. This includes the development of measured, balanced, progressive, and age-appropriate responses to discrimination, harassment, and bullying of students by students and/or employees. Remedial responses should be included in the Code of Conduct and place the focus of discipline on discerning and correcting the reasons why discrimination, harassment, and bullying occurred. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. This is the prevention and ongoing education and training efforts by the district required by DASA to create an educational setting free from social patterns of harassment, bullying and discrimination.

Appropriate remedial measures may include, but are not limited to:

- Peer support groups;
- Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day;

- Corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience;
- Engagement of the student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed;
- Supportive intervention and/or mediation where constructive conflict resolution is modeled;
- Behavioral assessment or evaluation;
- Behavioral management plans or behavior contracts, with benchmarks that are closely monitored; and
- Student counseling and parent conferences that focus on involving persons in parental relation in discipline issues.

(Additional guidance in this area is available at The Dignity Act web page established by the SED DASA team at <http://www.p12.nysed.gov/dignityact/>)

BOQUET VALLEY CENTRAL SCHOOL

CONDUCT-CONSEQUENCE TABLE

| CATEGORY 1 OFFENSES | | CATEGORY 2 OFFENSES | |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------|------------------------------------|
| 1.1 Tardy to class | | 2.1 Truant from Administrative Detention | |
| 1.2 Class Misconduct | | 2.2 Inappropriate male/female conduct | |
| 1.3 Truant from Teacher Detention | | 2.3 Insubordination | |
| 1.4 Repeatedly unprepared for class | | 2.4 Truant from class | |
| 1.5 Swearing/Use of inappropriate language | | 2.5 Inappropriate behavior | |
| 1.6 Dress code violation | | 2.6 Disruptive behavior | |
| 1.7 Violation of Acceptable Use Policy | | 2.7 Leaving classroom without permission | |
| 1.8 Possession of objects unacceptable or distracting to the educational process (i.e. cellular phones, PEDs, etc.) | | 2.8 Any other offense deemed Category 2 by Administration | |
| 1.9 Any other offense deemed Category 1 by Administration | | 2.9 Repetition of Category 1 Offenses | |
| *Steps 1-4 to be addressed by teacher. | | | |
| CONSEQUENCES | | CONSEQUENCES | |
| Step 1 | Verbal warning | Step 1 | 3 Administrative Detentions |
| Step 2 | Parent Contact | Step 2 | 5 Administrative Detentions |
| Step 3 | 1 Teacher Detention | Step 3 | 1 day Alternative Learning Center |
| Step 4 | 2 Teacher Detentions | Step 4 | 3 days Alternative Learning Center |
| Step 5 | 3 Administrative Detentions | | |
| Step 6 | 1 day Alternative Learning Center | | |

ALL CONSEQUENCES ARE SUBJECT TO ADMINISTRATIVE DECISION.

BOQUET VALLEY CENTRAL SCHOOL

CONDUCT-CONSEQUENCE TABLE

| CATEGORY 3 OFFENSES | | CATEGORY 4 OFFENSES | |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 3.1 Unauthorized audio or video recording of a student, teacher, administrator, employee, or volunteer | | 4.1 Possession of/use of/under the influence of alcohol/drugs/controlled substances and/or drug paraphernalia | |
| 3.2 Truant from School | | 4.2 Harassment/Bullying/Intimidation/Menacing/Threats | |
| 3.3 Leaving school without permission | | 4.3 Assault | |
| 3.4 Possession/use of tobacco and associated products including Vaping and E-Cigarette products and paraphernalia (starts at step 3) | | 4.4 Fighting (punches thrown) | |
| 3.5 Minor vandalism | | 4.5 Flagrant insubordination | |
| 3.6 Fighting (short of punches thrown) | | 4.6 Sexual harassment (physical contact) | |
| 3.7 Forgery/cheating/plagiarism | | 4.7 Theft | |
| 3.8 Inappropriate behavior at extra-curricular activities, sporting events, assemblies, concerts, dances, etc. | | 4.8 Major Vandalism | |
| 3.9 Any other offense deemed Category 3 by the Administration | | 4.9 Possession of a dangerous weapon | |
| | | 4.10 Any other offense deemed Category 4 by the Administration | |
| CONSEQUENCES | | CONSEQUENCES | |
| Step 1 | 5 Administrative detentions | Step 1 | 3 days Out-of-School suspension |
| Step 2 | 1 day Alternative Learning Center | Step 2 | 5 days Out-of-School suspension |
| Step 3 | 3 days Alternative Learning Center | Note: A Re-Entry Meeting may be required before a student returns to school from an Out-of-School Suspension, with possible notification to and involvement of appropriate county or law enforcement agencies | |
| Step 4 | 5 days Alternative Learning Center | | |
| Step 5 | 3 days Out-of-School suspension | | |

ALL CONSEQUENCES ARE SUBJECT TO ADMINISTRATIVE DECISION

ALL REFERRALS ARE SAVED IN SCHOOLTOOL

AND COPIES ARE MAILED TO PARENTS/GUARDIANS UPON REQUEST

VII. STUDENT SEARCHES AND INTERROGATIONS

The District 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. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent of Schools, Building Principal, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. and B., 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.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. STUDENT LOCKERS, DESKS, AND OTHER SCHOOL STORAGE PLACES

The rules set forth 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. 7-12 students are provided with a locker for their use during the school day. It is expected that each student uses his/her locker on a regular basis.

B. STRIP SEARCHES

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket.

The Boquet Valley Central School District Board of Education **prohibits strip searches** and direct administrators to contact law enforcement.

C. TREATMENT OF CELL PHONES

Teachers and administrators are authorized to confiscate student cell phones that are being used in violation of the Code of Conduct. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone further, if warranted. Without a student's permission, teachers and administrators should not undertake a more extensive search until conferring with the Superintendent or school attorney for guidance.

D. DOCUMENTATION OF SEARCHES

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

E. POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

Boquet Valley CSD officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work.

Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

F. CHILD PROTECTIVE SERVICES (CPS) INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

VIII. STUDENT DRESS

All students are expected to dress appropriately for school and school functions at Boquet Valley CSD, as well as demonstrate personal cleanliness. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including clothing, accessories, backpacks and jewelry shall:

- Be safe, appropriate, and not disrupt or interfere with the educational process.
 - Not include items that are vulgar, obscene, libelous, or degrade others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
 - Not promote and/or endorse the use of alcohol, tobacco or any illegal substances, nor advertise gangs, profanity, weapons, or violence, have racial slurs or sexual innuendo.
- a. **TOPS:** Clothing for the top half of a person's body such as dresses, blouses, and shirts must cover the top of the shoulders, back and stomach. Shirts must be longer than the top of pants, shorts or skirts, but not exceed the length of the shorts/skirts. Tops must not reveal cleavage, chests, armpits, midriffs, bellies nor backsides. This applies to both genders. Strapless tops are not permitted. The combination of top shoulder straps on a shirt needs to be total of approximately 2 inches. The material of a garment worn needs to be thick enough to ensure that the students' body is properly covered, private and not able to be seen.
 - b. **BOTTOMS:** Skirts, dresses, and pants must be worn so undergarments and /or backsides don't show. Shorts, skirts and dresses must be long enough to reach mid-thigh when standing. Pants that are made of clingy fabric that conforms to a person's body must wear a top covering the person's derriere. The material of the garment worn needs to be thick enough to ensure the bottom half of the body is covered, private and not able to be seen.
 - c. **UNDERGARMENTS:** Undergarments of any type may not be visible, whether when standing or sitting down. This includes, but is not limited to, boxers, briefs, bras, sports bras, tank tops serving as bras and bathing suit tops.
 - d. **HATS:** Headgear is not allowed to be worn inside the building. Bandanas as headgear are prohibited for both males and females. Scarves may not be worn on the head during school. The exception is for religious headgear or for medical reasons, deemed appropriate as agreed to by the wearer and the school administrator.
 - e. **SHOES:** Footwear must be worn at all times. Shoes should have laces tied or secured so not to be a safety hazard. Slippers are not permitted
 - f. **SUNGLASSES:** Unless prescribed by a physician, sunglasses are not to be worn during the school day.
 - g. **PE/ATHLETICS: Physical education clothing must conform to the school dress code.** Practice uniforms must conform to the dress code to the extent it is possible, and as deemed appropriate by the coach. Extremely brief tops or shorts, sports bras worn as outerwear are not appropriate for the practice field, or in the gym, halls, or while training off campus, such as running in town or on the highways. Both male and female athletes will wear appropriate shirts or coverings while involved in practice and physical education classes.

- h. **Teachers may require appropriate attire to meet safety concerns related to class activities and field trips.** (closed toed shoes in shops and labs)
- i. **EXTRA-CURRICULAR:** Students attending school events such as dances, meetings and field trips will be expected to conform to the regular dress code. The advisor or school personnel in charge may make exception/additions as necessary.

All school district personnel responsible for the well-being of district students have the responsibility to inform students when they are not in compliance with the code. If necessary, clothes may be delivered from home, but often extra clothes in the student's regular locker or gym locker will suffice for the day. If a staff member informs a student they are not in compliance with the dress code, the student is expected to comply immediately.

IX. SCHOOL COUNSELING

The mission of the Boquet Valley Central School Counseling Department is to support the academic, social-emotional, and career development of all students. Services include group counseling, may include individual student counseling, student advisement, information & referral, mediation and guidance education.

The school's Counseling Department coordinates with teachers and parents to assist students in regards to academic achievement and career exploration, as well as addressing barriers to success.

The School Counselor can be reached at:
Lake View Campus (518) 962-8244
Mountain View Campus (518) 873-6371

Add/Drop/Course Change Procedure

The procedure for a student initiated Add/Drop/Course change is as follows:

1. Students meet with school counselor to discuss proposed changes. If the requested change is possible and appropriate, the student will be given an Add/Drop form to complete. **(Students are not permitted to leave a class and "walk into" the counseling office to discuss a change).**
 2. The student must complete the form and obtain all required signatures. This includes signatures from the teacher from the course that will be added or dropped, a parent/guardian, and the principal. The form should then be returned to the counselor for final approval.
 3. Students must follow their current schedules until they are informed that a change has been made.
- The deadline to add/drop Fall Semester/Full Year Courses is the 2nd Friday of the school year. The deadline to add/drop for the Spring Semester is the 1st Friday of the semester.

If a teacher, parent, counselor, or the Principal feels that the change is not appropriate, the change may not be granted.

Appeals will be heard by the Principal.

X. GENERAL PROCEDURES AND RULES

ALCOHOL, TOBACCO, AND OTHER DRUGS

Boquet Valley CSD is committed to providing a positive, healthy, and safe learning environment where students can develop fully according to their ability and interests. Therefore any student's involvement with alcohol, tobacco, or other drugs or related paraphernalia will not be permitted and may result in out-of-school suspension and/or referral to the State Police. The Alcohol, Tobacco and Other Drugs Policy is available for review in the Main Office.

ANNUAL DRILLS

The school district is obligated to conduct a tests each year, of its emergency plans, for sheltering and early dismissal. Transportation and communication procedures are part of the test. Parents/Guardians will be notified at least one week prior to such drill.

ASSEMBLIES

Students should proceed in a quiet, orderly fashion accompanied by their teacher. During the assembly program, students are expected to show respect and behave in an appropriate manner.

CAFETERIA

The cafeteria is operated on a non-profit basis in cooperation with the State and Federal Lunch Program. Prices will be announced. If you wish to bring your lunch to school, you will still need to eat in the cafeteria. You are expected to:

1. Follow all directions of the lunch monitors
2. Deposit all lunch litter in wastebaskets and recyclable materials into the recycling bin.
3. Return all trays and utensils to the dishwashing area.
4. Remain seated at your assigned table, unless you have permission to get up.
5. Keep all conversations to a low volume.

CLOSED CAMPUS

The Boquet Valley Central Schools operate as a closed campus. Once students arrive on campus it is expected by staff and parents that each student will remain on the campus until the end of the school day.

COMPUTER LAB

The computer lab is an academic space within our school. It is expected that there is an academic basis for all computer use. The computers are not to be used for games, social media, listening to music, or anything else that violates our Acceptable Use Policy.

