

OLEAN HIGH SCHOOL

2026-2027 Student Agenda



Olean City School District Mission:

"The Olean City School District is a student-centered community of excellence in which all members are challenged to learn, achieve, contribute, and innovate."

Guiding Principles:

A commitment to fostering:

- A respectful, safe and welcoming environment
- An acceptance of diversity
- Continuous improvement
- Academic excellence and lifelong learning
- Honesty, integrity, responsibility, and accountability
- Student potential and achievement

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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INTRODUCTION

The Olean City School District is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

All persons are expected to observe the "Code of Conduct" governing behavior in school and at BOCES. The code is also enforced at or during school-related functions, field trips, sporting events, aboard transportation (school buses, rented buses), dances and athletic contests both at Olean Schools, and opponent's schools.

A. Students Rights

The Olean City School District students have all the rights afforded by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.

1. To take part in all district activities on an equal basis regardless of race, sex sexual orientation, religion, national origin, or disability.
2. To have school rules and conditions available for review and when necessary, explanation by school personnel.
3. To have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
4. To be guided by a discipline policy this is fairly and consistently implemented.

B. Students' Responsibilities

1. Accept responsibility for their actions.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and showing respect to other persons and property.
3. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless legally excused and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship; and understand that when attending school-sponsored extracurricular events, they may be subject to an alcohol breathalyzer.
11. Respect the rights of others, including their right to secure an education in an environment that is orderly and disciplined.
12. Recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school sponsored activities.
13. Contribute toward establishing and maintaining atmospheres that generate mutual respect and dignity for all. Any student who believes that they are being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the building principal.

DETENTIONS

Detention period is the time when the student is assigned to stay after school for any infraction of the “Code of Conduct”.

A. Teacher Detention

Students will report to the teacher’s room to serve detention. Teacher detentions are after school in the teacher’s classroom are used for all minor infractions of the rules of the Student Handbook including, but not limited to, the following:

- Failure to comply with rules of the classroom
- Tardiness to class
- Lack of, or insufficient, preparation for class

B. Administrative Detention/In School Suspension

This detention is for not reporting to teacher detention or any other violation of the “Code of Conduct” serious enough to warrant after school detention. This will run from 3:00 p.m. to 4:15 p.m. on the assigned days. This detention will be held in a designated room. The student will be responsible for notifying his/her employer. Detention is not to be at the convenience of the student. A student will be given 24 hours’ notice and must serve the detention within five (5) school days, unless otherwise scheduled by the school administrator. Each staff person, including administrators, will have a copy of the procedures and will follow them consistently.

Administrative detentions include, but are not limited to, the following:

- Chronic tardiness
- Disrespect to all parties
- Vulgarity or obscenity
- Horseplay
- Failure to comply with classroom rules
- Failure to comply with cafeteria guidelines
- Harassment of fellow students
- Public display of affection
- Inappropriate dress for school
- Failure to serve teacher detention
- Failure to attend administrative detention as agreed in writing
- Absence from a class without permission
- Failure to report to the office as directed
- Disruption of the educational process in any way
- Deliberately signing in late after being seen on school grounds

A teacher may go to the detention room and release a student to make up work under the supervision of the teacher excusing. When the student is done, the teacher must return the student to the detention room.

C. Student Guidelines for Administrative Detention

- Students will prepare for detention by visiting the restroom.
- Students will bring all necessary books and supplies to the detention room.
- Students will arrive promptly at the designated room and time.
- Students will sit in assigned seats.
- Students are expected to work for the entire session on school related material or subject matter presented.
- Students are not to communicate with each other, bring any food or beverage with them (except water with clearance from the medical office), leave the detention room for any reason, sleep or do any work, reading or note-writing which is not related to schoolwork or subject presented.
- Students who fail to comply with any of the above guidelines may be assigned to

- an additional detention session.
- Students who fail to report for any after-school detention will be assigned an additional weekday detention.
- Students will turn in their cell phones to the monitor at the beginning of detention.

D. In School Suspension

A student will be assigned in-school suspension for the following violations, although the following may not be limited to just this action:

- Illegally unexcused
- Failure to attend class or classes
- Leaving the building without permission prior to departure
- Failure to attend detention
- Fighting on school property (and/or 5-day suspension)
- Forgery
- Theft
- Vandalism or deliberate destruction of school property
- Possession of, use of, or under any amount of influence of alcohol on school property
- Accumulation of Administrative Detentions
- Failure to appear for 3 Administrative Detentions
- Possession and/or use of tobacco in any form on school property
- Verbal abuse of teachers or other students
- Sexual harassment of teachers or other students
- Verbal or physical threats
- Insubordination
- Cheating
- Administrator's judgment that the behavior is in violation of the "Code of Conduct" serious enough to warrant in-school suspension.

In-school suspension will be held at Olean High School, from 8:00 a.m. until 3:15 p.m. Students in grades 8-12 may be assigned in-school suspension. Students assigned will be closely supervised. Only a building administrator may assign a student in-school suspension. Students will be responsible for their own transportation to and from the school. Parents will be notified by phone and/or mail that suspension was assigned.

Assignments and materials will be arranged by the students' assigned in-school supervisor and their teachers.

The frequency of each individual's assignment to in-school suspension will be monitored. If a student is assigned frequently, then it is obvious the in-school suspension is not having the desired effect and the Administration will take whatever action it feels is most suited to the situation.

A student assigned to in-school suspension will understand that he/she has the following responsibilities:

- Arrange for his/her own transportation to and from school on the in-school suspension day assigned;
- Arriving in the designated room no later than 8:00 a.m.;
- Lateness or absence will result in more serious disciplinary action;
- Bringing all appropriate academic materials with him/her;
- Will turn in cell phone to office or put cell phone in locker for the day;
- Understands that he/she will only be allowed to visit his/her locker prior to his/her arrival at the in-school suspension location;
- Be actively and positively involved in the counseling sessions that will be presented;

- General rules for good order and discipline in a classroom apply to in-school suspension; (He/she acknowledges that there will be absolutely no talking or discussion unless he/she is spoken to by the supervisor in charge. He/she understands that he/she is to remain seated and will not be allowed to wander or roam around the room.)
- Will only use lavatory facilities upon being given permission by the supervisor in charge;
- Students serving in-school suspension cannot participate in any school activity or interscholastic contest for five days following the initial date of the ISS.
(This includes being a spectator at home or away activities.)
- Should he/she fail to appear for his/her assigned in-school suspension, he/she will, in the company of his/her parent(s)/guardian, report to the Assistant Principal's Office on the next day of regular school attendance to explain the absence and reschedule the assignment;
- Students who fail to comply with any of the above guidelines will be assigned an additional in-school suspension session.

OLEAN HIGH SCHOOL DANCE RULES

1. All day school rules are in effect for dances at Olean High School.
2. Only students who pay admission will be allowed into the dance.
3. Olean Intermediate Middle School students will not be allowed to attend dances sponsored by any club or activity at Olean High School.
4. If students leave the dance before the end, they are required to sign out indicating the time they left, and these students will not be permitted to re-enter.
5. If it is determined that a student or his or her guest is under the influence of drugs or alcohol, or has alcohol or drugs in their possession, parents will be immediately contacted and the SRO on duty will be notified.
6. Students who sponsored guests at dances are responsible for their behavior. If a guest violates any rules both the sponsoring student and the guest will have parents notified and asked to leave and the OHS student will be subject to consequences.
7. Students who wish to bring a guest must pre-register guests three (3) days before the close of school on the day of the dance. Registration will take place in the main office.
8. Students who are serving in-school suspension or out-of-school suspension will not be permitted to attend the dance.
9. Student backpacks, book bags, etc., brought into the building during an event are subject to search. They also will NOT be allowed to be taken into the dance area. Should contraband be discovered, appropriate disciplinary action will occur.
10. All chaperones will be class advisors or other members of the staff that have been pre-approved by administration.

A. Special Events-Dances

Homecoming is the traditional weekend set aside for the senior assembly and various sporting events.

