FORESTVILLE CENTRAL SCHOOLS

Middle and High School Handbook

2026-2027

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DRAFT: July 17, 2026

FORESTVILLE CENTRAL MIDDLE AND HIGH SCHOOL

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Academic Eligibility Rule

Participating in school and extracurricular activities is a great way for students to develop their talents, earn recognition, and build lasting friendships. However, participation in these activities is a privilege, not a right. Students may lose this privilege if they become academically ineligible.

Examples of activities affected by academic eligibility include, but are not limited to:
- Athletic games and practices
- Dances
- Extracurricular club activities
- Class events
- Prom
- Musicals and plays
- Non-academic travel to other rooms or the library during study hall

Important Exceptions:
Students who are ineligible—or who were absent from school—may still participate in concerts, trips, and other performances that are directly tied to a grade in a class.
Additionally, students auditing a course are not required to meet academic eligibility requirements for that specific course.

Ineligibility Rules

Progress reports and report cards are distributed and posted online about every five weeks. If a student is failing two or more courses, they will be placed on the Daily After School Ineligibility List. For seniors, being placed on the list occurs if they are failing one or more courses required for graduation.

Restrictions on participation in extracurricular activities will begin on the effective date listed below.

Grade Reporting 2026-2027	Date for Grade Calculation	Ineligibility Start Date @7:30am	Earliest Removal Date @2:30pm
Progress Q1	October 7, 2026	October 13, 2026	Passing Grades
Report Card Q1	November 18, 2026	November 23, 2026	November 30, 2026
Progress Q2	December 16, 2026	December 21, 2026	Passing Grades
Report Card Q2	February 3, 2027	February 8, 2027	February 12, 2027
Progress Q3	March 3, 2027	March 8, 2027	Passing Grades
Report Card Q3	April 21, 2027	April 26, 2027	April 30, 2027
Progress Q4	May 12, 2027	May 17, 2027	Passing Grades
Report Card Q4	June 25, 2027		

Removal from Ineligibility:
- Progress Reports: Students may be removed from the Daily After School Ineligibility List as soon as they are passing the required number of courses, as described above.
- Report Cards: Students must remain on the Ineligibility List for at least one week after report cards are issued. After this period, they can be removed as soon as they are passing the required number of courses.

Process for Removal:
- To be removed from the Daily After School Ineligibility List, students must have their grades reviewed by Ms. Hazelton or Mr. LeBaron. It is the student's responsibility to notify Ms. Hazelton or Mr. LeBaron once

they have met the requirements.

Additional Restrictions:
- Building principals, coaches, or advisors may impose additional restrictions on extracurricular participation for disciplinary reasons.

Eligibility Council:
An Eligibility Council consisting of the building principal, general education teacher(s) involved, a special education teacher (if appropriate), and the school counselor—will be available to:
- Annually review the Academic Eligibility rule
- Review individual ineligibility cases as needed
- Review a student's ineligibility upon request
- Review academic eligibility before vacations if needed

Note on Specific Organizations:
Rules for organizations such as Student Council and National Honor Society will be provided and discussed at their meetings. Student clubs and performing groups (band, chorus, athletic teams) may set stricter standards and consequences than those listed for students in general. If a rule violation also breaks school rules, consequences from both the organization and the Student Handbook will apply.

Academic Intervention Services (AIS)

Forestville Central School District provides Academic Intervention Services (AIS) to students who either score below the State-designated performance level on elementary or intermediate State Assessments, or who are considered "at risk" of not meeting State Learning Standards before Regents Exams.

AIS is a state requirement, and the level of support each student receives depends on their individual needs. The intensity of AIS is based on factors such as a student's State assessment scores and teacher recommendations.

Students may exit AIS by meeting one or both of the following:
- Scoring above the State's proficiency cut score on the next year's State assessment, and/or
- Passing a district-approved exit exam with a predetermined score.

Acceptable Use of AI for Students (Grades 7-12)

The purpose of this section is to establish guidelines for the ethical and effective use of Artificial Intelligence (AI) tools and technologies by students. These guidelines are intended to ensure that AI is used in a manner that promotes learning, protects privacy, and upholds academic integrity.

Ethical Use

Honesty and Integrity
- Students may use AI, when approved by the teacher, to enhance their learning, such as for brainstorming, gathering information, or improving understanding. However, **final work submitted must reflect the student's own effort and understanding**.
- Plagiarism or cheating using AI is strictly prohibited. AI should not be used to generate assignments or projects that the student submits as their own work.

Respect for Others
- AI tools should never be used to create, share, or distribute harmful, deceptive, or inappropriate content. This includes deepfakes, misinformation, offensive material, or anything that violates the rights or dignity of others.
- AI should not be used to infringe upon intellectual property or to plagiarize other people's work.

Transparency
- **Students must disclose when they use AI tools for assignments, projects, or any academic work**. This includes identifying the AI tool used and the date of use.

- Proper citation and acknowledgment of AI assistance are required. For example, **AI assistance should be cited as "Assisted by \[Tool Name], \[Date]**" in the bibliography or acknowledgments section of a project.

Privacy and Security

Personal Data

- Students must **avoid entering personal, sensitive, or confidential information into AI systems**, including but not limited to names, addresses, social security numbers, or other personal identifiers.
- Students should **review the privacy policies of AI tools** before use and avoid sharing personal data unless the platform has appropriate safeguards in place.

Account Security

- Students must protect their login credentials and **not share them with others**. Unauthorized access to AI systems is prohibited.

Data Protection

- All data collected or used by AI tools must comply with the school's data protection policies and relevant privacy laws. **Students should contact a teacher or administrator if they are unsure whether a tool complies with these regulations.**

Limitations and Responsibilities

Understanding AI Limitations

- Students should understand that **AI tools can make mistakes** and should not be relied upon blindly. **AI-generated content must be critically evaluated** to ensure its accuracy, and students should cross-check information with reliable sources.

Human Oversight

- AI tools are meant to aid learning, not replace human judgment. Students should involve **teachers, peers, and trusted sources** in their learning process to ensure responsible use of AI.

Continuous Learning

- Students should stay informed about new AI developments and updates to the school's AI use policies. **Teachers will provide guidance on the appropriate and responsible use of AI as the technology continues to evolve.**

Consequences of Misuse

Disciplinary Actions

- Misuse of AI, including academic dishonesty, privacy violations, or unethical use, will result in disciplinary actions according to the school's code of conduct and/or as outlined in this handbook. This may include warnings, loss of AI privileges, or more serious consequences depending on the severity of the violation.

Remediation

- **Students who misuse AI tools may be required to attend educational programs or sessions** to learn about ethical AI use. These programs will focus on understanding AI's role in academic work and how to use it responsibly.

These updated guidelines ensure students are aware of the ethical, privacy, and academic considerations surrounding AI use while providing a framework for responsible engagement with technology.

Accidents

All accidents involving students—whether going to or from school, on school property, during school-sponsored activities (on or off campus), or on the school bus—must be reported as soon as possible.

- Student Responsibility: Students must report any accident to the teacher or adult in charge right away.
- Staff Responsibility: The supervising adult will complete and sign an accident report and send it to the health office.

- Health Office Notification: Students are also encouraged to visit the health office as soon as possible after an accident.

Arrival at School

Each morning, students must enter the building through one of the designated student entrance doors:
- Hornet Lobby Door (bus drop-off): Opens at 7:35 am
- Student Parking Lot Door: Opens at 7:20 am
- Student Drop-off Door: Opens at 7:20 am
- Students may not enter through the main office before 7:40 am.

All students must be inside the building by 7:40 am. At that time, entrance doors will be locked and unattended, and any student arriving after 7:40 am must enter through the main office.

Any student not in homeroom for daily attendance must report to the main office to sign in and will be marked tardy.

Assemblies

Assemblies are an important part of our school experience and may be held for a variety of reasons throughout the year.

To help assemblies run smoothly and respectfully, students are expected to:
- Take their assigned seats quietly, listen attentively, and follow all instructions
- Speak only when necessary, and always in a whisper
- Avoid any inappropriate behavior—such conduct will not be tolerated
- Applaud only at appropriate times
- Silence all electronic devices

Failure to follow these expectations may result in removal from the assembly and suspension from future events.

Attendance Guidelines

The Forestville Board of Education recognizes that consistent attendance is a prerequisite for academic success and that school should be a setting where students learn the benefits of punctuality and reliable attendance.

The Board acknowledges the following reasons for **excused** student absences, **excused** student tardiness, and **excused** early departures from school.
- Personal illness
- Illness, or death in the family
- Impassable roads due to inclement weather
- Religious observances
- Quarantine
- Required court appearance
- Attendance at health clinics
- Approved college visits
- Approved cooperative work programs
- Military obligations
- Road tests
- Other reasons may be approved by the Board

The following are examples of student **unexcused** absences, **unexcused** tardiness, and **unexcused** early departures from school.
- Family vacation
- Hunting

- Babysitting
- Haircut
- Obtain learner's permit
- Oversleeping

Each student's absence and tardiness must be accounted for by a parent or legal guardian.

