

WEST CANADA VALLEY
Middle School/High School

STUDENT HANDBOOK

2026-2027

ALMA MATER

Hail to the purple, Hail to the white,
Hail to our Alma Mater of old.
Hail success, old high school;
In the years to come
Hail, West Canada Valley School!

WEST CANADA VALLEY JR/SR HIGH
Bell Schedule

Period 1	7:35-8:14
Period 2	8:17-8:55
Period 3	8:58-9:36
Period 4	9:39-10:17
Period 5	10:20-10:58
Period 6	11:01-11:39
Period 7	11:42-12:20
Period 8	12:23-1:01
Period 9	1:04-1:42
Period 10	1:45-2:23

SENIOR BOCES
- **Leave WCV at 8:17am**
- **Return at 12:05pm**

JUNIOR BOCES
- **Leave WCV at 11:25am**
- **Return at 3:00pm**

WEST CANADA VALLEY JR/SR HIGH

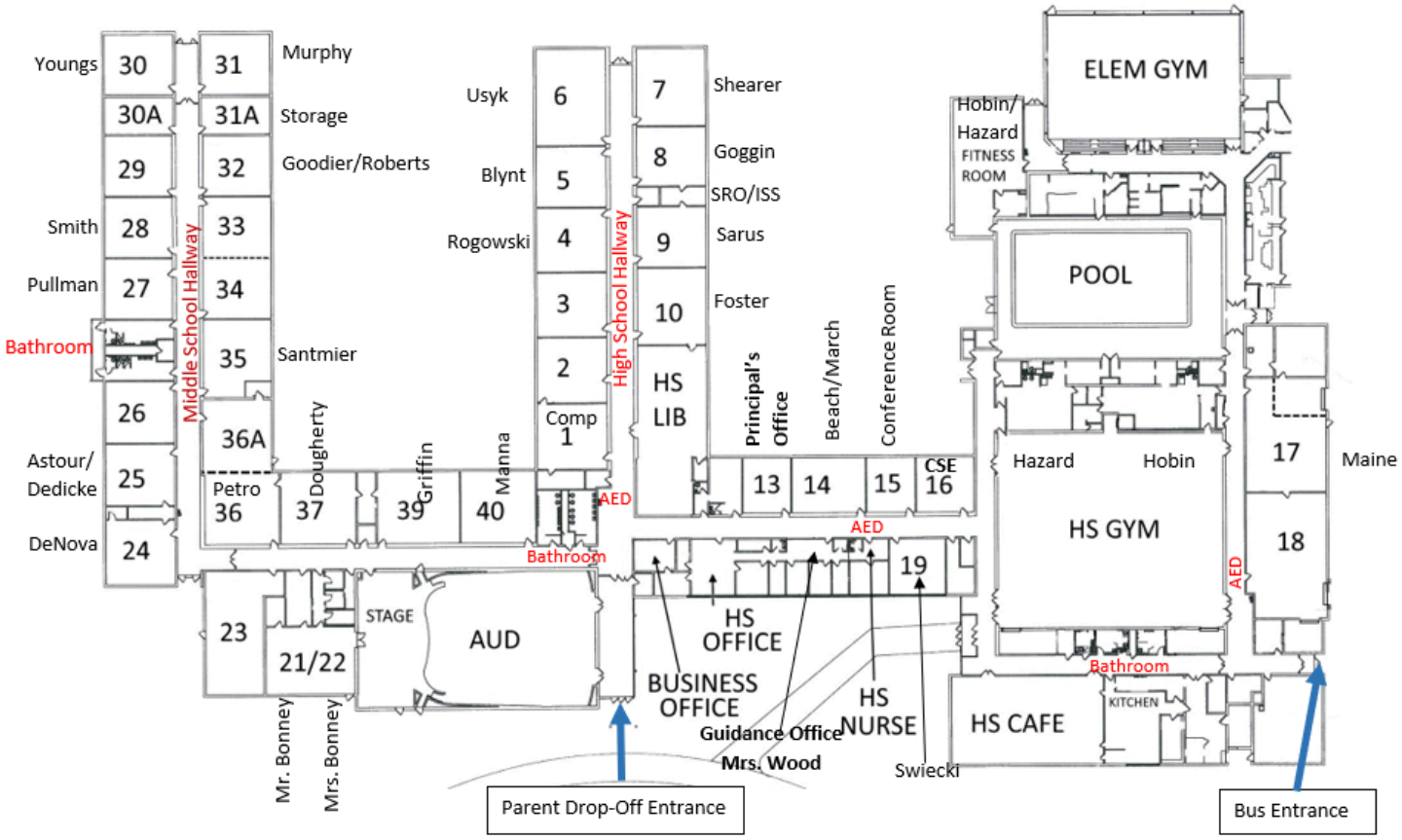
SCHEDULE 2-HOUR DELAY

Period 1	9:35-10:02
Period 2	10:05-10:31
Period 3	10:34-11:00
Period 4	11:03-11:29
Period 5	11:32-11:58
Period 6	12:01-12:27
Period 7	12:30-12:56
Period 8	12:59-1:25
Period 9	1:28-1:54
Period 10	1:57-2:23

NO SENIOR BOCES
JUNIOR BOCES

- **Students will head to lunch immediately after third period.**
- **Leave WCV at 11:25am**
- **Return at 3:00pm**

Middle/High School Map



IMPORTANT TEST DATES 2026/2027

January 2027 Regents Examination Schedule

	8:00am (report at 7:45am)	12:00pm (report at 11:45am)
Tuesday, January 26th	English Language Arts	Earth and Space Science Physical Setting/Chemistry
Wednesday, January 27th	U.S. History and Government	Algebra I Physical Setting/Physics
Thursday, January 28th	Global History & Geography II	Geometry
Friday, January 29th	Life Science: Biology Algebra II	

__Uniform Admission Deadlines__
(Morning Examinations: 10:00 a.m./Afternoon Examinations: 2:00 p.m.)

June 2027 Regents Examination Schedule:

	8:00am (report at 7:45am)	12:00pm (report at 11:45am)
Tuesday, June 15th	English Language Arts	Earth and Space Sciences
Wednesday, June 16th	Global History & Geography II	Algebra I