Winter Weekend is traditionally held in February. Highlights are the winter weekend dance with the crowning of the King and Queen and their Court and other student activities.

Junior-Senior Prom is held in May and is the culmination of formal dances for the school year.

Pre-sale tickets must be purchased at school prior to these dances. **This is to make you aware that if a student is “unexcused” from school on the last school day prior to a school activity (i.e. dance), he/she may not participate in the activity.**

ALCOHOL, DRUGS AND OTHER SUBSTANCES*

Within the framework of applicable New York State law, it is the District’s policy to prevent and prohibit the possession, use of, and under any amount of influence and/or intent of distribution of any illegal or controlled mood-altering chemical or medication. Violations of this policy include:

- Under the influence of any amount of alcohol, any illegal or controlled mood-altering chemical or substance;
- The possession, association with, use, sale, and/or distribution of any illegal or controlled mood-altering chemical, medication, or abused chemical as described above;
- The possession of drug paraphernalia within the school;
- The possession, use, sale, and/or distribution of any imitation of a controlled substance or chemical.

The consequences of such violations will result in disciplinary action and notification of law enforcement officials. Olean City School District is a drug-free school zone, which results in stiffer fines, penalties, and sentence if convicted.

Olean High School disciplinary action for the possession, use, sale, under the influence of any amount, and/or distribution of drugs or alcohol by a student on school property, at school-sponsored events, or in school vehicles, shall include, but will not be limited to:

- Police called and parent(s) notified
- In and/or Out of School Suspension

1st Offense

1. Prohibition from attending school dances and attending or participating in any extracurricular school activities for 10 weeks.
2. If the student agrees to attend counseling with a counselor designated by the school, the student may participate in extracurricular activities after a 5-week suspension. The student will continue the counseling until the counselor feels that the student no longer needs the sessions. In addition, the student cannot attend the next scheduled big dance/event (i.e. homecoming, winter weekend, and prom).
3. Review of each incident to determine if any other actions need to be taken.
4. A possible Superintendent’s Hearing.
5. Drug offenses will go to Superintendent’s Hearing.

2nd Offense

1. Prohibition from attending school dances and attending or participating in any extracurricular school activities for 30 weeks.
2. If the student agrees to attend counseling with a counselor designated by the school, the student may participate in extracurricular activities after 20 weeks of suspension. The student will continue the counseling until the counselor feels that the student no longer needs the sessions.
3. Review of each incident to determine if any other action needs to be taken.
4. A possible Superintendent’s Hearing.
5. Drug offenses will go to Superintendent’s Hearing.

3rd Offense

1. Prohibition from attending school dances and attending or participating in any extra-curricular school activities for 40 weeks.
2. If the student agrees to attend counseling with a counselor designated by the school, the student may participate in extracurricular activities after 30 weeks of suspension. The student will continue the counseling until the counselor feels that the student no longer needs the sessions.

3. Review of each incident to determine if any other actions need to be taken.
4. A possible Superintendent's Hearing.
5. Drug offenses will go to Superintendent's Hearing.

*Superintendent reserves the right to adjust penalties in relation to the circumstances.

WEAPONS/FIREARMS

A **WEAPON**, as defined by the NYS Penal Code includes, but is not limited to, any antique firearm, BB gun, pistol, revolver, shotgun, machine gun, disguised gun, dagger, dirk, dangerous knife, billy-club, blackjack, razor, stiletto (knife), switchblade knife, gravity knife, brass knuckles, sling shot, pilum ballistic knife, chuckka sticks (num-chucks), metal knuckle knife, box cutter, sand club, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or another noxious spray, explosive, fireworks, or incendiary bomb with propellant charge less than four oz., or another device, instrument, material or substance that can result in physical injury or death.

A **FIREARM**, as defined by federal law is A) Any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; B) the frame or receiver of any such weapon; C) any firearm muffler or firearm silencer; or D) any destructive device. The term "destructive device" means: any explosive, incendiary, or poison gas-bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses. Students possessing a firearm as defined above will be suspended for one year. The superintendent has the authority to modify the suspension on a case-by-case basis and shall refer the student to a presentment agency for a juvenile delinquency proceeding.

No student may have in his or her possession upon school property any item as a weapon or anything that looks like a weapon. The administration of the High School shall determine what is considered to be a weapon on school property and is the final authority on all such matters as it relates to the application of penalties. Be reminded these items, if found, will be confiscated and turned over to the police. Each incident will be evaluated closely, and the following will be followed as needed:

- Parent and police will be called
- Minimum 5 day suspension for possession of a weapon
- Minimum 1 year suspension for possession of a firearm
- Superintendent's Hearing

SMOKING AND SMOKELESS TOBACCO

Students are not permitted to use, or have in their possession, tobacco products. (This includes vaping devices) It also includes having it in their lockers, on buses, or at school-sponsored events. Students using tobacco products will be assigned to an in-school suspension and referred to a smoking cessation clinic.

OLEAN HIGH SCHOOL WILL ENFORCE THE UNDER 21 TOBACCO USE LAW, WHICH INCLUDES POSSESSION, SALE OR USE. THIS INCLUDES SMOKING ON SCHOOL PROPERTY.

Smoking is defined as having tobacco in hand or mouth (lighted or unlighted), the exhalation of smoke or other sufficient evidence of smoking as determined by a staff member or administrator. Any student who is in a lavatory when smoking occurs may also be assigned to in-school suspension.

STUDENT DRESS

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their family members are responsible for acceptable student dress and appearance. All district personnel should

reinforce acceptable student dress and help students understand appropriate appearance in the school setting.

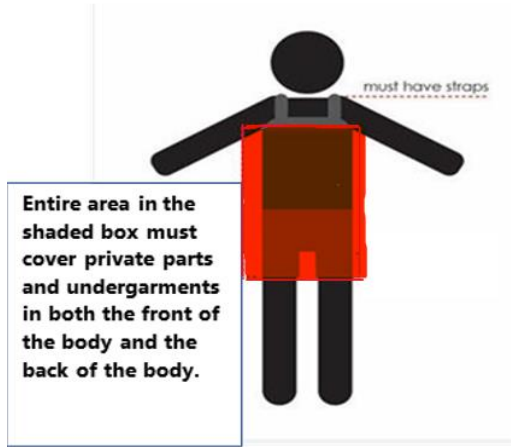
Students are expected to wear appropriate apparel at school. A student wearing clothing that is disruptive to the educational process will be directed to change or remove the disruptive apparel. This could result in the student contacting the parents for a change of clothing.

Students have the right to express their gender identity through their clothing. Therefore, clothing and grooming standards must be gender neutral and applied equally to all students, regardless of gender identity or expression. Students are not required to conform to gender stereotypes in their clothing choices. For example, students of any gender may wear pants, skirts, dresses, or other clothing traditionally associated with a particular gender. School staff will work with students and families to ensure that the dress code policy is understood and followed, and they will provide resources and support to students who may need help complying with the policy.

A student's dress, grooming and appearance, shall:

1. Be safe and appropriate and do not disrupt or interfere with the educational process.
2. Recognize that extremely brief and revealing garments or clothes in ill-repair, which do not cover private parts or areas that are covered by undergarments are inappropriate.
3. Ensure that undergarments are appropriately covered with outer clothing.
4. Include footwear at all times.
5. Not wearing head coverings, such as hoods, hats, and similar items; sunglasses, coats, or other outerwear, in the building except for a medical or religious purpose. The administration, at its discretion, may allow the wearing of certain items on designated days.
6. Not include items that are vulgar, obscene, defamatory or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, gender identity, disability, or weight.
7. Not promote and endorse the use of alcohol, tobacco, vaping, marijuana/THC or illegal drugs and encourage other illegal or violent activities or promote discrimination.
8. Not include coats, jackets and footwear intended primarily for outdoor use.
9. Not resemble full military fatigues.
10. Only include backpacks, duffle bags, tote bags, small purses, etc., after the start of the school day with prior administrative approval. District-provided laptop cases containing only the district-provided laptop, and pencil cases are permitted. Acceptable pencil case and purse size are limited to 4"x 8"x 3".
11. Not include chains/spikes that could be used as weapons.
12. Not include leggings or "tights" that are sheer or see-through unless worn with other garments such as skirts or dresses.
13. Not include items with perceived sexual content or references.
14. Blankets and similar items will not be worn as outer garments during the school day.