It is the parent or guardian's responsibility to notify the Attendance office on the morning of the absence. Upon returning to school, any student who was absent must submit a note written and signed by the parent, guardian, or doctor's office explaining the absence. If the note is NOT submitted with an excused reason, within two school days after the student's return, the absent day(s) will be considered as unexcused absence(s).

Forestville Middle/High School will **NOT** accept an excuse for students absence, tardiness, or request for an early departure if it is received by email, text or other electronic means because the school is unable to verify the sender of these communications. Parents and guardians are required to use written communication or phone communication with the school. Phone communications do not replace the requirement for a note to be submitted within two school days for a tardy or absence from school.

Truancy is any absence during the instructional day without permission from the school. Under NYS attendance regulations, habitual truancy tolerated by the parent/guardian will be deemed neglect and shall be reported to Social Services as a person in need of supervision. Refusal on the part of the student to comply with attendance regulations may lead to being petitioned to Family Court.

Skipping school will be considered truancy and will result in school discipline.

The district has the right to require that a physician examines the student in the case of chronic attendance problems. If the district deems that a student has excessive absences, a meeting between the district and parents may be held. The goal of this meeting is to work in conjunction with parents to arrive at a solution that will best serve the child and eliminate the sporadic attendance. A student who has an IEP and has an attendance problem will be referred to the Committee on Special Education.

The Forestville Central School District Board of Education expects that students will be in school every day that school is in session.

The district believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

At the middle school/senior high school level, any student with unexcused absences exceeding 10% of absences in a course may not receive credit for the course.

Only students with properly excused absences, tardiness, and early departures for which the student has performed any assigned make-up work, assignments, and/or tests will not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the district's minimum attendance standard.

However, the district may not deny course credit to a student who has exceeded the allowable number of excused absences but taken all tests, completed missed class work, and secured a passing grade.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during their time of enrollment.

Students will be considered in attendance if the student is:
- Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or
- Working under an approved independent study program; or
- Receiving approved alternative instruction

Students who are absent from class due to their participation in a school sponsored activity must arrange with their teachers to make up any work missed 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 will be counted as the equivalent of regular attendance in class.

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

Students must be in attendance for 75% of the school day (7 of 9 class periods) to be able to participate in any school activities such as:
- athletic practices
- athletic games
- dances
- extracurricular club meeting
- prom
- band/chorus event

For a student to participate in school events on days when school is not in session, the student must have met the attendance requirement on the most recent day of school. This includes weekends, breaks, and weekdays that school is not in session.

Students will be added to the Daily After School Ineligibility list if:
- they miss more than 25% of the school day for an unexcused reason
- are absent from school (excused or unexcused)

Concerts/trips and other performances that have an academic grade associated to the event are permitted when the student is absent from school.

Auditing

Students may audit a class under the following conditions:
- Students who have already passed a class and wish to retake it for academic reasons may request to audit the class.
- Audited classes will not receive report card grades or progress reports.
- Audited classes will not appear on the student's transcript.
- Students are still responsible for completing all assignments required by the teacher.
- Students must follow the teacher's expectations for behavior and assignments.
- Failure to meet classroom requirements may result in removal from the class.
- Audited classes are not counted when determining academic eligibility for extracurricular activities.

A decision to audit a class will be made in a meeting between the principal, school counselor, classroom teacher, and the student.

Bell Schedule

BELL SCHEDULE	
OPENING BELL	7:35
HOMEROOM	7:40 – 7:45
PERIOD 1	7:47 - 8:28
PERIOD 2	8:31 - 9:12
PERIOD 3	9:15 - 9:56
PERIOD 4	9:59 - 10:40
PERIOD 5	10:43 – 11:03 (Lunch)
PERIOD 5A	11:06 – 11:26 (Lunch)
PERIOD 6	11:29 - 11:49 (Lunch)
PERIOD 6A	11:52 – 12:12 (Lunch)
PERIOD 7	12:15 - 12:56
PERIOD 8	12:59 - 1:40
PERIOD 9	1:43 - 2:24
ACADEMIC HELP	2:27 - 3:00
DETENTION	2:30 - 4:00

Breakfast

Breakfast is available to all students in the cafeteria starting at 7:30 am. Students are encouraged to get their breakfast before or during homeroom. If a student has study hall during period 1, or if a teacher gives permission, breakfast may also be obtained during period 1.

The cafeteria will close for breakfast after the second bell, between periods 1 and 2. Cafeteria doors will be closed at 8:35 am and will not reopen until lunchtime.

In case of emergency, students may report to the nurse or main office to request food.

Bus Conduct

Riding the school bus is a privilege afforded to students. The school bus is considered an extension of the school. Because of the nature of transportation, students are to always conduct themselves in a safe manner. Student behavior may be monitored using video cameras.

On field trips, extracurricular trips, and athletic trips the teacher, coach, or chaperone shares responsibility for student discipline.

Student Responsibilities:

- Obey and respect the driver.
- Respect other students and property.
- Talk quietly.
- Be on time at the pickup point.
- Follow proper safety procedures (i.e., crossing the highway, keeping head and arms inside the bus, remaining seated while the bus is in motion, etc.).

To ensure safety, each driver has the right to assign students to seats. The driver will post a set of rules on the bus that students are expected to follow.

Discipline Procedures for incidents on the school bus:
All incidents of student misconduct on a school bus are to be reported by the bus driver to the building principal with a discipline referral. The student's principal or Dean of Students will handle the discipline at their discretion.

The building principal or Dean of Students will meet with the student to discuss the offense. The bus driver may be asked to participate in the meeting. The principal may:
- require an assigned seat location on the bus
- suspend the student from using the bus for a period of time
- require the student to take a later bus home from school
- assign after school detention(s)
- assign in-school or out-of-school suspension(s)

Discipline Procedures for major incidents on the school bus:
Bus reports relating to conduct for which students are typically suspended from school may result in a bus suspension for more than five (5) days. In addition to the suspension of bus riding privileges, the building principal or Dean of Students may impose additional discipline consequences in accordance with the Student Handbook. When necessary, the building principal shall follow the procedures for out-of-school suspensions.

The consequences of bus violations are in addition to the existing school building disciplinary procedures. Each incident will be reviewed on an individual basis and the principal reserves the right to adjust consequences as deemed necessary

The parent/guardian will receive a copy of the incident report.

Care of School Property by Students
All students are expected to respect and care for Forestville Central School property. Any damage should be reported immediately to the main office or a staff member.

According to Board of Education Policy 7311, acts of vandalism are considered crimes against both the school district and the community. Students who willfully destroy or deface school property will face disciplinary action and may also be prosecuted to the fullest extent allowed by law. Students and/or their parents or guardians will be required to pay for the value of damaged or lost property, up to the legal limit. Under current state law, parents may be held liable for up to $2,500.

Students must use all school equipment responsibly. Any damage to library books, textbooks, or other school equipment caused by misuse or negligence must be paid for by the student. Lost or damaged items should be reported to the office for payment.

If any other school equipment is damaged, the building principal must be notified. The principal will determine if the damage was due to student negligence. If so, the student and their parents will be responsible for covering the cost of repairs or replacement.

Cell Phones & Personal Electronic Communication Devices
Definitions:

- "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;

"Internet-enabled devices" does not include:

- Non-Internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or

- Internet-enabled devices supplied by the District, charter school, or Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility.

Students are generally prohibited from using Internet-enabled devices during the school day anywhere on school grounds.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- If authorized by a teacher, principal, or the District for a specific educational purpose;
- Where necessary for the management of a student's health care;
- In the event of an emergency;
- For translation services;
- On a case-by-case basis, upon review and determination by a school psychologist, school social worker, building administrator, school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- Where required by law.

Students must be permitted to use an Internet-enabled device where the use is included in the student's:

- Individualized Education Program (IEP); or
- Section 504 Plan.

On-Site Storage of Internet-Enabled Devices Including Cell Phones

Students must store their Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers or secure storage areas in the school's main office. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage facilities provided.

Because it is important that students be able to hear staff members and announcements, earbuds/headphones and similar devices may only be used in one ear unless they are being used in a class activity under the supervision of the classroom teacher.

Bluetooth earbuds, earbuds, smart watch, and similar devices that are confiscated will also have the phone associated with the device confiscated.

Using a Chromebook/cell phone/personal electronic communication device to capture a picture, video, or audio of another person is strictly prohibited.

Students are encouraged to leave all personal electronic communication devices at home. The school takes no responsibility for lost or stolen devices.