ELEVATOR

Students allowed to use the elevator due to injury will be issued an elevator pass to accommodate their condition. Students may have a buddy and only one if deemed necessary when using the elevator. The pass will be obtained from and returned to the Nurse daily. Misuse of the elevator will result in a consequence. Elevator doors should be closed before walking away.

EVACUATION AND RELOCATION DRILL

The school district is obligated to conduct a test once a year, usually in the fall, of its emergency plan for the evacuation and relocation of all students. Students will be evacuated and relocated to safe locations throughout the community under the staff supervision. Such procedures are outlined in the school's Emergency Preparedness Plan.

FIELD TRIPS

Field Trips are a privilege, not a right, and should be considered an extension of the academic program. Students are to obey general rules of conduct required in school as they represent the school and the community. Parents will be notified at least 24 hours prior to any field trip.

FINANCIAL OBLIGATIONS

Financial obligations to the school must be paid in full by the close of school. This includes, but is not limited to: library books, textbooks, sports uniforms, cafeteria charges, etc.

FIRE DRILLS

Twelve total fire drills will be conducting during the course of the school year: 8 in the fall semester and 4 in the spring semester. Students are to make sure they know the primary and secondary escape routes for each room they are in during the school day. In the event of a fire drill, students are to immediately listen for directions from the nearest staff member. Students are required to remain silent during the entirety of the drill. The elevator is not to be used during a fire drill.

FUND RAISING

The Student Council will oversee the fundraising schedule. If assistance is needed, the principal or his/her designee will intervene. Fundraising for classes will be divided by academic marking periods.

Marking Period 1- Junior Class

Marking Period 2- Senior Class

Marking Period 3- Sophomore Class

Marking Period 4- Freshmen Class

The marking periods will officially begin on a Monday. Fundraisers must be approved by class advisors. A list of anticipated fundraisers should be provided to the Student Council. Other student clubs may fundraise with the permission of the Student Council.

FREE-READING BOOK

Students are required to have a free-reading book with them during the school day. If the student has completed all of his/her academic responsibilities, he/she is to read from the free-reading book. If the student finishes the free-reading book, they are to get another free-reading book as soon as possible. Teachers are encouraged to keep extra free-reading books in their classrooms.

GRADE PROMOTION AND PLACEMENT

Grade promotion and the placement of students within the District's instructional system shall be at the discretion of the school administration and shall be subject to review at any time. In making such decisions, the administrator or Building Principal will be guided by performance in class, past records, including various measures of student growth; parent and teacher recommendations; and any other appropriate sources of information. With regard to student placement decisions, parents may submit written requests for teacher

attributes that would best serve their child's learning needs; however, requests for specific teachers will not be honored.

Students typically begin their high school career with very few, if any, high school credits. In each subsequent year the student should earn an average of 6 credits. In order to successfully complete 9th grade and advance to 10th grade, the student must have earned a total of at least 6 credits. In order to successfully complete 10th grade and advance to 11th grade, the student must have earned a total of at least 12 credits. In order to successfully complete 11th grade and advance to 12th grade, the student must have earned a total of at least 18 credits.

GUM/FOOD/CANDY/DRINKS, ETC.

Drinks or food are not to be taken into or consumed in any classrooms, the gymnasium, locker rooms, office, library, study halls, rest rooms, or hallways before school, or between or during classes. Any gum/food/candy/drinks etc. that is confiscated by faculty will be disposed of. Exceptions may be established at the discretion of the faculty for special classroom events (birthdays, class parties, etc.). Water is allowed to be consumed during the school day at the discretion of the classroom teacher.

INSURANCE

School District policy mandates that all expenses for student injuries will be first referred to the parent/guardian's insurance company. Expenses not covered by the parent/guardian's insurance can then be referred to the insurance carrier of the school district (Pupil Benefits, Inc.)

Expenses not covered by either insurance company will become the final responsibility of the parent/guardian. Accidents must be reported in a timely manner. School insurance will not cover expenses for injuries, which occur as a result of horseplay or fighting.

LIBRARY/MEDIA CENTER

The school library exists for reading, quiet study, research and computer use. The librarian designates the number of students allowed from study halls each period. Use of the library is a privilege; the librarian can send students back to where they came from if their behavior is inappropriate. Students who go to the library must have a pre-signed pass. Students must sign out books using their full names.

Lending Policies:

K-1 students may take out one book at a time, Grade 2 may take out up to two books, Grade 3 may take out up to three books, and Grades 4 and up may take out up to four books. Students may be permitted to take out additional books on a case-by-case basis.

The lending period is typically two weeks, unless students are working on an extended assignment, in which case the due date can be extended at initial check-out. New items and DVDs can be loaned for one week. Materials may be renewed unless another student has reserved the book. Students do not need to have the items in hand in order to renew them.

Overdue:

Overdue notices are generated regularly, a minimum of once a month. Students will receive at least two notices at school before the library sends home a letter to the family. The letter will indicate the replacement cost of the book. If the library does not receive a response from the family, a letter from the Superintendent's office will be sent home with an invoice. Please note that once a letter has gone home from the library, students may not check out a new book until the overdue book is returned or replaced, even if they have not met their limit for book check-outs.

Lost/Damaged Books:

Students are responsible for replacing any lost or damaged books. Letters home will indicate the replacement cost of the book. Students will not be able to take out new books until the book is replaced or returned.

Age-appropriate Content:

Library books are generally shelved in separate sections for elementary and middle school/high school students. However, our K-12 library houses a variety of content for multiple grade levels, which can sometimes make it challenging to determine whether a book is appropriate for a particular student. The library uses recommendations from Amazon and Junior Library Guild to help in this process. We typically request a note from parents to grant permission to check out books that have sensitive content. In addition, if you have any concerns about appropriate content, or personal beliefs that prohibit your child from checking out particular books, we encourage you to communicate this to the library staff.

PLAGIARISM AND/OR CHEATING

Using and copying the work of others without formal acknowledgement is plagiarism and is illegal. This includes cheating on tests and other assignments. Students will be penalized academically based on teacher individual policy and behaviorally for plagiarism. Plagiarism will be discussed primarily in English courses, but all teachers are expected to discuss the issues surrounding plagiarism and cheating.

PASS SYSTEM

Passes are required whenever a student is in the hall during class time. School personnel may ask to see a student's pass at any time. Students should proceed directly to their destination. Students may not go to a destination for which they do not have a **pre-signed** pass, unless they receive written permission from a faculty or staff member. A pre-signed pass from a teacher is required for a student to leave a study hall to see a teacher. Students with a pre-signed pass may not leave that study hall until they receive verbal permission from the teacher.

If a student is found in the hallway without a pass, the student will either be asked to return to his/her destination and obtain a pass or they will be referred to the main office for disciplinary action. Signing someone else's name to a pass will be subject to disciplinary action. Students must use the sign out sheet to sign in and out of their assigned study hall.

9-12 Students – All National Honor Society members must be ready to show their identification cards whenever they are asked to do so by any staff member of the Boquet Valley CSD.

PHOTOCOPY MACHINES

Students are not permitted to make photocopies in any of the teacher areas. They may ask the office staff to use the office copiers.

9-12 Students may use the photocopier machine in the library with adult supervision

RECESS

Weather permitting, students in grades K-5 will be allowed to go outside during the recess time in accordance with State guidelines. In the event of inclement conditions, or temperatures dip below 15 degrees Fahrenheit with wind chill, elementary students will be provided with alternative recess arrangements indoors.

Grade 6-8 students will go outside during recess time. There will be an additional location for students who do not wish to stay outside during recess.

STUDENT COUNCIL

The purpose of the Student Council is to work with staff, administration, Board of Education and the community in the interest of our students. It is the responsibility of the Student Council officers to set up meetings with the administration when issues arise.

Any student in grades 9-12 may participate in Student Council. The Student Council will meet and provide notification of findings or action taken based on concerns that are brought to their attention.

STUDENT PARKING AND RIDES

Students are not authorized to park their vehicles in the school parking lots during normal school hours. Student drivers may not drive other students to other locations, including CV-TEC, during school hours or to or from extracurricular activities if they are participants in the activity, unless authorized to do so by the principal.

STUDY HALL

All study halls will be conducted in a manner conducive to planned study. All students are expected to bring materials necessary for 40 minutes of quiet study. Attendance will be taken. It is imperative that the whereabouts of a student is known at all times in case of an emergency. Study hall rules and procedures will be discussed in September of each school year. Headphones/ipods/mp3 players/etc. will be permitted during study halls if, and only if, work is being completed. The volume must be at a level where it cannot be heard by anyone else. If all assigned work is completed, students are expected to read their free-reading book.

TELEPHONES

Personal cell phones are not to be used during the school day, unless permission has been granted by a school administrator. Student may obtain a pass from a classroom teacher to use the phone in the main office or in the teacher's classroom if permission is granted by the teacher.

TEXTBOOK REPLACEMENT

All school textbooks are numbered and distributed by teachers at the beginning of the school year. Any textbooks found should be brought to the Main Office.

Students will be financially responsible for undue damage to reusable books. Students will pay for assigned books, which are damaged or not returned, at the end of the course.

VISITORS

Student visitors are only allowed with administrative permission. Parents who need to see their child during the school may do so by coming directly to the Main Office. The student will be called down to meet you in the office. A parent wishing to speak with a teacher should call the Main Office, leave a voice mail message or consider reaching that teacher via e-mail arranging a mutually agreed upon date for an appointment. When arriving at the school, the parent will wait for the teacher to meet them in the main office. Due to school safety concerns, Boquet Valley Central School adheres strictly to this policy.

WORK POLICY

Students may be granted permission to leave school for work purposes. Administration may allow all students to leave for work purposes providing the student has satisfied the following criteria:

1. Must be taking at least six (6) credits
2. Must be passing all courses
3. Must leave for work during study hall time when all classes for the day are completed
4. Must demonstrate legitimate need for the work experience. This must be in written form signed by the employer, parent/guardian and student

XI. INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes that interscholastic athletics for boys and girls is an integral and desirable part of the district's school educational program. The goals of the Boquet Valley Central School Interscholastic Athletic program are to promote:

- Teamwork and good sportsmanship,
- Responsibility to a commitment,
- Self-discipline,
- Respect for authority,
- Appreciation for individual differences in personalities and skill levels,
- Physical health and fitness
- Lifelong participation in healthy activities.

In addition to these goals, modified sports will have as its focus the teaching of fundamental skills and encouraging a broad-based participation regardless of skill level.

Student eligibility for participation on interscholastic teams shall include:

- Parent permission.
- Clearance by the school's physician.
- Completed Athletic Contract on file.
- Compliance with the school's Eligibility Policy.
- Endorsement by the Superintendent of Schools based on established rules and MVAC (Mountain Valley Athletic Conference) and State Education Department regulations.

A. ATHLETIC CONTRACT

All students playing at any competition level must sign an Athletic Contract; parents/guardians must also sign the Contract. Coaches will issue a copy on or before the first day of practice and students must return them signed before they can participate. Students must live up to the terms of the Contract or face possible suspension or dismissal from a team.

All students participating in extra-curricular athletics and their parents/guardians are required to attend the pre-season information meeting. Any student or parent/guardian who is unable to attend the meeting must meet with the Athletic Coordinator (or designee) before the student may participate in practices or games.

For additional details regarding eligibility to participate in athletics, please refer to the Athletic Code of Conduct. Be advised that the Athletic Code of Conduct may be updated to meet needs and requirements.

B. ATHLETIC PHYSICALS

All students participating in interscholastic sports must have a physical before they are allowed to practice or try out for a team. Physicals are conducted by the school physician or by the student's own family doctor. The physical is good for one calendar year. Any student who misses the scheduled physical exam must make arrangements with their own doctor to obtain a physical exam.

C. TEAMS

The following sports are played during the designated season and subject to annual review and approval by the Board of Education, to provide for necessary and appropriate budget allocations:

| | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------|
| <u>Fall Sports Season:</u> | Soccer (Varsity, Junior Varsity, modified; girls and boys) Cross Country (Varsity; girls and boys) |
| <u>Winter Sports Season:</u> | Basketball (Varsity, Junior Varsity, modified; girls and boys) |
| <u>Spring Sports Season:</u> | Softball (Varsity and Modified); Baseball (Varsity and Modified); Golf; Track and Field |

D. HOME BASKETBALL GAME REGULATIONS

Student spectators are to sit in the bleacher sections reserved for students; loitering in the entrance of the gym is not permitted. Students are to remain in their seats until half time or between games. Similar to school dances, students who leave the building will not be allowed to return unless they receive prior permission from a chaperone.

