

**Fillmore CSD Handbook**  
2025-2026

**TABLE OF CONTENTS**

**MESSAGE FROM THE PRINCIPAL**

|             |                                               |             |
|-------------|-----------------------------------------------|-------------|
| <b>I.</b>   | <b>ATTENDANCE INFORMATION AND POLICIES</b>    | <b>Page</b> |
| A.          | Attendance                                    | 4           |
| B.          | Senior High School Students Attendance Policy | 6           |
| C.          | Attendance Policy for BOCES Students          | 9           |
| D.          | Daily Schedule                                | 12          |
| E.          | School Calendar                               | 13          |
| <b>II.</b>  | <b>ACADEMIC INFORMATION</b>                   |             |
| A.          | Course of Study                               | 14          |
| B.          | Graduation Requirements                       | 15          |
| C.          | Promotion                                     | 16          |
| D.          | Senior Certification                          | 17          |
| <b>III.</b> | <b>SERVICES AND SAFETY PROCEDURES</b>         |             |
| A.          | Cafeteria                                     | 17          |
| B.          | Health Services                               | 17          |
| C.          | Pupil Personnel Services                      | 19          |
| D.          | Fire Drill                                    | 21          |
| E.          | Lockout Drill                                 | 21          |
| F.          | Shelter in Place Drill                        | 21          |
| G.          | Lockdown Drill                                | 21          |
| H.          | Evacuation Drill                              | 21          |
| I.          | Cell Phone and Electronics Policy             | 21          |
| <b>IV.</b>  | <b>EXTRA-CURRICULAR AND SOCIAL ACTIVITIES</b> |             |
| A.          | Extra-Curricular Activities                   | 22          |
| B.          | Ineligibility List                            | 23          |
| C.          | Honor Assembly                                | 23          |
| D.          | Middle School Awards Assembly                 | 24          |
| E.          | National Honor Society                        | 24          |

|    |            |    |
|----|------------|----|
| F. | Honor Roll | 24 |
|----|------------|----|

## **TABLE OF CONTENTS - CONTINUED**

### **V. STUDENT REGULATIONS**

|    |                                      |    |    |
|----|--------------------------------------|----|----|
| A. | Dance Regulations                    | 24 |    |
| B. | Downtown Permits                     | 25 |    |
| C. | Media Center Rules                   | 26 |    |
| D. | School Buses                         | 26 |    |
| E. | School Buses for Events              | 27 |    |
| F. | Regulations for Student Parking      |    | 28 |
| G. | Study Hall Rules and Corridor Passes | 28 |    |
| H. | Guests                               | 29 |    |
| I. | School Closing                       | 29 |    |
| J. | Other Information and Regulations    | 29 |    |
| K. | Computer and Internet Usage          | 30 |    |

### **VI. SEXUAL HARASSMENT OF STUDENTS**

### **VII. MESSAGE TO PARENTS**

### **VIII. DISTRICT POLICY REGARDING ALCOHOL, DRUGS, AND OTHER SUBSTANCES**

### **IX. FILLMORE CENTRAL SCHOOL EDUCATIONAL RESOURCE GUIDELINE**

## **A MESSAGE FROM THE PRINCIPAL**

Welcome back for the 2025-26 school year. This handbook provides you with basic information that you will need in order to successfully participate daily at school. Please read it carefully and do not hesitate to contact me or a teacher if you have questions. You should be aware of the fact that this handbook is not all inclusive as there may be incidents that will occur that will not be covered in this document. However, we will always do our best to be honest and understanding when dealing with every student at Fillmore Central.

Remember that much of what you accomplish this year is up to you. We will do everything possible to assist you on this journey, but you should take advantage of every opportunity that this school has to offer. Conan O'Brien's quote says it best: "If you work hard and you're kind, amazing things will happen." Welcome back and have a great year!

Sincerely,

A handwritten signature in black ink that reads "Eric Talbot". The script is cursive and fluid.

Eric Talbot  
7-12 Principal

## **I. ATTENDANCE INFORMATION AND POLICIES**

## **COMPREHENSIVE STUDENT ATTENDANCE POLICY**

### **A. Statement of Overall Objectives**

School attendance is both a right and a responsibility. Fillmore Central School is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because Fillmore Central recognizes that consistent school attendance, academic success and school completion have a positive correlation, Fillmore Central will develop and review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

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

### **Description of Strategies to Meet Objectives**

The School District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e) Develop early intervention strategies to improve school attendance for all students.

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

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

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather,

religious observance, quarantine, required court appearances, attendance at health clinics documented by health care provider, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the principal.

- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (examples: family vacation, hunting, babysitting, hair cut, oversleeping, etc.).

### **Student Attendance Recordkeeping/Data Collection**

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

*Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:*

- a) For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.) such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch.
- b) For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section

3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness, or early departure shall be coded on a student's record in accordance with the established District/building procedures.

## **B. Fillmore Central Senior High School Attendance Policy**

### **Student Attendance Rationale**

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional experience. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

### **STEP I**

After 10 official absences or tardies from school (legal and/or illegal) an official letter will be sent from the home school liaison/social worker to inform families of the need to improve attendance.

### **STEP 2**

After 15 official absences or tardies from school (excused and/or unexcused) an official letter will be sent from the home school liaison/social worker to the parents requesting a

meeting. The meeting will be attended by the student, parent/guardian, the home school liaison/social worker, the guidance director, and the principal. The importance of attendance and the expectations for our students would be discussed. Prior to the meeting the home school liaison/social worker will meet with each teacher to discuss the student's progress to determine how the absences are affecting the grades. After the meeting the student will be required to meet with all teachers to make arrangements to make up all necessary assignments.

The guidance director meet with the student on a weekly basis to check on his/her progress. Communication with the parents regarding these conferences would also take place.

### **STEP 3**

After 20 official absences or tardies from school (excused and/or unexcused) an official letter will be sent from the home school liaison/social worker to the parents requesting a meeting. The meeting will be attended by the student, parent/guardian, the superintendent, the home school liaison/social worker, the guidance director, and the principal. The importance of attendance and the expectations for our students would be discussed.

The guidance director will meet with the student on a weekly basis to check on his/her progress. Communication with the parents regarding these conferences would also take place.

Daily attendance calls are made via Robocall to parents/guardians of students marked absent for that calendar day. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

### **Attendance Incentives**

In order to encourage student attendance, the District will develop and implement grade-appropriate strategies and programs including, but not limited to:

- a) Monthly drawings for prizes at each grade level to reward perfect attendance;

- b) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- c) Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);
- d) Assemblies collaboratively developed and promoted by student council, administration, and other community groups to promote good attendance.

## **Disciplinary Consequences**

Unexcused absences, tardiness and early departures will result in disciplinary sanctions, as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

## **Intervention Strategy Process**

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, time frame, type of unexcused absences, tardiness or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) Monitor and report short and long term, effects of intervention.

