

*CLARENCE*  
**RED DEVILS**

Student Handbook  
2021-2022



# PANDEMIC GUIDELINES AND PROCEDURES

---

## ***Arrival & Dismissal***

- Students must complete the health screening prior to arrival.
- Visual checks of students as they enter the building.
- A morning drop-off area will open 45 minutes prior to opening of the school day.
- Parents are not to drop their student(s) off prior to the 45 minute window.
- Students must wear masks during arrival, dismissal, and any time they are navigating the building.
- Dismissal –Seniors with early release are required to leave the building immediately after their last class if transportation is provided.

## ***Cafeteria Configuration***

- Café will be equipped with individual desks.
- Students will be required to scan the QR code and input their seating information daily. Once students, are seated the expectation is they remain in that seat for the duration of the lunch period.
- While seated, students can remove their masks. Any movement away from their seat will require the use of a mask.

## ***Class Configuration***

- All classrooms will be equipped with masks, hand sanitizer, and disinfectant wipes.
- Each department will follow social distancing guidelines to determine classroom setup and protocols

## ***Cleaning & Disinfecting***

- All classrooms will be deep cleaned at the end of each day

## ***Community Service***

The Community Service Requirement for all Clarence High School students has been paused. This means that students will not be required to complete community services hours during the 2021-2022 school year. The Community Service Hours requirement for the Class of 2022 has been waived.

## ***Clubs & Activities***

Extracurricular programs must consider social distancing, PPE usage, and cleaning and disinfection, as well as the risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings).

# PANDEMIC GUIDELINES AND PROCEDURES

---

## ***Desk setup***

- The average classroom will be spread out to be at least 3 feet apart.

## ***Hall Traffic***

- Limited restroom use during transition times to reduce the number of people in the restrooms at this time.
- Masks must be worn at all times by students and staff.

## ***Locker Usage***

Individual lockers will be available to all students to store their belongings during the school day, should they choose to use one. Students must bring their own lock and are expected to adhere to the following protocols when using a school locker:

- Students will be assigned by the school.
- Students can only store their belongings in the locker issued to them. There will be no “sharing” of lockers.
- Lockers should only be used to store school supplies that will enhance the student’s ability to learn. Excess belongings and personal items are discouraged.
- When visiting lockers, students MUST wear a mask the entire time.
- Since classes will be in session, students are to remain quiet and respectful during locker visits.
- During lunch and study hall, locker visitation will be limited and determined by supervising staff.

## ***Masks***

- Masks will be worn at all times except for designated mask breaks during seated class time (no longer than 5 minutes, determined by individual teachers)
- Proper mask wearing technique will be modelled in the student handbook under dress code.

## ***Mask Break***

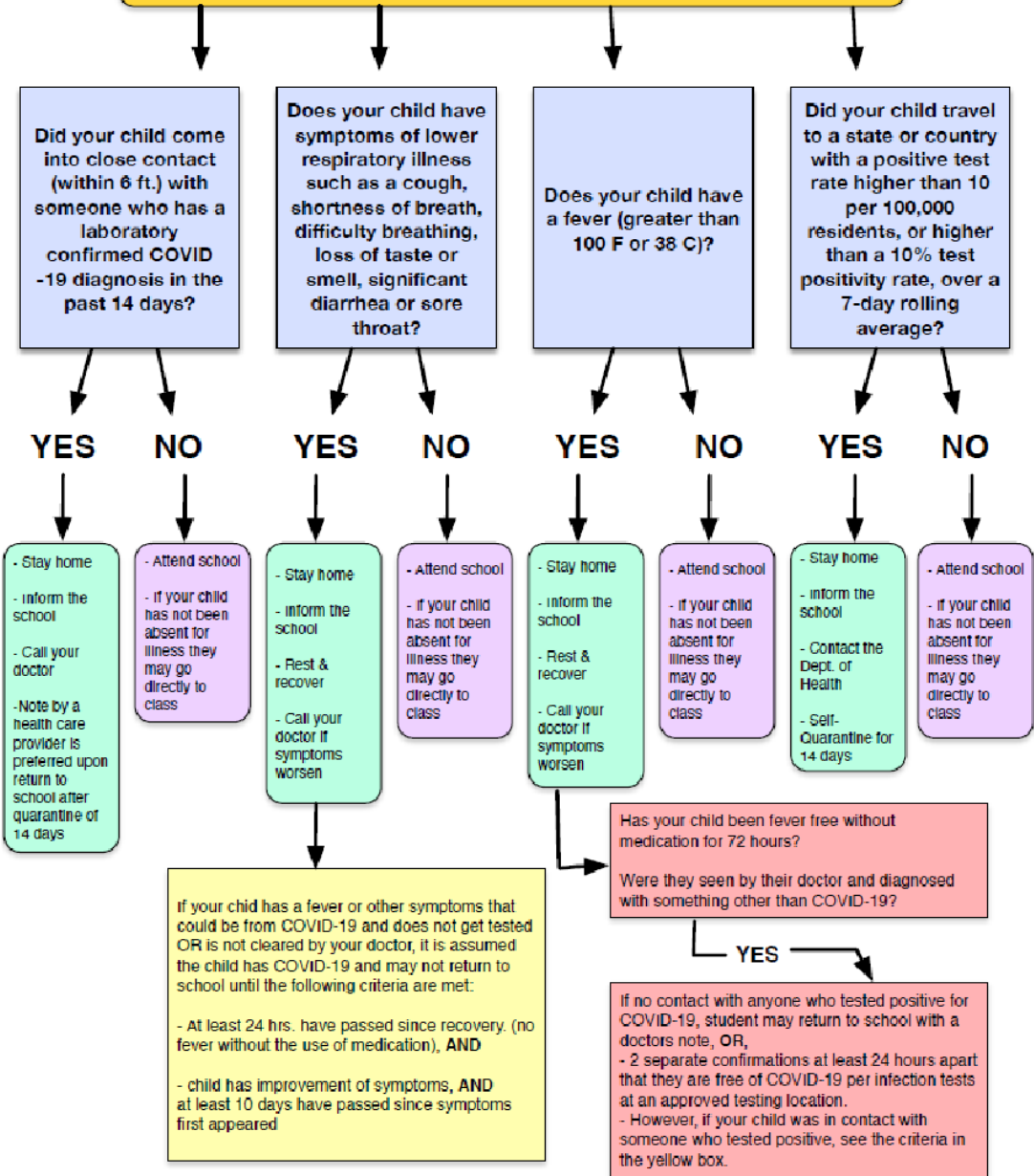
- Students will be afforded mask breaks (no longer than 5 minutes in length) during seated class time. Teachers can, at their discretion, take students outside (weather permitting) for a socially distanced fresh air break.
- All Mask Breaks will take place during the first 5 minutes of class.