The top of outer garment shall come to at least the armpits.



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

Students who violate the student dress code must modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension. Individual school administration reserves the right to list prohibited clothing items that can be updated, as necessary. The list will be posted in the school and on the school website and sent home when modifications are made. This list will be subject to review by district-level administration.

CELL PHONES AND OTHER DEVICES

New York State has implemented a "bell to bell" ban on cell phone use in schools, requiring students to keep their devices off and stored away during the entire school day, including lunch and study hall. This policy aims to create a distraction-free learning environment and address concerns about student mental health and learning.

Students will not bring in personal devices such as, but not limited to, personal laptops, iPads, smart watches, and electronic tablets. Students will only use their school-supplied laptop or iPad during the school day.

BOMB THREATS

Bomb threats are a serious matter and a Class E felony in New York State. Any student involved in such actions will be reported to the police, suspended for five days and recommended for a Superintendent's hearing. Any school time lost because of a bomb threat will be made up. Once it is determined that the school building is safe, classes will resume and ALL students must remain in attendance until school is dismissed. Counseling will be provided for students as needed.

TEXTBOOKS/LAPTOPS

Textbooks and laptops are furnished to students by the school at the beginning of the school year. Students who lose or damage a book/laptop while using it for the school year will be expected to pay for the replacement cost of the book/laptop.

SEXUAL HARASSMENT

The Olean High School administration will promptly and thoroughly investigate all reported complaints of sexual harassment of a verbal, physical or written nature. The school district policy 7551 will be followed. The report will be turned over to the Olean Police Department and the Olean High School will initiate disciplinary procedures.

BUS RULES

Transportation to and from school and school-sponsored activities is a privilege. The school authorities can deny this privilege to any child who is insubordinate or disorderly. The following rules have been formulated in the interest of the safety of all our children who ride buses. Therefore, the school expects to receive their cooperation at all times. Bus riders are expected to respect the rights and property of others. The bus is legally an extension of school property. **THE BUS DRIVER, ADULT CHAPERONE OR MONITOR IS THE AUTHORITY ON ALL SCHOOL BUSES.**

General rules are:

1. Be on time at your designated bus stop.
2. Bus riders should conduct themselves in an orderly manner while waiting at bus stops.
3. There is to be no teasing or pestering of other students. This often leads to quarrels or fights.
4. Do not throw anything inside the bus or out of the windows.
5. Don't take advantage of younger children in order to get a seat.
6. Respect the adult authority (bus driver, monitor, or chaperone) by following all of his/her directions at all times.
7. Smoking and/or the use of tobacco products, as well as the use of matches, firecrackers, etc. are not permitted on the bus.
8. Boisterous and profane language is forbidden.
9. Eating on the bus except by permission of the driver is not allowed.
10. Students are to ride the bus they are assigned and are not permitted to leave the bus at other than their regular stop unless proper authorization has been given in advance by school officials.
11. Property damage to buses, such as slitting or removing seats, crash pads, etc., is a serious offense. Students and/or parents will be responsible for all repairs. Owners may call in law enforcement officials for an investigation.
12. In case of emergency, students are to follow the directions of the driver.
13. Any student who has violated these general rules can be suspended from riding the bus. In such cases, the student's parents will be responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

All "Code of Conduct" rules are applicable to bus students. Discipline will be enforced per the code for student behavior in school.

Rules for Spectator Bus to Athletic Events:

1. All sit together at discretion of chaperone.
2. Chaperone will purchase tickets for the entire group then distribute.
3. Students are to report promptly to the bus after the contest.
4. Chaperone has authority to direct students as necessary to maintain order and promote safety.

HIGH SCHOOL PROCEDURES

STUDENT DISMISSAL PRECAUTIONS REGULATION

In order to ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears on the list.

Parents/guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. The signature of the parent/guardian must be notarized. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a properly notarized signature of the parent/guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child shall be maintained in the district office.

If anyone seeks release from school for a student, he/she must report to the school office and present satisfactory identification to the Assistant Principal or Principal.

A. Assemblies

All assemblies in the auditorium will have assigned seating. Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Board of Education, and reflect our school's educational mission. Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take an assigned seat quietly
- Do not speak above a whisper, and then only when necessary
- Pay attention to speaker or performer(s)
- Applaud only when appropriate

B. Assembly Procedures

- When called via announcement, students will report to the auditorium accompanied by the teacher. The classroom door will be locked. Assigned teachers will sit with the students in their designated area. Teachers will take attendance for assigned students.
- Students are not to take coats, books, backpacks or purses to the auditorium.
- After the assembly, students will return to their previous class and attendance will again be taken. Students not present in the assembly but present after the assembly must have a tardy or admit slip from the attendance office.
- Students present before the assembly but not after the assembly will be reported to the main office by the classroom teacher.
- Teachers who do not have a class will be assigned hall duty during the assembly.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Behavior that disrupts the orderly exit from the building and/or grounds surrounding the school is subject to disciplinary code guidelines. Disciplinary action will be taken if a student is caught setting off a false alarm.

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling school on days of poor weather; it is important to keep school phone lines open. School closings and delayed starting times will be announced via the following media.

DISTRICT WEBSITE – FACEBOOK - INSTAGRAM – PARENT SQUARE – LOCAL NEWS CHANNELS

SOLICITING

All soliciting (candy sales, bake sales, raffles, etc.) must be approved by the Principal's Office and is limited to Olean High School clubs and organizations. All sales are coordinated through the Student Activities Council.

BACKPACKS

Students may bring backpacks to school. However, they **MUST** put these backpacks in their lockers, and they **MUST** stay in the locker until the student is ready to leave school for the day. Students will **NOT** be permitted to carry backpacks through the halls during the day, nor have them in any of their classrooms.

LOCKERS

Each student is assigned a locker, and this becomes his/her responsibility. Use only the locker assigned to you and keep it locked at all times with the lock provided. No sharing of lockers will be permitted. All personal items and books, when not in use, are to be kept in the locker assigned to you. Do not tamper with another student's locker or give your combination to another person. All locker problems should be reported to the Olean High School main office immediately. Lockers are subject to periodic inspection by administration for cleanliness and storage of items against rules and regulations of this school, such as fireworks, alcoholic beverages, drugs, etc. Lockers remain the exclusive property of the school and students have no expectation of privacy with respect to their lockers.

EQUAL RIGHTS AND OPPORTUNITIES

Any student of this District who believes he or she has been discriminated against should file a written complaint of the alleged violation with the Principal/Administrator.

VISITORS

1. Anyone who is not a regular staff member or an enrolled student at the school will be considered a visitor.

2. All guests to the school must report to the main office upon arrival. They will be required to sign-in with the visitor's register and be issued a guest's identification badge, which must always be worn in the school or on school grounds.

3. Guests attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, are optional to register. They are required to follow public health and safety rules and have identification.

4. Guests to closed dances (prom, winter weekend, etc.) are only allowed by school authorities' invitation.

5. Family members or citizens who wish to visit a classroom while school is in session must arrange such visits in advance with the classroom teacher(s) and furnish a written request to the building principal. Any such request may be denied at the discretion of the building principal.

6. Any unauthorized person on school property will be reported to the principal or his designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All guests are expected to abide by the rules for public conduct on school property per the Code of Conduct.

8. Students and school personnel are only authorized to allow entrance to any school building if they report the person to the main office and obtain a visitor's pass.

Insurance regulations are quite specific and clear regarding students visiting who are not enrolled at Olean High School.