There is no tobacco or alcohol use allowed in school buildings or on school property or at off site home contests in accordance with New York State Law. Food or beverages are not allowed in the gymnasium.

Students in grades kindergarten through sixth grade must be accompanied by a parent or guardian at home basketball contests. Additionally, younger students may attend with the supervision of another responsible adult as designated by the student's parent or guardian.

Wandering in the building outside the gym area may be considered trespassing and result in disciplinary consequences.

E. OTHER SPORTING EVENTS REGULATIONS

Student spectators who attend BVCS outside sporting events should model safe, responsible and respectful behaviors. This means watching the game and being mindful of the other spectators around you. The behavior should be consistent with classroom behaviors and expectations. All comments for either team should be positive and respectful.

XII. TRANSPORTATION

Boquet Valley Central School District has adopted the following guidelines in compliance with state transportation laws. These rules apply at all times while on BVCS school buses, regardless of regular bus runs, sports trip, and/or field trips.

TRANSPORTATION PROCEDURE UPDATE

SHUTTLE BUS

The shuttle bus system will be used to transport students between The Lake View Campus and The Mountain View Campus in the morning and in the afternoon. **If the student walks to school or gets a ride to school, they must arrive on time to board the shuttle bus, there is no mechanism in place for the district to provide transportation. Parents will be responsible for transporting students who miss the shuttle bus to the respected campus.**

Pre-K Students:

All Pre-K students will be attending The Mountain View Campus. Parents can communicate directly with Director of Student Support Services to answer any transportation questions including drop-off and pick-up procedures.

Lake View Campus Grade K-5 Students:

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Lake View Campus at approximately 7:40 am. At

7:40, students will disembark the bus, enter the building and proceed to the cafeteria where breakfast will be available. This should be very similar to what has happened in previous years.

(Afternoon Procedure) Students will be dismissed at 3:00pm and board the bus based on their regular route then dropped off at their predetermined location (by the Transportation Supervisor). An adult must be present and visible to receive the student. This should be very similar to what has happened in previous years.

Mountain View Campus Grade K-5 Students:

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Mountain View Campus at approximately 7:45 am. At 7:45, students will disembark the bus, enter the building and proceed to the cafeteria where breakfast will be available. This should be very similar to what has happened in previous years.

(Afternoon Procedure) Students will be dismissed at 3:00pm and board the bus based on their regular route then dropped off at their predetermined location (by the Transportation Supervisor). An adult must be present and visible to receive the student. This should be very similar to what has happened in previous years.

Grade 6-8 (Students Residing in Lake View Zone):

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Lake View Campus at approximately 7:40 am. At 7:40, students will disembark the bus, enter the building and proceed to the cafeteria where breakfast will be available. This should be very similar to what has happened in previous years.

(Afternoon Procedure) Students will be dismissed at 3:00 pm and board the bus based on their regular route then dropped off at their predetermined location (by the Transportation Supervisor).

Grade 6-8 (Students Residing in Mountain View Zone):

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Mountain View Campus at approximately 7:40 am. At 7:40, students will disembark the bus, and immediately board the shuttle bus. The shuttle bus will depart at 7:45 sharp. At approximately 7:55, the bus will arrive at The Lake View Campus. Students wanting breakfast will enter the building and proceed to the cafeteria where breakfast will be available. Students not wanting breakfast may proceed to their locker.

If the student walks to school or gets a ride to school, they must arrive on time to board the shuttle bus for a 7:45 departure. There is no mechanism in place for the district to provide transportation to The Lake View Campus after 7:45 am. It will be the responsibility of the parent/guardian to bring the student to the Lake View Campus.

(Afternoon Procedure) Students riding the shuttle bus will be dismissed at approximately 2:45 pm and board the shuttle back to the Mountain View Campus. At approximately 3:00 pm students will arrive at The Mountain View Campus and board the bus based on their regular route then dropped off at their predetermined location (by the Transportation Supervisor).

Grade 9-12 (Students Residing in Mountain View Zone):

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Mountain View Campus at approximately 7:45 am. At 7:45, students will disembark the bus, enter the building and proceed to the auditorium where the breakfast cart will be available. This should be very similar to what has happened in previous years.

(Afternoon Procedure) Students will be dismissed at 3:00pm and board the bus based on their regular route and dropped –off at their predetermined location (by the Transportation Supervisor).

Grade 9-12 (Students Residing in Lake View Zone):

(Morning Procedure) Students will be picked up as part of a regular bus route at the predetermined location (by the Transportation Supervisor) and dropped off at the Lake View Campus at approximately 7:40 am. At 7:40, students will disembark the bus, and immediately board the shuttle bus. The shuttle bus will depart at 7:45 sharp. At approximately 7:55, the bus will arrive at The Mountain View Campus. Students wanting breakfast will enter the building and proceed to the auditorium where the breakfast cart will be available.

If the student walks to school or gets a ride to school, they must arrive on time to board the shuttle bus for a 7:45 departure. There is no mechanism in place for the district to provide transportation to The Mountain View Campus after 7:45am. It will be the responsibility of the parent/guardian to bring the student to the Mountain View Campus.

(Afternoon Procedure) Students riding the shuttle bus will be dismissed at approximately 2:45pm and board the shuttle back to the Lake View Campus. At approximately 3:00pm student will arrive at The Lake View Campus and board the bus based on their regular route then dropped off at their predetermined location (by the Transportation Supervisor).

Please contact either campus if you have questions.

Lake View Campus: 518-962-8244

Mountain View Campus: 518-873-6371

A. BUS RULES

All violations of rules will be treated seriously and students will be subject to disciplinary actions, which may include suspensions from riding the bus for a period of time. The school may monitor buses with video cameras.

1. Obey the bus driver's direction.
2. Sit facing the front of the bus.
3. Fighting, pushing, and shoving will not be tolerated on the bus.
4. Talk quietly. Screaming, shouting, loud talking, and obscene language will not be tolerated.

5. No eating, drinking or gum chewing is allowed.
6. All students must stay in their seats while the bus is moving.
7. Keep hands, head, and feet, as well as all belongings inside the bus.
8. The bus driver is authorized to assign student seating.
9. Students must have a written request signed by parent/guardian and presented to the Main Office, prior to the end of the school day, to ride a different bus or stay for a school activity.
10. An adult must be visible to the bus driver at a home before a K-6 student will be let off the bus or the child will stay on the bus and return to the school. Parents/guardians will then be called to come to the school to pick up their child.

B. BUS DRILLS

Bus drills are mandated by law to practice the safe evacuation of school buses in the event of an emergency. The following procedures have been established:

1. Drivers will be responsible for the evacuation of their buses.
2. The driver will issue the command for evacuation in an emergency.
3. Three evacuation paths are possible:
 - A. Front Door Evacuation
 - B. Rear Door Evacuation
 - C. Side Door Evacuation (when applicable)
4. Students will exit one at a time, in an orderly fashion. Older students are requested to assist younger students.
5. There will be no talking during the bus evacuation.
6. After leaving the bus, students will follow directions of the bus driver and remain 100 feet from the bus.

C. EMERGENCY CLOSINGS

The Superintendent of Schools may close school or dismiss students early for hazardous weather or health emergencies. Emergency closings are initiated only in extreme circumstances, in conjunction with local transportation and highway supervisors.

Boquet Valley Central School District utilizes the following media to announce a closing:

| | | | | |
|--------------------|-----------------------------------------------------------------------------|--------------|--------------|---------------|
| Radio: | WJOY 123 AM | WVMT 620 AM | WOKO 98.9 FM | WKOL 105.0 FM |
| | WIZN 106.7 FM | WXXX 95.5 FM | WEZF 92.9 FM | |
| Television: | WPTZ Channel 5 | | | |
| Website: | http://www.boquetvalleycsd.org | | | |

D. PASSING A SCHOOL BUS

Overtaking or passing a stopped school bus with red lights flashing is illegal at any time. In addition, state law also forbids overtaking or passing a stopped school bus in any school parking area whether or not lights are flashing.

Homework

The Boquet Valley CSD Board of Education believes that homework is an integral part of a student's education. In addition to the knowledge of subject matter derived from doing homework and the reinforcement of school learning, completion of such develops independent thinking and good work habits. Homework, along with regular study and review of class materials, is essential for making the most of one's educational opportunity.

1. PURPOSE

The Board resolves that meaningful homework is assigned to students for the purpose of reinforcing, supplementing, and/or reviewing concepts that have been or will be taught (School Law §14.32). Teachers should share with students the purpose of the homework assignment.

Teachers should consider the following when assigning homework:

- What is the knowledge I want students to acquire?
- What level of students' learning will completing the project require?
- Is this project worth the students' time?

Homework should be varied and interesting, and at an appropriate level of difficulty. Research suggests that homework assignments should be designed so that students can independently complete most of the task successfully. Modifications will be extended to students in accordance with Individual Educational Plans.

2. GENERAL GUIDELINES

It is important that students and parents understand that students should be assigned homework regularly and consistently. It is easier to get students in the habit of doing homework when schools and teachers establish a predictable pattern to assigning homework.

It should be understood that homework, as defined above, means more than just written assignments. Students also have a responsibility to read and study. Homework will be flexible.

To maximize its effectiveness, homework should be reviewed, collected, and returned to students for study purposes in timely fashion. Research shows that students who received specific feedback on their homework errors outperformed students who received only scores on their assignments.

3. TYPES OF HOMEWORK

To promote clear communication between students, teachers, and families the Board recognizes the different types of homework assignments:

Completion: To finish classroom work assigned during the school day. Examples: reading short sections of text; completion of math problems; completion of exercises such as comprehension questions; continue work on writing projects.

Preparation: To prepare for future learning, or for specific learning activities for the following day. Examples: gather information related to a topic of study; conduct interviews; use of planner to organize and manage tasks; study for quizzes and exams.

Application: To reinforce specific skills or to transfer learning to new concepts or situations. Examples: Review and drill of math operations; review and drill of spelling words; being read to, reading aloud, or reading independently to develop vocabulary and fluency.

Extension/Enrichment: To enrich learning experiences, enhance problem-solving skills, and/or integrate skills. Examples: project work; research; independent study; creative illustrations; PowerPoint presentations; science fair projects.

4. TEACHER RESPONSIBILITY

It is the teacher's responsibility to assign homework. The amount and nature of homework will be appropriate for age and grade level at all times, without sacrificing quality for quantity. Homework shall not be punitive or used as a disciplinary measure. Coordination and collaboration among teachers to manage overall levels of student homework is encouraged. Teachers are encouraged to permit students to begin homework before leaving class; studies indicate one of the most difficult aspects of completing homework is getting started.

5. GRADING & FEEDBACK

At all levels students will receive specific constructive feedback, in timely fashion, on their homework assignments. Although checking-off completion and grading are acceptable practices they do not alone meet the requirement to provide specific constructive feedback from student's homework assignments.

When absent from school, students must be given the opportunity to make up graded homework assignments that are used in the calculation of the student's academic average.

6. WEEKENDS, VACATION PERIODS AND PROJECTS

Homework of shorter duration may be assigned over the weekends with care taken to keep the length of the assignment reasonable.

Homework will not be assigned during the Thanksgiving, December holiday, February recess, Spring recess, or Memorial Day vacation periods.

Class and/or course projects with longer-term deadlines may need to be researched, constructed, or completed over the weekends and during vacations. Students should take care to plan and budget the time necessary to successfully complete projects.

7. TIME FRAME

To promote mutual understanding as to the time expectations for homework at each grade level, the following time frame guidelines are established; they gradually increase from one grade to the next to promote consistent academic expectations and growth.

| | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kindergarten | Homework limited to an average of 10 minutes per day. Parents will be encouraged to set aside time to read to their child and practice basic math concepts on a regular basis. |
| Grade 1 & 2 | Homework limited to an average of 20 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 3 | Homework limited to an average of 30 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 4 | Homework limited to an average of 40 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 5 | Homework limited to an average of 50 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 6 | Homework limited to an average of 60 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 7 | Homework limited to an average of 70 minutes per day, inclusive of reading and practice of basic math facts. |
| Grade 8 | Homework limited to an average of 80 minutes per day, inclusive of reading and practice of basic math facts. |
| Grades 9-12 | Homework will be limited to an average of 90 minutes per day, but no more than 120 minutes per day at most, inclusive of reading and the practice of basic math concepts. |

8. STUDENT RESPONSIBILITY

Students have a responsibility to complete homework assignments in timely fashion. Students are expected to be diligent in organizing homework assignments by keeping track of due dates, obtaining the necessary

paper/materials for assignments, and returning homework assignments to teachers upon the given due date. Students are encouraged to seek out the help of their teacher if a homework assignment is not clear.