## ***Student Pick-Up and Early Release***

- If a student has to be dismissed due to being ill will remain in the nurse's office until they are picked up.
- A student who is dismissed from the building early for medical reasons must show evidence that they were evaluated at the medical facility and are cleared to re-enter public space.

# Can My Child Attend School Today?

(Answer the 4 questions in the blue boxes)



## ***WELCOME***

---

Welcome to Clarence High School. The administration and staff wish you much success and are prepared to support your efforts in this most important phase of your education.

As a member of the student body, you are expected to understand and follow the rules and procedures that have been established to provide an environment for excellence in education. This planner has been developed to assist you in this understanding.

## ***EQUAL EDUCATION OPPORTUNITY FOR ALL STUDENTS***

---

Background Information: School Boards are required by state and federal statutes to ensure equal educational opportunity for all students. In addition, all school districts must appoint a compliance officer, whose duty it is to coordinate district compliance with federal statutes ensuring equal opportunities regardless of sex (Title IX) or disability (Section 504 of the Rehabilitation Act).

In reference to the Dignity for All Students Act, Clarence Middle School/Clarence High School will require and maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

The Dignity for All Students Act Coordinator shall be accessible to students and staff for consultation and guidance as needed to implement this law. The coordinator will accept reports regarding violations and conduct investigations as appropriate.

## ***PUBLIC NOTICE***

---

Each student in the Clarence Central School District is encouraged to develop and achieve individual educational goals. The District will provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, vocational training, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

The Clarence School District has an established grievance procedure for the prompt and equitable resolution of all complaints alleging discrimination based on sex or disability. For information regarding the District's grievance procedure or questions about the District's policy on equal access to educational program, please contact Dr. Matthew Frahm, Superintendent of Schools, at 407-9102.

## ***CLARENCE HIGH SCHOOL DIRECTORY***

---

<b>Main Office</b>	407-9020
<b>Principal, Mr. Kenneth J. Smith</b>	407-9022
<b>Principal's Secretary, Ms. Heather Cwiklinski</b>	407-9022
<b>Assistant Principal, Mr. Kevin Barrett</b>	407-9025
<b>Assistant Principal, Mrs. Julie Mampe</b>	407-9025
<b>AP's Secretary, Mrs. Julie Heinzmann</b>	407-9025
<b>Attendance Office</b>	407-9026
<b>Health Office, Mrs. Barb Ritchie</b>	407-9029
<b>Athletic Office, Mr. Jason Lehmbek</b>	407-9043
<b>Music Office</b>	407-9040
<b>Guidance Office</b>	407-9030
<b>Fax Number-Main Office</b>	407-9061
<b>Website</b>	<a href="http://www.clarenceschools.org">www.clarenceschools.org</a>

## ***CLARENCE SCHOOL DISTRICT OFFICES***

---

9625 Main Street  
Clarence, New York 14031

<b>Administrative Offices</b>	407-9100
<b>Transportation (Bus Garage)</b>	407-9500

## ***ACTIVITY BUSES/LATE BUSES***

---

Activity buses will run throughout the year leaving school at 4:30 p.m. These buses are for students participating in after school activities and for those who stay for extra help from teachers. **Students MUST have a yellow pass signed by your after school teacher to ride the 4:30 bus.**

## ***ADMINISTRATIVE REFERRALS***

---

Students are given administrative referrals as a result of inappropriate behavior. Administrators will consider the level of misbehavior, student record and other factors to arrive at appropriate consequences for all misbehavior. Student misconduct can result in many different consequences including parental conferences, detention, in school and out of school suspension and removal from class. The District Code of Conduct will be followed to assure all students have a safe, orderly environment in which they can learn and reach their greatest potential. The complete Code of Conduct is viewable on the District Website.