HEALTH SERVICES

1. If a student becomes ill, he/she should report to the school nurse, who will decide what should be done. Students are not permitted to leave the building because of illness without authorization from the Principal, Assistant Principal, or Medical Office.
2. Medication should be taken at home, if possible. If medication must be taken in school, a medication form must be signed by the physician/health care provider and parent/guardian before the school nurse can administer the medication. All medication is to be brought to the medical office by the parent/guardian and in the original prescription container. No student should have (prescription or over-the-counter) medications in his/her possession at school.
3. The Olean City School District's medical director will administer NYS mandated physicals for those in 9th and 11th grades and for students new to the district. The district's health care provider may also provide physicals for those wishing to obtain working cards and play sports. District physicals are at no cost to the parent. If the student misses the scheduled physical, it must then be done by their personal health care provider and paid for by their parent/guardian.
4. Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the medical office via an accident report.

A. First Aid

In emergencies, the school nurse will follow established First Aid Procedures. These procedures include the following requirements:

- No medical treatment except first aid is permitted in school.
- A master first aid kit shall be kept and properly maintained in the school.
- No drugs shall be administered by school personnel unless authorized by a physician and parent.
- Parents are asked to sign and submit an emergency medical authorization.
- In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. In cases of extreme emergency, the child will be hospitalized if needed whether or not the parent or guardian can be reached. This is to safeguard the health of the child. All reasonable and prudent measures will be taken by school authorities in a medical emergency.

CAFETERIA

The school cafeteria is a vital part of our school program. Through the 2028-2029 school year, the school district will be part of the CEP (Community Eligibility Provision) Grant which provides breakfast and lunch to our students at no charge. Charging of ala carte items will not be allowed.

Attendance for 8th graders, freshmen, sophomores, and juniors at lunch is mandatory. Attendance will be taken and penalties for missing lunch will be the same as those for classes or the study hall.

Lunchroom rules are as follows:

1. Deposit all litter in wastebaskets;

2. Return trays and utensils to the proper area;
3. Leave the table, chair, and floor around your place clean for others;
4. Remain the total period and be prompt;
5. Do not take food from the cafeteria.

There is no permission granted for students to go home for lunch or order food to be delivered to the school. Failure to comply with the above rules could result in detention or assignment to the In-School Suspension.

GUIDANCE DEPARTMENT

A. Services

The purpose of the guidance services is to help each student in his/her educational, vocational, social and personal development. Counselors are in the guidance office daily to assist students with any problems or questions they may have.

If you desire a change in schedule, check with the following:

- a. Subject teacher
- b. Guidance counselor

A "request to drop a course" form is available in the guidance office. After the request is initiated and approval is made, a parental request for final disposition of the change is required. No student request for changes in schedules will be made for the reason of teacher preference. Schedule changes will conclude after the first two weeks of school. The principal is the final authority on any matter involving schedule changes.

B. Counselor Assignments

Ms. Hayes	Grade 12
Mr. Threehouse	Grade 11 (8 th grade A-FL)
Mrs. O'Connell	Grade 10 (8 th grade Mc-Z)
Mrs. O'Dell	Grade 9 (8 th grade FL-Ma)

PROGRESS REPORTS

Progress reports will be sent anytime between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing the course, but a problem is noted which needs attention. It would be appreciated if the parent who receives a progress report would acknowledge the receipt by a note, phone call or a visit to the teacher.

Classroom teachers will evaluate students and assign grades according to the established system. All students are expected to participate meaningfully in class discussions and activities in order to receive course credit.

1. Parents are to be informed at least eight (8) times a year of their child's progress.
2. Grading will not be used for disciplinary purposes.
3. Grading will be based upon student improvement, achievement, and participation in classroom discussions and activities. Classroom participation, and thus student attendance, is an important factor in earning high grades.

HONOR ROLL/HIGH HONOR ROLL

Four times each year, after report cards are issued, an Honor Roll/High Honor Roll will be released based upon grades received during the quarter. Students are eligible for Honor Roll if they have an average of 85 or above and enrolled in five (5) credits. Students with an average of 92 or above and enrolled in five (5) credits are eligible for High Honor Roll. Honor Rolls will be published in local newspaper.

GRADE PLACEMENT

Students must earn four units of credit to progress to the 10th grade placement. Ten credits are required for placement in the 11th grade, 15 credits and a schedule that will fulfill graduation requirements in June are required for a 12th grade placement. The New York State Education Department requires twenty-two (22) units of credit for local and Regents diplomas.

PHYSICAL EDUCATION

All OHS students in grades 8-12 are required to take physical education class each semester that they are enrolled. Starting in 9th grade, each student must successfully complete the physical education course during each year of attendance in school in order to qualify for graduation. Two units of PE are mandated by the regulations of the Commissioner of Education.

STUDENT HELPLINE

School Psychologist 716-375-8996

Dan McGraw 716-375-8034 (Resource Officer)

PARENT CONFERENCES

Parents may set up appointments for conferences with teachers by contacting the high school guidance office (375-8004).

EMPLOYMENT

Working papers are obtained in the main office for those students under 18 years of age. It must be understood that school obligations supersede part-time jobs. Such obligations include detention or extra help when requested by a teacher or administrator.

SENIORS

A. Course Requirements

All students, including seniors, will be required to carry five subjects plus physical education throughout the school year.

B. Senior Graduation Requirements

Only seniors who have fully completed all requirements for a high school diploma will be permitted to participate in the graduation ceremonies in June. Fees such as cap and gown, announcements, etc. will not be refunded.

An official school diploma will only be issued based upon the completion of the Regents or Local diploma requirements. Any student earning a CDOS diploma or Local Certificate will be informed in writing of his/her right to attend the public schools of the district until one of the following occurs:

- The student earns a high school diploma
- The student attains the age of 21 prior to September 1st of a school year.

C. Senior Privileges

All seniors are eligible to apply for senior privileges. Applications are available at the beginning of the senior year. To be granted privileges, he/she must

- Maintain a >64 average
- Have no outstanding Disciplinary Actions
- Obtain the recommendation of five classroom teachers
- Have the Assistant Principal's Signature
- Have a notarized parental signature

The Privileges allow seniors to:

- Go to the Senior Commons Area
- Leave the building and grounds during a free period-sign out

During Lunch Period (4, 5, or 6) seniors with Privileges can:

- Attend their assigned lunch period in the cafeteria
- Be in the Library or Computer Lab with a research pass
- Be in Senior Commons
- Leave the Building and Grounds

All seniors who choose to leave the building and grounds **MUST** enter the front door, sign in to the main office and go directly to Senior Commons upon returning. No senior is to be at a locker or any place else in the building if they arrive earlier than the end of the period.

No seniors, with or without privileges, should be in the halls without a pass from the teacher. The movement through the building is **AT THE BELL**.

- Once seniors are at a destination (Senior Commons, Library, Computer Lab, Guidance) they **MUST** remain there for the entire period and move at the bell.
- If a senior returns from off campus early, they **MUST** report directly to Senior Commons.

Seniors who abuse the privilege will be assigned to a study hall until they meet the standards (requirements). Any senior who is assigned an In-school suspension automatically loses Privileges for 5 days starting with the first day of ISS served. A senior who receives OSS will be considered ineligible for a period of 7 days, starting with the last day of OSS served.

D. Directions for Submitting Skits

1. These guidelines must be followed or your submission will be disqualified.
2. Skits submitted must use the proper forms.
3. The forms must be filled out completely.
4. **ANY MUSIC USED MUST BE PROVIDED.** (Faculty Committee requests the lyrics).
5. The Faculty Committee requests a video performance of the script and a written script.
6. Students must submit the original copy of the skit and video to the senior class advisor **NO LATER THAN 3:00 P.M. THE TUESDAY BEFORE THE ASSEMBLY.**
7. If a skit is rejected, the faculty will not review revised skits or new skits unless recommended changes are made. Therefore, it is the responsibility of those submitting a skit to make sure that the submission meets the following criteria:
 - a. free of obscene language gestures or clothing
 - b. free of sexual overtones, innuendoes, double meanings, connotations
 - c. free of ridicule of any type
 - d. tasteful
 - e. fully describes the dialogue, costumes, props and music
 - f. song lyrics submitted
8. If a skit is a parody of one or more staff members, **the written permission of each staff member parodied must be submitted with the skit using the form provided. Those staff members must be given a copy of the skit to review and keep before signing the permission form.**
9. Due to safety reasons, a maximum of **40** people is allowed in one skit. Each person's name in the skit must be listed on the form.
10. Quality in skits is preferable to quantity. The assembly will include no more than five (5) skits. The total of all skits must be less than 25 minutes.
11. Members of any skit presented on stage that deviates from the approved script and violates any of the criteria (a through e) above will be prohibited from participating in any future skits this school year and will be subject to disciplinary action.
12. Script must be complete giving lines spoken and/or action taken by character,

what props are used for any specific line or action. In other words, write this script as if you were writing a stage play for an actual production. Also, specifically state music used and when it is used.