Thursday, June 17th	Life Science: Biology	Algebra II
Friday, June 18th	No School: Juneteenth	
Monday, June 21st		Spanish Checkpoint B
Tuesday, June 22nd	U.S. History and Government	Geometry
Wednesday, June 23rd	Physical Science: Chemistry (NYSP12SLS) Physical Setting/Chemistry	
Thursday, June 24th	Physical Science: Physics (NYSP12SLS) Physical Setting/Physics	
Friday, June 25th	Rating Day	

__Uniform Admission Deadlines__ (Morning Examinations: 10:00 a.m./Afternoon Examinations: 2:00 p.m.)

August 2027 Regents Examination Schedule:

Tuesday, August 17th	Wednesday, August 18th
8:30 am	**8:30 a.m.**
Algebra I English Language Arts	Earth and Space Sciences Physical Science: Chemistry United States History and Government
12:30 p.m.	**12:30 p.m.**
Algebra II Global History and Geography II	Geometry Life Science: Biology

*__Uniform Admission Deadlines__ (Morning Examinations: 9:15 a.m./Afternoon Examinations: 1:15 p.m.)

2026-2027 School Year Intermediate-level Testing Schedule

Operational Test	Testing Window
NYSAA English Language Arts, Mathematics, and Science	Monday, March 8th- Friday, June 11th
Grade 7 and 8 English Language Arts	Tuesday, April 6th and Wednesday, April 7th
Grade 7 and 8 Math	Wednesday, April 28th and Thursday, April 29th
Grade 8 Science	Thursday, May 6th
WIDA ACCESS	Monday, February 1st- Friday, April 9th
WIDA Alternate ACCESS	Monday, February 1st- Friday, April 9th

AP Exam Schedule (Digital Exams on Bluebook)

English Literature and Composition	Wednesday, May 5, 2027 @8:00am
United States History	Friday, May 7, 2027 @8:00am
English Language and Composition	Wednesday, May 12, 2027 @8:00am
Spanish Language and Culture	Thursday, May 13, 2027 @8:00am

New: AP World Languages and Cultures: April 30, 2027 (11:59 p.m. ET), is the deadline for students to submit their Personalized Project Reference (PPR) as final.