## **Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record.

## **Building Review of Attendance Records**

Commencing with the 2003-2004 school year, the building principal will work in conjunction with the attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

### **Annual Review by the Board of Education**

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

### **Community Awareness**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) Providing copies of the policy to any other member of the community upon request.

## **C. ATTENDANCE POLICY FOR STUDENTS ATTENDING THE BOCES OCCUPATIONAL CENTER**

### **Rationale**

Student attendance is a necessary and vital ingredient in the learning process. This attendance program is being introduced to promote good attendance at the Occupational Education Center and at the home school. Absenteeism on the part of BOCES Occupational Education students is a concern for many reasons.

1. The ability to learn a trade or skill is severely limited if the student is not present to receive instruction and, more importantly, to experience working with the necessary tools and/or equipment.
2. Employers value on-the-job attendance and punctuality. Students will become aware of the importance of a good attendance record, and therefore enhance their employability.
3. The home school makes a substantial financial commitment to send each student

to the BOCES Center. An attendance requirement will identify any students who choose to waste this opportunity. An effort to channel resources where they show maximum educational benefits is an answer to the public's cry for accountability.

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the direction of a competent teacher are vital to the learning process. Since a school cannot teach students who are not present, a student's classroom attendance record will be a factor in determining whether credit is to be granted or denied.

## **I. Policy**

Anytime a student is absent from the Career and Technical Education Center, they must obtain an absence report form from the Main Office upon his/her return to school. A copy must be given to the instructor for re-admittance to class.

Attendance is taken and reported to the home school daily. In some courses, absence deducts from the hours needed to accumulate for licensing. In all courses, excessive absence may cause a student to be issued an incomplete or be dismissed from the BOCES program.

At the beginning of the school year all students will be advised of the necessity of good attendance. A copy of the BOCES attendance policy will be signed by each student and their parent/guardian verifying their understanding of this policy.

1. When a student is absent three (3) days in one quarter, the teacher will meet with him/her individually to discuss the cause of absenteeism. A phone call to the parent/guardian will be made by the teacher at this time. An absentee report will be sent to the parent/guardian, home school and a copy will be placed in the student folder.
2. When the student reaches five (5) days absent on one quarter, the BOCES counselor will conduct a formal meeting with the student to discuss the causes of absenteeism and to explain the consequences of excessive absenteeism. A phone call to the student's parent/guardian will be placed by the counselor at this time. An absentee report will be sent to the parent/guardian, home school and a copy will be placed in the student folder.

Excessive absence shall be determined as seven (7) or more days in any one quarter and/or twenty (20) or more days for a single school year and forty (40) over a two (2) year program. In the event that absences continue, these procedures will be followed:

1. A student with seven (7) or more days absent in one quarter will be placed on Attendance Probation due to excessive absence. The student will remain on the attendance probation list until the student conforms to the BOCES attendance policy.

2. A student with twenty (20) or more days absence in one school year will be subject to an incomplete for the year. The student's incomplete for that year may be made up in the first quarter of the following year when the student conforms to the BOCES attendance policy of less than six (6) days absence in the quarter following the incomplete and less than forty (40) days over a two(2) year program. Example: A student who is absent twenty nine (29) days in the first year of a program will only be allowed eleven (11) days in the second year for a total of forty (40).
3. A student who has excessive absences in a first or second year of a program will have the opportunity to attend optional make up days. The make-up days will not exceed five (5) per year and will be scheduled at the convenience of the Career and Technical Education staff.
4. A student with forty (40) or more days absences in a two (2) year program will be issued an incomplete and no credit will be awarded.
5. In the event of a student's unforeseen circumstances with medical or personal, the application of this policy may be reviewed by a committee composed of two (2) teachers, and the BOCES administrator. If so desired, a CSO or his/her designee may be part of this committee. A parent may be requested to be at this conference. This committee shall have the power to adopt provisions for additional make up days when circumstances warrant.

**D. 7-12 DAILY SCHEDULE**

|                      |              |                                     |
|----------------------|--------------|-------------------------------------|
| <b>8:08</b>          | Warning Bell |                                     |
| <b>8:10 - 9:00</b>   | Period 1     | Announcements, Pledge of Allegiance |
| <b>9:04 - 9:49</b>   | Period 2     |                                     |
| <b>9:53 - 10:38</b>  | Period 3     |                                     |
| <b>10:42 - 11:27</b> | Period 4     |                                     |
| Grades 7 & 8         | Period 5     | <b>11:29-11:59</b> Lunch            |
|                      | Period 6     | <b>12:03-12:48</b>                  |
| Grades 9-12          | Period 5     | <b>11:31-12:16</b>                  |
|                      | Period 6     | <b>12:18-12:48</b> Lunch            |
| <b>12:52-1:37</b>    | Period 7     |                                     |
| <b>1:41-2:26</b>     | Period 8     |                                     |
| <b>2:30-3:15</b>     | Period 9     |                                     |

Comments:

1. Periods are 45 minutes long (5 minutes added to first period for announcements, flag salute and moment of silence).
2. Lunch is 30 minutes.
3. 4 minutes for passing time between classes.

## E. SCHOOL CALENDAR 2025-2026

|           |       |                                            |
|-----------|-------|--------------------------------------------|
| August    | 25    | Staff Development Day                      |
|           | 26    | Staff Development Day                      |
|           | 27    | Staff Development Day                      |
| September | 2     | First Day of Student Attendance            |
| October   | 13    | Columbus Day                               |
|           | 16    | Open House                                 |
|           | 17    | Staff Development Day                      |
| November  | 7     | End of 10 Week Marking Period              |
|           | 11    | Veterans Day Recess                        |
|           | 24-25 | Parent/Teacher Conferences                 |
|           | 26-28 | Thanksgiving Recess                        |
| December  | 22-31 | Christmas Recess                           |
| January   | 1-2   | Christmas Recess                           |
|           | 19    | Martin Luther King Day                     |
|           | 23    | End of 20 Week Marking Period              |
| February  | 16    | President's Day                            |
|           | 17    | Lunar New Year                             |
|           | 18-20 | Mid-Winter Recess                          |
| March     | 13    | PK-8 P/T Conferences/Staff Development Day |
| April     | 3-10  | Easter/Spring Recess                       |
|           | 3     | End of 30 Week Marking Period              |
|           | 28-29 | ELA State Test                             |
| May       | 6-8   | State Math Test                            |
|           | 8     | Early Dismissal                            |
|           | 13    | State Science Test (5 & 8)                 |
|           | 21    | Early Dismissal (2:10pm)                   |
|           | 22-25 | Memorial Day Recess                        |
| June      | 9-10  | Regents Exam                               |
|           | 19    | Juneteenth/End of 40 Week Marking Period   |
|           | 17-27 | Regents Exams                              |
|           | 25    | Last Day for Students                      |
|           | 26    | Graduation                                 |