Any student who violates this policy will have their cell phone confiscated by FCS faculty or staff. The cell phone will then be turned over to the principal or Dean of Students, who will decide whether to return the phone to the student or insist that the student's parent/guardian come to the school to retrieve it.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

a) School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.

b) Designated Contact Email: Schools may provide a designated email address for parents and persons in parental relation to send messages. These emails may be monitored by school staff who can then pass the messages on to the students.

c) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.

d) School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages to their student. The messages can be monitored and delivered by school staff.

e) Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Students who violate these rules will face the following consequences:
- 1st Occurrence - Loss of their electronic device for the remainder of the school day.
- 2nd Occurrence - Students will be required to store their phone each morning in room 312 for the school day for two weeks.
- 3rd Occurrence - Students will be required to store their phone each morning in room 312 for the school day for four weeks.
- 4th Occurrence - Students will be required to store their phone each morning in room 312 for the school day for the remainder of the school year.

If a student is suspected of missing significant class time or frequently leaving class to use their phone, they may be required to store their phone in Room 312 for a period of time determined by the principal or Dean of Students.

Challenging a Regents Exam

A student may earn course credit by examination if the superintendent or high school principal determines that the student will benefit academically based on their past academic performance.

Requirements for Credit by Examination:
- The student must meet the requirements outlined in the Regulations of the Commissioner of Education [Part 100.5(d)(1)], including earning at least an 85 on the Regents examination.
- For science courses, students must also meet any state-mandated laboratory requirements, such as 1,200 minutes of hands-on laboratory experience with satisfactory lab reports.
- The student must also pass an oral exam or complete a special project to show proficiency in the knowledge, skills, and abilities required for the course.
- If a student challenges a Regents exam in January and does not achieve a score of at least 85, they must retake the exam in June.

To challenge a Regents exam for credit, a student must:
- Demonstrate academic benefit from this option.
- Obtain approval from the high school principal.
- Score at least 85% on a district-approved assessment (pre-test).
- Complete and submit a Request Form to the school counselor before the deadline.

Deadlines to submit a Request Form:

- December 1st for the January Regents Exam
- April 15th for the June Regents Exam
- June 1st for the August Regents Exam

Classroom Testing

During any test or quiz, a distraction-free environment is required. To help ensure this, students are expected to:

- Not access unauthorized electronic devices
- Avoid talking or communicating with others during the test
- Sit in assigned seats or behind testing barriers to reduce the temptation to look at another student's test
- Remain quiet until all students have finished the test

Students who are absent for a test, will take their test in the Testing Center.

Students who do not complete their test will be escorted directly to the Testing Center to complete their test.

Tests may not be taken or completed in study halls, during classroom instruction, or in other classrooms, as these settings do not provide the same minimal distractions as the original testing environment.

If the classroom teacher chooses to administer make-up tests instead of using the Testing Center, they must provide the same distraction-free setting as during the original test.

Testing Center

Purpose:

1. To assist teachers by providing a distraction-free environment for students with testing accommodations (such as IEPs or 504 plans).
2. To administer make-up tests to students who missed a test due to absence.
3. To finish a test.

Teachers are responsible for submitting all necessary materials to the Testing Center. The Center will arrange for students to take their test during study hall, extensions, flex time, resource periods, or after school. Students will not be pulled from instructional classes to make up a test except in special circumstances.

Once completed, tests will be returned directly to the classroom teacher.

- Students who fail to report to the Testing Center as scheduled may receive a zero for the exam.
- Only students making up tests or receiving IEP/504 accommodations are permitted in the Testing Center.

Counselor Office

The School Counseling Department at Forestville Central School is here to support students in all areas of their lives. School counselors can help with academic concerns, educational and career planning, and personal issues.

- Students may make an appointment in the main office to see a counselor before, during, or after school.
- To meet with a counselor during class time, students should first report to their teacher and request a pass to the counseling office.
- When leaving the counseling office, students will receive a pass to return to class.
- No appointment is necessary if a student is experiencing a true personal emergency.

Daily After School Ineligibility List

Each school day, the Main Office publishes an After School Ineligibility List. Students on this list are not allowed to practice, scrimmage, or rehearse with teams or groups. They may not dress with the team or participate in performances, contests, or events.

The list published on the last day of the school week remains active until the next school day—including weekends, school breaks, and any weekdays when school is not in session.

The list is emailed daily to teachers and the Athletic Director, who will share it with coaches currently in season.

Reasons a Student May Be Placed on the Daily Ineligibility List:
- Academic ineligibility
- Absence from school (excused or unexcused)
- Left school early without proper permission.
- Left school early due to illness.
- Missing more than 25% of the school day without an excused reason
- Placement in In-School Suspension (ISS) during the school day
- Out-of-school suspension

The Principal may grant exceptions to any of the above reasons, allowing a student to be removed from the Daily After School Ineligibility List.

Detention Procedures

Detention is assigned when a student's behavior is unacceptable. All staff members, instructional and non-instructional, have the authority and responsibility to address student misconduct at any time.

Detention Rules and Procedures:
- Detention is held Monday through Thursday, from 2:30 pm to 4:00 pm, in Room 312.
- Detention begins immediately after the school day ends. Students must report directly to Room 312.
- Students must bring books, paper, pens, and pencils to use during detention.
- Students are not permitted to leave the detention room without permission.
- No talking is allowed during detention.
- A quiet, study-focused environment must be maintained at all times.
- Breaking any of these rules may result in additional detention and/or suspension.

Additional Information:
- Detention is assigned for the next available detention day.
- The principal or Dean of Students may approve a different day or time for detention if necessary.
- Failing to attend assigned detention will result in additional detention.
- Students may not leave school grounds after the last period and before detention begins—doing so will be considered truancy.
- Students assigned to In-School Suspension (ISS) may also serve detention on the same day; detention lasts until 4:00 pm.
- If a student needs to reschedule detention, a parent or guardian must call the school to verify the reason. Email requests will not be accepted due to verification concerns.

Determining Class Rank

Class rank is assigned to students at each grade level based on their academic performance compared to their classmates. The student with the highest overall average is ranked first, the second highest is ranked second, and so on.

A student's average is calculated using the grades from all credit-bearing high school courses they have taken. Certain courses—such as Regents Preparatory, Advanced Electives, Regents, Advanced Regents, College Preparatory, and College/AP level classes—are given extra weight in the calculation. These weighted courses can increase a student's class average and, in turn, their class rank.

Final class rankings are determined by grade point averages calculated after the third report card of the senior year.

Course Type*	Weighting by Percentage of Boost
General Education Courses	0%
Advanced Elective	3%
College/CLEP/ or AP Prep	6%
Course with the Potential for College Credit	9%

*Only courses taught at Forestville High School are included in class rank calculations.

Weighted averages are used solely for determining class rank. Actual course grades will appear, unweighted, on report cards and permanent records.

Course Weighting

The chart below shows the courses offered at Forestville High School and the percentage boost each course receives when calculating class rank.

Course List Weighting by Percentage of Boost			
0%	**3%**	**6%**	**9%**

• Independent Art • Painting and Drawing • Studio in Art • Graphic Art & Design • English 9 • English 10 • English 11 • English 12 • Global History 1 • Global History 2 • US History • Government • Economics • Algebra 1 • Algebra 1A • Algebra 1B • Intermediate Algebra • Personal Finance • Principles of Engineering • Statistics • Accounting • High School Band • High School Chorus • Women's Studies • Physical Education • Health • Athletic Ambush • Walking for Wellness • Weight & Speed Training • Yoga • Biology • Earth & Space Science • Natural Disasters • Everyday Physics • DL Animal Science • Anatomy and Physiology • Spanish I • Design, Drawing and Production 1 • Design, Drawing and Production 2 • Design, Drawing and Production 3	• Geometry • Algebra II • Chemistry • Physics • Spanish II • Spanish III	• Advanced English • Global 1 Honors • Spanish IV	• JCC English 1510 • JCC English 1530 • JCC English 1540 • AP Global History • AP US History • AP Government • AP Psychology • JCC Pre-Calculus • JCC Calculus • JCC PE 1620 • AP Environmental Science • AP Physics • JCC Problem Solving with Mathematics • JCC Elementary Statistics • Spanish V (CLEP)

Discipline Chart

The purpose of the discipline procedure (chart) is to prevent unacceptable behavior and ensure consistent treatment for all students. This procedure applies to Forestville Central School students while at school, on school property, on school buses, and at any school-sponsored activity.

Disciplinary actions will be administered by the building administrator or Dean of Students unless otherwise stated. The administrator or Dean may assign additional penalties as outlined in the discipline code, at any level. Any cases of misconduct not specifically addressed in the discipline code will be handled at the discretion of the administration.

When determining disciplinary measures, the building principal or Dean of Students will review the Code of Conduct. Other factors that may be considered include:

- The student's age and maturity
- Previous disciplinary record (including the nature, frequency, and consequences of past misconduct)
- The circumstances surrounding the current incident
- The student's IEP, BIP, or 504 Accommodation Plan, if applicable

Student Athletes:

Student athletes are expected to follow the rules in both this handbook and the athletic handbook. Violations of either may result in consequences, up to and including permanent removal from a team or squad.