9. PARENT RESPONSIBILITY

Homework provides an opportunity for parents to learn of the school's educational goals. Parents who support, encourage, and monitor homework assignments and provide conditions at home conducive to the successful completion of their child's homework help secure their child's academic potential.

10. COMMUNICATING THIS POLICY

Teachers will provide specific information to students and parents regarding homework at the start of the school year. Teachers will include homework expectations that conform to this policy, in writing, at the Open House event held each September.

PARENT PACKET

- Parents with Disabilities
- Access to School District Records
- Access to Student Records
- Student Progress Reports to Parents
- Parent Conferences
- Visitors to Schools
- Conduct on School Property
- Public Complaints
- Child Abuse in an Educational Setting
- School Volunteers
- Board of Education Information
- Annual Notifications

PARENTS WITH DISABILITIES

Parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the District, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

Requests for accommodations should be directed to the Superintendent or Building Principal at least ten (10) business days prior to the scheduled activity or program. Such requests should include a description of the parent's needs and the specific accommodation they are requesting.

ACCESS TO DISTRICT RECORDS

Often, parents, students and other community members may want to have specific information about the schools in this district. Interested persons may inspect and/or request copies of school district records at the Office of the Records Access Officer, Superintendent or District Clerk during regular business hours (8 A.M. to 4 P.M.).

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the Records Access Officer, who will provide information regarding fees and the number of copies available. (For more information, please see BVCS D policy #3310.)

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review (your child's) (your) education records within 45 days of the day the District receives a request for access.
1. Parents or eligible students should submit to the Superintendent a written request that identifies the records they wish to inspect. The Superintendent will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of (your child's) (your) education records that you believe are inaccurate or misleading.
3. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading by writing the Superintendent, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
4. If the District decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.
5. The right to consent to disclosures of personally identifiable information contained in (your child's) (your) education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or

a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

6. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

STUDENT PROGRESS REPORTS TO PARENTS

Boquet Valley Central School's formal reporting system includes quarterly report cards, 5 week interim reports and/or forms developed by the professional staff and issued periodically. Scheduled conferences between parents and teachers, and interim reports will be issued as needed or required. Parents are urged to visit the school and to meet with guidance counselor and teachers whenever necessary. Please schedule all such visits in advance.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Parent Conferences will be formally held by the end of the first marking period. Parents will be notified in advance of the date and available times so a convenient appointment can be arranged.

Parents should feel free to request a conference with their child's teacher at any time. Parents may initiate a conference by calling the school office and making an appointment with the teacher. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Open Houses are also scheduled during the year by individual grade levels. This is a time for parents to be a part of a specific project, mini-program or activity involving their child. Open Houses are not a time to discuss individual students.

VISITORS TO SCHOOL

In order to be certain that all of our students are safe, we need to be sure parents, family members and other visitors are aware of and adhere to the sign in and out procedures. All visitors to the school must report to the main office, state the purpose of the visit, sign the visitor's register and obtain a visitor's pass which must be displayed at all times. Any person visiting the school during school hours (7:40 a.m. - 3:00 p.m.) for any reason must:

- Report directly to the main office.
- Sign the Visitor Sign In/Out Sheet.
- Obtain and affix a "Visitor Tag" if you will be entering the building beyond the lobby.

- Obtain permission to enter the building beyond the lobby.
- Wait in the lobby unless directed otherwise.
- Return Visitor Tag and sign out of the building when exiting

Parents are encouraged to visit the school periodically during the course of the school year. Unless they have a specific reason and prior approval from the Superintendent, student visitors from other schools are not permitted to enter school buildings.

CONDUCT ON SCHOOL PROPERTY

The Boquet Valley Central School District expects a high standard of conduct from its students, faculty and staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the District and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

No person, either alone or with others, shall:

1. willfully injure any other person or threaten to do so;
2. willfully damage or remove district property;
3. disrupt the orderly conduct of classes, school programs or other school activities;
4. distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality, religion, or sexual orientation, appear libelous, disruptive to the school program or obstruct the rights of others;
5. intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age or disability;
6. enter upon 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 these rules apply;
8. violate 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 any school-related function;
10. smoke or use tobacco on district property;
11. possess or use firearms and/or other weapons, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district);
12. loiter on or about school buildings or grounds;
13. gamble on school premises;
14. refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties;
15. willfully incite others to commit any of the acts herein prohibited; and/or
16. violate any federal or state statute, local ordinance, or Board policy. **** Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

PUBLIC COMPLAINTS

Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher. If the matter is not settled satisfactorily, the complaint should be directed to the Principal and, if necessary, to the Superintendent.

Complaints regarding District programs, instructional or library materials, operations and/or staff members, should be directed to the Superintendent who will provide the proper paper work to file a complaint. Some complaints may require different procedures. Any school office including the Superintendent's office can provide information regarding specific processes to be followed for making a complaint. Additional information can also be found in Board Policy #3230, available in the Superintendent's Office.

CHILD ABUSE IN AN EDUCATIONAL SETTING

Students have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parents who believe that their child has been abused by employees or volunteers of the District should immediately notify the Superintendent of their child's school. The appropriate law enforcement authorities will be notified if there is reasonable suspicion that an act of child abuse has occurred. The parent of the alleged child victim will be promptly notified when someone other than the parent submits a report of alleged child abuse in an educational setting.

SCHOOL VOLUNTEERS

Persons wishing to volunteer must contact the Superintendent or Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify three non-family member personal references. The Superintendent or Building Principal shall be responsible for ensuring that all references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character. No volunteer shall be permitted to have unsupervised direct contact with students. For additional information, please refer to the District's School Volunteers Policy (#3150)

BOQUET VALLEY CENTRAL SCHOOL BOARD OF EDUCATION

Who are the members of the Board of Education? They are unpaid public officials elected by the voters of the school district to take formal legal actions and assume the major responsibilities for the operations of the schools. These people are members of the community, who have taken on the additional task of Board membership in order to provide leadership for the welfare of District students.

The members of the Boquet Valley Central School District Board of Education are:

| | | |
|----------------|-------------------|----------------------|
| President | Mr. Philip Mero | |
| Vice President | Mr. Alan Jones | |
| Member | Ms. Karen Demuro | Ms. Heather Reynolds |
| Member | Ms. Dina Garvey | Ms. Suzanne Russell |
| Member | Ms. Sarah Kullman | |

Meetings of the Board of Education

In order to perform its duties in an open and public manner, and in accordance with state law, the Boquet Valley Central School District Board of Education holds regular board meetings each month (with occasional exception) at 6:00 P.M unless noted otherwise. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in the education of District students. Please check our website (www.boquetvalleycsd.org) for meeting dates, and additional BOE information.

The regular monthly Board of Education meetings begin at 6:00 PM unless otherwise noted and to establish the following meeting dates for the 2019-2020 school year: DATE TYPE CAMPUS

| DATE | TYPE | CAMPUS |
|---------------------------|---------------------------------|---------------|
| Thursday, July 25, 2019 | Regular | Lake View |
| Thursday, August 8 | Regular | Mountain View |
| Thursday, August 22 | Regular | Lake View |
| Thursday, September 12 | Regular | Mountain View |
| Thursday, October 10 | Regular | Lake View |
| Thursday, November 14 | Regular | Mountain View |
| Thursday, December 12 | Regular | Lake View |
| Thursday, January 9, 2020 | Regular | Mountain View |
| Thursday, January 23 | Budget | Mountain View |
| Thursday, February 13 | Regular | Lake View |
| Thursday, February 27 | Budget | Lake View |
| Thursday, March 12 | Regular | Mountain View |
| Thursday, March 26 | Budget | Mountain View |
| Thursday, April 23 | Regular | Lake View |
| Tuesday, May 12 | Public Budget Hearing & Regular | Mountain View |
| Tuesday, May 19 | Annual Budget Vote & Election | Mountain View |
| Thursday, June 11 | Regular | Lake View |
| Thursday, July 9 | Reorganization & Regular | Mountain View |

The annual election shall take place in May. Polls will be open during the hours of Noon to 8:00 PM. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Annual Notifications

Under federal and state law and regulations, written notice of the following must be provided at the beginning of each school year:

- The Boquet Valley Central School District's Code of Conduct
- Parents' rights under the Family Educational Rights and Privacy Act (FERPA) regarding access to student records and student directory information.
- Notification of Parental Rights to Withhold Certain Information from Military Recruiters.
- Student Privacy.
- Parental Right to Request and Review Information Regarding Teacher Qualifications.
- Pesticide application on school property including the procedures for requesting 48-hour advance notice prior to all applications on school property.

Notification Under Special Circumstance

Under the federal No Child Left Behind Act of 2001, schools receiving Title I funds are required to provide parents with notification if their child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. The following notification is only required to be sent under the aforementioned circumstances; it is not required to be provided at the beginning of each school year.

- Notification to Parents When Teacher Has Taught Child for more than Four Weeks and is not Highly Qualified

List of Notifications to Parents Required Under the No Child Left Behind Act

Please note: These notifications do not apply to all districts. The five (5) bullets listed below DO NOT apply to the Boquet Valley Central School District for this school year.

- Notification to Parents of Schools Identified as in Need of Improvement
- Notification to Parents of Schools Identified for Corrective Action
- Notification to Parents of Schools Identified for Restructuring
- Notification of Eligibility for Supplemental Educational Services
- Outline of Notification for Unsafe School Transfer Choice

Rights Under the Family Educational Rights and Privacy Act Directory

NOTIFICATION OF RIGHTS PURSUANT TO THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent a

written request that identifies the records they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading by writing the Superintendent, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
3. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this “directory information.” However, you must do so in writing within ten (10) business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form (below) and return it to the Superintendent.

Respectfully,

Joshua R. Meyer
Superintendent

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Dear Parent or Eligible Student:

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within ten (10) business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Superintendent.

Please do not release directory information without my prior consent.

\_\_\_\_\_  
(Parent/Guardian or Eligible Student Signature)

\_\_\_\_\_  
(Date)

## **Parental Right to Request and Review Information Regarding Teacher Qualifications**

Dear Parents and Guardians:

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the Boquet Valley Central School District, you have the right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- Requests for information about the qualifications of your child's teacher(s) can be directed to Scott Osborne, Superintendent (962-8244). All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

Respectfully,

Joshua R. Meyer  
Superintendent

## **Special Instructions Programs**

- Programs for Students with Disabilities
- Academic Intervention Services (AIS)
- Homebound Instruction
- Summer School
- High School Credit for College Courses

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

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact Mrs. Nelly Collazo, Chairperson of the Committee on Special Education ((518) 873-6371).

### **ACADEMIC INTERVENTION SERVICES (AIS)**

The Boquet Valley Central School District shall provide Academic Intervention Services (AIS) to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with District assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Principal who is the coordinator of Academic Intervention Services. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the District will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

### **HOMEBOUND INSTRUCTION**

A student who is temporarily unable to attend school for at least two (2) weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the superintendent, school nurse, or guidance counselor if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction.

Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the District will arrange for home instruction for the time periods prescribed by law. A parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

## **SUMMER SCHOOL**

A high school student who fails a course may be eligible to attend summer school to earn credit or retake a Regents exam. A student can take up to two academic courses during the six-week summer school program. In order for a student to attend summer school for any course, he or she must pass a minimum of two marking periods or earn a final average of at least 50 percent in that course.