# ***ATTENDANCE POLICIES AND PROCEDURES***

---

Regular school attendance is an essential part of a high quality education. The interaction between students and teachers is an irreplaceable experience; frequent absence reduces the quality of instruction by interrupting the teaching/learning process. For these reasons, the Clarence High School Attendance Policy is designed to encourage student attendance and provide procedures to deal with cases of excessive absence.

The Clarence Board of Education is responsible for policies regarding standards for student attendance. In meeting this responsibility, the Board is guided by New York State Education Law, Regulations of the Commissioner of Education and Rules of the Board of Regents.

## **Expectations for Good Attendance**

Students are expected to attend scheduled classes. The insistence on good attendance serves a clear and constant reminder of the importance of good instruction, enabling the student to:

- Participate in all class discussions and activities
- Develop responsible work and study habits, and
- Prepare for the world of work

## **ATTENDANCE/STUDENT GRADES**

Based on our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the standards listed below.

### **PERFECT ATTENDANCE**

Perfect Attendance is defined as a student's presence in school or a school-related activity for at least half the school day every day for four years. Students who are unexcused or truant from any class are not considered to have perfect attendance. Truancy (skipping) is defined as not being in the assigned class or area, such as a study hall. This does not include attendance in the Health Office or Guidance Office, a music lesson, or educational field trips. Unexcused absences are defined on page 10. It is the responsibility of the student to make sure that his/her absence is excused by either a parent phone call or note.

### **ATTENDANCE OFFICE**

Parents are to contact the Attendance Office when their child is absent or tardy. A message can be left on the answering machine by calling **407-9026** until 9:00 a.m. each day. Otherwise, an auto dialer will contact each home twice a day – once in the morning and again at dinner time – with the message that your son or daughter is absent from school that day. This is in no way intended to convey the impression that the student is suspected of truancy; it is merely a procedure for spot-checking absences. If you are ever concerned about whether your son/daughter is in school on a specific day, please do not hesitate to contact the Attendance Office (**407-9026**). The office will check classes to verify student attendance.

Truancy from school is a mutual concern and we will work with you to resolve such situations.

### **LATE ARRIVAL/EARLY RELEASE**

**SENIORS ONLY** may apply to their guidance counselor for a late arrival or an early release if their class schedule permits. **\*All seniors must carry a minimum of 5 ½ credits.** A parent consent form is required. However, if a senior fails a course during any marking period, returns to school to pick up friends after being released early, or wanders the building during release time, this privilege will be rescinded and the student will be assigned to a regular study hall.

### **EXCUSED ABSENCES**

**School activities/field trips:** excuse from teacher, principal or school employee

**Medical excuses:** medically licensed professional staff; absence for personal illness will be deemed excused upon contact between parent and Attendance Office.

**Suspension:** school office personnel

**College visitation:** verified by Admissions Office

To qualify for “excused” status, students must furnish appropriate written documentation within five school days upon their return to school. Further documentation may be requested.

### **UNEXCUSED ABSENCES**

Absences not mentioned above that are interpreted as “unexcused absences” include, but are not limited to, vacation, shopping, babysitting, over-sleeping, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise.

### **TRUANCY**

A student who is absent from school or class without the consent of a parent/guardian is considered to be truant.

### **LEAVING EARLY/ARRIVING LATE**

Class absences due to leaving early and/or arriving late are categorized excused or unexcused by the same criteria as full day absences. In either case the student is expected to present a note to the Attendance Office as early as possible. That note should contain a phone number where parents may be reached for verification. Parents need not enter the building when their student is leaving early.

Students may leave school property **ONLY WITH PRIOR PERMISSION** from their parents **AND WITH THE APPROVAL OF SCHOOL OFFICIALS**. Students who leave the premises on their own will receive an administrative referral. An administrator will assign appropriate consequences. Excuses brought in the next day will **NOT** be accepted.



## **TARDINESS**

- Tardy students are required to sign in at the Attendance Office upon arrival. If classes have already started, a student cannot be admitted to class without a completed late pass.
- Excused: personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, field trips, suspensions, or military obligations.
- Unexcused: any excuse that does not fall into the above categories. Examples of unexcused absences include, but are not limited to, family vacation, recreational activities, babysitting, haircut, obtaining learner's permit, road test, oversleeping, etc.
- **If an excessive pattern of tardiness is identified, the principal or his designee will investigate the reason for the tardiness.**

## **ABSENCE FROM PHYSICAL EDUCATION**

Students who are excused from physical education due to a medical reason **must** bring a note from the doctor explaining the problem and giving a return to class date. Alternative assignments will be provided for those unable to participate in regular classes. A verified note from a parent will excuse a student for a **single** class **only**.

Students truant from a physical education class must make up 2 classes for every one skipped. Students not completing the physical education requirements **are not** eligible to graduate.

## ***COMMUNITY SERVICE***

---

**The community service requirement for the 2021-22 school year has been put on pause.** We don't believe the opportunities for community service over the summer and into the 2021-22 school year will be available due to the ongoing effects of the pandemic.

The high school will use this year to research the Certificate of Civic Readiness, a new diploma credential created by the NYS Education Department, and to consider changes to the community service graduation requirement.

CHS is a part of the pilot program that is working to develop the criteria necessary to meet the Civic Readiness requirements. We will have more information to share as we complete this work throughout the school year.