WELCOME

Welcome to West Canada Valley Middle School/High School. Your years at WCV will only be as successful as you set out to make them. Decide now to maintain an attitude of sincere purpose in your schoolwork, to be a loyal supporter of your school, and to keep school spirit alive at all times. It should be noted that the student handbook may be amended from time to time and that the district reserves the right to revise its policies in accordance with the law. This current handbook replaces all prior versions.

The rules of proper behavior will be enforced at school functions at West Canada Valley and at other host schools. We trust your days here will be filled with enjoyment and success. Good luck!

I. CODE OF STUDENT RIGHTS & RESPONSIBILITIES

Students have the RESPONSIBILITY to:	Students have the RIGHT to:
1. Safe and Respectful Environment: ● Maintain an orderly school environment that is conducive to learning. ● Show respect for school and personal property. ● Be respectful of others. ● Comply with all school procedures and guidelines. **2. Participation (Academic and Attendance)** ● Attend school on time daily (unless legally excused). ● Be prepared to learn. ● Work to the best of their ability in all academic and extracurricular activities and strive toward the highest level of achievement possible. ● Remain on the school campus during the school day. (Permission to leave must be given by a parent/guardian through the main office prior to leaving.) **3. Interpersonal Relationships** ● Respect and treat others with tolerance and dignity regardless of actual or perceived race, color weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. ● Foster an environment that is free from intimidation, harassment or discrimination. ● Use communication that is not confrontational and is not obscene or defamatory.	**1. Safe and Respectful Environment:** ● Be afforded a sound and quality education in a school environment that is safe, orderly and promotes learning. **2. Participation (Academic and Attendance)** ● Organize, promote and participate in student activities and clubs as part of the formal education process or as authorized by administration. ● Provide representation on appropriate school-wide committees that influence the educational process as designated by school personnel. **3. Interpersonal Relationships:** ● Be respected as an individual, treated fairly and with dignity by other students and school staff. ● Be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, gender identity, sexual orientation or disability, by employees and students on school property or at any school-sponsored event, function or activity in accordance with the Dignity for All Students Act. ● Exercise freedom of inquiry and expression, written and oral, within appropriate limits under the law and provided that the rights of others are not diminished.

● Help make school a community that is free from violence, intimidation, bullying, harassment and discrimination by reporting such acts. ● Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. **4. Behavior** ● Be familiar with and abide by all District/school policies, rules and regulations and accept responsibility for one's actions. ● Advocate for themselves, ask clarifying questions and seek assistance when needed to solve problems and or address concerns in a respectful manner. ● Be a positive school district representative at all school sponsored extracurricular events both on campus and at other schools and/or venues. This includes demonstrating high standards of conduct, demeanor and sportsmanship. ● Dress in appropriate attire during the school day and at all school related activities to prevent disrupting instruction and/or extracurricular activities. ● Be respectful and considerate in their relationships with other students. ● Exhibit self-control and remain reasonably quiet and non-disruptive in hallways, study areas, on school buses, school property and at school functions.	

II. SUMMARY CODE OF CONDUCT

The West Canada Valley Central School District adopted a code of conduct required of all school districts by the SAVE legislation (Schools Against Violence in Education Act). As part of Article XIV #3 of the WCV Code of Conduct, it is mandated that this summary be made available to all parents of district students before the beginning of the school year. Although what follows is a summary, any parent or guardian who would like to receive a hard copy of the Code of Conduct may request one by contacting the school.

The code of conduct begins with the list of committee members who took part in the development of this document. As per statutory requirement, the code of conduct was developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school

personnel. Within the introduction (I.), it is noted that "it would be impossible to write a disciplinary policy in such detail as to anticipate every type of misconduct that could conceivably occur. Within this document are a number of rules which serve as a basis for helping students make decisions and guide their behaviors." It is also noted in the introduction that "the code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function."

DEFINITIONS
For purposes of this code, the following definitions apply:

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom.