## **HIGH SCHOOL CREDIT FOR COLLEGE COURSES**

High school credit will be awarded to students who enroll in and complete approved courses offered by accredited colleges and universities, as follows:

1. A student who wishes to participate in college courses must meet specific academic, grade level and course-work requirements as set forth by the Superintendent.
2. A student must get approval from the Superintendent prior to enrolling in a course he or she wishes to submit for high school credit. The course content, equivalency of instruction, and time requirements must be approved in advance by the Superintendent. In the case of students with disabilities, the above must also be approved by the Committee on Special Education (CSE).
3. One high school credit will be awarded for a three- or four-credit college course.
4. Students must receive a passing grade in the college course in order to receive high school credit.

## **Support Services**

- Accident Prevention and Safety Procedures
- Student Health Services
- Student Physicals
- First Aid
- Automated External Defibrillators
- District and School Safety Planning
- Fire Drills
- School Food Services

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students and employees of the District while on District property.

All students and members of the school community must:

1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds; and
3. observe the 15 mile per hour speed limit on school grounds.



### Eye Safety Devices

Eye safety devices are provided for all students, instructors and visitors who are engaged in or observing the use of materials or equipment which may potentially damage eyesight.

## **STUDENT HEALTH SERVICES**

School nurses monitors the health of all students in the school and is the liaison between the school and various health agencies. All students are required to have an updated emergency card on file in the Health Office. This card should be filled out completely and signed by the parent or guardian. The Main Office should be advised of any changes in address, phone numbers, and emergency contact person(s).

Lake View Nurse: Carol Schwoebel 962 - 8244

Mountain View Nurse: Tracie Gay 873-6371 option #2

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

Administration of Medicine in School (section 916 Education Law)

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

- Bring a note from his or her parent/guardian which gives the nurse permission to store the medication for the student's use, releasing the Board and its employees of liability for the administration of medication.
- Give the nurse a doctor's order with instructions about dosage, times given, etc.
- Bring a copy of the prescription.
- An adult must bring the medication to school in the original container.

## **STUDENT PHYSICALS**

In accordance with the New York State Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school in grades 1, 3, 7 and 10. Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by October 1st of the school year, the school physician will complete a student's physical. Students wishing to participate in an interscholastic athletic program may also need to have a physical examination. Please see, Interscholastic Athletics, for further information.

In accordance with law, the school will provide vision, hearing, and scoliosis screening.

## **IMMUNIZATIONS**

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenza Type b (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates.

For more information on health issues, contact the school nurse.

## **AUTOMATED EXTERNAL DEFIBRILLATORS**

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

## **FIRST AID**

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

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

## **DISTRICT AND SCHOOL SAFETY PLANS**

The Boquet Valley Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the District. These plans are intended to define how the District and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the District office.

## **FIRE DRILLS**

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

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher.

Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

## **SCHOOL FOOD SERVICES**

All students will receive one (1) free breakfast and one (1) free lunch as part of their school day. All charges listed below are for additional meal choices.

2019-2020 Pricing:

| MEAL                    | K – 5 Grade | 6 – 12 Grade | Adult  |
|-------------------------|-------------|--------------|--------|
| Complete Breakfast      | \$1.75      | \$1.75       | \$2.50 |
| Breakfast Single Entrée | \$1.50      | \$1.50       | \$1.75 |
| Complete Lunch          | \$2.25      | \$2.50       | \$4.00 |
| Lunch Single Entrée     | \$2.00      | \$2.25       | \$2.50 |
| Single Milk             | \$0.65      | \$0.65       | \$0.65 |

Our school cafeteria now operates under the NutriKids electronic payment system. NutriKids is a secure system that enables the students and faculty to enter in a PIN number to immediately and confidentially access their accounts, upon entering the PIN, all transactions are monitored.

Students are expected to pay for their meals in full each day. Parents are encouraged to pre-pay using the NutriKids system. The system will monitor the account balance, and parents will be notified if the balance is low. Parents may also request that snacks are not included in your child's pre-pay balance. LUNCH CHARGING:

- Only in emergency situations, students will be allowed to charge their meal.
- Any funds provided will be applied to the negative balance before other purchases may be made. When a negative balance occurs parents will be notified.
- Breakfast is available to students in the cafeteria beginning at 7:40 A.M.

Free and reduced meal applications are available anytime throughout the school year. Please contact the main office for additional information.

## **Extracurricular Activities Eligibility Procedure:**

Extracurricular activities are available to Boquet Valley Central School students, ranging from sports to clubs. These activities are not part of the established school curriculum and student participation is completely voluntary. At Boquet Valley Central School, participation in extracurricular activities by students is a privilege, not a right.

Boquet Valley Central School sets forth a number of requirements which must be complied with in order to become and remain eligible for participation, and each coach, advisor or facilitator may establish and enforce standards of behavior applicable to the particular activity. Eligibility to participate in extracurricular activities may be suspended for violation of these requirements.

Extracurricular activities include, but are not limited to, athletic events, school-sponsored clubs or interest groups, honor societies, and trips, tours, competitions, performances, and other similar activities.

### **Criteria for Participation in Extracurricular Activities**

In order to participate in any extracurricular activity, all students enrolled in the Boquet Valley Central School must:

1. maintain required levels of academic performance as per the Boquet Valley Central School guidelines (listed below).
2. attend school on the day(s) of any event/activity that they wish to participate in;
3. fulfill any and all requirements for participation in the specific activity, including but not limited to, obtaining parental permission, having a health examination, meeting any financial obligations, preparing materials;
4. abide by any rules or conditions which are specific to the activity itself.

Additionally, the Boquet Valley Central School and administration believe that participants in extracurricular activities are representing our school and our community. Participants are expected to conduct themselves respectfully and responsibly at all times.

# DISCIPLINE RULES AND INELIGIBILITY LIST FOR EXTRA-CURRICULAR/ATHLETICS

All school personnel subscribe to the belief that the primary purpose of the District's mission is to support and strengthen the academic and civic education of its students. It is also universally recognized that, while extra-curricular and athletics contribute to the whole development of the child, meeting academics obligations are of primary importance and must be met before participating in school endeavors outside of the school day.

Both behavior and discipline outcomes, as well as academic ineligibility may contribute to athletes not being able to participate in athletic or extra-curricular events. Please see below.

## **Behavior**

- Students with consistent inappropriate behavior may be considered ineligible even if passing all classes. This determination will be made by the Principal.

## **Detention**

- Student must first serve their detention prior to participating in any extra-curricular/athletic activity.
- Once served, the student may participate unless a coach or advisor further limits their participation.

## **Suspension**

- Students cannot participate in or attend extra-curricular activities (plays, dances, banquets, fundraisers, etc.) or athletics on the day that they are scheduled to serve an ISS or an OSS.
- If an incident is under investigation and no one has been placed on suspension, then those involved are free to participate until a ruling is made.

## **Ineligibility List**

- All Students in good academic standing are eligible to participate in all extra-curricular activities offered at BVCS D.
- A Student is ineligible to participate in extra-curricular activities when they are failing two or more subject areas.
- At the completion of each 5 weeks, every student receives either a 5 week progress report or a 10 week report card that shows their grades in all of their classes. The grades that are on these student reports are the grades that will be used to determine the ineligibility list. If a student is NOT failing two or more classes on either of these reports, then they are academically eligible for the next five weeks.

- At the completion of each 5-week marking period, students who are failing two or more subjects will be deemed academically ineligible. Once a student is academically ineligible, **they will remain ineligible for a minimum of two weeks.** After serving two weeks of ineligibility, students' grades will be checked in **ALL** classes. If a student is still failing two or more classes, then the student must serve the next three weeks on the ineligibility list until the completion of the 5 or 10 week marking period. If a student is not failing two or more classes at this time, then they are off the ineligibility list for the next three weeks until the completion of the 5 or 10 week marking period.

- During the two week period of ineligibility, the student is to continue attending team practices and games but will not participate in the sporting event. They are to remain in civilian attire that is appropriate for a student-athlete. If a student is still ineligible after two weeks, that student will NOT attend practices or games for the next three weeks. If a student becomes ineligible by way of their fourth quarter report card, then that student will begin the ineligibility process when they return to school the following school year.

- A weekly Grade report will be generated and delivered to the Academic Counselor via e-mail. This report will include all students that currently have any grade of a 69 or below. The Academic counselor will attempt to assist the student with a plan to improve their grades and avoid academic ineligibility.

### **NOTICE**

It is the responsibility of each student and their parent(s)/guardian(s) to monitor their grades through the parent portal and communication with their teachers. The Academic Counselor is available to assist the student in their efforts to avoid Academic ineligibility. Academic eligibility is the sole privilege and responsibility of the student.

### **Violation of Established Policies:**

Violation of established school district policies and regulations may lead to suspension or prohibition from participation in such activities in addition to other disciplinary action, including suspension or expulsion from school.

Examples of policy violations that may result in suspension of extracurricular activity privileges and/or suspension or expulsion from school include, but are not limited to, the following: drugs and alcohol, harassment, bullying, hazing, violence, weapons/dangerous instruments, insubordination, terrorist threats, or illegal activity. Disciplinary action will be decided upon by extracurricular advisors and the administration.

### **Notification to Students and Parents**

With the commencement of each extracurricular activity, the advisor, coach or facilitator shall inform students and parents/guardians of any requirements or standards of behavior to be met. Students and their parents/guardians shall sign and return a statement that they have read and understand the extracurricular requirements and behavior standards. This statement must be returned signed by the student and his/her parent or guardian prior to participation.

### **Sanctions for Inappropriate Conduct**

Students enrolled in the Boquet Valley Central School District who are found to have violated any policies or regulations for student conduct established by the Boquet Valley Central School District and its administration shall be suspended from participation in all extracurricular activities for a period of time and may be subject to more severe discipline, including suspension or expulsion from school. Additionally, students suspended or

expelled from school for violations of other rules of conduct or policies may not participate in any extracurricular functions including tryouts, practices and meetings.

Violations occurring during Junior High (Grades 7-8) will be cumulative during the student's junior high career and will not be carried forward as he/she enters the High School. Similarly, violations occurring during High School (Grades 9-12) will be cumulative throughout the student's High School career culminating in graduation from Boquet Valley Central School. Sanctions shall be imposed only after careful consideration. The decision of the school administration in these matters shall be final and not subject to appeal.

**First Violation:** Students shall be suspended from participation in all events, performances, activities, contests and competitions, including tryouts, practices and meetings, for forty-five (45) calendar days.

This will be reduced to twenty (20) calendar days if the student (and preferably a parent) volunteers to take part in a 2-3 session educational assessment/screening addressing the issues which have resulted in said consequences.

A student who is honest and admits, when first questioned, his/her involvement with alcohol, drugs, or tobacco will have a seven day reduction from the initial 45 day suspension in the participation penalty

If the athlete attends assessment/screening/counseling they must attend practices and may be eligible to participate in practices during the reduced suspension based on coach and athletic director approval.

The athlete must also address the coaches and team prior to resumption of participation. Status as a Captain will be revoked for the remainder of the season and the student-athlete will be ineligible for all school awards or league/sectional all-star awards.

**Second Violation:** Students shall be suspended from participation in all events, performances, activities, contests and competitions, including tryouts, practices and meetings, for ninety (90) calendar days and must complete mandatory assessment/education/counseling by competent counseling staff. This may be done in-house or on a referral basis, depending upon available resources. If this is the second offense in less than a year, the student-athlete will be removed from the team until consequences are complete.

**Third Violation:** Students shall be suspended from participation in all events, performances, activities, contests and competitions, including tryouts, practices and meetings, for one calendar year.

**Fourth Violation:** Students are no longer welcome to participate in extracurricular activities at Boquet Valley Central School. If involved in modified athletics, the student may advocate for resumption of participation when eligible for varsity play.

Special Circumstances – The Athletic Coordinator, in counsel with the School Superintendent, has the authority to impose consequences of greater magnitude if he/she feels the athlete has not learned from said consequences, has not made corrective changes in behavior or is not willing to carry out the prescribed restorative measures. The Athletic Coordinator may also impose a greater level consequence if the athlete has been deceptive or untruthful prior to determination of guilt and consequences. Student-athletes that

have violated the former codes will move on to the next, more severe consequence, in the event of a violation of this contract

**APPEALS PROCESS:**

1. A written appeal must be presented to the Athletic Coordinator within five days of the initial ruling.
2. The student shall have the privilege of representation
3. The Appeals Committee (Athletic Coordinator, Guidance Counselor, Principal) shall render a decision within five (5) day, in writing, to the student and parents/guardians.