# ***CODE OF CONDUCT***

---

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**With every right comes a responsibility.**

*It is the student's right:*

- 1) To attend school in the district in which one's parent or legal guardian resides. →
- 2) To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly. →
- 3) To be respected as an individual. →
- 4) To express one's opinions verbally or in writing. →
- 5) To dress in such a way as to express one's personality. →
- 6) To be afforded equal and appropriate educational opportunities. →
- 7) To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability. →
- 8) To have access to relevant and objective →

*It is the student's responsibility:*

- To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.
- To respect one another and to treat others in the manner that one would want to be treated.
- To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
- To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
- To work to the best of one's ability in all academic and extracurricular activities and conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

available and to seek assistance in dealing with personal problems, when appropriate.

- 9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, sex, gender, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity. → To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others to report any incidents of intimidation, harassment or discrimination.

## **STUDENT DRESS CODE**

*The following dress code applies to both genders and will be enforced during the school day and all school functions.*

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as short skirts and shorts, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through garments may not be appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or headwear in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

**Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.** Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including out- of-school suspension.

## **STUDENT USE OF ELECTRONIC DEVICES**

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. This includes, but is not limited to, taking unauthorized photos of others and/or social media postings. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District *Code of Conduct* that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner. Building principals will develop guidelines for the acceptable use of electronic/telecommunication devices that are appropriate for each building.

## **PROHIBITED STUDENT CONDUCT**

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

The best discipline is self-imposed. 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 when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations for student conduct specific and clear. These rules of conduct focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and violate these school rules will be required to

accept the penalties for their conduct.

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 include, but are not limited to:

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 that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate web sites; any other violation of the District's acceptable use policy; or evading the District's content filter; using an outside wireless network.
8. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
9. Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.

**B. Engage in conduct that is insubordinate.**

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

1. Failure to comply with the reasonable directions of teachers, school administrators, and other school employees in charge of students, or otherwise demonstrating disrespect.
2. Excessive tardiness or absenteeism.
3. Leaving school without permission.
4. Skipping detention.

**C. Engage in conduct that is disruptive.**

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

1. Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
2. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per District Code of Conduct.

**D. Engage in conduct that is violent.**

Examples of violent conduct include:

1. Committing or attempting to commit an act of violence, such as hitting, kicking, punching, or scratching any person who is lawfully on school property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted 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 other students, teachers, administrators, other District employees, or any person who is lawfully on school property.
6. Intentionally damaging or destroying District property.
7. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.
8. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

**E. Engage in any conduct that endangers the safety, morals, health, or welfare of others.**

Examples of such conduct include, but are not limited:

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. Defaming others. This includes making a false or privileged statement or representation about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
4. Bullying or cyberbullying. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat

rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

5. Discriminating or harassing any student that creates a hostile environment by conduct or by verbal threats, intimidation or abuse, of such a severe nature that: (a) has or would have the effect of reasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional and/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.

Such conduct shall include, but is not limited to threats, intimidation or abuse based on a person's actual or perceived race, color, weight, physical stature, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

6. Harassment, the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that 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. This includes sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
7. Intimidation. This includes engaging in actions or expressing statements that put an individual in fear of bodily harm.
8. Hazing. This includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
9. Selling, using, or possessing obscene material.
10. Using vulgar or abusive language, cursing, or swearing.
11. Smoking or possessing of any tobacco product including the use of e-cigarettes, atomizers or any other similar device whether or not nicotine is present.
12. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, counterfeit and designer drugs or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately using or sharing prescription and over-the-counter drugs or medications.
14. Gambling.
15. Exposing parts of the body that are considered private in a manner that could

- be interpreted to be lewd or indecent.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
  17. Violating gender privacy when using school restroom facilities.

**Engage in any conduct that endangers the safety, health, or welfare of others during the COVID 19 pandemic.**

Examples of such conduct include, but are not limited:

1. Not wearing a mask as directed.
2. Failing to observe social distancing requirements.
3. Vandalizing signs, physical barriers, or sanitation stations designed to protect the safety and welfare of the school population.
4. Failing to follow instructions involving common spaces (i.e. halls, lunch rooms, bathrooms).
5. Failure to observe the live conferencing guidelines as outlined in the student handbook.
6. Threaten to infect another by physical means or transmission of bodily fluids.

**F. Engage in misconduct while on a school bus.**

Students are required to conduct themselves on a school bus in a manner consistent with established standards. Excessive noise or actions like pushing, shoving, harassment, discrimination, and fighting will not be tolerated.

**G. Engage in any form of academic misconduct.**

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

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.
6. Use or possession of an electronic device to promote or aid any of the aforementioned forms of academic misconduct.

**H. Misuse Electronic/Telecommunication Devices**

Any use of telecommunication devices anywhere in school buildings during normal school hours without administrative approval is prohibited. Telecommunication devices shall include, but not be limited to, cellular telephones, PDAs, beepers, and walkie-talkies.

Use of cell phones during the day - warning bell to end of day bell. Violation of the cell phone policy will result in the confiscation of the phone by any faculty or staff member.



Refusal to comply will result in an administrative referral for insubordination. Repeated violations of the cell phone policy will be dealt with as follows:

- 1<sup>st</sup> offense – phone is returned to student at 3:30pm by the Main Office staff
- 2<sup>nd</sup> offense – phone is returned to student by the principal at 3:30pm
- 3<sup>rd</sup> and each subsequent offense – phone must be picked up by a parent from the principal at 3:30pm or later

## **I. Misuse Technology**

Students are required to follow all regulations stipulated in the District Acceptable Use Policy for Technology.