Infractions	Range of Possible Disciplinary Actions	Additional Actions that may be used in addition to Disciplinary Actions
LEVEL 1		
Horseplay	• Reprimanded by school staff • Student/teacher conference • Reprimand by appropriate supervisor • Parent conference • Removal from classroom by teacher • In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.) • In-school suspension	• Parent outreach • Intervention by counseling staff • Intervention by SRO • Development of an individual behavioral contract • Short term behavioral progress reports • Referral to a community-based organization (CBO)
Profanity		
Multiple unexcused tardies to class		
Multiple unexcused tardies to school		
Multiple unexcused school absences		
Class disruption		
Unauthorized use of electronic device		
Loitering		
Public display of affection (PDA)		
Wandering/being in unauthorized area		
Lying		
Failing to sign up for late/athletic bus		

Infractions	Range of Possible Disciplinary Actions	Additional Actions that may be used in addition to Disciplinary Actions
LEVEL 2		
Horseplay resulting in a minor injury	• Reprimanded by school staff • Student/teacher conference • Reprimand by appropriate supervisor • Parent conference • Removal from classroom by teacher • In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.) • In-school suspension • Out-of-school suspension	• Parent outreach • Intervention by counseling staff • Intervention by SRO • Development of an individual behavioral contract • Short term behavioral progress reports • Referral to a community-based organization (CBO)
Verbal assault		
Excessive unexcused tardies to class		
Excessive unexcused tardies to school		
Excessive unexcused school absences		
Repeated class disruptions		
Harassing behavior		
Disrespectful behavior		
Minor dangerous action or safety violation		
Minor misuse of school technology		
Gambling		
Skipping class		
Negligent Property Damage		
Altering/forgery/misuse of a pass		
Skipping assigned after school work period		
Cheating/Plagiarism		
Skipping detention		

Infractions	Range of Possible Disciplinary Actions	Additional Actions that may be Used in Addition to Disciplinary Actions
LEVEL 3		
Gross vulgarity	• Reprimanded by school staff • Student/teacher conference • Reprimand by appropriate supervisor • Parent conference • Removal from classroom by teacher • In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.) • In-school suspension • Out-of-school suspension • Superintendent suspension that results in an extended suspension	• Parent outreach • Intervention by counseling staff • Intervention by SRO • Development of an individual behavioral contract • Short term behavioral progress reports • Referral to a community-based organization (CBO) • Support for students transitioning from suspension • Students returning from suspension will be provided with support staff intervention to meet social and academic standards within the school community.
Forgery		
Possession of stolen property		
Truancy		
Repeated harassing behavior		
Horseplay resulting in a more severe injury		
Threatening behavior		
Major Dangerous Actions or safety violation		
Major misuse of school technology/ internet		
Minor vandalism		
Minor fight		
**Minor alcohol/tobacco/drug violation		
Insubordination		
Discrimination		
** This is to include possession/promotion/distribution/or use of alcohol, tobacco products, E-cigarettes, vape devices, prescription, or OTA drugs		

Infractions	Range of Possible Disciplinary Actions	Additional Actions that may be Used in Addition to Disciplinary Actions
LEVEL 4		
Possession of a weapon	• Reprimanded by school staff • Student/teacher conference • Reprimand by appropriate supervisor • Parent conference • Removal from classroom by teacher • In-school disciplinary action (e.g., detention, exclusion from extracurricular activities, etc.) • In-school suspension • Superintendent suspension that results in an extended suspension • Expulsion	• Parent outreach • Intervention by counseling staff • Intervention by SRO • Development of an individual behavioral contract • Short term behavioral progress reports • Referral to a community-based organization (CBO) • Support for students transitioning from suspension • Students returning from suspension will be provided with support staff intervention to meet social and academic standards within the school community.
Sexual harassment		
Extortion		
Possession of drug paraphernalia		
Arson		
Possession/distribution of pornography		
Look-alike drugs or weapons		
Theft		
Endangerment		
Major vandalism		
Major fight		
**Major alcohol/tobacco/drug violation		
Intentional Property Damage		
Gross Insubordination		
Assault		
Defamation		
Possession of a weapon		
**This is to include possession/promotion/distribution/or use of alcohol, tobacco products, E-cigarettes, vape devices, prescription, or OTA drugs		

Doubling

Students are generally not allowed to take more than one class in the same subject area at the same time (for example, English 10 and English 11), unless they are seniors and the completion of both classes is required for graduation that year.

Requirements for Doubling Up:

- A meeting must be held with the teachers of the courses, the school counselor, and the principal to determine if doubling up is appropriate.
- Students must maintain a minimum average of 75% in both classes.
- The student must sign an individual contract outlining the expectations for taking both courses.
- Parents will be notified about the contract.

Progress will be reviewed every five weeks through progress reports and report cards. If, during any marking period, the student's average drops below 75% in either class or the contract is not followed, the student will be required to drop one course—keeping the lower-level course and discontinuing the higher-level course.

Dress Code

The dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

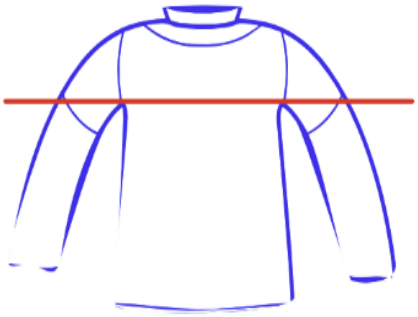
Values:
- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal attire without feeling it necessary to regulate another's clothing and/or self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Consistent staff adherence to the Goals and Expectations.

Goals:
- To maintain a safe learning environment in classes where protective or supportive clothing is needed, such as technology, science (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Expectations:
FCS expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Forestville Middle and High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Clothes must be worn in a way such that all private areas (genitals, buttocks, etc.) are always covered.

2. All students must wear a shirt that has material from armpit to armpit (illustrated below) with fabric in the front, back, and on the sides under the arms, bottom attire, and footwear. Also, the shirt may be raised no higher than the top of the navel (belly button).



* Certain class activities and school events may require a more formal attire that is appropriate for the occasion. Students will be expected to follow the guidelines for each of these occasions.

3. Students are permitted to wear:

- Hats, including religious headwear. Hats must allow the face to be visible to staff and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts (not to be worn over the head)
- Fitted pants, sweatpants, shorts, skirt, dress, including leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear is not exposed.
- Athletic attire
- Clothing with commercial or athletic logos

4. Students may not wear:
- Profanity, violent language, or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech or pornography.
- Clothing, including gang identifiers, must not threaten the health or safety of any student or staff.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Undergarments must not be worn alone.
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any headgear that obscures the face (except as a religious observance or as personal protective equipment PPE).
- Blankets

Enforcement
To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently using the requirements below.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Expectations 1 to 4.
- Staff may refer students with questionable attire to administration using a standard discipline referral form.
- If a violation occurs, the student will be expected to change their clothing to align with the Dress Code Expectations.
- Asking students to account for their attire in the classroom or hallways in front of others is strongly discouraged. This should be handled privately.

The dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Fighting
Fighting between students is considered a very serious offense. Any student involved in a fight may face suspension and/or criminal charges.

Food Delivery
Students are not permitted to have food or beverages delivered to the school by restaurants, food delivery services, or third-party methods such as DoorDash. Any food or beverages delivered to the school in this way will not be given to the student until the end of the school day.

This policy does not apply to parents or guardians who personally drop off food or beverages for their child's lunch period.

Grade Reporting

Report Cards

Regular computerized report cards are printed and mailed home for the students and parents at the end of each marking period and during the progress reporting time. Report cards can also be viewed online through PowerSchool. Parents are urged to examine these reports and compare them with previous cards. If the report is unsatisfactory, the parent is asked to investigate the cause. In all cases of discrepancies, the parents are urged to contact the school counselor's office or teacher. Parent conferences are encouraged.

Progress Reports

Progress reports will be mailed home to students and parents every five weeks into each marking period. Progress reports will be used to determine eligibility.

Circle 55

Middle and High School students who may experience extenuating circumstances (with approval from the building principal) will not receive a report card grade below 55% for the first quarter only. This allows a student who may experience extenuating circumstances the opportunity to "rebound" from a challenging quarter and still pass a course for the year.
This only applies to full-year courses.

Quarter Averages

Grades in most classes are categorized as one of two types. These types are:

- Individual Assessment – This is any assignment that the teacher has a high certainty that the assignment was completed only by the student. Such assignments could be tests, quizzes, or in-class work.
- Other- This is any assignment where the assignment is no longer assured to be the student's individual work. Such assignments could be group projects, homework, or written papers outside of the classroom.

Middle School courses weigh quarter averages of 60% Individual Assessments and 40% Other.

High School courses weigh quarter averages of 70-75% Individual Assessments and 25-30% Other.

Final Grades

The final grade for each senior high course, as listed on the report card and permanent report card, is derived by averaging each quarter grade with the final exam grade. All courses are weighted based on the rigor of the curriculum.