"Parent" means parent, legal guardian or person in parental relation to a student.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held. (Education Law. §11(4) and Executive Law §292(21)).

"School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children 2 of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities. (Education Law §11(1) and Vehicle and Traffic Law §142).

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142 and Education Law §11(1).

"School function" means any school-sponsored extracurricular event or activity on or off school property as defined in Education Law Section 11 (1).

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts or conspires to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school District property. "Weapon" means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass

knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive and incendiary bomb or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

“Sexual orientation” shall mean actual or perceived heterosexuality, homosexuality or bisexuality.

“Gender” shall mean actual or perceived sex and shall include a person’s gender identity or expression.

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

“Race” includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.

“Protective hairstyles” includes, but is not limited to, such hairstyles as braids, locks, and twists.

“Harassment” or bullying shall mean the creation of a hostile school environment by conduct or by threats, intimidation or abuse, including cyber bullying as defined in Education Law §11(8) that either has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, and/or physical well-being, or conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm, or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety; Such conduct includes acts of harassment and/or bullying that occur (1) on school property and/or (2) at a school function or (3) off school property where such acts of harassment and bullying create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and 3 bullying shall include, but are not limited to: verbal threats, intimidation or abuse based upon a person's actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Hostile environment” in the context of harassment and bullying refers to an environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

“Emotional harm" in the context of harassment and bullying refers to harm to a student's emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

"Material incident of harassment, bullying and/or discrimination” means a single verified incident or a series of related verified incidents where a student is subject to harassment, bullying and/or discrimination by a student and/or employee on school property or at a school function. Such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, meets the definition of “harassment” and/or “bullying” and is the subject of a written or oral complaint to the superintendent, principal or their designee or other school employee.

III. DISCIPLINARY CONSEQUENCES

In case of violation of school rules, students may be assigned detention by teachers (to be served with the teacher) or administrators. Students can be given lunch detention or after-school detention on a specified day. There is no talking while in detention and students are to follow the directions of the staff member in charge. Students are not allowed to leave the room, so they should bring their work with them. No headphones, digital music devices, cell phones, food or drinks are allowed. Students who misbehave in detention may receive additional disciplinary consequences in accordance with West Canada Valley Code of Conduct.

If a student is unable to serve their detention on the day that it is issued due to a medical appointment or another legally excused reason, such student must make arrangements with the teacher and/or principal to serve on another school day. Excuses are to be obtained from the Middle School/High School Principal or issuing teacher prior to the end of the school day for which the student wishes to be excused.

If a student skips detention, they will not be allowed to attend school functions (basketball games, dances, extracurriculars, etc) on that day (for Friday detentions, this applies to the weekend). This includes athletic practices and games/meets/matches; concerts, performances, and rehearsals; dances/proms; field trips; and other school sponsored events.

SUSPENSION FROM SCHOOL

Suspension from school is a serious matter. In-school or out-of-school suspension may be administered by a certified school administrator for serious or continuing misbehaviors. In all cases of student suspension, a parent will be contacted by an administrator.

Students who are on in-school or out-of-school suspension are not allowed at any school events during the suspension or the day of the suspension is issued. This includes athletic practices/games/meets/matches; concerts, performances, and rehearsals; dances and proms; field trips; and any other school sponsored events.

IV. PROHIBITED ACTIVITY *(not limited to the following)*

CELL PHONES/ELECTRONIC DEVICE POLICY

In alignment with New York Education Law §2803, all students will be required to turn in their cell phones at the start of the school day (7:30am). Phones will be securely stored and returned at dismissal (2:23pm). These steps are being taken to reduce distractions, promote responsible use of technology, and ensure that classrooms remain focused on learning. During prohibited times, cell phones/electronic devices shall be left at home, in a locked car, in the school office, or in the school-provided locked storage box.