### **Bullying/Cyber bullying**

The use of electronics for “cyberbullying,” (regardless of where the offense occurs) is prohibited. Cyber bullying is the use of electronic information or communication devices including, but not limited to, cellular telephone communications, digital images, social networks, email, texts, blogs, Internet postings, and websites, that:

1. deliberately or recklessly threaten, harass, or intimate an individual or group of individuals: or
2. places an individual in reasonable fear of harm or damage to property
3. causes or threatens to cause a disruption to the orderly operation of the school and the educational process.

### **Rules Regarding Student Use of Computers**

Overall Purpose: the available technology is for school related research and assignments.

Students must always log-in as themselves. Students are not to use other students’ names and should NEVER use the computer on a teacher log-in.

Students must have direct supervision while using technology.

Students must follow all district policies for technology (Internet use, copyright laws, etc.).

Students should handle all equipment with respect and demonstrate an understanding of the hardware and software.

Students should respect the privacy of others at all times while working on the computer (should not read another’s screen, look in others folders’ and files, or interfere with other students in any way).

Students should display appropriate behavior when using technology (no changes to desktop and control panel settings, no altering or deleting programs and files, etc.).

Students should not use computers for commercially based web e-mail services, chat rooms, games, sending network messages, and other uses **NOT** related to school research and assignments.

Students should not assume the electronic materials stored on district computers are private and secure. The district audits the information stored on district equipment, monitors Internet use, and maintains lists of sites visited by each user.

Students accessing administrative areas of the computer are subject to penalties including formal suspension.

## **DISCIPLINARY PENALTIES, PROCEDURES, AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School 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 action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

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

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the procedures in Section X of the Code of Conduct must be followed.

**In addition, athletes and students in extracurricular activities are required to sign a contract that covers the consequences of such an infraction. Parents must also sign the contract. Violation of the contract will result in an athletic or extracurricular hearing that will likely result in the loss of participation or contests. These details are discussed and reviewed with all participants by coaches and/or advisors.**

### **A. Penalties**

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning: any member of the district staff.
2. Written warning: bus drivers, hall and lunch monitors, coaches, guidance, counselors, teachers, administrators, superintendent.
3. Written notification to parent: bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, administrators, superintendent.
4. Detention: teachers, counselors, administrators, superintendent.
5. Suspension from transportation: director of transportation, administrators, superintendent.
6. Suspension from athletic participation: coaches, administrators, superintendent.
7. Suspension from social or extracurricular activities: activity advisor, administrators, superintendent.
8. Suspension of other privileges: administrators, superintendent.
9. In-school suspension: administrators, superintendent.
10. Removal from classroom by teacher: teachers, administrators.
11. Short-term (five days or less) suspension from school: principal, superintendent, Board of Education.
12. Long-term (more than five days) suspension from school: principal, superintendent, Board of Education.
13. Referral to law enforcement: principal, superintendent, Board of Education.
14. Permanent suspension from school: superintendent, Board of Education.

## **B. Student Searches**

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's refusal to be searched, refusal to have his/her belongings searched, or refusing the administration of an Alco-Sensor test may be used against the Student by the District. Thus, the information that gave rise to the search of the Student will be considered true and accurate (and the Student will be considered to have admitted to and be guilty of the alleged conduct). The Student will then be subject to disciplinary consequences. Additionally, in any extracurricular circumstance (e.g. competing in or attendance at a sporting event, dance), the Student's refusal will lead to his/her exclusion from the extracurricular activity that day/evening or into the future, as the District so determines.

## ***DETENTION***

---

Detention is scheduled Monday through Thursday afternoons from 3:35 p.m. until 4:25 p.m. and Monday through Friday mornings from 8:00 a.m. until 8:45 a.m. Detention may be assigned for incomplete homework, tardiness to class, late to school, disruptive behavior, etc. **Any detention not served will result in an administrative referral.** Students assigned detention for incomplete work will be expected to complete the assignment and will receive partial credit for the work completed. Students are expected to bring, and work on, school assignments or additional work will be given.

## ***EDUCATIONAL FIELD TRIPS***

---

Educational trips (approved by Administration), when taken by students solely or partially on school time to places of educational interest or athletic competition, shall be considered part of the total school program. Students on field trips are required to ride school-provided transportation both to and from the place visited. All school rules are in effect during field trips.

### Student Responsibilities Regarding Field Trips

1. Let all of your teachers know about your field trip several days before the trip.
2. Get any required assignments from your teachers, which are due on the day of the trip or the day after.
3. **Complete and turn in** all assignments which were due the day of the trip or the day you return. Individual teachers may assign detention if a student does not meet these class work responsibilities.

## ***EXTRA-CURRICULAR SPORTS & CLUBS***

---

Students are encouraged to participate in an area of interest outside of the classroom during their time at CHS. Clarence High School offers a variety of extracurricular and athletic opportunities for student enrichment and enjoyment. For information on athletic teams please contact the Athletic Office at 407-9043. For information on any of the following clubs/activities please stop in the Main Office.