NOTE: Students may face school based discipline concerns if the student has violated the Code of Conduct

NOTE: Sanctions will begin on the day the violation is substantiated by the administration.

Coaches, advisors and facilitators of any Boquet Valley Central School-related extracurricular activity are encouraged to work closely with those students whose suspected inappropriate behaviors are of concern, particularly if such conduct may not be known to the students' parents/guardians or the school administration. Behaviors which involve harassment, bullying, hazing or violence are of particular concern, as well as those related to involvement in illegal activity and substance abuse by students. Coaches, advisors and facilitators are required to report alleged violations to the administration in a timely manner. Coaches, advisors and facilitators are further encouraged to enlist the aid of parents/guardians, school administrators, and counselors to ensure the future well-being of the student(s) concerned and of all students enrolled in the Boquet Valley Central School.

## DEFINITIONS OF TERMINOLOGY FOUND IN THIS DOCUMENT

For purposes of this code, the following definitions apply:

“Ammunition” means ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm. As defined by the Gun Free School Act (18 USC Section 921 (17))

“Behavior Management System” means a process or system of consequences for behavior that is developed and monitored by staff in a particular building or program which is used by staff and students in order to monitor and improve student behaviors.

“Boquet Valley Central Schools Function” means any Boquet Valley Central Schools-sponsored extracurricular event or activity, or a Boquet Valley Central Schools sponsored work site/internship.

“Boquet Valley Central Schools Property” means any owned or leased equipment, building, structure, playground, parking lot or land contained within the real property boundary line of the Boquet Valley Central District schools or centers or in or on a Boquet Valley Central Schools supervised school bus.

“Building Administrator” means a certified administrator who is responsible for the supervision and management of any Boquet Valley Central Schools site.

“Color” the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race

“Committee on Special Education (CSE)” means the committee on special education, subcommittee on special education, or other multidisciplinary team of the student’s home school district.

"Dangerous Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches (2 1/2") in length. The penal code of the State of New York (Section 265.000) shall be used to determine what is considered a weapon (Penal Law Sections 265.01- 265.06).

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent



the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law Section 11[4] and Executive Law Section 292[21]).

“Disciplinary Change in Placement” means a long term suspension or removal by the home school district of a student with a disability from his/her current educational placement that is either for more than ten consecutive school days or for a period of ten consecutive school days or less if the student is subjected to a series of suspensions or removal that constitute a pattern because they accumulate to more than ten school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

“Disruptive Student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Emotional Harm” that takes place in the context of “harassment or bullying: means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9- B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law Section §§11[4] and 1125[3]).

“Ethnic Group” means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

“Firearm” as defined by Gun-Free School Act (18 USC Section 921) means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any “destructive device” (i.e., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices).

“Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).

“Harassment/bullying” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse including cyberbullying as defined in Education Law §11(8), that

a. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or

b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or

c. reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or d. occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purpose of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11[7])

"Cyberbullying" means harassment/bullying, as defined above, through any form of electronic communication.

"Home school district" means the student's school district of residence.

"Individualized Educational Program (IEP)" means a written statement developed, reviewed and revised in accordance with Section 200.4 of the Regulations of the Commissioner that includes the components specified in Section 200.4(d)(2) of the Regulations to be provided to meet the unique educational needs of a student with a disability.

"Individuals with Disabilities Education Act (IDEA)" means the Federal laws related to the education of students with disabilities.

"Itinerant Teacher" means a certified staff member who provides specialized services, such as hearing, vision, or other educationally related services to students and is not assigned to one program or building. These teachers usually travel to various district sites in order to deliver specialized services. Itinerant teachers are expected to adhere to the building and/or program parameters for discipline of each location in working with students attending that school unless otherwise authorized.

"Long Term Suspension" means a suspension of more than five consecutive school days.

"Manifestation Determination" means a review of the relationship between the student's disability and the behavior subject to disciplinary action that is conducted by the Committee on Special Education (CSE) of the student's home school district.

"National Origin" means a person's country of birth or ancestor's country of birth.

"Non-violent Crisis Intervention" means those techniques that enable staff to maintain control in an unlimited number of crisis situations through calm, confident actions that help staff defuse the disruptive student and reduce the chance for physical injury to all who are present. In non-violent

crisis intervention, the emphasis is always on the staff's primary responsibility, the care, welfare, safety and security of our students and staff. Physical restraint is only used when all verbal techniques have been exhausted and the individual's actions are escalating toward physical aggression. Even when physical control is used, it is used in such a way to control and protect students.

"Other Administrative, Managerial, and Technical Staff" means those individuals who are responsible for central office operations and/or specialized instructional or administrative management services who provide support and/or oversight to various Boquet Valley Central Schools programs and/or to component districts.

"Plagiarism" is the use or close imitation of the language and ideas of another author without appropriate citation, and representation of them as one's own original work. This includes copying from electronic sources (from the World Wide Web), even with minor alterations.

"Race" means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

"Religion" means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

"Religious Practice" means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"Sex" means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

"Sexual Orientation" means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).

"School Property" means, unless otherwise designated, the location of any Boquet Valley Central Schools program or service, within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of Boquet Valley Central Schools.

“Short Term Suspension” means a suspension of five or less consecutive school days.










“Student Support Service Personnel” means any staff member who provides direct educationally related services and/or assist students in coping with peer pressure and emerging personal, social, emotional and physical problems. These services are provided by psychologists, social workers, counselors, school counselors, ESL teachers, hearing teachers, vision teachers, mobility teachers, speech teachers, occupational or physical therapists.

“Violent Student/Act” means a student under the age of 21 who:

- 1) Commits an act of violence upon a school employee, or attempts to do so.
- 2) Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- 3) Possesses/displays, while on school property or at a school function, what appears to be a weapon.
- 4) Threatens, while on school property or at a school function, to use a weapon.
- 5) Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- 6) Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18USC 921 for purposes of the Gun Free School Act. It also means any other gun including but not limited to: BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, army knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument material or substance that can cause physical injury or death when used to cause physical injury or death.

“Weight” means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

| Header                |  Classroom (includes Abuse, Art PE)                                                                                                                                                                                                                                                                  |  Hallway                                                                                                                |  Playground                                                                                                                                        |  Bathroom                                                         |  Cafeteria                                                                                                                   |  Library                                                                                                                            |  Assembly/Field Trip                                                                                                                                                                                                                                |  Bus                                                                                                                      |  Emergency Situations                                    |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Be Safe</b>        | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Enter quietly</li> <li>-Hands &amp; feet to self</li> <li>-Sit in desks</li> <li>-Keep all chair legs on floor</li> <li>-Keep aisle clear</li> <li>-Push in chairs</li> <li>-Dress for school</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay to the right</li> <li>-Hands &amp; feet to self</li> <li>-Do not open outside doors for anyone</li> </ul>                                    | <ul style="list-style-type: none"> <li>-Walk on basketball on grass</li> <li>-Hands and feet to self</li> <li>-Stay on playground</li> <li>-Play safe</li> <li>-Inform staff of problems</li> <li>-Dress for the weather</li> </ul> | <ul style="list-style-type: none"> <li>-Wash hands</li> <li>-Go! flush, wash</li> <li>-Use only one or two paper towels</li> </ul>                 | <ul style="list-style-type: none"> <li>-Wait quietly</li> <li>-Stay seated until dismissed</li> <li>-Clean up after self</li> <li>-Hands and feet to self</li> <li>-Enter and exit quietly</li> </ul>           | <ul style="list-style-type: none"> <li>-Walk, enter and sit quietly</li> <li>-Hands &amp; feet to self</li> <li>-Sit at tables</li> <li>-Keep all chair legs on floor</li> <li>-Push in chairs when leaving</li> </ul> | <ul style="list-style-type: none"> <li>-Enter quietly</li> <li>-Follow directions</li> <li>-Hands &amp; feet to self</li> <li>-Stay with chaperone</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>-Sit in seat</li> <li>-Face forward</li> <li>-No eating or drinking</li> <li>-Use quiet voices</li> <li>-Keep aisle clear</li> <li>-Hands and feet to self</li> </ul> | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Be silent listen and follow directions</li> <li>-Find and stay with adult</li> </ul> |
| <b>Be Respectful</b>  | <ul style="list-style-type: none"> <li>-Raise hand to speak</li> <li>-Use quiet voice</li> <li>-Put things where they belong</li> <li>-Help others/share</li> <li>-Be honest</li> <li>-Use kind, appropriate language</li> <li>-Be tolerant and patient</li> <li>-Respect property</li> <li>-Stay seated until dismissed</li> <li>-Be a good friend</li> <li>-Be attentive</li> </ul> | <ul style="list-style-type: none"> <li>-Quiet voices</li> <li>-Stay in personal space</li> <li>-Smile and wave</li> <li>-Be attentive</li> </ul>                                                         | <ul style="list-style-type: none"> <li>-Play fair</li> <li>-Use equipment properly</li> <li>-Return equipment</li> <li>-Be tolerant and patient</li> <li>-Share</li> <li>-Include others</li> <li>-Be attentive</li> </ul>          | <ul style="list-style-type: none"> <li>-Respect privacy</li> <li>-Respect property</li> <li>-Keep bathroom clean</li> <li>-Be attentive</li> </ul> | <ul style="list-style-type: none"> <li>-Use proper manners</li> <li>-Clean your space</li> <li>-Quiet voices</li> <li>-Make room for others</li> <li>-Be tolerant and patient</li> <li>-Be attentive</li> </ul> | <ul style="list-style-type: none"> <li>-Use expected classroom behaviors</li> <li>-Use media appropriately</li> <li>-Treat books, tables, and equipment properly</li> <li>-Be attentive</li> </ul>                     | <ul style="list-style-type: none"> <li>-Enter and exit quietly</li> <li>-Sit quietly</li> <li>-Remember that student behavior reflects upon the school</li> <li>-Clap and laugh appropriately</li> <li>-Be tolerant and patient</li> <li>-Be attentive</li> <li>-Be attentive</li> <li>-Listen to the person who is talking</li> </ul> | <ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Listen to driver</li> <li>-Treat property with care</li> <li>-Be tolerant and patient</li> <li>-Be attentive</li> </ul>                     | <ul style="list-style-type: none"> <li>-Be tolerant and patient</li> <li>-Be attentive</li> </ul>                                           |
| <b>Be Responsible</b> | <ul style="list-style-type: none"> <li>-Be on time</li> <li>-Have supplies ready</li> <li>-Follow directions</li> <li>-Ask questions</li> <li>-Do one's best</li> <li>-Keep it neat</li> </ul>                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>-Arrive quietly and quickly to destination</li> <li>-Avoid wandering</li> <li>-Stay together</li> <li>-Be one step from the wall</li> <li>-Have a pass</li> </ul> | <ul style="list-style-type: none"> <li>-Have a plan for play</li> <li>-Bring equipment and return it properly</li> <li>-Wear clothing appropriate for the weather</li> <li>-Line up quickly and quietly</li> </ul>                  | <ul style="list-style-type: none"> <li>-When possible use the bathroom between lessons</li> <li>-Be quick</li> </ul>                               | <ul style="list-style-type: none"> <li>-Have money ready</li> <li>-Arrive promptly and wait quietly</li> <li>-Clean up after self</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>-Return books and materials in a timely manner</li> <li>-Bring materials needed</li> <li>-Avoid time in bathroom</li> </ul>                                                     | <ul style="list-style-type: none"> <li>-Be ready to participate</li> <li>-Only ask appropriate questions</li> </ul>                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>-Keep track of belongings</li> <li>-Be on time</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>-Be alert</li> </ul>                                                                                 |



**Personnel**

**Board of Education**

|                               |                                   |
|-------------------------------|-----------------------------------|
| <b>Philip Mero- President</b> | <b>Alan Jones- Vice President</b> |
| <b>Karen Dumero</b>           | <b>Dina Garvey</b>                |
| <b>Sarah Kullman</b>          | <b>Heather Reynolds</b>           |
| <b>Suzanne Russell</b>        |                                   |