Students may possess electronic devices as follows:

1. Before the beginning of the instructional school day at 7:35 a.m.
2. After the end of the instructional school day at 2:23 p.m.
3. Students with a District-approved medical reason, such as diabetes monitoring, documented and on file with the school nurse:
    a. Throughout the school day.

b. Stored in plain sight

At West Canada Valley, the procedures will be as follows:

- **All Students (Grades 7–12):** Students will turn in their phones at the start of **first period class**. Phones will remain secured throughout the instructional day and may be picked up in the same classroom at the end of the school day.
- **Students Leaving Early (with note):** If a student must leave school early, their phone will be stored in the **Guidance Office** in the morning and returned when they are dismissed.
- **Seniors Attending BOCES:** Seniors will store their phones in the storage locker during their **first period class**. Phones will be returned to them at the end of first period just before departing for BOCES. When returning to WCV from BOCES, the student must turn in their phone to the Guidance Office storage locker. Seniors will pick their phones up at the guidance office once dismissed at the end of the day.
  Juniors Attending BOCES: Juniors will store their phones in the **Guidance Office** in the morning prior to first period. Junior BOCES students will pick up their phone in the **Guidance Office** at 11:20am just prior to leaving for afternoon BOCES.

Parents/guardians can call the school's main office. Office personnel will relay the message to the student. If the message is personal/private, staff will call the student to the office to speak directly with the parent/guardian.

Any student found to be in possession of their cell phone/electronic device in class will be immediately asked to hand it over to the teacher, who will then turn it over to the Principal's/Guidance office. Any student who refuses to turn over their phone to the teacher will be sent to the Principal's office and will receive additional consequences per the West Canada Valley Central School District Code of Conduct..

During times of day when students are permitted to possess and use electronic devices in the District schools, it remains a violation of District policy to use electronic devices to:

a) Take photographs or videos of others without their consent.
b) Audio record others without their consent.
c) Possess or send inappropriate images or inappropriate written references.
d) Harass, discriminate against others.
e) Cheat on school assignments by sending or receiving confidential academic or testing c information.
f) For purposes prohibited by SED regulations or state or federal law.

Consequences for Cell Phone Violations:

- The 1st Offense student will be given the phone back at the end of the school day.
- 2nd - 4th Offense students will either have to stay for a detention to get the phone back at the end of the assigned detention or the parent can come to school and pick up the phone.
- 4th Offense a parent meeting will be scheduled to discuss consequences if future violations continue.

DRUGS & OTHER CONTRABAND

There is to be no possession or use of knives or other instruments that could be considered weapons on school grounds. Students who bring a weapon to school, NOTE: The federal Gun-Free Schools Act of 1994 (20 USC S8921) requires all states that receive funds under the Elementary and Secondary Education Act of 1965 to have a law that requires school districts to suspend students who bring weapons to school for a minimum of one calendar year. Section 3214(3)(d) of the Education Law has been amended to comply with the federal law. The federal law defines "weapon" somewhat narrowly (See 18 USD S914). The U.S. Dept of Education, the federal agency responsible for overseeing the implementation of the Gun-Free Schools Act, has stated that local school districts may decide to broaden their definition to include other weapons as well. Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law S3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis.

In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age
2. The student's grade in school
3. The student's prior disciplinary record
4. The superintendent's belief that other forms of discipline may be more effective
5. Input from parents, teachers and/or others
6. Other extenuating circumstances
7. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

Possessing and/or consuming alcohol or illegal substances, or being under the influence of either will result in an automatic five (5) day suspension from regular attendance (out-of-school suspension). A second offense will result in an out-of-school suspension for a period of time up to one (1) year. A student shall be considered "under the influence" if he or she has used any quantity of an illegal substance, marijuana, or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle, or at a school sponsored function and/or exhibits symptoms of such use so as to lead to the reasonable conclusion of such consumption. Selling, distributing, or exchanging illegal substances will result in the following penalties – penalty for first offense – minimum of five (5) day suspension from regular attendance with Superintendent's hearing. Police may be contacted and any pertinent information regarding names and places of drug abuse will be given to them.

FIGHTING

Fighting by students is disruptive to the school program and dangerous not only to the participants, but all others around. Fighting cannot and will not be tolerated on school property. Students engaged in fighting may be subject to suspension from school by the principal for up to five (5) days and a Superintendent's Hearing. Suspension in excess of five days may be administered by the Superintendent of Schools.