The final grade, along with attendance requirements, determines whether a student will pass or fail a course and therefore also determines whether a student is eligible for course credit. The *minimum passing final grade is 65%*.

Students will be notified at the beginning of the course

a) if there is a final exam and,
b) what percent of the overall course grade it will represent.

Preliminary Senior Averages

The Senior average is the average of the grades in all courses completed prior to the fall semester of the student's Senior year. This Senior average is sent with initial college applications and also used for determining rank in class.

Rank in Class and Final Averages

When all Senior averages have been computed, the averages of all Seniors are listed in descending, numerical order. The Senior class top 10 is determined by the cumulative average at the end of the 3rd quarter of the Senior year. The final Senior ranking is determined once all coursework is completed, and exams are final. Rank and average are recorded on the permanent record card. All courses are weighted based on course rigor.

Grading and Honor Roll

The minimum passing average at Forestville Middle/High School is 65%.

An Incomplete (INC) may be issued under special circumstances with approval from the guidance office and principal. Students given an Incomplete have two weeks to finish missing work. Any work not completed within this period will be marked as zero, and the final average will be recalculated.

The principal may grant an extension in cases of:
- Long-term absence due to severe illness
- Serious injury from an accident
- Extended excused absences

Academic Recognition Lists - After each report card, the following lists of high academic achievement are published:
- Merit Roll: Average between 84.5 and 89.4
- Honor Roll: Average between 89.5 and 94.4
- High Honor Roll: Average above 95.5

Graduation Requirements

To earn a NYS diploma, students must meet credit and exam requirements. These requirements are separate and distinct and do not have to happen simultaneously.

Credit Requirements

This table shows the number of credits required for each subject. It's important to note that in most subjects, students choose the courses they want to take to meet the minimum requirements.

	Minimum number of credits
English	4
Social Studies Distributed as follows: Global History and Geography (2) U.S. History (1) Government (½) Economics (½)	4
Science Distributed as follows: Life Science (1) Physical Science (1) Life Science or Physical Science (1)	3
Mathematics	3
World Languages	1*
Visual Art, Music, Dance, and/or Theater	1
Physical Education (participation each semester)	2
Health	0.5
Electives	3.5

Total	**22**

* Students with disabilities may be excused from the requirement for 1 unit of credit in World Languages if indicated on their IEP, but they must still earn 22 units of credit to graduate.

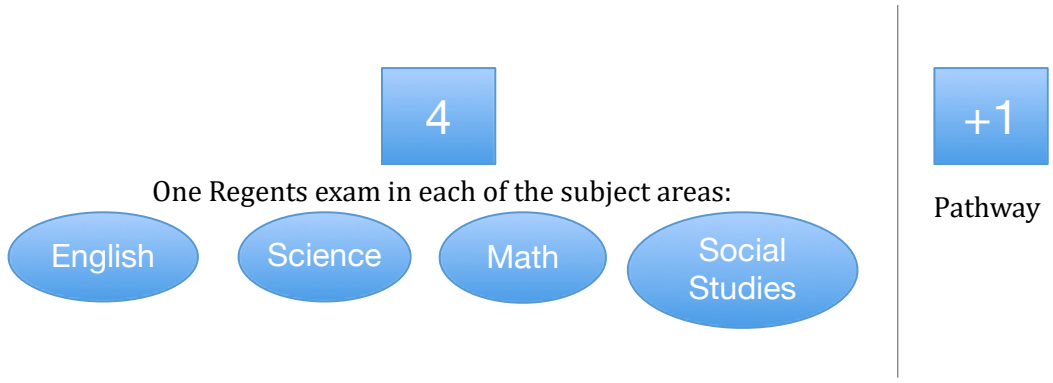
Exam Requirements

In addition to the 22 units of credit, students must also meet the NYS exam requirements to earn a diploma.

To meet the exam requirements, students must pass 4 exams + 1 pathway. All students must pass one exam (Regents exam or Department-approved alternative) in each of the four subject areas (English, Mathematics, Science, Social Studies) plus one pathway.

Pathway Requirements

Multiple pathways allow students' choice in the exams they pass to earn a diploma. To complete a pathway, students must:



Arts Pathway	Earn a passing score on a Department-approved pathway exam in the Arts to earn the Arts pathway
CDOS Pathway (Career Development and Occupation Studies)	Complete 216 hours of CTE coursework that includes a minimum of 54 hours of Work Based Learning and complete a career plan and an Employability profile or pass a Department-approved CDOS pathway exam
CTE Pathway (Career and Technical Education)	Successfully complete Department-approved CTE program, including 3-5 CTE courses and earn a passing score on the 3-part technical exam
Humanities Pathway	Earn a passing score on one additional Regents exam or Department-approved alternative in English or Social Studies
World Languages Pathway	Earn a passing score on a Department-approved pathway exam in a world language
STEM Pathway (Science, Technology, Engineering, and Mathematics)	Earn a passing score on one additional Regents exam or Department-approved alternative in Mathematics or Science.

Diploma Types

There are currently three types of high school diplomas: local, Regents, and Regents with Advanced Designation.

Local	All diploma types require students to earn 22 units of credit as outlined in the credit table. Students who meet the credit requirements and use appeals, safety nets, or Superintendent Determination to meet the exam requirements typically earn a local diploma.
Regents	Students who meet the credit requirements and earn passing scores on all required exams earn a Regents diploma. Students can appeal one Regents exam no more than 5 points below passing (60-64) and still earn a Regents diploma.
Regents with Advanced Designation	Students who meet the credit requirements, earn passing scores on all required exams including 2 additional Math and 1 additional Science, and complete a sequence in LOTE, the Arts, or CTE, earn a Regents diploma with Advanced Designation.

Homework/Assignment Guidelines

Homework includes both written and non-written tasks assigned by a teacher to be completed outside of class. These assignments reinforce classwork, support instruction, and are a natural extension of the school day. Homework helps build self-discipline, pride in one's work, positive self-esteem, and a lifelong interest in learning.

Student Responsibilities:

- Complete homework to the best of your ability and turn it in on time.

Grading Guidelines (if no written policy is provided by the teacher):

- On time: Up to 100% credit
- 1 day late: Up to 75% credit
- 2 days late: Up to 50% credit
- 3 days late: Up to 25% credit
- More than 3 days late: 0% credit

If a teacher has a written homework policy in the course syllabus or provides one at the start of the year, that policy takes precedence over these guidelines.

Junior Requesting to Graduate Early

Juniors interested in graduating early are strongly encouraged to meet with their school counselor during their sophomore year to discuss the possibility of completing high school in three years. The counseling office will review graduation requirements and academic progress to determine eligibility.

Approval Process:

- Early graduation requires approval from the counseling office, the student's parent(s)/guardian(s), and the Principal.
- If approved, specific conditions will apply as outlined below.

Conditions for Early Graduation:

- The student will remain classified as a junior until the end of the third quarter of their third year.
- After the third quarter, the counseling office will verify that the student is on track to meet all graduation requirements. If confirmed, the student will be reclassified as a senior.
- Until reclassification, the student will participate in junior activities.

- The yearbook and senior class advisor may take photos of the student for use if graduation eligibility is confirmed after the third quarter.
- Once reclassified as a senior, the student will be included in all remaining senior activities for the rest of the school year.

Late Bus and Athletic Bus Sign-Up Procedures

- Students may sign up for the late bus or athletic bus each day until 1:00 pm.
- The sign-up sheet is located outside the main office.
- Students who do not sign up by 1:00 pm may lose the privilege of using the late/athletic bus that day.
- Students who repeatedly fail to follow these procedures may lose late bus privileges altogether.

Lockers

- School lockers, desks, and other storage areas are the property of the school district and may be opened or inspected at any time. Students should not expect privacy regarding their lockers or desks.
- Students may not use their own locks. The school will issue locks, which must be returned to the main office at the end of the school year.
- Students are not allowed to change lockers without permission. Keep your locker combination private and do not share it with other students.
- Stickers are not allowed on lockers.
- The school is not responsible for lost, damaged, or stolen items.
- Coats and backpacks must be kept in lockers during the school day. Students may bring a backpack to PE for changing clothes.
- Lockers should be kept neat and organized, with nothing blocking the door from closing properly. No food should be stored in lockers for more than a single school day. If you have opened food or drink items in your locker, please dispose of them before leaving school each day.
- Students who do not follow these rules will be required to clean their lockers after school.

Makeup Opportunities

- Students who are absent have two school days to make up any assignments missed during their absence. Extended time may be granted in cases of prolonged illness, at the discretion of the school.
- Classroom teachers will determine appropriate make-up assignments. Assignments may be sent home if needed.
- It is the student's responsibility to request all make-up assignments from their teachers during or after an absence.
- For excused, pre-approved absences, students must get approval from the principal. Assignments for these absences should be requested at least one week in advance to allow enough time for completion before the end of the marking period.
- If additional help is needed, students should speak directly with the principal.
- Parents or students may request homework for an absent student by calling the office by 11:30 am to have assignments prepared for that day.