E. Senior Class Trip

To be eligible, a student must:

- a. Be eligible for graduation and all work must be completed;
- b. Not be under any disciplinary restrictions;
- c. Sign a pledge to adhere to school rules, all guidelines of the trip, and to refrain from the use of drugs, alcohol and/or tobacco products.

A letter will be signed by all parents of participating seniors acknowledging that:

- All school rules will apply for the day;
- Each student will contribute to the cost of the trip;
- Luggage and carry-ons will be checked before the trip;
- The student is responsible for his/her own belongings;
- Parents will not hold the school liable for any damages;
- Parents will be contacted immediately to come and PICK UP their child if there is any major violation of rules and/or inappropriate behavior;
- Food is extra;
- The class picnic is canceled in lieu of this trip;
- Payment must be made before the deadline or the student will not be allowed to attend.

AWARDS/SCHOLARSHIPS

Each year a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred at the end of the school year.

All students, regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status or disability shall be eligible for all awards and scholarships given or disseminated by Olean High School.

STUDENT RECORDS

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

To Parent(s), Guardian(s), and Eligible Students:

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

Parents of a student under 18, or a student 18 or older, have the right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. A parent of a student under 18 years of age, or a student 18 years of age or older, shall make a request for access to the student's school records, in writing, to the Superintendent of Schools, guidance counselor or principal.

Upon receipt of such request, arrangements shall be made to provide access to such records, within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Such parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent. Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents and students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

LEGAL NOTICE FROM THE OLEAN CITY SCHOOL DISTRICT

Notice to Parents and Eligible Students (students over 18 years of age) of Rights under the Family Educational Rights and Privacy Act (FERPA).

You are notified that you have the following rights in relation to student records:

1. The right to inspect and review students' education records within a reasonable time but not more than 45 days from the day the Olean City School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the Olean City School District to amend a record that they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If the Olean City School District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as insurance agent/carrier, 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 Olean City School District discloses educational records without the consent of 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 Olean City School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue

Washington, DC 20202-4605

Directory Information:

The Olean City School District designates the following personally identifiable information contained in a student's education record as "directory information", and it will disclose the information without prior written consent:

1. Student's name
2. Student's address
3. Student's telephone number
4. Student's date of birth
5. Student's class designation (i.e. first grade, tenth grade, etc.)
6. Student's participation in officially recognized activities and sports
7. Student's achievement awards or honors
8. Student's weight and height, if a member of an athletic team
9. Dates of attendance
10. Student's photograph, video image
11. Most recent educational institution attended before the student enrolled in the Olean City School District

You have two weeks from the date of this notice to advise the Olean City School District in writing, directed to the office of the Superintendent of Schools, of any and all items which you refuse to permit the Olean City School District to designate as directory information about the student.

CO-CURRICULAR AND EXTRA CURRICULAR PROGRAMS

Olean High School recognizes the educational values inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. If a student is "**unexcused**" from school on the last school day prior to a school activity (i.e. dance), he/she may not participate in the activity.

STUDENT ORGANIZATIONS

The District will register any group organized for a purpose not prohibited by the Board of Education policy or by law if such a group submits a list of its members designated as contacts, a copy of its constitution and/or bylaws, and the constitution and bylaws of any off-campus organization with which it may be affiliated. Student groups may not restrict membership on the basis of race, sex, national origin or other arbitrary criteria.

Notwithstanding a student group's right to meet on school premises pursuant to the Federal Equal Access Amendment, if any club, including fraternities or sororities, or any other secret society, causes, creates or is likely to cause or create, a disruption or interference with the operation of the school program, then the Olean City School District Board of Education may prohibit such club from meeting.

Extra-Curricular Clubs/Activities/Organizations

Art Club	French Club	SAC
Band	Gay/Straight Alliance Club	Science Club
Book Club	Interact Club	Ski Club
Chorus	Literary Journal Club	Soap Box Derby Club
Creative Writing Club	Ms Diocre Printing Club	Spanish Club
DECA	Model UN Club	Table Top Club
Diversity Club	National Honor Society	Tell-O-Scope
Drama Club	OHS Newspaper	TV Studio
Envirothon	Orchestra	Washington Club
eSports Club	Poetry Out Loud Club	Yearbook
		Z Club

STUDENT PUBLICATIONS

Students have the right to express their views in speech, writing or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers, the yearbook, and/or publications, which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum, are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which it feels is inconsistent with the District's basic educational mission.

Distribution of Literature – Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and the building principal.

NATIONAL HONOR SOCIETY:

Membership in the National Honor Society is both an honor and a responsibility. Eligibility is based on scholarship, leadership, service, and character.

Grades will be computed at the end of the sophomore year for juniors and the end of the junior year for seniors. A cumulative average of 90.00 or higher is required to be considered. Students must fill out an application and attend the information meeting to be considered. Meeting the service, leadership, and character qualifications will be based on the student's application, all school records - grades 9-12, and recommendations and comments from the staff. A five-member faculty selection committee will be annually appointed by the principal. There will be a secret ballot – majority rule. Students are required to fill out the application and return it to the advisor by the listed date and time. They will sign in.

The guidelines for leadership, service, and character may be found in the National Honor Society Handbook. A copy of the Handbook is available from the advisors or the principal. Members who fail to maintain the standards that were the basis for selection may be subject to dismissal

DRIVER EDUCATION

In accordance with state law, the high school offers instruction in the safe and lawful operation of motor vehicles. Classroom training will be provided by a person(s) approved by the State Education Department and the Commissioner of Motor Vehicles. There will be a cost for Driver Education. The program will adhere to all regulations set forth by the NYS Education Department.

The program consists of a maximum of twenty-four students each session. This program is for students who have obtained a NYS driver's permit. Each student must complete 16 classes in the classroom and in the car. There is a zero absence/tardy policy in place. Students will be dropped if they are absent or tardy.

Any students interested in driver education should sign up during the school year. A summer session is offered. A permission slip is sent home and must be signed by a parent/guardian and returned to the school in order for that student to participate in Driver Education. This is sent home after the student is enrolled in the class. This permission slip is mandated by the NYS Education Department.

GRADING PRACTICES AND PROCEDURES

1. The final class average is determined by averaging the quarterly report card grades with the final exam or the Regents exam grade using a four-fifths/one-fifth formula. If the Regents exam grade indicates that the student has passed the Regents exam, and the final course grade is less than 65 obtained by the four-fifths/one-fifth ratio, the student will be given credit for having obtained the passing requirement for that Regents test, but will have to take the course over until a passing grade in the course is obtained.
2. Each marking period, a multiplier of 1.05 will be applied to advanced classes, and classes provided by the district taken for college credit. The grade for each individual course will be the actual grade and will not reflect weighting. The overall marking period with average that shows at the bottom of the report card will reflect a weighted average. The weighted grades will be used only to determine a weighted average. The weighted average will be used for placement on honor roll and high honor roll, as well as class rank. The unweighted average, in addition to the weighted average, will appear on the student's official transcript.
3. Students may retake the Regents exam as many times as they like and the highest Regents exam grade will be averaged into the quarterly grade using the four-fifths/one-fifth formula, (four-fifths quarterly grade and one-fifth highest Regents exam grade) to get the final grade. Retaking the Regents exam could mean increasing the overall grade point average of the student.
4. Admission to summer school at the Olean High School will be available to any student who can document evidence that the course was taken prior to registration and has obtained a minimum grade of 50%. Only two classes may be taken during summer school.
5. An **INC.** can be given only on the report card for medical reasons or extended educational field trips. A written contract between parent, student, and teacher will state that all work must be handed in by the next progress report due date (if there are extenuating medical circumstances this should be adjusted to the report card due date). This contract (made by the teacher) will be proof of the agreement between the three parties that the work must be completed by a certain date.