<b><u>FALL SPORTS</u></b>	<b><u>WINTER SPORTS (CONT.)</u></b>	<b><u>CLUBS &amp; ACTIVITIES</u></b>
Varsity Soccer – Boys	Varsity Basketball – Girls	Academy of Business
Junior Varsity Soccer – Boys	Junior Varsity Basketball – Girls	Academy of Visual/Performing Arts
Modified Soccer – Boys	Bowling – Girls	Advocate
Varsity Football	Bowling – Boys	Art Partners
Junior Varsity Football	Rifle – Boys/Girls	Chorus
Golf - Boys/Girls	Varsity Wrestling	Chamber Orchestra
Varsity Volleyball – Boys	Junior Varsity Wrestling	Drama Club
Junior Varsity Volleyball – Boys	Swimming – Boys	Empower Club
Varsity Field Hockey	Indoor Track – Boys	Environmental Club
Junior Varsity Field Hockey	Indoor Track – Girls	Foreign Language Club
Swimming – Girls	Varsity Basketball Cheerleaders	Future Business Leaders of America Club
Tennis – Girls	Junior Varsity Basketball Cheerleaders	Future Teachers of America Club
		Garden Club

Varsity Volleyball - Girls  
 Junior Varsity Volleyball - Girls  
 Cross Country - Boys  
 Cross Country – Girls  
 Varsity Football Cheerleaders  
 Junior Varsity Football Cheerleaders  
 Varsity Soccer – Girls  
 JV Soccer - Girls

**WINTER SPORTS**

Varsity Basketball – Boys  
 Junior Varsity Basketball – Boys  
 Freshmen Basketball – Boys  
 Unified Bowling

**SPRING SPORTS**

Varsity Baseball-Boys  
 Junior Varsity Baseball-Boys  
 Modified Baseball-Boys  
 Varsity Softball-Girls  
 Junior Varsity Softball-Girls  
 Modified Softball-Girls  
 Unified Basketball  
 Track – Boys/Girls  
 Tennis - Boys  
 Varsity Lacrosse-Girls  
 Varsity Lacrosse-Boys  
 JV Lacrosse - Girls  
 JV Lacrosse - Boys

Gay Straight Alliance  
 Guitar Club  
 Hearts of Hope/ Leadership Club  
 History Club  
 Interact Club  
 Latin Club  
 Literary Club/Chrysalis  
 Marching Band  
 Media Club  
 Mock Trial  
 Model UN/Debate Club  
 National Art Honor Society  
 National Honor Society  
 Reach Out Club  
 Rifle Club  
 Scholastic Bowl  
 Science Olympiad  
 Stage Band (Jazz)  
 Stage Crew  
 Students Against Destructive Decisions  
 Student Council  
 Summer Band  
 Technology Club  
 Unified Club  
 Varsity Club  
 Yearbook  
 Youth Court

***FALSE FIRE ALARM/ARSON***

---

Persons found guilty of starting or attempting to start a fire, or whose actions result in the false setting off of the fire alarm bell, will be suspended from school and charges will be filed as per the New York State Penal Code.

## ***FAMILY SUPPORT CENTER (FSC)***

---

The FSC exists to help students with anything that goes beyond typical school-based supports. From basic needs such as food or clothing to mentoring or counseling, the FSC is here to help. Services are available at school, at home, and in the community, including counseling services provided at CHS during the school day.

Whatever you're going through, you're not alone. If you or anyone in your family needs support, you can speak with your school counselor, psychologist, administrator, or nurse about a referral or contact the FSC directly using the info below.

Family Support Center Coordinator

Evan Vahratian- [evahratian@clarenceschools.org](mailto:evahratian@clarenceschools.org)

FSC Social Worker

Marissa Faso- [mfaso@clarenceschools.org](mailto:mfaso@clarenceschools.org)

## ***GUIDANCE COUNSELING SERVICES***

---

Educational, vocational and personal guidance are offered to the Clarence Central School students. Counselors are ready to discuss with students their school and out-of-school problems, and to offer assistance in solving them. Information of a personal nature is held in strict confidence.

**All schedules are considered final. Careful attention must be made when selecting your courses. Take the time to discuss your schedule with your counselor and parents.**

## ***GRADUATION REQUIREMENTS***

---

<b>Diploma Type</b>	<b>Available to</b>	<b>Requirements</b>
Regents	All Student Populations	*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives *Assessment: 5 required Regents exams with a score of 65 or better as follows: 1 Math, 1 Science, ELA, 1 History, and 1 additional exam in either History, Math or Science.
Regents with <b>Honors</b>	All Student Populations	*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives *Assessment: 5 required Regents exams with a computed average score of 90 or better as follows: 1 Math, 1 Science, ELA, 1 History, and 1 additional exam in either History, Math or Science.
Regents with <b>Advanced Designation</b>	All Student Populations	*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits. *Assessment: 8 required Regents exams with a score of 65 or better as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and either a locally developed Checkpoint B LOTE examination or a 5 unit sequence in the Arts or CTE

<p>Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Math</b></p>	<p>All Student Populations</p>	<p>*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>*Assessment: Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Mathematics See 100.5(b)(7)(x)</p>
<p>Regents with <b>Advanced Designation</b> with an annotation that denotes <b>Mastery in Science</b></p>	<p>All Student Populations</p>	<p>*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>*Assessment: Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Science See 100.5(b)(7)(x)</p>
<p>Regents with <b>Advanced Designation with Honors</b></p>	<p>All Student Populations</p>	<p>*Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.</p> <p>*Assessment: 8 required Regents exams with a computed average score of 90 or better as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government</p>



## Non-diploma High School Exiting

### Credentials

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

## ***HALL PASSES***

---

Students are **NOT** permitted in the halls during class periods unless they have a hall pass from an authorized staff member.