Notification of Educational Privacy Rights

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Forestville CSD with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Forestville CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Forestville CSD to include this type of information from your child's education records in certain school publications.

Examples include:
• A playbill, showing your student's role in a drama production
• The annual yearbook
• Honor roll or other recognition lists
• Graduation programs
• Sports activity sheets, such as for wrestling, displaying the weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) If you do not want the Forestville CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 20th. The Forestville CSD has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]
• Student's name
• Participation in officially recognized activities and sports
• Address
• Telephone listing
• Weight and height of members of athletic teams
• Electronic mail address
• Photograph
• Degrees, honors, and awards received
• Date and place of birth
• Major field of study
• Dates of attendance
• Grade level

Notice for Directory Information
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal [or appropriate official], clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or student's parent*
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eighth category of information (*) was added to the law.

Nurse/Health Office

- If you feel ill or are injured while at school, report to the health office immediately. If the nurse is unavailable, go to the main office for further instructions.
- Students may only be released to go home if the nurse or principal receives parental consent. Leaving the building without permission from the health office or principal will be considered truancy and will result in disciplinary action.
- Do not call someone to pick you up yourself. The nurse or office staff will contact your parent or guardian for you.
- Under New York State law, the nurse can only provide first aid for injuries that happen during school activities and can give medication only with a written order from your family physician. If your child needs to receive medication at school, please call the Health Office in advance.

Other Electronic Devices

All electronic games and devices, including laser pointers, are considered distractions to the learning process and should be left at home. These devices may only be used at school with specific permission from a staff member for educational purposes in a particular class.

If a student uses such a device without permission, it may be confiscated by the building principal or Dean of Students. Confiscated devices will be held until a parent picks them up or until the end of the school year.

Parent Conferences

Parent–teacher conferences are a valuable way to discuss student progress. Parents may request a conference at any time by calling the office at (716) 965-2711 to make an appointment with the school counselor. When a parent requests a conference, the teacher will work to arrange a mutually convenient time. Conferences will be scheduled to avoid interfering with class time whenever possible.

If a parent is unable to attend a scheduled conference, they should notify the school as early as possible so that a new time can be arranged.

Parent–teacher conferences for seventh and eighth grade students are held in the fall each school year.

Permission to Leave

Any student who needs to leave school early must submit a written request from a parent or guardian. The request should clearly state the reason for leaving, the time to be excused, and a phone number where the parent or guardian can be reached during the day. This request must be given to the attendance office before first period.

Excused reasons for early dismissal include:

- Personal illness
- Illness or death in the family
- Impassable roads due to inclement weather
- Religious observances
- Quarantine
- Required court appearance
- Attendance at health clinics
- Approved college visits
- Approved cooperative work programs
- Military obligations
- Road tests
- Other reasons approved by the Board of Education

If the request is for an excused (legal) reason, the attendance office or main office will issue a permission-to-leave pass indicating the time and date of dismissal. If the reason is not listed as excused, it must be approved by the building principal.

Whenever possible, appointments should be scheduled after school hours.

Additional Notes:

- Students are responsible for making up all work missed due to early dismissal.
- Students must sign out at the attendance office before leaving the building.

Plagiarism/Cheating

Forestville Central School is committed to academic honesty. Teachers will educate students about plagiarism, including what it is, how to avoid it, and the consequences for violating this policy.

Plagiarism is the act of presenting someone else's work—whether paraphrased or copied word-for-word—as your own. This includes using Artificial Intelligence (AI) to complete assignments and submitting that work as your own.

- Students who plagiarize may receive a zero for the assignment.
- Students who share answers with others may receive a zero for the assignment or test.
- The teacher may assign a teacher detention and will contact the student's parent or guardian.
- If the student fails to attend teacher detention, a school detention will be assigned.
- All incidents will be documented with a discipline referral.
- At the high school level, severe or repeated plagiarism may result in failing the course and will include consultation with the building principal.
- The school may use computer-based tools to detect plagiarism.

Cheating is defined as obtaining answers for any test, quiz, or homework by any means other than your own work or recall. This includes copying from another student, using electronic devices to look up answers, or giving answers to others.

- Students caught cheating will receive a zero for the assignment.
- The teacher may assign a teacher detention and will contact the parent or guardian.
- If the student fails to attend teacher detention, a school detention will be assigned.
- All incidents will be documented with a discipline referral.

While students are encouraged to work together, each student is responsible for completing their own assignments.

Possession of Weapons

Students are strictly prohibited from bringing any weapons or objects intended to cause harm onto school property. Any student found in possession of a weapon—either on their person or in their locker—faces suspension from school for up to one year, as required by federal law, or possible expulsion.

PowerSchool Parent Portal FAQ

Question: What information is available to me through the Parent Portal?

Answer: Parents can access the following information:

- Grades for current classes, as well as the assignments that make up those grades.
- Attendance- current and cumulative. A legend of attendance codes used by the school is at the bottom of the page. You can also view a list of all days absent during the current year.
- Current teacher comments.
- Course selection by students will be available at the start of the fourth quarter for the following year.

Question: How often can parents/students expect grades to be updated?

Answer: Many factors determine how soon a teacher can grade and return assignments. Some projects and papers may take up to several weeks to complete and grade. We urge students and parents to be patient as teachers do their best to return assignments and post grades as promptly as their schedules allow.

Question: How often can we expect attendance to be updated?

Answer: The faculty is to record attendance daily. Personnel in the main office and nurse's office also enter some attendance codes as information is received from parents (absence excuses) or teachers (scheduled field trips, for example).

Question: Can other people see my son's/daughter's grades?

Answer: If you protect your username and password, others will not be able to look at your child's information.

Question: I know that teachers sometimes weight grades based on categories. How does this affect the way a grade is calculated?

Answer: Many teachers use categories such as tests, quizzes, daily work, and homework to organize and give different weights to grades; how they weight them is an individual decision. If you have questions regarding the weighting and categories of grades, please contact your child's teacher directly.

Question: What should a parent do if he or she is concerned about a grade?

Answer: Parents should talk to their child about the grade in question and encourage their son/daughter to speak to the teacher about the situation, if necessary. The primary purpose of the Parent Portal is to open the lines of communication between our students and their parents concerning academic performance. We believe that this will facilitate a stronger working relationship between our families and the school district, leading to a better learning environment and higher academic achievement. If, after speaking with your child, you are still in need of further explanation, please contact your child's teacher directly.

Question: What should parents do if they have trouble logging into the system?

Answer: Please click on "Having trouble logging in?" on the login screen. If you continue to have difficulty, please contact the office, and they will help you to access your account.

Principal's Office

The principal's office is not just for discipline—it should be a welcoming space for students, staff, and parents. Students are encouraged to visit the office to share their achievements and successes both in and out of school.

However, if a student is sent to the office for disciplinary reasons, they must go there immediately and remain until they meet personally with the principal or receive further instructions from office staff.

- The teacher or staff member sending a student to the office must contact the secretary to let her know a student is on the way, providing a brief description of the incident.
- After meeting with the principal, if the student is sent back to class, the teacher should allow the student to participate as usual and avoid any public commentary about the incident.
- All follow-up conversations related to the incident should be handled privately.

Promotion Policy

Middle School (Grades 7-8): A child will be promoted if he/she passes 3 out of 4 core subjects (English, Social Studies, Science, Math) in grade 7 with a 65% or better. A student who fails Spanish 7 will re-take the course the following year.

High School (Grades 9-12):

Sophomore (Grade 10) Students must have a total of at least 6 units, one of which must be English 9 and one unit of Social Studies 9.

Junior: (Grade 11) Students must have a total of at least 12 units, two of which must be English 9 and 10, and two units of Social Studies 9 and 10.

Senior: (Grade 12) Students must have a total of at least 18 units, three of which must be English, and three Social Studies and carrying enough credits to be eligible to graduate (22).

Regents exam scores will not be used in the calculation of a student's class final average.

A course's final exam score cannot exceed 20% of a student's final class average.

If a student fails a sequential course, that student will not be allowed to take the next course in the sequence unless recommended by the teacher, counselor, and administrator.

Public Conduct on School Property

Penalties:

Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

No person either alone or with others shall:

1. Willfully injure any other person, or threaten to do so
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property
3. Disrupt the orderly conduct of classes, school programs or other school activities, operations or administrative functions, transportation of students or staff, school programs or other school activities or events
4. Distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, appear libelous, disruptive to the school program or obstruct the rights of others or are disruptive to the school program
5. Intimidate, harass, or discriminate against any person on the basis of race, color, religion, gender, age or disability
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed
7. Obstruct the free movement of any person in any place to which these rules apply
8. Violate the traffic laws, parking regulations or other restrictions on vehicles
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function
10. Possess or use weapons, including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious sprays in or on school property
11. Loiter on or about premises, school buildings or grounds
12. Gamble on school premises, property or at school functions
13. Refuse to comply with any lawful, reasonable order of identifiable school district officials performing his or her duties
14. Willfully incite others to commit any of the acts herein prohibited
15. Possess or use of tobacco products/e-cigarettes/vape devices
16. Violate any federal or state statute, local ordinance, or Board policy while on school property or at a school function.