### EARLY STUDENT DISMISSALS

THURS. OCT. 16 PK-12 12:30

\*\*\*\*FRI. JAN. 23 PK-12 12:30

\*\* FRI. MAY 8 PK-12 12:30

\*\*\* THURS. MAY 21 PK-12 2:10

\*\*\*STAFF DEVELOPMENT DAY

\*\*\*REQUIRED GO HOME EARLY DRILL

\*\*\*\*PLANNING, CURRICULUM & GRADING

## II. ACADEMIC- INFORMATION

## **A. COURSE OF STUDY**

### **CLASSIFICATION OF HIGH SCHOOL PUPILS**

|           |                                                                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Freshman  | - completion of 8th grade                                                                                                                            |
| Sophomore | - completion of a total of 4 units                                                                                                                   |
| Junior    | - completion of a total of 9 units                                                                                                                   |
| Senior    | - completion of a minimum of 13 1/2 units and/or whose program includes necessary units and courses for graduation, and has passed RCT examinations. |

### **UNITS OF WORK**

1. Students 9-12 are required to carry 5 units of credit a year. The principal will determine any exceptions to this policy.
2. It is not the intention to excuse seniors from study halls and then return to class. The only condition under which this will be allowed is for those who take a class at a college.
3. Students will be permitted to add or drop a course only after consultation with, and upon approval, of the guidance counselor and with parental permission. Before coming to the Guidance Office to drop a course, students are encouraged to discuss their decision with the teacher.

### **COURSE CREDIT SEQUENCE**

1. Credit for full year courses will be determined by an average of four quarters plus the mid-term and final exams.
2. Credit for half year course will be determined by an average of two 10 week grades and a final exam.
3. In a course with a Regents exam, if the students Regents score is higher than the final grade earned, the Regents score will become the final grade for the course.
4. All Regents and required courses must be taken in semester sequence.
5. Fillmore Central School does not provide any courses or carry out any of its education program or activities on the basis of sex. Our courses and activities are open to all students.
6. Other ways to earn high school credits:

Credits may be earned through independent study and college courses. Independent study must be in conjunction with a sponsoring teacher and must be approved before starting the independent study. The approval process starts in the Guidance Office. Independent study credits cannot be used toward the major sequence which is needed for graduation. A student may apply up to one unit of credit toward graduation with a local diploma.

Seniors may enroll in regular college courses and earn credit toward a local diploma. Upon passing the course, three credit hours of college credit will be equivalent to one high-school credit. Up to two credits earned through college courses may be applied to the diploma.

Any credits earned through independent study or college course work will have no bearing on the overall average or rank in class. For more information about earning these credits, see your Guidance Counselor.

7. The schedule change deadline is the end of the 5-week marking period. After that point, schedule changes will not be honored without the completion of a Late Course Drop Request form. All steps indicated on the form must be completed for consideration, though may not be approved. Discretion and approval is granted only by the Building Principal and Guidance Counselor. These forms are available in the Guidance Office.

**B. Requirements for Graduation at Fillmore Central Beginning with Class of 2005.**

***Fillmore Central School Graduation Requirements***

| <b>Regents Diploma</b>  |                | <b>Advanced Regents Diploma</b> |                |
|-------------------------|----------------|---------------------------------|----------------|
| <b>Required Courses</b> | <b>Credits</b> | <b>Required Courses</b>         | <b>Credits</b> |
| English                 | 4              | English                         | 4              |
| Social Studies          | 4              | Social Studies                  | 4              |
| Math                    | 3              | Math                            | 3              |
| Science                 | 3              | Science                         | 3              |
| Foreign Language        | 1              | (a)Foreign Language             | 3              |
| Art/Music               | 1              | Art/Music                       | 1              |
| Health                  | 0.5            | Health                          | 0.5            |
| Physical Education      | 2              | Physical Education              | 2              |
| Electives               | 3.5            | Electives                       | 1.5            |
| Total                   | 22             | Total                           | 22             |

| <b>Required Exams for Regents Diploma Passing score of 65</b> | <b>Required Exams for Advanced Regents Diploma Passing score 65</b> |
|---------------------------------------------------------------|---------------------------------------------------------------------|
| Regents Comprehensive English                                 | Regents Comprehensive English                                       |
| Regents Algebra                                               | Regents Algebra, Regents Geometry, Regents Algebra II               |
| Regents Global History                                        | Regents Global History                                              |
| Regents U.S. History                                          | Regents U.S. History                                                |
| Regents Living Environment                                    | Regents Living Environment                                          |
|                                                               | One Additional Regents Science                                      |
|                                                               | (a) Local Foreign Language Exam                                     |

- (a) Students acquiring 5 units of credit in Art, Music, Technology or Vocational Education may be exempt.

Note: Local diploma option is available for students with disabilities.

## **PARTICIPATION IN GRADUATION CEREMONIES AND ACTIVITIES**

Any student who has satisfactorily completed all graduation requirements will be permitted to participate in the graduation ceremony and all related graduation activities.

The District permits any student to participate in the graduation ceremony and all related graduation activities of his or her high school graduating class, if the student has been awarded a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Commencement Credential, but has not otherwise qualified to receive a Regents or local diploma. While permitted to participate, these students are not required to participate in the graduation ceremony or related graduation activities of his or her high school graduating class. For purposes of this policy, a student's high school graduating class is the 12<sup>th</sup> grade class with which he or she entered into ninth grade.

The District will provide annual written notice of this policy and any related procedures to all students and their parents or guardians.

### **C. PROMOTION**

1. Middle School - Grade placement for students in 7th and 8th grades who have failed 2 or more subjects is determined by a promotional Committee made up of teachers, administrators, remedial & special education personnel, and the school psychologist.
2. Grades 9-12 - There is no promotional committee for grade placement. It is determined entirely by the courses passed and the number of credits earned.

To be a sophomore, you must have 4 credits (included in these 4 credits must be three (3) of the four (4) required freshman credits - English 9, social studies 9, science and math).

To be a junior, you must have nine credits. (Included in these nine credits must be the four required freshman credits and two of the four required sophomore credits - English 10, Social Studies 10, and second credits of mathematics and science)

To be a senior, you must have fourteen credits. (Included in these fourteen credits must be the required freshman and sophomore credits and one of the two required junior credits English 11 and Social Studies 11). A student also must be progressing satisfactorily toward completion of the sequence(s) requirement. A student must be able to complete fully the sequence(s) requirement by the end of the second semester of the senior year.

## **D . SENIOR CERTIFICATION**

All students are required to take all exams and pass all required courses before being allowed to graduate. At the close of all examinations, a list of those seniors graduating will be posted; no senior may participate in Commencement who is deficient in credit for graduation or has not completed all other graduation requirements such as competency or proficiency exams requirements.