## ***HEALTH OFFICE***

---

If it is necessary to see the nurse, you must get a pass from your teacher. By law, the nurse cannot administer medication except by written request from a parent or physician. Since students cannot carry medication, it is to be left with the nurse. In cases of emergency, first aid is given and parents are notified.

## ***HONOR ROLL AND MERIT ROLL***

---

Each semester an honor roll for academic achievement is compiled. Students are placed on the Honor Roll by achieving an overall average of 90 or higher for all subjects. Students who earn an average of 85.0 to 89.9 will receive a Merit Roll designation.

## ***INTERIM PROGRESS REPORTS & REPORT CARDS***

---

Interim Progress Reports are available to students and parents through the Parent Portal at about the end of the 5th, 15th, 25th and 35th weeks of school. The purpose is to make students and parents aware of the student's progress, whether very good or as an indicator of potential problems. These reports should not be viewed as the sole instrument of student progress. Parents should always ask to see student tests, quizzes, projects, etc. If, at any time, parents would like to follow up on student progress, they should call or email the teacher or guidance counselor directly.

Report cards are available to students and parents through the Parent Portal approximately one week after the close of each 10 week marking period. Parents are urged to examine these reports carefully. When there are questions about a student's grades, please call the Guidance Office or the High School Main Office to arrange a conference with the teacher.

## ***LEARNING ASSISTANCE CENTER (LAC)***

---

The Learning Assistance Center is available to serve the purposes and needs of every student at Clarence High School. Students may use the Center during study halls and before or after school on a voluntary basis with the permission of the LAC staff. The LAC is open for student use from 8:00 a.m. until 4:15 p.m. daily. Students may also be referred to the LAC by a teacher for work on a specific skill or remediation of class work.

## ***LIBRARY MEDIA CENTER***

---

The Library Media Center will be open from 8:00 a.m. until 4:15 p.m. Monday through Friday. Students may also use the library during their lunch period and study hall period if they have a pass from a faculty member. It is important that students sign in. Students are expected to come in on time and to remain for the entire period. The library should be used for work requiring library resources. It is **NOT** a place for social talking.

## ***LUNCHROOM BEHAVIOR***

---

Students are expected to...

- take responsibility for the general upkeep of the cafeteria - cleaning up after themselves- not expecting the staff to do all the work. Tables should be cleaned off and disposable items placed in the recycling containers and garbage cans. Students should not leave book bags and/or articles of clothing unattended in the cafeteria during the day.
- **keep all food and beverages in the cafeteria.**
- maintain a REASONABLE noise level - screaming or yelling across the cafeteria is not considered reasonable.
- use appropriate language in conversations with peers and adults.
- be responsive and respectful to the requests and instructions of adults.

## ***REQUIREMENTS FOR PASSING A COURSE***

---

Passing or failing a course is based on a student receiving an overall average of 65% or better. This average is determined by adding the four marking periods and the examination grade and dividing the total by 5.

Students who pass the final exam but do not have a passing average fail the course. Students who fail the exam but have a passing average are considered to have passed the course.

Students must pass the required Regents examinations to receive credit for Regents courses.

Admission to the final exam may be denied to a student who has not completed the required work or labs assigned to them.

## ***SAFETY PROCEDURES***

---

**FIRE ALARM/EVACUATION:** In case of a fire alarm, students should follow these rules:

1. Close windows, turn off lights and close doors.
2. Walk quickly to the nearest building exit.
3. Stand at least 250 feet from the building. Do not block school driveways.
4. Cell phone use is not permitted during an evacuation.
5. Return to the building when your teacher indicates the all clear signal is given.

We have had some false alarms due to problems with sensitive equipment, but students should **always** assume an alarm is real. This also applies to all activities before and after school.

**LOCKDOWN:**

1. Go to the nearest classroom/supervised area.
2. Move out of the view of the classroom door.
3. Follow all teacher directives.
4. Cell phone use is not permitted during a lockdown.
5. Return to normal activities when the all clear signal is given.

## ***SKIPPING CLASS/TARDINESS***

---

Students who skip classes will face a consequence determined by Administration.

## ***SOME THINGS TO KEEP IN MIND:***

---

Students should not leave class or study hall without a pass.

Students are to be in class before the tardy bell and are not to leave class until the dismissal bell rings.

Students are NOT to sit on the floor in the corridors. Students who wish to socialize or study before period 1 may do so in the cafeteria.

Students found copying another student's homework may receive a "0" for that assignment along with detention. Do your own work!

Students are not to use vulgar language.

School is NOT the place for overt displays of affection.

Students are not allowed to post flyers or posters on school building walls without permission from an administrator.

A pass should be obtained by a student from a teacher before school to work with that particular teacher during their lunch period or to work in the Library or LAC.

### ***STUDENT PARKING PERMIT CRITERIA***

---

Student parking at Clarence High School is limited. Parking permits are issued to Seniors & Juniors only. Students with a valid driver's license may apply for a parking permit. Having a permit allows a student to park each day, it does not guarantee the same spot.