INAPPROPRIATE PUBLIC SEXUAL CONTACT

This includes arms around each other and kissing. Such lack of propriety will necessitate disciplinary action.

USE OF BANNED SUBSTANCES

There is to be no smoking cigarettes, cigars, pipes or use of chewless or smokeless tobacco, E-cigs or vapors on school property. Selling vapes, tobacco, edibles, medications, alcohol, marijuana or any other illegal substance are all suspendable offenses that will result in a suspension that will result in an superintendents hearing.

Possessing or using of a vape pen, vape device, cigarette, cigar pipe, chewing and/or smokeless tobacco or any other vaping/smoking tool, vaping/smoking paraphernalia

Penalty:

- 1st offense: 2 days of In-School Suspension
- 2nd offense: 3 days of Out-of-School Suspension
- 3rd offense: Superintendent's Hearing

Possessing and/or consuming alcohol or illegal substance (Including, but not limited to, edibles, marijuana, and/or marijuana products) or being under the influence of either

Penalty:

- 1st offense: Automatic 5-day Out-of-School Suspension with a Superintendent's Hearing.
- 2nd offense: Automatic 5-day Out-of-School Suspension with a Superintendent's Hearing with an Out-of-School Suspension for a period up to one year.

Selling, distributing or exchanging illegal substances including drug paraphernalia

Penalty:

- Minimum of 5-day suspension from regular attendance with mandatory Superintendent's hearing

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 parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A STUDENT'S APPEARANCE AND/OR DRESS SHALL:

- Not disrupt or interfere with the educational process.
- Fully cover private body parts and undergarments with opaque material.
- Include appropriate footwear at all times.
- Not include items that are vulgar, obscene, and/or libelous, denigrate or provoke others on account of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), weight, color, religion or religious practice creed, national origin, gender and gender identity, sexual orientation, sex or disability expressed or implied manner.
- Not promote and/or endorse the use of alcohol, tobacco, marijuana, nicotine products or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise,

nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks and twists) or to discipline them for doing so.

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

VANDALISM

Any student caught vandalizing or defacing school property or the property of others will be expected to make restitution for the damage done. Such students will also be subject to disciplinary procedures including possible suspension from school and/or legal action.

V. ATTENDANCE

Extracurricular Participation and Attendance Policy
To promote academic responsibility and maintain the integrity of extracurricular involvement, students must be present and on time for the entire school day in order to participate in any scheduled extracurricular practices, events, or activities that day.

Acceptable reasons for being late or absent include:

- A scheduled medical or dental appointment
- A required court appearance
- A documented college visitation
- Drivers Test
- Military visitsBereavement

All absences or late arrivals must be substantiated with authentic documentation (e.g., a doctor's note, court notice, or college visit confirmation) in order for the student to remain eligible for extracurricular participation on that day.
This policy applies to **all extracurricular activities**, including but not limited to:

- Athletics
- Clubs
- Performing arts (e.g., drama or musical rehearsals and performances)

Tardiness

- The Board of Education recognizes that regular and punctual attendance is a critical component of student achievement and school safety. Consistent with New York State Education Law and the District Code of Conduct.
- A student is considered tardy when they are not present in their first period class that starts at 7:35am. The doors open at 7:15am each morning.
- Tardiness is monitored and recorded by marking period (quarter). Tardy counts reset at the beginning of each new quarter.
- All absences or late arrivals must be substantiated with authentic documentation (e.g., a doctor's note, court notice, or college visit confirmation) in order for the student to remain eligible for extracurricular participation on that day.
- Students are given two unexcused tardy per marking period throughout the school year totaling 8 times throughout the year that they will not be subjected to discipline.

- Level 1 – Initial Incidents
  - Tardies 1–2 (per quarter):
    - No disciplinary consequence
    - Documented for attendance monitoring
    - Designed to promote responsibility while recognizing occasional circumstances
- Level 2 – School-Based Disciplinary Response
  - Tardies 3 (per quarter):
    - After school detention
    - Parent/guardian notification
    - Interventions may be implemented as appropriate
- Level 3 – Additional Consequences Including Extracurricular Participation
  - Tardies 4 and beyond (per quarter):
    - Students that do not participate in extracurricular activities will receive after school detention
    - Students participating in extracurricular activities (including athletics, clubs, and performing arts clubs) will lose eligibility for participation that day.