## **III. SERVICES AND SAFETY PROCEDURES**

### **A. CAFETERIA**

1. Students must be reasonably quiet while in the lunch room. Students will walk to the cafeteria.
2. There are two cafeteria serving lines. Students will select the shorter line. No cutting in.
3. No student is to wait until late in the lunch period to obtain their lunch. The cafeteria staff will be asked not to feed students who deliberately arrive late. This is necessary because of the closeness of our schedule with grades following immediately after the high school line. Students should go to lunch first and then to the gym or designated area for lunch recess once approved by a cafeteria monitor and remain there unless they have approved senior privilege. Lunch recess can be revoked based on behavior or disciplinary concerns.
4. Throwing food or destroying property will result in disciplinary action including the possibility of being banned from the cafeteria.
5. Energy drinks are not permitted during the school day.
6. Students may not have food delivered during the school day. Seniors may earn that privilege with principal approval.

### **B. HEALTH SERVICES**

The Health Office is staffed by a School Nurse (NYS registered nurse) The nurse attends to students' health needs, assessing whether problems may be handled at school, or whether students should be sent home or to a medical professional for care.

Students are referred to parent/guardian (or temporary caregiver) for medical complaints including:

- a) fever of 100 or above
- b) vomiting, diarrhea
- c) symptoms of potentially communicable diseases, (such as 'pink eye' and rashes) are referable for professional medical diagnosis/treatment/advice. These should be kept at home until medically cleared: that is, a) symptoms gone, or b) Doctor's written clearance (permission)
- d) injury requiring medical attention that is unavailable at school

The school health office is concerned with helping students' well-being, which allows them to function as successfully as possible. Routine health screenings are done periodically throughout the school years to identify normal/abnormal conditions including the following:

- a) height/weight/vision/hearing
- b) Physicals are to be done by their primary care physician. The physicals are required for Pre-K or K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grades, and are yearly for sports.
- c) body mass index exams
- d) student or teacher referred concerns, requesting evaluation
- e) abnormalities are referred, to assist students' health improvement, and/or to reduced contagious spreading

Health records on all students are maintained at the Health Office

## **MEDICATIONS:**

NY State law requires that medication brought by student to school is to be kept at the nurse's office for administration by nurse (or designated substitute).

OTC Medicines sent to school are to be in the original container with the correct label. OTC medicines require a written permission from a parent or guardian which includes:

1. Students names, age, wt.
2. Name and strength
3. Reason for medication
4. Dosage - how much and when
5. Start date and stop date
6. Parent or guardian signature

Prescribed medicines are to be in the labeled prescription container with the prescription label information. Prescribed medicines require a Dr.'s signed medication permission form along with the prescription label. It must include:

1. Student name
2. Medication name and strength
3. Reason for medication
4. Dosage - how much and when
5. Start date and stop date
6. Dr.'s signature - parent guardian signature

Remembering to take medication is the responsibility of the individual student. The school is not legally obliged to enforce a student's taking of medication. Younger children's parents may help the child and teacher to remember taking medication by pinning a note with the requested time on it to child's shirt.

Medicine supplies left at school at the end of the school year are discarded. New permission notes (for ongoing medication needs) are required each year.

## IMMUNIZATIONS:

NY State requires all public school students to have on file at school a record of the minimum mandated immunizations for enrollment at school.

| Vaccines                                                                                                             | Pre-Kindergarten | Kindergarten Through Grade 5                                                                                                          | Grades 6 Through 11                                           | Grade 12                                                                          |
|----------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Diphtheria Toxoid-Containing Vaccine<br>Tetanus Toxoid-Containing Vaccine and Pertussis Vaccine ( <b>DTaP, DTP</b> ) | 4 doses          | 5 doses or 4 doses if the 4 <sup>th</sup> dose was received at 4 yrs or older. 3 doses if 7 yrs or older and started at 1 yr or older | 3 doses                                                       | 3 doses                                                                           |
| Tetanus, Diphtheria, and Pertussis Booster ( <b>Tdap</b> )                                                           | N/A              | N/A                                                                                                                                   | 1 dose                                                        | 1 dose                                                                            |
| Polio ( <b>IPV or OPV</b> )                                                                                          | 3 doses          | 3 to 4 doses<br>If 3 <sup>rd</sup> dose was at 4 yrs or older                                                                         | 3 to 4 doses<br>If 3 <sup>rd</sup> dose was at 4 yrs or older | 3 to 4 doses<br>If 3 <sup>rd</sup> dose was at 4 yrs or older                     |
| Measles, Mumps and Rubella ( <b>MMR</b> )                                                                            | 1 dose           | 2 doses                                                                                                                               | 2 doses                                                       | 2 doses                                                                           |
| Hepatitis B                                                                                                          | 3 doses          | 3 doses                                                                                                                               | 3 doses                                                       | 3 doses                                                                           |
| Varicella ( <b>Chickenpox</b> )                                                                                      | 1 dose           | 2doses                                                                                                                                | 2 doses                                                       | 2 doses                                                                           |
| Meningococcal conjugate                                                                                              | N/A              | N/A                                                                                                                                   | grades 7,8, 9,10 & 11<br>1 dose                               | Grade 12:<br>2doses or 1dose if the dose was received at 16 years of age or older |
| Haemophilus influenza type b ( <b>Hib</b> )                                                                          | 1 to 4 doses     | N/A                                                                                                                                   | N/A                                                           | N/A                                                                               |
| Pneumococcal Conjugate Vaccine ( <b>PCV</b> )                                                                        | 1 to 4 doses     | N/A                                                                                                                                   | N/A                                                           | N/A                                                                               |

Failure to meet above requirements will result in suspension from school (NY State law) unless you have a written medical. Students' shot records can be kept updated if the nurse is informed of any boosters for immunizations received.

## SNAP PARENT PORTAL:

You will receive a "Welcome to SNAP Parent Portal" email. Set up a one-time account to share health information and records directly with the school nurse about your child. Each child in your family will need a separate account set up. You can switch back and forth between accounts easily once it is set up. Be sure the front office has your updated email address in the PowerSchool account.

### **C. PUPIL PERSONNEL SERVICES**

The Guidance Services assist the students in discovering and better utilizing the abilities and opportunities they have or may develop. In fact, every effort is made to carry out the meaning of the motto of the State University of New York: "Let Each Become All He is Capable of Being." In striving toward their goal, each student is helped to know and understand- themselves better through a discussion of the results achieved on aptitude and interest tests they have taken, and in the opinions of their teachers concerning their abilities and personality traits. With this knowledge and additional information about the various fields of work in which their particular abilities might be utilized and the training facilities available, the student is in a much sounder position to make wise educational and vocational choices.

Each student is welcomed and encouraged to come to the Guidance Office to discuss any problem they may have, whether it has to do with the course of study, educational or vocational plans for the future, or purely of a personal nature. Any personal problem a student discusses with a counselor is always treated in the strictest confidence. Parents are also welcomed and encouraged to telephone or visit the counselor at school. Adults who are unable to come during the school day may call the Guidance Office to discuss alternative arrangements.