**Administration/Admin. Support**

|                                                                                 |                       |                                                                                      |
|---------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------|
| Superintendent of Schools                                                       | Joshua Meyer          | <a href="mailto:jmeyer@boquetvalleycsd.org">jmeyer@boquetvalleycsd.org</a>           |
| Principal- <b>Lake View</b>                                                     | Daniel Parker         | <a href="mailto:dparker@boquetvalleycsd.org">dparker@boquetvalleycsd.org</a>         |
| Principal- <b>Mountain View</b>                                                 | Robert Witkiewicz     | <a href="mailto:rwitkiewicz@boquetvalleycsd.org">rwitkiewicz@boquetvalleycsd.org</a> |
| Director of Student Support Services- <b>Lake View</b>                          | Nelly Collazo         | <a href="mailto:ncollazo@boquetvalleycsd.org">ncollazo@boquetvalleycsd.org</a>       |
| Director of Building and Grounds                                                | TBD                   |                                                                                      |
| District Treasurer                                                              | Sharlene Petro-Durgan |                                                                                      |
| School/Career Counselor                                                         | Derek Payne           | <a href="mailto:dpayne@boquetvalleycsd.org">dpayne@boquetvalleycsd.org</a>           |
| Confidential Secretary to the Superintendent & District Clerk- <b>Lake View</b> | Jana Atwell           | <a href="mailto:jatwell@boquetvalleycsd.org">jatwell@boquetvalleycsd.org</a>         |
| Confidential Secretary & CIO- <b>Mountain View</b>                              | Bridget Belzile       | <a href="mailto:bbelzile@boquetvalleycsd.org">bbelzile@boquetvalleycsd.org</a>       |
| Nurse- <b>Lake View</b>                                                         | Carol Schwoebel       | <a href="mailto:cschwoebel@boquetvalleycsd.org">cschwoebel@boquetvalleycsd.org</a>   |
| Nurse- <b>Mountain View</b>                                                     | Tracie Gay            |                                                                                      |
| Guidance Counselor- <b>Lake View</b>                                            | Jennifer Peck         | <a href="mailto:jpeck@boquetvalleycsd.org">jpeck@boquetvalleycsd.org</a>             |
| Guidance Counselor- <b>Mountain View</b>                                        | Tracy Cross- Baker    | <a href="mailto:tcrossbaker@boquetvalleycsd.org">tcrossbaker@boquetvalleycsd.org</a> |
| Admin. Assistant/Principal Sec.- <b>Lake View</b>                               | Abbey Cramer          | <a href="mailto:acramer@boquetvalleycsd.org">acramer@boquetvalleycsd.org</a>         |
| Admin. Assistant/Principal Sec. & Deputy Treasurer- <b>Mountain View</b>        | Karen Keech           | <a href="mailto:kkeech@boquetvalleycsd.org">kkeech@boquetvalleycsd.org</a>           |
| Secretary to Guidance & Auditor- <b>Lake View</b>                               | Judy French           | <a href="mailto:jfrench@boquetvalleycsd.org">jfrench@boquetvalleycsd.org</a>         |
| Secretary to Director of Student Services- <b>Mountain View</b>                 | Nancy Ahrent          | <a href="mailto:nahrent@boquetvalleycsd.org">nahrent@boquetvalleycsd.org</a>         |
| Head Bus Driver                                                                 | Debbie Spaulding      | <a href="mailto:dspaulding@boquetvalleycsd.org">dspaulding@boquetvalleycsd.org</a>   |
| Maintenance/Mechanic- <b>Mountain View</b>                                      | Mike Mitchell         | <a href="mailto:mmitchell@boquetvalleycsd.org">mmitchell@boquetvalleycsd.org</a>     |
| Head Custodian- <b>Lake View</b>                                                | Tyler Atwell          | <a href="mailto:tatwell@boquetvalleycsd.org">tatwell@boquetvalleycsd.org</a>         |

**Lake View Instructional Staff**

|                     |                        |                                                                                  |
|---------------------|------------------------|----------------------------------------------------------------------------------|
| <b>Kindergarten</b> | Mrs. Julie Bisselle    | <a href="mailto:jbisselle@boquetvalleycsd.org">jbisselle@boquetvalleycsd.org</a> |
| <b>First Grade</b>  | Mrs. Amy Welch         | <a href="mailto:awelch@boquetvalleycsd.org">awelch@boquetvalleycsd.org</a>       |
| <b>Second Grade</b> | Mrs. Lynn Bubbins      | <a href="mailto:lbubbins@boquetvalleycsd.org">lbubbins@boquetvalleycsd.org</a>   |
| <b>Third grade</b>  | Mrs. Lorraine Hathaway | <a href="mailto:lhathaway@boquetvalleycsd.org">lhathaway@boquetvalleycsd.org</a> |

|                            |                                                                 |                                                                                                                                                                                                                                                  |
|----------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fourth Grade</b>        | Mrs. Mary Mandy                                                 | <a href="mailto:mmandy@boquetvalleycsd.org">mmandy@boquetvalleycsd.org</a>                                                                                                                                                                       |
| <b>Fifth Grade</b>         | Mrs. Holly Frenyea                                              | <a href="mailto:hfrenyea@boquetvalleycsd.org">hfrenyea@boquetvalleycsd.org</a>                                                                                                                                                                   |
| <b>Sixth Grade</b>         | Mrs. Zoe Brugger-Lobdell<br>Ms. Ellen Kiely                     | <a href="mailto:zbrugger@boquetvalleycsd.org">zbrugger@boquetvalleycsd.org</a><br><a href="mailto:ekiely@boquetvalleycsd.org">ekiely@boquetvalleycsd.org</a>                                                                                     |
| <b>Elementary Music</b>    | Ms. Amy Nelson                                                  | <a href="mailto:anelson@boquetvalleycsd.org">anelson@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Band Director</b>       | Mrs. Heather Olson                                              | <a href="mailto:holson@boquetvalleycsd.org">holson@boquetvalleycsd.org</a>                                                                                                                                                                       |
| <b>Reading Teacher</b>     | Mrs. Tracy Waite                                                | <a href="mailto:twait@boquetvalleycsd.org">twait@boquetvalleycsd.org</a>                                                                                                                                                                         |
| <b>Teaching Assistant</b>  | Mrs. Gwen Sherman                                               | <a href="mailto:gsherman@boquetvalleycsd.org">gsherman@boquetvalleycsd.org</a>                                                                                                                                                                   |
| <b>Teaching Assistant</b>  | Mrs. Peggy Staats                                               | <a href="mailto:pstaats@boquetvalleycsd.org">pstaats@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Teaching Assistant</b>  | Mr. Fred Kapper                                                 | <a href="mailto:fkapper@boquetvalleycsd.org">fkapper@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Teaching Assistant</b>  | Ms. Serene Holland                                              | <a href="mailto:sholland@boquetvalleycsd.org">sholland@boquetvalleycsd.org</a>                                                                                                                                                                   |
| <b>English</b>             | Mrs. Cathy Brankman                                             | <a href="mailto:cbrankman@boquetvalleycsd.org">cbrankman@boquetvalleycsd.org</a>                                                                                                                                                                 |
| <b>Science</b>             | Mrs. Erica Loher                                                | <a href="mailto:eloher@boquetvalleycsd.org">eloher@boquetvalleycsd.org</a>                                                                                                                                                                       |
| <b>Math</b>                | Ms. Allison Morrow                                              | <a href="mailto:amorrow@boquetvalleycsd.org">amorrow@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Social Studies</b>      | Mr. Brad Schrauf                                                | <a href="mailto:bschrauf@boquetvalleycsd.org">bschrauf@boquetvalleycsd.org</a>                                                                                                                                                                   |
| <b>French</b>              | Mrs. Laura Napper                                               | <a href="mailto:lnapper@boquetvalleycsd.org">lnapper@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Technology/Computer</b> | Mrs. Connie Blaine                                              | <a href="mailto:cblaine@boquetvalleycsd.org">cblaine@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Art Teacher</b>         | Ms. Jennifer Barber                                             | <a href="mailto:jbarber@boquetvalleycsd.org">jbarber@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Physical Education</b>  | Mr. David Snyder                                                | <a href="mailto:dsnyder@boquetvalleycsd.org">dsnyder@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Special Education</b>   | Mrs. Michelle Feeley<br>Ms. Marie Williams<br>Mrs. Darcy Hudson | <a href="mailto:mfeeley@boquetvalleycsd.org">mfeeley@boquetvalleycsd.org</a><br><a href="mailto:mwilliams@boquetvalleycsd.org">mwilliams@boquetvalleycsd.org</a><br><a href="mailto:dhudson@boquetvalleycsd.org">dhudson@boquetvalleycsd.org</a> |
| <b>Teacher Librarian</b>   | Mrs. Kristin Fiegl                                              | <a href="mailto:kfiegl@boquetvalleycsd.org">kfiegl@boquetvalleycsd.org</a>                                                                                                                                                                       |
| <b>Guidance Counselor</b>  | Mrs. Jennifer Peck                                              | <a href="mailto:jpeck@boquetvalleycsd.org">jpeck@boquetvalleycsd.org</a>                                                                                                                                                                         |
| <b>School Psychologist</b> | Ms. Kellie Porter                                               | <a href="mailto:kporter@boquetvalleycsd.org">kporter@boquetvalleycsd.org</a>                                                                                                                                                                     |
| <b>Speech Pathologist</b>  | Ms. Katie Cutcher                                               | <a href="mailto:kcutcher@boquetvalleycsd.org">kcutcher@boquetvalleycsd.org</a>                                                                                                                                                                   |
| <b>Building Sub</b>        | Ms. Elizabeth Otto                                              |                                                                                                                                                                                                                                                  |

### Champlain Valley Educational Services Staff

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### Lake View Cafeteria

|                          |                 |  |
|--------------------------|-----------------|--|
| <b>Cafeteria Manager</b> | Julie Holbrook  |  |
| <b>Cook Manager</b>      | Stephanie Booth |  |
| <b>Cook</b>              | Kelly McGrath   |  |
| <b>Food Service</b>      | TBD             |  |

### Lake View Maintenance/Transportation

|                                        |                |                                                                                  |
|----------------------------------------|----------------|----------------------------------------------------------------------------------|
| <b>Mechanic/Maintenance/Bus Driver</b> | Stacy Pulsifer | <a href="mailto:spulsifer@boquetvalleycsd.org">spulsifer@boquetvalleycsd.org</a> |
| <b>Maintenance/Bus Driver</b>          | Mark Evens     |                                                                                  |
| <b>Cleaner/Bus Driver</b>              | Jennie Cross   |                                                                                  |
| <b>Cleaner/Bus Driver</b>              | Brett LaMere   |                                                                                  |
| <b>Part Time Cleaner</b>               | Judy Kingsley  |                                                                                  |
| <b>Part Time Bus Driver</b>            | Jack Napper    |                                                                                  |
| <b>Sub Bus Driver</b>                  | Ike Tyler      |                                                                                  |
| <b>Sub Bus Driver</b>                  | Harry Sherman  |                                                                                  |
| <b>Sub Bus Driver</b>                  | Scott Holland  |                                                                                  |