### ***STUDENT PARKING***

---

Motor vehicles are not to be driven over 5 miles per hour in the parking lot or on school roadways, including the access road behind the football field.

All "rules of the road" apply to all school parking lot areas.

**Do NOT drive your vehicle in areas where buses are loading or unloading. State Law prohibits driving your vehicle in these areas. You are subject to a court summons and a heavy fine if reported to law enforcement agencies.**

Students are not to go into cars at any time during the school day or use their vehicle to leave school property without prior permission and a pass from a faculty or staff member.

Tags are to be displayed in vehicles at all times.

**PERMISSION TO DRIVE AND PARK ON SCHOOL PROPERTY IS A PRIVILEGE (only for 11<sup>th</sup> and 12<sup>th</sup> grade students) AND WILL BE DENIED TO STUDENTS WHO VIOLATE THESE RULES.**

A student's vehicle may be searched if reasonable suspicion exists for any substance, which are in violation of school rules and/or illegal in accordance with Board Policy 7330.

## ***STUDENT USE OF PERSONAL TECHNOLOGY***

---

### **Definitions**

Personal technology includes all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of personal technology shall include, but are limited to, iPods and MP3players; iPad, Nook, Kindle, and other table PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

### **Instructional Use**

Student use of personal technology during instruction periods is limited and will be granted at the discretion of the classroom teacher and/or High School Administrators. Students will follow teacher directions for online lessons and searches. Student must comply with all teacher and administrator requests related to the use of the personal device. If a student's use of personal technology is disruptive to other students or in any way inhibits their learning, the privilege of use can be revoked at the teacher's discretion. If a student uses his/her personal device outside of the approved usage as designated by the teacher or staff during class time, the student will receive disciplinary consequences as outlined in the District Code of Conduct.

### **Non-Instructional Use**

Student use of personal technology during non-instructional periods is permitted only when accessing the District's Network, provided that it does not create a substantial disruption to the school environment. No phone calls are permitted. Personal technology can be used in the cafeteria, study hall, and in the hallways between classes.

Inappropriate communication includes, but is not limited to: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, or disrespectful language or images typed, posted, or spoken by students and staff; information that could cause damage to an individual or the school community, or substantially disrupt or create the potential for substantial disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

*Any student requesting use of personal technology with the Clarence School District must read and sign this agreement with his/her parent and return it to the homeroom teacher prior to use.*

1. The student takes full responsibility for his/her device and keeps it in his/her possession at all times. The school is not responsible for the security of the device. The District is not responsible if the device is lost, stolen or broken.
2. The student and his/her family are responsible for the proper care of his/her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated District policies or regulations, the Code of Conduct, or has engaged in other misconduct while using his/her personal device.
4. The student must comply with all teacher and administrator requests related to the use of personal devices.
5. The student may not use the device to record, transmit or post photos or video of any person or persons on campus without their permission of the teacher.
6. The student should only use his/her device to access relevant files, software, email, apps, and Internet content necessary for instructional use and appropriate and authorized personal use. Confidential files and student records may not be accessed.
7. Students and parents should not use personal technology to circumvent school rules on excuses, dismissals, absences and the like. Parents/guardians should call the School Office rather than contacting their children directly.
8. Students are discouraged from sharing personal devices. If a student uses the personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from such use.
9. Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
10. The use of any personal technology is prohibited in locker rooms, Health Office, restrooms or any other area where an individual would have a reasonable expectation of privacy.
11. Violations of any District policies including the Code of Conduct, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

## ***TEXTBOOKS/CALCULATORS***

---

The Board of Education provides basic textbooks. Supplementary review books, paperbacks, and some materials are purchased by the students. Students will assume the responsibility for keeping their books in good condition and protecting them from being damaged, lost or stolen. It is your responsibility to pay for lost, damaged or stolen texts. Students who do not return school owned materials will not be issued textbooks in September.

In accordance with NYS Education Law students who choose not to purchase a calculator may borrow one from the Main Office. It is the student's responsibility to keep the calculator in good condition and protect it from being damaged, lost or stolen. Students will be charged for lost or stolen calculators. However, a replacement calculator will be accepted as long as it is the equivalent of the missing one.

## ***TIME SCHEDULE***

---

<b>2021-2022</b>	<b>Regular Day Schedule</b>	
	<b>Start</b>	<b>End</b>
<b>Period 1</b>	8:52 AM	9:35 AM
<b>Period 2</b>	9:39 AM	10:19 AM
<b>Period 3</b>	10:23 AM	11:03 AM
<b>Period 4</b>	11:07 AM	11:47 AM
<b>Period 5</b>	11:51 AM	12:31 PM
<b>Period 6</b>	12:35 PM	1:15 PM
<b>Period 7</b>	1:19 PM	1:59 PM
<b>Period 8</b>	2:03 PM	2:43 PM
<b>Period 9</b>	2:47 PM	3:30 PM

## ***VISITORS***

---

Visitors are **NOT** allowed in the building except under extenuating circumstances. Parents should call one of the school administrators if a visit is necessary. Shadowing a student's classes is not permitted. All visitors are required to show a driver's license, which will be scanned by our T-Pass system and checked against a law enforcement database. The system will print a temporary photo ID badge for the visitor to wear during their visit.