### **SCHOOL PSYCHOLOGICAL SERVICES**

The school psychologist provides services to students to enable them to meet their learning, personal, and interpersonal needs. Many students, at one time or another, face difficult problems as they attempt to reach their educational goals. These challenges can be in learning, in demonstrating knowledge, in choosing appropriate behaviors, in getting along with peers or adults, or in dealing with stress and life situations.

The school psychologist is able to provide assessment of learning skills, behavioral problems, and educational needs of students. This professional is also a counselor, working with students both individually and in groups. Counseling is provided for students in crisis as well as for students needing less intensive support. The school psychologist consults with school staff and parents when appropriate to help students solve problems and achieve school success.

The school psychologist also works to organize and arrange primary prevention programs. These provide experiences and training for students which help them to develop healthy decision making and life skills.

The school psychologist's office is in the Guidance Office. Any student can arrange to see the psychologist by contacting that person or the Guidance secretary.

### **SCHOOL SOCIAL WORKER SERVICES**

The school social worker provides another level of support to students encountering obstacles in meeting their educational potential. Students today are faced with many challenges both in and

out of school. Many times, these challenges negatively impact performance in the school setting. The social worker is available to help students develop strategies, utilize community resources, establish relationships with outside providers, provide support to parents or guardians, or find/establish other resources to help students and families overcome any obstacle to their education.

The school social workers office is located across from the Business Office. Any student, parent or guardian, can arrange to see the social worker by contacting that person or the Guidance secretary.

#### **D. FIRE DRILL**

Observe these general safety rules in fire drills regardless of your location in the building.

1. There must be COMPLETE SILENCE in lines as you walk and stand outside so that you can hear any instructions given by teachers or principals.
2. Students may walk in double file as soon as they go out the door of the room in which they are located.
3. Walk at a brisk pace; do not run or stroll along.
4. Watch out for small children. If you find a small child out of place and bewildered, take him/her by the hand and lead him out with you.
5. When you get out of the building, stay in line and move to what would be a safe distance from the building. All students must stay with their teacher.

#### **E. LOCKOUT DRILL**

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

*\*When any of the following drills are announced, you will need to follow the pre-established procedures that have been reviewed by the classroom teacher. All drills need to be taken serious and students need to be quiet and patient as student safety is the first priority.*

#### **F. SHELTER-IN-PLACE DRILL**

Used during and emergency situation that does not pose an immediate threat of violence in or around the school.

#### **G. LOCKDOWN DRILL**

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

#### **H. EVACUATION DRILL**

Used to evacuate students and staff from the building.

#### **I. CELL PHONE AND ELECTRONICS POLICY**

Cell phones, smart watches, headphones, or other electronic devices are not permitted during the

school day. If a student brings in a phone or other device, it must be put in their lockers by the bell at 8:05 and be left there until dismissal at 3:15.

#### **IV. EXTRA-CURRICULAR AND SOCIAL ACTIVITIES**

##### **A. ExtraCurricular Activities Coordinator – 7-12 Principal**

1. Any group wanting to establish a new class/club organization must provide a complete description of the proposed class/club organization to the principal. This document should include the philosophy of the organization, goals of the organization, name of the potential faculty advisor, and names of potential student members. Any class/club organization with less than six potential members will not be approved. Class/club officers are to be nominated and voted upon by the members of the proposed organization. The principal reserves the right to accept or deny the creation of any proposed class/club organization.
2. Any group desiring to operate a fundraising activity must first be recognized as a class/club organization by the Board of Education. Next, the class/club organization must request permission from the 7-12 Principal, naming a faculty advisor and a student treasurer. Upon approval of the request, contact should be made with the Business Manager to establish an account and to receive the proper materials for recording, depositing, and withdrawing funds. All class/club organizations must also fill out the fund-raising profit/loss form and have it signed by the student activity treasurer, advisor, and 7-12 principal prior to the fundraiser. All funds raised through approved fund-raisers are to be deposited within two school days of the fund-raising activity.

Any class monies that remain in the class treasury after the class graduates shall be distributed into one or both of the following special accounts; Scholarship, Memorial.

3. All clubs shall be sponsored by a faculty advisor and are to have on file in the 7-12 office a copy of their bylaws. A list of club members and officers shall be submitted to the 7-12 principal by October first of each school year. Any student on Category 2 may not participate in any class/club organization until he or she is removed from the list.
4. Any club wishing to create displays throughout the building must fill out a request. The paperwork for the request can be picked up in the 7-12 office. Once approved by the advisors and the building principal, the advertisements may be made public.
5. In order to participate in an extracurricular activity, a student must attend school on the day of that activity unless permission is received from the principal. For Saturday activities a student must be in school Friday. Students are expected to be present the day before a field trip to participate or have an excused absence.
6. All extracurricular and social activities sponsored by classes or clubs must submit a Request for Activities' form to the main office at least 1 week in advance of the activity.

A. Students may use only the area of the building they requested.

- B. Activities held on a night preceding a school day are not recommended and may be held only after special permission has been granted by the principal. Closing time for such activities is 10.00 p.m.
- 7. There should not be any school-sponsored social activities, parties, etc. during the month of June. June is examination time and students should be preparing for exams. Exceptions to this must be approved by the principal.
- 8. Field Day occurs in May and consists of field events and any additional activities as set up by the Student Council. A list of field events will be distributed by the Student Council prior to the day.
- 9. To participate in athletics, students must be enrolled in 3 full-time academic courses plus physical education.

## **B. INELIGIBILITY LIST**

- 1. Category 1 - 1 class with an overall average of 64 or lower.
  - 1. No passes permitted, with the exception of pre-signed passes to a classroom teacher for academic support or Guidance Office.
  - 2. Students should not be allowed to leave study halls or classes for the purpose of obtaining pre-signed passes.
- 2. Category 2 - two or more classes with an overall average of 64 or below with an unsatisfactory comment for each subject:
  - 1. Same at Category 1 in reference to passes etc.
  - 2. No extra-curricular activities for a period of five weeks. Including practices.
- 3. A student may be removed from the category list in the following ways:
  - 1. If the student is on Category I (failing 1 subject) they may be removed from the list by obtaining the signature of the teacher who placed them on category stating that significant progress is being made towards passing the class.
  - 2. A student may be removed from Category 2 (failing 2 or more subjects) by obtaining the signatures of all the teachers for each subject who placed them on category stating that significant progress is being made towards passing the class. If a student drops a class, a teacher may still put that student on Category. There is no way to be removed from Category by dropping a class. The signing for removal from category is entirely at the discretion of the teachers who placed the student on the category list.

## **C. HONOR ASSEMBLY**

Awards for participation in academic and music organizations will be presented each year. A list of awards is available, upon request, in the Guidance Office.