### Mountain View Instructional Staff

|                            |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kindergarten</b>        | Ms. Rhonda Sloper                                                                                               | <a href="mailto:rsloper@boquetvalleycsd.org">rsloper@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>First Grade</b>         | Mrs. Sue Bryant                                                                                                 | <a href="mailto:sbryant@boquetvalleycsd.org">sbryant@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Second Grade</b>        | Mrs. Courtney Rock<br>Ms. Elizabeth Canne                                                                       | <a href="mailto:crock@boquetvalleycsd.org">crock@boquetvalleycsd.org</a><br><a href="mailto:ecanne@boquetvalleycsd.org">ecanne@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                   |
| <b>Third Grade</b>         | Ms. Leighann Greene<br>Mrs. Anne Cotrona                                                                        | <a href="mailto:lgreene@boquetvalleycsd.org">lgreene@boquetvalleycsd.org</a><br><a href="mailto:acotrona@boquetvalleycsd.org">acotrona@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                           |
| <b>Fourth Grade</b>        | Mrs. Sally Wachowski                                                                                            | <a href="mailto:swachowski@boquetvalleycsd.org">swachowski@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                       |
| <b>Fifth Grade</b>         | Mrs. Jodi Thompson                                                                                              | <a href="mailto:jthompson@boquetvalleycsd.org">jthompson@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                         |
| <b>Music/Band</b>          | Mrs. Kerry Mero                                                                                                 | <a href="mailto:kmero@boquetvalleycsd.org">kmero@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reading Teachers</b>    | Ms. Courtney Aloi<br>Mrs. Kelly Flax                                                                            | <a href="mailto:caloi@boquetvalleycsd.org">caloi@boquetvalleycsd.org</a><br><a href="mailto:kflax@boquetvalleycsd.org">kflax@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                     |
| <b>Technology/Computer</b> | Mr. Jason Colby<br>Ms. Tonya Lackey                                                                             | <a href="mailto:jcolby@boquetvalleycsd.org">jcolby@boquetvalleycsd.org</a><br><a href="mailto:tlackey@boquetvalleycsd.org">tlackey@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                               |
| <b>Physical Education</b>  | Mr. Paul Buehler<br>Mr. Colby Pulsifer                                                                          | <a href="mailto:pbuehler@boquetvalleycsd.org">pbuehler@boquetvalleycsd.org</a><br><a href="mailto:cpulsifer@boquetvalleycsd.org">cpulsifer@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                       |
| <b>Teaching Assistant</b>  | Mrs. Tina Belzile                                                                                               | <a href="mailto:tbelzile@boquetvalleycsd.org">tbelzile@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                           |
| <b>Teaching Assistant</b>  | Mrs. Patty Schultz                                                                                              | <a href="mailto:pschultz@boquetvalleycsd.org">pschultz@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                           |
| <b>Teaching Assistant</b>  | Mrs. Toni Mowery                                                                                                | <a href="mailto:tmowery@boquetvalleycsd.org">tmowery@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Teaching Assistant</b>  | Mrs. Marci Oliver                                                                                               | <a href="mailto:moliver@boquetvalleycsd.org">moliver@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Teaching Assistant</b>  | Mrs. Sue Plumadore                                                                                              | <a href="mailto:splumadore@boquetvalleycsd.org">splumadore@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                       |
| <b>Teacher Aide</b>        | Mrs. Andrea Blades                                                                                              | <a href="mailto:ablades@boquetvalleycsd.org">ablades@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Teacher Aide</b>        | Mrs. Marybeth Sayre                                                                                             | <a href="mailto:msayre@boquetvalleycsd.org">msayre@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                               |
| <b>Teacher Aide</b>        | Ms. Aimee Lobdell                                                                                               | <a href="mailto:alobdell@boquetvalleycsd.org">alobdell@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                           |
| <b>English</b>             | Mr. Ryan Campagna<br>Mrs. Sarah Rice<br>Mrs. Veronica Uss                                                       | <a href="mailto:rcampagna@boquetvalleycsd.org">rcampagna@boquetvalleycsd.org</a><br><a href="mailto:srice@boquetvalleycsd.org">srice@boquetvalleycsd.org</a><br><a href="mailto:vuss@boquetvalleycsd.org">vuss@boquetvalleycsd.org</a>                                                                                                                                                                                   |
| <b>Math</b>                | Mrs. Malinda Schaefer<br>Mr. John Fairchild                                                                     | <a href="mailto:mschaefer@boquetvalleycsd.org">mschaefer@boquetvalleycsd.org</a><br><a href="mailto:jfairchild@boquetvalleycsd.org">jfairchild@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                   |
| <b>Science</b>             | Mr. Jason Fiegl<br>Mrs. Kaitlin Fielder<br>Ms. Ashley Hooper                                                    | <a href="mailto:jfiegl@boquetvalleycsd.org">jfiegl@boquetvalleycsd.org</a><br><a href="mailto:kfielder@boquetvalleycsd.org">kfielder@boquetvalleycsd.org</a><br><a href="mailto:ahooper@boquetvalleycsd.org">ahooper@boquetvalleycsd.org</a>                                                                                                                                                                             |
| <b>Social Studies</b>      | Mr. Tom Smith<br>Mr. Pete Castine                                                                               | <a href="mailto:tsmith@boquetvalleycsd.org">tsmith@boquetvalleycsd.org</a><br><a href="mailto:pcastine@boquetvalleycsd.org">pcastine@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                             |
| <b>French</b>              | Ms. Jackie Chan-Seng                                                                                            | <a href="mailto:jchanseng@boquetvalleycsd.org">jchanseng@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                         |
| <b>Art</b>                 | Ms. Kristin Larkin                                                                                              | <a href="mailto:klarkin@boquetvalleycsd.org">klarkin@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Special Education</b>   | Mrs. Amanda Drake<br>Mrs. Terry Egglefield<br>Mrs. Julie Rascoe<br>Ms. Samantha Meachem<br>Mrs. Aubrey Pulsifer | <a href="mailto:adrake@boquetvalleycsd.org">adrake@boquetvalleycsd.org</a><br><a href="mailto:tegglefield@boquetvalleycsd.org">tegglefield@boquetvalleycsd.org</a><br><a href="mailto:jrascoe@boquetvalleycsd.org">jrascoe@boquetvalleycsd.org</a><br><a href="mailto:smeachem@boquetvalleycsd.org">smeachem@boquetvalleycsd.org</a><br><a href="mailto:apulsifer@boquetvalleycsd.org">apulsifer@boquetvalleycsd.org</a> |
| <b>Speech Pathologist</b>  | Mrs. Terry White                                                                                                | <a href="mailto:twhite@boquetvalleycsd.org">twhite@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                               |
| <b>School Psychologist</b> | Ms. Kellie Porter                                                                                               | <a href="mailto:kporter@boquetvalleycsd.org">kporter@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Teacher Librarian</b>   | Mrs. Kristin Fiegl                                                                                              | <a href="mailto:kfiegl@boquetvalleycsd.org">kfiegl@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                               |
| <b>AIS Math</b>            | Mrs. Robyn LaPage                                                                                               | <a href="mailto:rlapage@boquetvalleycsd.org">rlapage@boquetvalleycsd.org</a>                                                                                                                                                                                                                                                                                                                                             |
| <b>Building Sub</b>        | Ms. Lily Whalen                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |

### Champlain Valley Educational Service Staff

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

### Mountain View Cafeteria

|                          |                     |  |
|--------------------------|---------------------|--|
| <b>Cafeteria Manager</b> | Mrs. Julie Holbrook |  |
| <b>Cook Manager</b>      | Ms. Kendra Pulsifer |  |
| <b>Food Service</b>      | Mrs. Kristy Cave    |  |
| <b>Food Service</b>      | Mrs. Katie Clark    |  |



|                     |                     |  |
|---------------------|---------------------|--|
| <b>Food Service</b> | Ms. Denise Clothier |  |
|---------------------|---------------------|--|

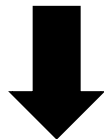
**Mountain View Maintenance/Transportation**

|                               |                      |                                                                                    |
|-------------------------------|----------------------|------------------------------------------------------------------------------------|
| <b>Deb Spaulding</b>          | Head Bus Driver      | <a href="mailto:dspaulding@boquetvalleycsd.org">dspaulding@boquetvalleycsd.org</a> |
| <b>Chad Tyson</b>             | Mechanic             |                                                                                    |
| <b>Dennis Mitchell</b>        | Bus Driver           |                                                                                    |
| <b>Melissa Pierce</b>         | Bus Driver           |                                                                                    |
| <b>Shiela Jennings</b>        | Bus Driver           |                                                                                    |
| <b>Crystal Brant</b>          | Bus Diver            |                                                                                    |
| <b>Steve Denton</b>           | Sub Bus Driver       |                                                                                    |
| <b>Julie Cassavaugh</b>       | Part Time Bus Driver |                                                                                    |
| <b>Paul Fenton</b>            | Sub Bus Driver       |                                                                                    |
| <b>Jon Fenton</b>             | Sub Bus Driver       |                                                                                    |
| <b>Lillian Crowningshield</b> | Sub Bus Driver       |                                                                                    |
| <b>Brad Egglefield</b>        | Bus Aide             |                                                                                    |
| <b>Salle Duso</b>             | Bus Aide             |                                                                                    |
| <b>Rick St.Dennis</b>         | Cleaner              |                                                                                    |
| <b>Carol Moulton</b>          | Cleaner              |                                                                                    |
| <b>TBD</b>                    | Cleaner              |                                                                                    |
| <b>Dave McCray</b>            | Cleaner/Bus Driver   |                                                                                    |

# **BVCSD Complaint Policy Flow Chart**

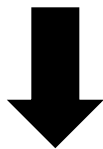
**Step 1:** Address the complaint **directly to the person**  
whom which you have the complaint about.

If a satisfactory resolution is not reached, contact their



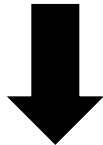
**Step 2: immediate supervisor.**  
(Principal)

If a satisfactory resolution is still not reached, contact the



**Step 3: Superintendent of Schools**  
by submitting a written letter to the District Clerk.

If a satisfactory resolution is still not reached, contact the



**Step 4: Board of Education**  
by submitting a written letter to the District Clerk.

## INELIGIBILITY LIST CALENDAR

There will not be a 2 week I-List at the beginning of the 19/20 school year.

The first 2 week I-List will begin at the start of the 20/21 school year.

| SEPTEMBER 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| MARCH 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

25 Week Ends  
Grade Book Closes – 3/13  
Publish I-List – 3/16

2 Week I-List  
Grade Book Closes – 3/27  
Publish I-List – 3/30

5 Week Ends  
Grade Book Closes – 10/4  
Publish I-List – 10/7

2 Week I-List  
Grade Book Closes – 10/18  
Publish I-List – 10/21

| OCTOBER 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| APRIL 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

3<sup>rd</sup> Quarter Report Card  
Grade Book Closes – 4/9  
Publish I-List – 4/13

First Quarter Report Card  
Grade Book Closes – 11/8  
Publish I-List – 11/12

2 Week I-List  
Grade Book Closes – 11/22  
Publish I-List – 11/25

| NOVEMBER 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
|               |    |    |    |    |    |    |

| MAY 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

2 Week I-List  
Grade Book Closes – 5/1  
Publish I-List – 5/4

35 Week Ends  
Grade Book Closes – 5/22  
Publish I-List – 5/26

15 Week Ends  
Grade Book Closes – 12/13  
Publish I-List – 12/16

2 Week I-List  
Grade Book Closes – 1/10  
Publish I-List – 1/13

| DECEMBER 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

| JUNE 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

2 Week I-List  
Grade Book Closes – 6/5  
Publish I-List – 6/8

4<sup>th</sup> Quarter Report Card  
Grade Book Closes – 6/26  
Publish I-List – 6/29

2<sup>nd</sup> Quarter Report Card  
Grade Book Closes – 1/31  
Publish I-List – 2/3

| JANUARY 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| JULY 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

2 Week I-List  
Grade Book Closes – 2/14  
Publish I-List – 2/24

| FEBRUARY 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
|               |    |    |    |    |    |    |

| AUGUST 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |



# Boquet Valley Central School 2019—2020 School Calendar

BOE Approved: May 7, 2019  
Revisions Approved:



Vacation / Holidays  
No School



Early Dismissal 12 PM



Superintendent  
Conference Day

| September 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | TH | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| October 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| November 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| December 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

| January 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| February 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| April 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| May 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| June 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | TH | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

### Important Dates

|                           |              |
|---------------------------|--------------|
| Labor Day                 | 9/2/19       |
| First Day of School       | 9/5/19       |
| Columbus Day              | 10/14/19     |
| Veteran's Day             | 11/11/19     |
| Thanksgiving Break        | 11/27-29/19  |
| Holiday Break             | 12/23-1/3/20 |
| Classes Resume            | 1/6/20       |
| Martin Luther King Jr Day | 1/20/20      |
| Winter Break              | 2/17-2/21/20 |

**K-12 Parent Teacher Conferences:** Nov 25 & 26

**Emergency Evacuation Drill:** Nov. 26, 2019

Spring Break: 4/10-17/20

Memorial Day: 5/25/20

Last Day of School  
for Students: 6/25/20

### End of Quarters

1st - Nov 8

2nd - Jan 31

3rd - April 9

4th - June 26

### Regents Exams:

(Jan 21-24)

(June 2)

(June 17-26)

### 3-8 ELA Testing:

(March 25-27)

### 3-8 Math Testing:

(April 21-23)

### 4 & 8 Science Exams:

(May 18-29, June 1)

**Graduation:** TBD

**Potential Unused Emergency Days:** March 20, April 9, April 20, May 21, May 26, May 22