Regular attendance is essential for promotion and success in schoolwork. **You cannot learn if you are not here.** Each student should strive for 100% attendance. If possible, we ask that students do all they can to schedule appointments after or before normal school hours.

In the case of an unavoidable absence or tardiness, it is the responsibility of the student to see the teacher(s) involved to complete any work missed.

1. If the school has not been notified of a student's absence, an automated phone call will be placed to parents at approximately 9:00 am.

2. Students returning to school after an absence must report to the main office with an excuse signed note in accordance with the aforementioned attendance policy. If there is no excuse turned in, the absence will be recorded as illegal and consequences will be issued.

3. Students who are tardy to school must report to the main office to obtain a pass to class. Tardy students must present an excuse to the secretary in the main office.

4. Students absent for the entire day are not allowed at events that evening as a spectator or participant. Likewise, students leaving early from school are not allowed to return for events or extracurricular activities without authentic documentation excusing their absence per the aforementioned attendance policy.

VI. ACADEMICS

ATTENDANCE AND COURSE CREDIT (GRADES 7-12)

Attendance policies are based on the principle that regular school attendance maximizes the students' interaction with their teachers and peers and is a major component of academic success. Each teacher will maintain SchoolTool attendance documenting daily attendance on a class by class basis. The West

Canada Valley CSD comprehensive student attendance policy (policy #7110) can be found on the district's website:

To earn course credit toward the needed 22 credits to graduate, students are expected to complete certain requirements set by the teacher throughout the year not limited to homework, assignments, projects, assessments, and attendance. In some cases, a student may fail the course, but pass the regents exam. In this case, students will receive credit for the regents toward their regents diploma, but will not receive course credit toward their 22 credits needed for graduation. In this case, they will need to retake the course for course credit in summer school or the following school year. Additionally, in the instance a student fails a regents exam required for graduation, said regents exam must be retaken and passed even if corresponding course credit has been earned. Regents requirements are outlined in the following section.

BOARD OF REGENTS REGULATIONS REGARDING TESTING FOR GRADUATION

All students entering high school are required to achieve a NYS Regents diploma or a NYS Advanced Regents diploma. Students must pass minimum competency levels on NYS Regents exams to show proficiency in certain academic areas in order to achieve each diploma.

Core Subject ● **Regents Exams**	**Exams Required for Regents Diploma (5 Total)**	**Exams Required for Advanced Designation (8 Total)**
ELA ● ELA	● ELA	● ELA
Social Studies ● Global History ● US History	At least one of: ● Global History ● US History	● Global History ● US History
Math ● Algebra I ● Geometry ● Algebra II	At least one of: ● Algebra I ● Geometry ● Algebra II	● Algebra I ● Geometry ● Algebra II
Science ● Living Environment ● Earth Science ● Chemistry ● Physics	At least one of: ● Living Environment ● Earth Science ● Chemistry ● Physics	● Living Environment And at least one of: ● Earth Science ● Chemistry ● Physics
	AND an additional math, science, or social studies exam, for a total of 5 exams, at minimum.	

Students **must** score 65 or above on all required New York State Regents exams taken.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We are available to:

1. help the new student feel at home in our school with new teachers and friends in a different setting.
2. set up individual conferences whenever a student, a parent, a teacher, or the principal deems it is necessary.
3. help the student learn as much as possible about his/her capabilities through a thorough testing program.
4. offer the opportunity to talk things over with any student, parent, or teacher.
5. assist with course selections in grades 7-8 and the preparation of a four-year comprehensive plan for grades 9-12.
6. assist with post high school goals and plans.

HOMEWORK

Outside assignments are a necessary part of each student's educational program. Each pupil must be expected to spend some time outside of class time to achieve satisfactory work.

Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of cramming on the final day.