#### **D. MIDDLE SCHOOL AWARDS ASSEMBLY**

Each year an awards assembly will be held for Middle School students. Awards will be presented for outstanding achievement, most improvement in each of the subject areas, school citizenship and participation in extra-curricular activities.

#### **E. NATIONAL HONOR SOCIETY**

1. Membership in this society is based on scholarship, service, leadership, and character. Membership is determined by a majority vote of the faculty council.
2. To be eligible, students must be at least in the 11<sup>th</sup> grade. 11<sup>th</sup> grade students must have an average of 90 percent or better to be eligible. 12<sup>th</sup> grade students must also have an average of 90 percent or better to be eligible. All students must have been in attendance at the school the equivalent of one semester.
3. A student can be dropped at any time by the faculty council for failure to maintain satisfactory standards in any of the four required areas including academic honesty. In the event the faculty council cancels a student's Honor Society membership, the student and/or the student's parents have a right to appeal the council's decision.
4. All candidates will be given a process to follow for the committee to consider. This will allow the candidates the opportunity to provide references and highlight aspects of their lives that the committee might be unaware of.

#### **F. HONOR ROLL**

An honor roll will be compiled in the Guidance Office at the end of each of the ten week periods. The criteria are:

Principal's Honor Roll: Overall average of 95.

High Honor: Overall average of 90-94.

Honor Roll: Overall average of 85-89.

\*Students cannot be failing any classes to be considered.

#### **V. STUDENT REGULATIONS**

##### **A. DANCE REGULATIONS - ALL DANCES ARE CLOSED**

**DANCES WILL NOT BE ADVERTISED OUTSIDE THE SCHOOL BY RADIO, POSTERS, ETC.**

1. The High School Prom is the **only** Fillmore CSD sponsored dance where students are permitted to bring a guest. All guests must be under the age of 21. **Out-of-district students and Home School students must be enrolled in grades 11 or 12.** However, 9<sup>th</sup> and 10<sup>th</sup> grade (Fillmore students only) are allowed to attend prom if asked by an 11<sup>th</sup> or 12<sup>th</sup> grade student. Fillmore graduates under the age of 21 are allowed to attend the dance if asked by a current Junior or Senior. All Fillmore students, and their desired guest, must complete the Fillmore Guest Permission Sheet which can be obtained from their class

advisor.

2. The chaperones will include:
  - a) 2 teachers - plus advisors
  - b) parents
3. No admittance for students on Category II or absence lists.
4. No admittance for elementary students.
5. No admittance to any students after the first 90 minutes of the dance, unless administrative permission has been granted
6. Once a student leaves, there is to be no re-entry.

## **B. DOWNTOWN PERMITS**

- 1 Pupils who come to school by bus shall not be permitted to go downtown anytime without a written request from home. This includes both before and after school each day. This request may be of two types:
  - a) Students in grade 12 may pick up a special form in the main office to be filled out and signed by their parents or guardian. This pass is for lunch time only.
  - b) A parent may write such a request for a specific day. Students must bring this request to the main office before 8:05. All other students are to eat lunch in the building.
2. Student with such request shall sign the downtown sheet before leaving the school and cross off their name personally in the main office upon return.
3. All students are to exit the school from the front center doors and follow the main sidewalk to Main Street. Students are to re-enter school by the same route. For reasons of safety and courtesy to the community, students are requested not to use Lowell Street during lunch time.
- 4 Any student failing to sign out or cross his/her name off upon returning will have his/her downtown permit revoked.
5. Students are expected to return on time for classes. If early, report either to the gym or out-of-doors to monitors in charge of the program. Students are not to go upstairs or to the wings until the bell has rung. Abuse of this procedure shall be sufficient reason to withdraw permission.
6. A student who leaves the school ground during lunch without signing out and/or without written parental permission will be subject to disciplinary action.

### **C. MEDIA CENTER RULES**

1. A desk attendant will check all passes of students entering the library. Media Center passes will be honored for students grades 9-12, in good academic and behavioral standing. The time signed by the study hall teacher will be noted and the category list checked.
2. The Media Center will be for study and reference work, leisure reading, and obtaining materials and information.
3. Reference work must be done for a specific subject and is not to be used as an excuse to go to the Media Center several times a day.
4. There are no lavatory sign outs in the Media Center.
5. Desk attendants are expected to maintain a quiet atmosphere for study. No partiality will be shown toward any student. The attendants are to be at the desk to sign passes, unless excused by the librarian. No corridor passes are to be signed by the student attendant. Students are not to use the Media Center as a lounge.
6. Students who show poor Media Center citizenship shall have the privilege of using the room taken away for a period of time, as determined by the librarian and the principal.
7. The best use of the school Media Center can be attained only if each student realizes his responsibility as a good citizen in the Media Center by books being returned on time, magazines returned to their proper places, chairs carefully replaced upon leaving the library, special care taken in moving about the room and working quietly.
8. A failure to follow these rules may result in the loss of ability to go to the Media Center in the future.

### **D. SCHOOL BUSES**

In order to ensure the physical safety of all students the following procedures are necessary.

1. Do not attempt to board a bus or leave your seat until the bus has come to a full stop.
2. Get on and off the bus in single file; do not crowd. This should be done in a quiet, orderly fashion.
3. The bus driver or school administrator may assign bus seats. The youngest children should have seat preference if there is a situation where students have to stand.
4. When crossing the road to board or leave a bus, always pass in front of the bus when directed by the bus driver.
5. Keep head, hands, feet and all belongings inside the bus.
6. As soon as students are dismissed from school, they are to go directly to their buses. Do not push or crowd getting on the bus or to seats within the bus.
7. Do not move to another seat. Remain in your seat until you get to the stop where

your home is.

8. Do not smoke traditional cigarettes or an electronic smoking device, be destructive or throw any objects in or outside the bus.
9. Students who will not be returning home on their regular bus should bring a note to that effect. These notes should be turned in by 12pm to the greeter so that permission may be given for that day or whatever time is indicated by the note from the parent/guardian.
10. Make room for others to sit in your seat. When there is room, put your books in your lap and hold onto them instead of leaving them on the seat if someone needs to sit down.
11. Cooperate with the bus driver.
12. The bus driver may give other directions as necessary.
13. Violation of these rules will result in disciplinary action, possibly jeopardizing a student's privilege of riding the bus.

#### **E. SCHOOL BUS FOR EVENTS**

1. School buses may be used for sports, press and agriculture conferences, music festivals, home economics trips, and other sanctioned school activities. Written parental permission is required.
2. All members of FCS athletic teams and cheerleaders shall be transported to athletic events outside of FCS district by means of transportation furnished by the school district. If a member of a team plans to ride home with his/her parents written permission from the parents must be given to the athletic advisor or verbal permission granted from parents at the game.
3. Students who wish to ride home with another student's parents or legal guardian must have written permission from their own parent or legal guardian. Verbal permission may only be obtained from student's parent or legal guardian.
4. When buses are used for school affairs, they are to be considered the only means of transportation for the group. All students going must ride on the bus or they are not considered part of the activity.
5. Students riding buses to games and other activities are to return on the same bus, except as noted in #2.