Rules of Conduct at School Events

Forestville Central School expects a high standard of conduct from its students, faculty, and support staff, as well as visitors to the school. The school will enforce a code of conduct which governs the conduct of all persons, whether their presence is authorized, upon any premises or property under the control of the district and used in teaching, administrative, cultural, recreational, athletic, and other programs and activities.

- Refreshments are to be consumed in designated areas only.
- Elementary students in grade 6 and under are to be accompanied by an adult.
- Students who go under the bleachers are subject to expulsion from an event and any future event.
- Congregating in the lavatories, hallway or near the gymnasium doors is not permitted.
- Since athletic events are public events, all spectators are expected to display good taste in attitude and behavior. Those who do not will be given a warning from the chaperone. Subsequent offenses will result in removal from the activity in accordance with Educational Law.
- FCS school and grounds are designated as smoke-free, tobacco free and e- cigarette free areas. Students and adults are prohibited from using tobacco products.
- Students deemed to be unruly will be removed from an event.

Selecting Courses

The school counselor will meet with students individually or in small groups to help them explore career interests and choose courses that support their goals. Each spring, all students have the opportunity to select courses for the following school year.

Course selection is an important process, and students should work closely with their parents and counselor to make thoughtful decisions.

Please note:

Selecting a course does not guarantee it will be included in your schedule. Various factors may prevent a student from being assigned to a particular course. However, school counselors will do their best to work with students and parents to create the most effective academic plan possible.

Schedule Changes

Students are placed in classes based on ability, past academic performance, teacher recommendations, and personal interests. Class changes may occur if it is determined that the student would benefit from the adjustment.

Questions about schedule changes should be directed to the school counselors and may also involve the building principal.

- Individual student schedules for the upcoming year are distributed in August.
- There is a brief add/drop window at the start of the school year. All classes must be dropped by October 10th; after this date, students are expected to complete the course.
- All students must maintain a minimum of 6 credits throughout the year.
- Any schedule change after the deadline requires approval from the building principal.

Withdrawing from a Course:

- Students wishing to withdraw from a course must obtain a "Request to Drop" form from the guidance office.
- The form must be completed with input from the course teacher and school counselor. A parent conference with the counselor and principal may be required to review the student's course load and career plans.
- All withdrawal requests require final review and approval by the building principal.

Senior Flex

Senior Flex is a privilege that allows eligible seniors—with signed parental permission—to arrive late or leave campus early. Participation is based on meeting specific criteria and following all program rules. Senior Flex begins in the second week of the school year.

How to Apply:
1. Obtain a permission slip from the Dean of Students.
2. Return the completed, signed form to the counseling office.
3. Once approved, your schedule will be adjusted to reflect your flex periods.

Eligibility Criteria:
- Must be enrolled in at least 5 credits of coursework.
- Must maintain a passing average in all classes.
- Academic eligibility will be reviewed at every progress report and report card period.
- Only scheduled study halls may be used as flex periods.
- Students may only Flex once each day.
- Students required for testing during flex time must report to the Testing Center.
- Students may not transport other students without approval from the main office and written permission from parent or guardian.
- Courses cannot be dropped or changed to create flex eligibility.
- Students may not remain on campus during flex periods unless specifically authorized by the principal or Dean of Students.

- Flex eligibility is reviewed every five weeks. If eligibility is lost, Senior Flex cannot be resumed until the next review.
- Students must sign in and out at the attendance office and enter/exit through the main office.
- Flex students may not congregate in the parking lot and must leave campus promptly.
- Students may not Flex for more than 2 periods each school day.

Attendance Requirements:
- If a student is on pace to exceed 10% unexcused absences in any class, Senior Flex will be revoked for the rest of the school year.
- If a student is unexcused tardy to school more than two times in a marking period, Senior Flex will be revoked for the remainder of the year.

Note:
Senior Flex is a privilege—not a right—and may be revoked at any time for non-compliance with these criteria or any school rules.

Sexual Harassment of Students

Sexual harassment is a serious offense and will not be tolerated at Forestville Central School.

No student—male or female—may harass another student by making unwelcome sexual advances, requests for sexual favors, or engaging in any other verbal or physical conduct of a sexual nature.

Examples of sexual harassment include, but are not limited to:

- Comments, jokes, or name-calling of a sexual nature
- Innuendos or suggestive remarks
- Unwelcome physical contact
- Any behavior that is intended to or has the reasonable effect of offending someone based on their gender or sexual orientation

Reporting Sexual Harassment:

If you feel you are a victim of sexual harassment, report it immediately to a teacher, counselor, administrator, or another school official.

If a student shares concerns about harassment at home, parents are strongly encouraged to contact the school right away.

School Resource Officer (SRO)

Forestville Central School District is privileged to have a School Resource Officer (SRO) who is fully committed to the safety and well-being of every student and staff member in our buildings. While safety is the first priority, our SRO's role is much broader—he works to build positive relationships, earn trust, and support a welcoming school environment.

Our SRO is an additional adult in the building that students can connect with, and that connection is often the first step in preventing safety issues. Beyond safety, our SRO is involved in the education of students on topics such as:

- Bicycle and pedestrian safety
- What to do in uncomfortable or unsafe situations
- Understanding the importance of mental health and well-being
- Navigating the challenges of growing up

Meeting with the SRO

- Students who wish to meet with the SRO should first report to their teacher, then request a pass to the SRO's room.
- When leaving the SRO's room, students will receive a pass to return to class.
- Meetings with the SRO should take place during study halls, lunch, or other non-instructional times. Missing instructional periods to meet with the SRO is only permitted in true emergencies, which may be verified by the SRO, counselor, or principal.
- Students arriving at the SRO's room without a proper pass will be sent back to their scheduled location to obtain one.

The presence of the SRO is about much more than enforcing rules—it's about building relationships and ensuring that every student knows they have a trusted adult to turn to for support, guidance, and education.

Student Dismissal - Precautions/Regulations

To ensure the safety of all students, the main office keeps a list of individuals authorized to pick up students from school.

- No student will be released to anyone who is not a parent or guardian unless that person's name appears on the authorized list.
- Exceptions may be made in extenuating circumstances, but only if permission is first obtained from the parent or legal guardian.
- Parents or guardians should provide a list of authorized individuals when their child enrolls in school.
- The school will maintain copies of any court orders or divorce decrees that restrict a parent's ability to pick up their child, if provided by the custodial parent.
- Anyone picking up a student must report to the main office and sign the student out.

Student Driving

Students with a valid driver's license may be eligible to drive to school and park on school grounds. Sections of the school parking lot are allotted for such students.

<u>Students who wish to park on school grounds must follow these procedures</u>:

1. Report to the main office and request a Student Parking Permit Application.
2. Return the completed application and attach a copy of their driver's license and a copy of their current insurance card.

If the application is approved, the student will receive the permit.

The parking permit must be displayed in a location that may be seen easily from the outside of the vehicle. School parking permits must be renewed each year. Student vehicles without a parking permit are not allowed to be parked on school property.

The school takes no responsibility for student property left in student cars during the school day.

Misuse of driving privileges may lead to revocation of the parking permit. Student parking regulations are listed on the back of the parking permit application.

A student who is tardy on four or more occasions will have his/her driving privileges revoked for the time remaining in the quarter. Each quarter will be monitored independently.

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make sure that it is locked and that the keys are not given to others.

- The speed limit on campus is 5 m.p.h.

- No “gunning” engines or loud music on campus.
- Student parking is in the south parking lot between the bus garage and the school building.
- Students may not arrive on campus and leave again during the school day without the principal's permission. Forestville Middle/High School has a closed campus policy which means that once students arrive on campus, they are to remain. (See "Permission to Leave" and Leaving School Grounds")
- Once parked, students should not return to their vehicles during the school day without permission from the office.
- Students must obtain prior permission from their own parent and from the guest rider's parent before sharing a ride.

Students driving snowmobiles will also be required to register their snowmobiles with the main office. Proper identification, registration, proof of insurance, and a snowmobile safety certificate must be given to the office for approval before driving to school.

Student Rights and Responsibilities

Forestville students have all the rights afforded them by federal and state constitutions, statutes and regulations. The school reminds students of their responsibilities that accompany these rights.

It shall be the right of each student:

1. To have a safe, orderly, healthy, and courteous school environment
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, sexual orientation or disability
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law
4. To have school rules and conditions available for review and, when necessary, explanation by school personnel
5. To be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed
6. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanction
7. To express his/her opinions verbally as long as his/her expressions do not interfere with the rights of others or disrupt normal school operations and is done in a tactfully and appropriately.