Actual grade earned is reported on the next progress report. The teacher will change the “Incomplete” to a numerical grade for the progress report. An “Incomplete” makes the student ineligible for honor roll purposes for that quarter until the work is made up.

6. Each student must take a minimum of five (5) courses each semester. (This does not include physical education.)
 - a. BOCES vocational education courses will count as the equivalent of taking three (2.5) courses (2.5 units) since the classroom time is equal to three (2.5) periods at Olean High School.

RANKING PROCEDURE

1. Every credit-bearing course offered at Olean High School and BOCES will be used to calculate final average and thus determine the ranking of OHS students.
2. The grades used in the computation of the final average will be the grades given by the teacher of the courses.
3. For purpose of class standings:
 - a. Students who transfer to OHS from other schools prior to the issuance of the first quarter grades at the start of their sophomore year will be treated as Olean Students.
 - b. Students who transfer to OHS from other schools after the issuance of the first quarter grades of the student’s sophomore year will, if applicable, co-share the honor of either first or second rank in the class.
4. Computation of final average, for the purpose of implementing all of the items in this list, will be done after the issuance of the 3rd quarter grades of the student’s senior year.
5. Each marking period, a multiplier of 1.05 will be applied to advanced classes, and classes taken for college credit. The grade for each individual course will be the actual grade and will not reflect weighting. The overall marking period with average that shows at the bottom of the report card will reflect a weighted average. The weighted grades will be used only to determine a weighted average. The weighted average will be used for placement on honor roll and high honor roll, as well as class rank. The unweighted average, in addition to the weighted average, will appear on the student’s official transcript.

Honors

Approximate rank in class is available in September of the senior year. Ranking for Valedictorian, Salutatorian and top ten of the Senior Class will be determined at the end of the 3rd marking period.

Transfer Students

To be considered for first and second honors, i.e., valedictorian and salutatorian, a transfer student must have been in attendance two consecutive years prior to graduation. A grade conversion chart shall be applied to grades of students who transfer from a school which uses an alternate marking method.

Early Graduation

The cumulative grade point average of those students who satisfy their graduation requirements in less than eight semesters of high school study will be computed and assigned a class rank designation in accordance with this policy. Students who elect to pursue an

accelerated program of studies shall not be discriminated against in the assignment of a rank in class, and in the corresponding selection of valedictorian and salutatorian.

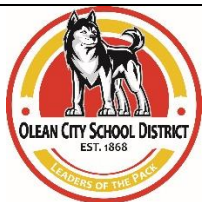
Dissemination/Notification

The policy on Class Rank will be disseminated to appropriate school officials and will also be published in the annual district calendar as well as the student handbook.

Revised 7/2026

Eligibility for certain privileges at the High School

1. For academic eligibility in interscholastic athletics: Please see the OHS Interscholastic Athletics Handbook and Board Policy 7410.
2. For eligibility to **attend** extra-curricular activities (attending sporting events, dances, concerts, running for SAC offices, etc.):
 - a. Students who have attained a Level 3 or Level 4 attendance level, will be considered ineligible.
 - b. A student who receives ISS will be considered ineligible for a period of five (5) days, starting the first day of ISS served. A student who receives OSS will be considered ineligible for a period of seven (7) days, beginning the last day of OSS served.
3. For eligibility to maintain Senior Privileges:
 - a. Each student must maintain a passing grade in all courses. This will be evaluated every 10 weeks. If a student is failing any course, they will lose senior privileges until the next report card grade is issued.
 - b. If a senior receives ISS, they will lose their senior privileges for five days from the start of the ISS. If a student receives OSS, they will lose their senior privileges for seven days from the final date of the suspension.
 - c. Any senior with Level 3 absenteeism will lose their privileges for a period of five (5) weeks. Any senior with Level 4 absenteeism will lose their privileges for the remainder of the year.



Olean City School District Student Laptop, iPad, and MS Office 365 Account Guidelines and Procedures Summary

The laptop/iPad (referred to as “the device”) is issued to you as an educational tool and should primarily be used in that capacity. The camera on the device may be enabled. The use of the camera is to be for educational purposes such as Teams or Zoom meetings with teachers. Any inappropriate use of the camera will result in the camera being disabled and disciplinary action. You may cover the camera lens (with tape or a sticky note) when not in use. Student use of the laptops/iPads falls under the guidelines of the District's Acceptable Use Policy for technology and the Student Code of Conduct Matrix. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the device. Laptops may be selected at random for review. If it is found that the laptop has downloaded files or any executable files, or if the laptop is being used in an inappropriate manner the laptop will be returned to the Technology Department for removal of the files. USB ports are disabled on student laptops. The Student Code of Conduct Matrix will be used to determine the level of discipline. Your child will automatically be provided with a Microsoft Office 365 account, with a district email account (8-12 grade only) and Internet unless you submit written notification to the District that such access is not permitted. The notification must include the following: your child's name and student ID, building of enrollment, and be dated and signed by a parent/guardian. Please send the written notification to the building in which your child is enrolled.

As a school district, which operates under the Family Educational Rights and Privacy Act (FERPA), the district is responsible for

obtaining parental consent for the students' use of an Online Service for any student under 18 years of age. An annual AUP will be signed each school year.

Students will be able to utilize the Microsoft Office 365 account while in school on the district laptop or on another device that has an Internet connection. Students will also be able to use some of the tools offline. Each student Microsoft Office 365 account that is created comes with the added benefit of five free licenses for Microsoft Office that can be downloaded and installed on any five devices the family owns.

Issued Equipment:

- Students will be given a Dell laptop, a slip-on case, and a power cord or iPad with case depending on what grade they are in.
- The camera may be enabled to allow for use in online classes and other educational purposes.
- The device must be returned to OCSD in appropriate working condition at the end of the school year or at the request of the Technology Office, Building Principal or District Superintendent.
- Students that leave the district or are suspended must return the district laptop by the date of withdrawal, suspension or termination.
- Continued use of a district device by students on out of school suspension will be determined by the building administrator and/or the district superintendent on a case by case basis.
- Failure to return district owned property prior to leaving the district may result in prosecution, civil liability, or paying the replacement cost of the laptop.
- Inappropriate background photos/ images, music, audio files or video may not be used or saved to the laptop.

Students will be responsible for:

- bringing the device to school every day.
- The device assigned to them.
- keeping the device with you or in a secured (locked) area at all times.
- reporting the loss or theft of the device immediately.
- only using the camera, if enabled on the device, for educational purposes.
- remembering that the device is for educational purposes. Only district software will be installed on the device.
- following the OCSD Student Acceptable Use Guidelines at all times.
- being able to connect the device to their home wireless network, or public wi-fi network.
- being able to save files to their OneDrive account (cloud based).
- following the guidelines for Internet safety that you learned through the Internet Safety presentation.
- respecting the property rights and copyrights in data and computer programs and use the network for legal activities only. Questions regarding copyright should be directed to the building Library Media Specialist.
- leaving all screen settings, computer hardware, system software or district-prepared computer images as you found them.
- only using your personal password and access only your files unless you are granted permission by the account owner. Further, do not give out any personal information while online without a school employee's permission.
- only playing games, download or listen to music or view videos on the computer network or the Internet when instructed to do so for educational reasons.

- Treating district equipment and resources with care and avoid intentional damage to any of the district equipment or network systems.