#### **SCHOOL BUS BAGGAGE**

The NYS Department of Transportation requires certain regulations concerning items which may be transported on our school buses. We want to comply with these regulations while permitting students to carry necessary items on the school bus whenever possible.

Generally, baggage may be carried on the bus which can be held comfortably on the student's lap. Most items that are too big and bulky to be carried on the lap may be tied down under the seat or secured by other means. No items may be permitted which protrude into the aisle hampering normal or emergency exiting.

Of course, there are some items which may not be carried on our school buses such as glass containers, flammable products, aerosol cans, firearms, tobacco, alcohol, etc

## **F. REGULATIONS FOR STUDENT PARKING**

The following regulations will govern the use of cars by students driving to school. It is important to remember that driving to school is a privilege.

1. Generally, only seniors will be granted driving privileges. Any exceptions must have explicit administrative approval.
2. A permit signed by the student and parent shall be on file in the main Office.
3. The student shall not drive in excess of 5 miles per hour on school property.
4. The student shall park his/her car upon arrival at school and leave it parked until afternoon dismissal. No student shall use his/her car during the noon hour without explicit permission received by the administration from the parent for that particular day. When such permission is received there should be no other student riding in the car without explicit administration permission.
5. Students shall not loiter in their cars at any time. They are to lock the car doors when leaving their cars.
6. A student parking lot located above the athletic field, is available only for students with a student car permit. ***Students will not be allowed to park in the school staff parking lot, or in the school driveways.***
7. Abuse of parking lot rules and driving privileges are subject to disciplinary action and may result in loss of driving privileges.  
The Code of Conduct outlines the consequences for not following these rules.

## **G. STUDY HALL RULES AND CORRIDOR PASSES**

1. Only one girl and one boy may have lavatory permission at one time. Students should write the time on the sign-out sheet.
2. Corridor and library passes may be issued to any student not on the ineligibility list. (ie. Category I or II).
  - a) Students may not leave the cafeteria for the purpose of obtaining a pre-signed pass to be used later in the day.
3. A corridor pass is required of all students in the hall during class periods. A student should not visit a teacher unless he has been given a pre-signed pass.

These passes must be obtained from the teacher whom the student wished to visit  
PRIOR to the time of the visit.

4. Lockers should not have to be visited during study hall period. Every student should come to study hall prepared for study. Students should try to limit their visit of lockers between each period.
5. Students should be able to plan their work sufficiently to carry books and supplies for several periods at a time. This would help to eliminate some confusion during the passing of classes.
6. Study halls are to be quiet so that studying can be done.
7. Study halls are NOT for playing cards, coin tossing, or other disruptive/distractive activities.

#### **H. GUESTS**

1. Former students shall not be allowed to visit the school for social purposes during the school hours.
2. Student guests are not to be brought to school at any time without prior approval from the building principal.
3. All persons coming to school must sign-in at the Greeter's desk, provide a valid form of photo identification and give their destination. They will be provided a name tag to wear for the duration of their visit.

#### **I. SCHOOL CLOSING**

There are times during the year that school may have to be closed or delayed in opening because of inclement weather and road conditions, mechanical malfunctions in the school building, etc. Such announcements will be made through the use of Parent Square and carried by the following radio stations:

Wellsville..... WJQZ, WZKZ, WQRW  
Rochester..... Channel 13  
Olean ..... WHDL, WPIG  
Buffalo..... Channels 2, 4, 7, Spectrum

#### **J. OTHER INFORMATION AND REGULATIONS**

1. All student organizations distributing posters or flyers must have approval by the faculty advisor of the organization and the 7-12 principal.
2. TEXTBOOKS MUST BE KEPT COVERED. This is a student obligation. Textbooks are too expensive. Lost or damaged books will be paid for by the person to whom the book is originally assigned regardless of whether he or she damaged or lost the book.

3. High school students are not to leave the building at any time during school hours without permission from the principal.
4. NO students are allowed in the building after school unless supervised by a faculty or staff member.
5. The faculty room is off limits to all students.
6. To use the homemaking room for repair of clothing, a student must first obtain the approval of the principal.
7. The use of snow mobiles, motor bikes, roller blades and skate boards is prohibited on all Fillmore Central School properties unless special permission is granted from the administration.
8. At 8:05 students are to be in their first period class for the Pledge of Allegiance, attendance and a moment of silence. Announcements will be at 2:30pm.
9. Students will be assigned lockers for storing coats, textbooks, and other school supplies. Personal items of monetary value should be kept in the District Office safe, not in one's locker. It will be assumed that if any student is found opening or tampering with another student's locker, then the purpose is theft. Lockers shall not be marred or written on. The school is not responsible for lost or stolen items left in lockers. The student may wish to put a personal lock on his or her locker. If so, combination or an extra key should be provided to the main Office.
10. Students in grades 7-12 will not be in designated elementary school areas without permission from the office.
11. Students are not to use tobacco products or electronic smoking devices containing any tobacco or illegal substance on school grounds or school sponsored events on or off sight.

#### **K. COMPUTER AND INTERNET USAGE**

The Board of Education will provide access to various computerized information resources through the District's computer system consisting of software, hardware, computer networks and electronic communications systems to support learning and enhance instruction. This will include access to electronic mail and the Internet. All use of technology, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and or research and consistent with the goals and purposes of the School District.

#### **Access to Inappropriate content / Material and Use of Personal Technology or Electronic Devices**

This policy is intended to establish general guidelines for the acceptable student use of district technology. While the district cannot screen or review all of the available content or materials on these external computer networks, some of the available content or materials on the

computer devices may be deemed unsuitable for student use and parent/guardian supervision is required.

Despite the existence of a district filtering system, policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to the students' use of technology via district devices or any other electronic media or communications, including by means of the students' own personal technology or electronic device on school grounds or at school events.

### **Standards of Acceptable and Ethical Use**

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of district technology devices. This policy does not attempt to articulate all required and/or acceptable uses of the district devices; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students will respect materials and resources of Internet accounts. Students will not send or receive offensive material over the Internet. Students will not use obscene, offensive, harassing, insulting or otherwise abusive language over the Internet or on e-mail, through cyberbullying. Students will respect the privacy of others and self by keeping passwords confidential and not trespassing into another's folders, work or files. Inadvertent inappropriate access shall be reported immediately to school administration.