It shall be the responsibility of each student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct
2. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible
3. When participating or attending school sponsored events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions
4. To seek help in solving problems that might lead to disciplinary procedures
5. To be in regular attendance at school and in class
6. To contribute to an orderly, learning-centered environment, and to show due respect for other persons and for property
7. To dress in accordance with standards promulgated by the Board of Education and superintendent (See Code of Dress)
8. To make constructive contributions to the school, and to report fairly the circumstances of school-related issues.

Summer School

If a student fails a course, they may be eligible to attend summer school. Successfully completing summer school can improve a student’s chances of being promoted to the next grade.

Throughout the school year, every effort should be made to support students in achieving passing grades in all courses. If a student is at risk of failing, the school counselor will arrange a meeting or phone call with

parents to discuss concerns. In addition to regular report cards and five-week progress reports, the school will make every effort to keep parents informed of any ongoing academic difficulties.

Parents are encouraged to request meetings with teachers, counselors, or the principal at any time if they believe their child is in danger of failing a course or grade.

Tardiness

Tardy to school:

- The school day begins at 7:40 a.m. Students must arrive and check in with their homeroom teacher before the conclusion of homeroom to be considered on time to school.
- Unexcused tardiness, whether due to the student or parent, will not be tolerated.
- A note explaining the reason for any lateness is required.
- Parents are expected to ensure their child arrives at school on time each day, as chronic tardiness and absences disrupt learning and classroom routines.
- Students must report to the Attendance Office to sign in if they arrive late.
- Students will receive a school detention for each unexcused tardy beyond two. The count resets at the start of each marking period.
- Each Tuesday, the Attendance Office will forward discipline referrals for students with excessive unexcused tardies from the previous week to the Dean of Students.

Tardy to Class:

A student is considered tardy to class if they arrive after the bell rings.

- 1st tardy: Verbal warning from the teacher
- 2nd tardy: Verbal warning from the teacher
- 3rd tardy: ½ school detention
- 4th tardy and beyond: School detention for each occurrence

Teachers Requiring Student Afterschool

Teachers may require students to stay after school until 3:15 or 4:00 pm for academic reasons. Before assigning an after school session, the teacher must contact the student's parent or guardian to confirm the student's availability and explain the work that needs to be completed. If the teacher cannot reach the parent or guardian, the session should be rescheduled for another day.

- If a student skips a scheduled after school academic session, the teacher will submit a discipline referral to the Dean of Students.
- The teacher is responsible for supervising the student during the entire after school period or must arrange for another faculty member to do so.

Technology Guidelines

Each student is responsible for his/her actions and activities involving Forestville Central School computers and Internet services and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal.

Consequences for Violation of Computer Use Rules:

Student use of Forestville's computers and Internet services is a privilege, not a right. Compliance with rules concerning computer use is mandatory. Students who violate these rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the incident.

Acceptable Use:
Forestville's computers and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum, and instructional goals. All school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

Prohibited Uses:
Examples of unacceptable uses of computers that are expressly prohibited include, but are not limited to, the following:
Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

No Expectation of Privacy:
Forestville CSD's computers remain under the control, custody, and supervision of the district always. Students have no expectation of privacy in their use of school computers, including e-mail, stored files, and Internet access logs.

Compensation for Losses, Costs and/or Damages:
Students and parents are responsible for compensating Forestville CSD for any losses or damages incurred due to the neglectful or purposeful actions of the student.

Student Security:
A student is not allowed to reveal his/her full name, address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

Travel Restriction List

Each morning, a Travel Restriction List is published and emailed to staff. Students on this list are not permitted to go to locations outside of their scheduled classes. They must remain in designated areas such as the cafeteria or study hall and are not allowed to travel elsewhere.

Exemptions:

Students may leave their scheduled area only to use the bathroom, go to the Testing Center, get breakfast, visit the nurse, or attend classrooms for academic reasons.

- The Travel Restriction List goes into effect starting the third week of each marking period.
- This list applies only during the regular school day and does not affect after-school activities.
- Students are placed on the list if they are failing one or more classes at the time the list is created each morning.
- Once on the list, a student remains restricted for the entire day—even if their class averages improve during the day.

Use of School Computers and Electronic Devices

The Board of Education considers district-issued computers and other electronic devices to be a valuable tool for education and encourages the use of computer-related technology in district classrooms.

Through software applications, online databases, Internet and electronic mail, computer use will significantly enhance educational experiences and provide statewide, national, and global communication opportunities for students and staff.

Internet use is limited to those students who have an approved written agreement on file in the appropriate office. Users of the district's computer equipment and other electronic equipment shall have NO expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

Students may not bring or use their own computers or personal electronic devices at school.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Giving name, telephone number, or photo to anyone on the Internet
- Entering a code protected file
- "Hacking" computer systems
- Plagiarism
- Altering a software program
- Destruction, modification, or abuse of the system's computer hardware or software in any way
- Using the network for any political or commercial purposes
- Violating laws or participating in any illegal activity

Users of the District Network will:

- Use the network in such a way that it does not disrupt its use by others.
- Maintain the integrity of files and data. Modifying, browsing, or copying personal files/data of other users without the individual's permission is not permitted.
- Be ethical and courteous. Defaming, harassing, or obscene mail or discriminatory remarks are not allowed on the network.
- Treat information created by others as the private property of the creator. Always respect the copyrights.
- Use the network to access only educationally relevant material.
- Use only your personal password and do not share your password with others. Respect personal privacy.

Each student must sign an agreement (See Acknowledgement Form) to abide by district policy and regulations concerning the use of computers. These agreements shall be kept on file in the main office.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of computer access and related privileges.

Visitors

All visitors must report directly to the main office upon arrival. Visitors must state the reason for their visit and request permission to enter the school. If permission is granted by the principal, visitors will sign the visitor register and receive a visitor's pass, which must be displayed at all times while on school premises.

Visits to individual classrooms during instructional time are only allowed with approval from both the principal and the classroom teacher, and only if they do not disrupt instruction or the normal school environment.

Students who are not enrolled in Forestville Central School may only visit for legitimate academic reasons and must have advance approval from the principal.

Proms and Dances:

Students wishing to bring a guest who is not a Forestville student to the prom or a dance must complete a Guest Authorization Release Form, available from the main office. The office will use this form to seek approval from the guest's home district or place of work before granting permission to attend.

Vocational Attendance/Tardiness

Forestville Central School District students enrolled in full-time programs provided through BOCES shall comply with the comprehensive attendance policy adopted by the Erie 2-Chautauqua-Cattaraugus BOCES Board of Education. Career and Technology Education (CTE) students enrolled in certified programs must meet the number of hours required for certification and/or course credits. Students who are not maintaining satisfactory attendance in CTE programs may be withdrawn from the programs and returned to Forestville Central School at the campus principal's discretion.

Seniors requesting to drive to or from BOCES must receive permission from Forestville Central School, BOCES, and their parent/guardian. The parent/guardian must sign the BOCES driving permission form.

Students who are tardy to school coming from BOCES enough to be issued a detention may have their permission to drive to or from BOCES revoked.

Students who attend all day field trips at BOCES that require home school permission are asked to have appropriate paperwork filled out one week in advance of the date of the proposed trip.

Working Papers

The procedure for applying for working papers is as follows:

- Students can request an application in the main office.
- After the student's parent/guardian completes parts 1 & 2 on the application, the school nurse will verify the student's date of their last physical and complete the section.
- Completed applications are returned to the main office where working papers can be issued if all application guidelines are met.

A physical is required at the beginning age of each of the following groups:

Age 11-17	Newspaper Carrier
Age 12-13	Farm work
Age 14-15	Farm work
Age 14-15	Non-factory
Age 16-17	General Employment

Withdrawal and Transferring from School

- Secure authorization withdrawal or transfer note from parents or guardian.
- Obtain appropriate forms from the school counseling office.
- Have all forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
- Take completed forms to the school counseling office for final clearance.

Acknowledgment Form

To: All Parents/Guardians

From: Forestville Middle/High School

Please review the following statements and return a signed copy to the main office by September 18th.

Failure to return the signed acknowledgment form may result in your child's inability to fully participate in educational programs.

"I understand and consent to the responsibilities outlined in the Forestville Central Student Handbook. I also understand and agree that my child shall be held responsible for the behavior and consequences included in the school conduct and discipline code while on school property or attending school-sponsored activities. I further understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school."

"I have read and understand the district's policy and regulations governing student use of computers and agree to abide by their provisions."

"I understand that I have no right to privacy when I use the district's computer network and the Internet, and I understand that district staff will monitor technology."

"I understand that students shall not purposefully or neglectfully damage technology and shall be financially responsible for any repair or replacement required, as determined by the Building Principal. Students may also be held financially responsible for items not returned at the end of the school year."

"I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action."

"Regarding student records, I have read and understand the information regarding access to my child's educational records."

_____	_____
Parent/Guardian Name	Student Name
_____	_____
Parent/Guardian Signature	Student Signature

_____

Date