Students will not:

- Attempt to modify/change/jailbreak or circumvent the device settings in any way. Doing so will result in the return of the device and disciplinary action as per the Student Code of Conduct Matrix.
- Download and/or attempt to install or run from a USB ANY executable software.
- Exchange devices with another student.
- Allow the device to be removed from their presence.
- Apply any permanent marks, decorations, or modifications to the device or the laptop case.
- Allow others to use the device assigned to them.
- Download any games on the device.
- Use slanderous, abusive, harassing or otherwise offensive images or messages.
- Use the network to view or send pornography and will report anything inappropriate to an adult.
- Participate in any spamming, pranks, threats, bullying, harassing, or other forms of unacceptable communication.
- Use network facilities for commercial or political use or for personal or private gain.
- Participate in chat rooms, instant messaging or other interactive recreational activities, not endorsed by the district, using the school's devices.
- Post or email inappropriate material on the Internet or through Outlook (district email services) that directly or indirectly affects the safety or welfare of students or staff.

Failure to comply with these guidelines will be treated as failure to comply with the District's Acceptable Use Guidelines and Student Code of Conduct Matrix and may be subject to disciplinary action.

Using the device:

Use of the device will require a few necessary tasks to keep the device performing well.

- Clean the screen often with only a soft, dry cloth.
- Keep food and drink away from the device.
- Charge the device nightly with the supplied charger, using a standard wall outlet for your power source.
- Document any software/ hardware issues to the Technology Department as soon as possible.
- Keep the device in a temperature controlled, dust free, smoke free environment.

Software Applications:

- There are key software applications which will be preinstalled on each device.
- Additional software applications may be installed by the IT Dept. to facilitate classroom instruction.
- Students may be asked to turn on the device when in school to install critical updates and then restart the device to have updates take effect. Failure to do so may cause some applications to not function properly.
- CIPA (Child Internet Protection Act) Compliant Internet Filtering and monitoring is available within our school network and installed on the device when it is connected to home wifi and public wifi networks. It remains the sole responsibility of the parents/guardians to monitor their student's use of the laptop and internet on their home wireless network.

Reporting Technical Issues & Damage:

- Any errors or problems with the device should be reported to the Technology Office.
- Any physical damage, intentional or not, to the device will be reported to the Technology Office immediately.
- Damage due to student negligence, such as leaving the device in a hot environment (*for example leaving it in a car during the summer) or using the laptop near water may result in the student/family assuming the financial responsibility of replacement of the laptop.
- The current replacement cost of a broken screen is: \$85.00.
- A second incident of physical damage to a laptop may result in the loss of privilege to take a laptop home. This includes the loaner laptop.

*This list is not inclusive of what may be determined to be negligence on the user's part.

7/2026

OLEAN CITY SCHOOLS GRADE K – 12 ATTENDANCE POLICY

Statement of Local Objectives

School attendance is both a right and a responsibility. The Olean City School District is an active partner with students and family members in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the Olean City School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, Olean School District has developed, will review on a regular basis and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

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

Description of Strategies to Meet Objectives

Olean City Schools will:

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

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

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

Excused:

- Death in the family
- Medical with documentation
- Administrative approved school-sponsored trips
- Religious observance with documentation
- Quarantine
- Court appearances with documentation
- Administrative approved college visits with documentation

- Military obligations with documentation

Unexcused:

- Anything that is not listed as excused.

All documented excused absences must be brought to the attendance office when the student returns to school.

Student Attendance Record-keeping/Data Collection

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

Attendance shall be taken and recorded in accordance with the following:

- For students in grades six through twelve, each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction or assignment.
- Any absence for a school day or portion thereof shall be recorded as **excused** or **unexcused** in accordance with the standards articulated in this policy.
- In the event that a student arrives late or departs early from scheduled instruction, such tardiness or early departure shall be recorded as **excused** or **unexcused** in accordance with the standards articulated in this policy.
- A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of circumstances including adverse weather conditions, utility problems, destruction of or damage to a school building or such other cause as may be found satisfactory to the Commissioner of Education.
- Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with established District/Olean School procedures.

Class Absences/Make-up Work

Olean School District teachers know classroom attendance/participation is related to and affects a student's performance, grasp of subject matter and submission of class assignments 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. A student 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 pursuant to an approved independent study program; or
- Receiving approved alternative instruction;
- Participating in a school-sponsored activity.

To ensure academic progress, students who are absent from school are required to make up class work missed within five school days.

Upon returning to school following an absence, tardiness or early departure, it is the responsibility of the student to contact his/her teachers regarding arrangements to make up missed work, assignments, tests, etc. in accordance with the time schedule specified in the Student Handbook.

Implementation for 8-12 Attendance Procedure

Unexcused Absences

Attendance and tardies after 8:15 will be reviewed and addressed on a 5-week basis. Students will only be addressed once per level. For example, a student who is addressed at level one during the first 5 weeks will not be addressed again until they reach level two.

Level and consequence	Administrator	Guidance
Level 1 4-7 absences/class or tardy after 8:10 General meeting with warning and review of policy	Letters go out 1st & 2nd marking period. Verbally notified by class room teachers all quarters.	
Level 2 8-14 absences/class or tardy after 8:10 Individual meeting to discuss attendance and offer support	Will set up general meetings to inform students of their level and offer support if needed. Signed letter sent home from attendance.	
Level 3 15 or more absences/class or tardy after 8:10 Loss of all extracurricular, athletic and senior privileges for 5 weeks	Information sent to Teachers, Principal, Vice Principal, Coaches and Advisors.	Guidance will set up a meeting or phone call to include a parent/guardian, administrator, guidance counselor and, if possible, a teacher or attendance committee member and letters sent out.
Level 4 5 absences/class or tardy after 8:10 past the level 3 meeting; Loss of all extracurricular, athletic, and senior privileges for the remainder of the school year	Will inform the student and send a letter home that includes the dates of the level warnings and a statement that all privileges have been revoked. Additionally it will state that if the student misses 24 periods/class during the school year, they will not have privileges for the first 5 weeks of the next school year. They may try out and practice for sports, but not play for 5 weeks.	

Specific Responsibilities and Dates for Implementation of the Procedure

- I. Attendance clerk
 - Dates the attendance committee should receive the list (to be filled in from calendar when approved)
 - Send letters every 5 weeks – Levels 1, 2, 3, 4
- II. Attendance committee
 - Review Attendance Appeals
 - Monitor Attendance Procedure

- III. Teachers
- Check attendance when pop up comes up and inform student
 - Sent out by Attendance Office or Assistant Principal every five weeks
 - Teachers inform administration if students are seen at an event when they are on step 3 or step 4 of attendance guide
- IV. Coaches and advisors
- Will check the compiled list and enforce level 3 and 4 consequences.
 - May want to keep track of students throughout the year so that they can counsel students before they lose privileges.
- V. Administrators
- Will hold general meetings every 5 weeks for students who have reached level 2.
 - Will attend level 3 meetings set up by guidance for students who have reached level 3.
 - Will meet with students and send letters home for students who have reached level 4.
- VI. Guidance counselors
- Will hold level 3 meetings with students, family members/guardians, administration and, if possible, teacher or attendance committee representatives.

Bus Transportation Guidelines

Business Office: 716-375-8020

- Bus Transportation Eligibility Policy is as follows:
 - Kindergarten – 7th Grade**
 - Students whose residence from “home school” is over 1 mile.
 - Out of neighborhood students are not eligible for busing unless required by CSE.
 - Any student whose IEP requires busing and is requested by CSE is deemed eligible.
 - Grades 8-12**
 - Busing is provided for students who live outside the City of Olean, unless otherwise directed by the Committee on Special Education.
- Any student Grades K-3 must have an adult visible to the bus driver before the child is to be released off of the bus.
 - If an adult is not visible, the child will remain on the bus until a parent/guardian is notified with instructions for drop off.
- If a child misses the bus, it is the parent’s responsibility to transport that child to school. The bus will not come back to pick him/her up.
 - Please make sure your child is ready for the bus at least 10 minutes before the anticipated pick-up time.
- If a child does not ride the bus for 5 consecutive days without prior notice to the Business Office, that child will be removed from the bus list.
 - This child will be added back on the bus list when notice is received by the Business Office.
- Security cameras (with audio recording) are installed on all buses for your child’s safety.
- In the event of a snow day, please remember that Olean, Portville and Hinsdale are separate school districts. If one is closed, it does not constitute the others being closed. Please watch/listen to school closing reports for this information.
- A child must have only 1 address for pick up and drop off for the school year.
 - If your address changes at any time during the year (move), please notify the Business Office immediately to change the busing address and to determine if the child remains eligible to be bused.
- Please contact the Olean City School District Business Office directly with any busing issues, questions, or concerns at **the number above**.