Students who engage in unacceptable use may be restricted access to the technological devices owned by the district or be subject to further discipline under the District's school conduct and discipline policy and the Fillmore School District Code of Conduct. The Fillmore School District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112. Actions may include the following but are not limited to:

- Students could be banned from access to specific technological equipment or facilities for a period of time
- Students could be required to make full financial restitution
- Students could be restricted from using technological devices
- Users could lose Internet account privileges
- Suspension, detention or even expulsion are possible outcomes of severe violations
- Users could face prosecution if criminal activity is involved

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be property of the Fillmore School District, subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying

with the requirements of this policy and accompanying regulations. Students should not expect that information stored on the district technological device will be private.

#### Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing district owned technological devices.

Regulations will be established as necessary to implement the terms of this policy.

### Office 365 Accounts

Fillmore Central School will provide **Office 365** accounts to all students. Students will be able to utilize the account while in school or on another device that has Internet connection. Students will also be able to use some of the tools offline.

**Office 365** is an online software suite that provides students with access to apps like Outlook email, Word, Excel, PowerPoint, and more, updated monthly with the latest features and security updates.

**Office 365** is offered to students at no additional charge because Fillmore CSD provides your child an account through the Microsoft EES Program.

Each student also receives a license that allows him or her to run Office 365 on up to 5 devices. Students will save files to OneDrive with one terabyte of online storage, allowing access across devices from any location.

Students will have a login created, that includes a district email address, provided for students to reach teachers.

Students will have access until they graduate or stop attending the school district.

**AI** Fillmore Central School currently restricts student access to Generative and AI-powered resources on our network. This is achieved through the use of a web filter. Teachers will set expectations of student use of AI tools for assignments and classroom work.

## VI. SEXUAL HARASSMENT OF STUDENTS

In recent years we have all become more aware of what sexual harassment is and the devastating effect this behavior may have on the victim. The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. As a result there is a Board policy designed to provide students with a means for bringing the harassment to an end and the harassers to be held accountable for their actions. Copies of this policy are available to students in both the District and 7-12 office.

In plain language if you feel that you are the victim of some form of sexual harassment please report it immediately to teachers, staff, or administration. All complaints will be investigated and appropriate action taken.

## VII. MESSAGE TO PARENTS

Although this handbook is designed primarily for the student's use, it is important that parents are also aware of the rules, policies, and procedures of the school. Parents may then be able to reinforce the appropriate attitudes and behavior of their son or daughter. The administration and faculty of Fillmore Central School want to keep the communication lines open to parents in order to minimize misunderstandings. Parents are encouraged to talk with their son or daughter about

the day-today activities. At dinnertime a check of students' problems, projects, and attitudes keeps the parents constantly informed.

We welcome any questions or concerns on the part of the parents. Many times a telephone call can quickly dispel unwarranted rumors or clear up a misunderstanding. To facilitate this parent/school communication, a directory is made available. The areas of responsibility are noted to help parents contact the appropriate school authority.

### **FILLMORE CENTRAL SCHOOL PHONE NUMBERS**

|                                               |          |
|-----------------------------------------------|----------|
| Michael Dodge, Superintendent .....           | 567-2251 |
| Eric Talbot, PK-12 Principal.....             | 567-2289 |
| Sarah Petre, PK-12 Ast. Principal.....        | 567-4432 |
| Corrie Buckley, Curriculum Coordinator.....   | 567-2270 |
| Melissa Washburn, Director of Special Ed..... | 567-2270 |
| Holly Arnold, CSE Chairperson.....            | 567-2270 |
| Stephanie Cook, Guidance Counselor.....       | 567-2270 |
| Joseph Butler, Business Manager....           | 567-2259 |
| Stacy Parmenter, School Nurse .....           | 567-8584 |
| Pat Cooney, School Psychologist.....          | 567-2270 |
| Rebecca Durrigan, Greeter.....                | 567-2252 |

## **VIII. DISTRICT POLICY REGARDING ALCOHOL, DRUGS AND OTHER SUBSTANCES**

### **I. MISSION**

The Board of Education recognizes that the misuse of drug and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Through the collaborative effort of staff, students, parents/legal guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol other substances to include the following elements:

- a) An age appropriate drug and alcohol prevention education program for students in all grades from early childhood through grade 12.
- b) Intervention, to eliminate any existing use/abuse and provide support services to all students from early childhood level through grade 12 considered to be at risk for use/abuse.

- c) Standards of conduct and appropriate disciplinary measures for both students and staff within the framework of the District discipline policy and applicable New York State Law.
- d) Ongoing training of District staff about the components of an effective program.
- e) Implementation dissemination and monitoring of District policy and regulation of Alcohol and Other Substances.

## **2. IMPLEMENTATION**

### **A. The School District has established the following regulations to implement Board of Education policy on Alcohol and Other Substances.**

- 1. Training School personnel and parents/legal guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
- 2. An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/alcohol-free special events service projects and extracurricular activities that will develop a positive peer influence.

### **B. Intervention and Counseling**

School based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- 1. Counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
- 2. Referring students to community or other outside agencies such as Allegany Area Council on Alcoholism and Substance Abuse, Inc. when their use/abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services.
- 3. Providing a supportive school environment designed to continue the recovery process for students returning from treatment.
- 4. Ensuring confidentiality as required by state and federal law.

### **C. Disciplinary Measures (Students)**

- 1. Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcohol beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's policy on Student Rights and Responsibilities (#5501) and Interscholastic Athletics (#5139.1).

### **D. Staff Development**

There shall be ongoing training of District staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

E. Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol and other substances Board policy and administrative regulation by collaboration with school personnel, students, parents/legal guardians and the community at large.

Additionally, copies of Board policy and this regulation shall be disseminated to District staff, parents/legal guardians and community members. The Superintendent shall review annually the policy and regulation and suggest appropriate modifications, as needed.

Drug Free Schools and Communities Act Amendment of 1989 Public Law 101226)

**IX. FILLMORE CENTRAL SCHOOL EDUCATIONAL RESOURCE GUIDELINE**

Teachers are encouraged to use all forms of media as a valuable instructional tool to engage with students while instructing the varied 21<sup>st</sup> Century skills necessary to understand and succeed in the world. We acknowledge that the use of media such as film, television shows, internet material, books and printed material, and news media is a powerful tool that can be used effectively in the classroom. We accept that it is a necessary part of our instruction to teach students to be "literate" with all forms of media.

We understand that material chosen may be of sensitive nature to some audiences. We acknowledge that our teachers are professional educators equipped with the integrity to work with administrators to construct a meaningful and effective curriculum. Material will be chosen with the professional discretion of the classroom teacher and the school principal who have both approved the material to be utilized in class. Teachers will communicate to parents, the type of media and rating-if available, prior to implementing the media into the curriculum along with the educational rationale for its usage.

If a parent has issue with certain material being used, the parent will share their concern with the teacher. If the concern is not resolved, it will be shared with the principal and if the principal supports the objection as being reasonable an alternate academic assignment will be made for that individual.

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