Reviewed 7/2026

ADDRESSES TO ATHLETIC EVENTS

Akron High School – 47 Bloomingdale Ave. – Akron, NY 14001
Albion High School (Charles D'Amico HS) – 302 East Ave. – Albion, NY 14411
Alden High School – 13190 Park St. – Alden, NY 14004
Allegany-Limestone Middle/High School – 3131 Five Mile Rd. – Allegany, NY 14706
Bolivar-Richburg High School – 100 School St. Bolivar, NY 14715
Bradford High School – 81 Interstate Pkwy. – Bradford, PA 16701
Brocton High School – 138 West Main St. – Brocton, NY 14716
Cassadaga Valley Middle/High School – 5935 Rt. 60 – Sinclairville, NY 14782
Cattaraugus-Little Valley Central School – 25 North Franklin St. –
Cattaraugus, NY 14719
Chautauqua Lake High School – 100 N. Erie St. – Mayville, NY 14757
Cheektowaga High School – 3600 Union Rd. – Buffalo, NY 14225
Coudersport Middle/High School – 698 Dwight St. – Coudersport, NY 16915
Cuba-Rushford High School – 5476 NY-305 – Cuba, NY 14727
Depew High School – 5201 Transit Rd. – Depew, NY 14043
Dunkirk High School – 75 W. 6th St. – Dunkirk, NY 14048
East Aurora High School – 1003 Center St. – East Aurora, NY 14052
Ellicottville Middle/High School – 5873 Route 219 – Ellicottville, NY 14731
Falconer Jr./Sr. High School – 2 East Ave. – Falconer, NY 14733
Floyd Fretz Middle School – 140 Lorana Ave. – Bradford, PA 16701
Franklinville, High School – 31 N. Main St. – Franklinville, NY 14737
Fredonia High School – 425 East Main St. – Fredonia, NY 14063
Frewsburg High School – 26 Institute St. – Frewsburg, NY 14738
Frontier High School – 4432 Bayview Road – Hamburg, NY 14075
Genesee Valley Central School – 1 Jaguar Drive – Belmont, NY 14813
Glens Falls – South Glens Falls HS – 42 Merritt Rd. – South Glens Falls, NY 12803
Gowanda High School – 10674 Prospect St. – Gowanda, NY 14070
Hornell High School - 134 Seneca St. – Hornell, NY 14843
Houghton College – One Willard Ave. – Houghton, NY 14744
Iroquois High School – 2111 Girdle Road – Elma, NY 14059
Jefferson Middle School – 195 Martin Rd. - Jamestown, NY 14701
Lackawanna High School – 500 Martin Rd. – Lackawanna, NY 14218
Maple Grove Jr./Sr. High School – 3980 Dutch Hollow Rd. – Bemus Point NY 14712
Martin Road Athletic Complex – 195 Martin Rd. – Jamestown, NY 14701
Maryvale High School – 1050 Maryvale Drive – Cheektowaga, NY 14225
North Collins High School – 2045 School St. – North Collins, NY 14111
Orchard Park High School – 4040 Baker Rd. – Orchard Park, NY 14127
Oswayo Valley High School – 318 Oswayo St. – Shinglehouse, PA 16748
Panama Central School – 41 North St. – Panama, NY 14767
Persell Middle School – 375 Baker St. – Jamestown, NY 14701
Pioneer High School – 12125 Countyline Rd. – Yorkshire, NY 14173
Port Allegany Jr./Sr. High School – 20 Oak St. – Port Allegany, PA 16743
Portville Jr./Sr. High School – 500 Elm St. – Portville, NY 14770
Randolph Jr./Sr. High School – 18 Main St. – Randolph, NY 14772
Salamanca High School – 50 Iroquois Drive – Salamanca, NY 14779
Silver Creek High School – 1 Dickinson St. – Silver Creek, NY 14136
Southwestern High School – 600 County Touring Rte. 32 #2 – Jamestown, NY 14701
Springville-Griffith High School – 290 North Buffalo St. – Springville, NY 14141
St. Francis High School – 4129 Lake Shore Rd. – Hamburg, NY 14075
Strider Field – 195 Martin Rd. – Jamestown, NY 14701
Sweet Home High School – 1901 Sweet Home Rd. – Buffalo, NY 14228
Warren High School – 345 E. 5th Ave. – Warren, PA 16365

Washington Middle School – 159 Buffalo St. – Jamestown, NY 14701
Wellsville High School – 126 W. State St. – Wellsville, NY 14895
West Valley Central School – 5359 School St. – West Valley, NY 14171
Westfield High School – 203 E. Main St. – Westfield, NY 14787
Williamsville East High School – 151 Paradise Rd. – East Amherst, NY 14051
Williamsville North High School – 1595 Hopkins Rd. – Buffalo, NY 14221
Williamsville South High School – 5950 Main St. – Williamsville, NY 14221

Olney City School District Calendar 2022-27



August 2026						
S	M	T	W	Th	F	S
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2026						
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30	31					

October 2026						
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November 2026						
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December 2026						
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January 2027						
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24	25	26	27	28	29	30
31						

February 2027						
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30						

March 2027						
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30	31					

April 2027						
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May 2027						
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30	31					

June 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

INSTRUCTIONAL DAYS:
STAFF DEVELOPMENT DAYS:
TOTAL INSTRUCTIONAL DAYS:

180
6
186

7/25	Independence Day Observation
9/1, 9/25, 9/29	Sep 1st Development
9/27	NO SCHOOL - Labor Day
9/28	Schools Open for 2 students
10/9	NO school early dismissal - 15 minutes early dismissal for students
10/12	NO SCHOOL - Midgarden Program Day (German American Heritage) Day
10/20	Sep 1st Development
11/6	End of the Year Period
11/12-11/13	Parent teacher conferences (PreK-7 students early dismissal)
11/17	NO SCHOOL - Veterans' Day
11/25-11/27	NO SCHOOL - Thanksgiving recess
11/29-1/1	NO SCHOOL - Winter Recess
1/18	NO SCHOOL - Martin Luther King Day
1/22	End of 2nd marking period
1/25	Sep 1st Development
1/25-1/29	Regents Exams
2/15	NO SCHOOL - President Day
2/16-2/19	NO SCHOOL - SPT Recess
3/10-3/25	Parent teacher conferences (PreK-7 students early dismissal)
3/26-4/2	NO SCHOOL - Spring Break
4/25-5/14	Grade 3-8 ELA Math Science Testing
4/18	End of 3rd marking period
5/31	NO SCHOOL - Memorial Day
6/15-6/24	Regents Exams
6/18	NO SCHOOL - Juneteenth
6/22-6/24	PreK-7 students early dismissal
6/24	Last day of school for PreK-7 students
6/25	Sep 1st Development - NO STUDENTS - End of 4th Marking Period (starts 8/1)
6/26	CHS Observation

STAFF DEVELOPMENT DAYS
NO SCHOOL - Offices Closed
SCHOOL RECESS - School Closed
END OF MARKING PERIOD
REGENTS EXAMS
ELA, MATH & SCIENCE STATE ASSESSMENTS (GRADES 3 - 8)

NEW BELL SCHEDULE FOR 2026-2027

Period 1	7:55-8:43
Period 2	8:47-9:35
Period 3	9:39-10:27
Period 4	10:31-11:19
Lunch 4A	10:31-10:54
Lunch 4B	10:56-11:19
Period 5	11:23-12:11
Lunch 5A	11:23-11:46
Lunch 5B	11:48-12:11
Period 6	12:15-1:03
Lunch 6A	12:15-12:38
Lunch 6B	12:40-1:03
Period 7	1:07-1:55
Period 8	1:59-2:47