HONOR ROLL – HIGH HONOR ROLL

An honor roll will be published at the end of each ten (10) week period. A grade average of 85.00-89.99 is necessary to be listed on the honor roll. A 90.00 average or above will place a student on the high honor roll. This calculation includes all courses.

MIDDLE SCHOOL PROMOTION

The basic unit of organization of the West Canada Valley Middle School/High School is by grade level. Students will be assigned to a grade level on the following basis:

Grade Seven: All students who have been successfully promoted from Grade Six and those students in Grade Seven not promoted to Grade Eight. Those retained in Grade Seven **may be** scheduled into Grade Eight courses based on courses passed in Grade Seven.

Grade Eight: Those students who have not been retained in Grade Seven and those students in Grade Eight not promoted to Grade Nine. Those retained in Grade Eight **may be** scheduled in Grade Nine courses based on courses passed in Grade Eight.

REGENTS EXAMINATION POLICY

All students enrolled in any course for which Regents Examinations are given at the conclusion of the course must participate in such Regents Examinations.

SCHEDULE CHANGES

Students will be allowed to add and/or drop a full year or fall semester course through the Friday of the first full week of school in September. Spring semester courses may be added or dropped at any time through the Friday of the first week of the spring semester.

STUDY HALLS

Students in study hall are expected to follow all rules established in the West Canada Valley Code of Conduct. In general, study halls are class periods designed to dedicate time toward academics.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Teachers will assign students textbooks that must return the book assigned to them at the end of the school year. Please cover all books**.** Students will be required to pay for lost or damaged books.

Chromebooks

Chromebooks are issued to students (Grades 9-12) on a one-to-one basis for their use at both home and in school. Students in 7th and 8th grade will not be issued a one-to-one Chromebook, but instead will be using them periodically on a class-by-class basis. Chromebooks are to be charged nightly and handled in a manner that prevents damage to the device. Students will be required to pay for Chromebooks/chargers that are lost or damaged due to misuse or carelessness.

VII. Extracurricular Activities and Afterschool Activities

Extracurricular activities can assist students in adjusting to the school environment, can supplement regular classwork, and can provide for explorations of interest and growth of talent, and can furnish opportunities to serve the school and community. Student athletes who are representatives of the school, including athletes at away events, will dress appropriately.

The Middle School/High School Principal will approve all Middle School/High School student money-raising activities. This is then recorded on a master calendar in the main office.

ATHLETICS

The following athletic activities will be offered at West Canada Valley Middle School/High School.

FALL	Winter	SPRING
Boys Varsity Football Boys Modified Football Girls Varsity Soccer Girls Modified Soccer Girls Varsity Swimming Girls Modified Swimming Boys Varsity/Modified Cross Country Girls Varsity/Modified Cross Country Varsity Football Cheerleading	Boys Varsity Basketball Boys JV Basketball Boys 7th Grade Basketball Boys 8th Grade Basketball Girls Varsity Basketball Girls JV Basketball Girls 7th Grade Basketball Girls 8th Grade Basketball Varsity Competition Cheerleading Varsity Boys/Girls Indoor Track Boys JV Bowling Girls JV Bowling Boys Varsity Bowling Girls Varsity Bowling	Boys Varsity Baseball Boys Modified Baseball Girls Varsity Softball Girls Modified Softball Varsity Golf Girls Varsity Track Boys Varsity Track

Each student in grades 7-12 may try out for teams for which they are eligible. All athletes must pass a health physical examination by a Physician before they are eligible to try out, practice, or play. All athletes are expected to keep their grades up and may be suspended from participating in contests and possible removal from the team if found ineligible due to academics. Student athletes will abide by all sections of the District Code of Conduct and the Interscholastic Sports Handbook. An athlete is further expected to always represent the school in a sportsmanlike manner. On trips away from home, athletes and cheerleaders are expected to ride to the away game on the school bus unless prior permission has been granted in advance by both the coach and the Middle School/High School Principal and/or the Athletic Director. Students are expected to ride home on the school bus unless they are given permission by the coach to ride home with a responsible adult as defined in Board policy – all necessary permission must also be on file.

DANCE RULES

Any student wishing to bring a guest to the dance must complete a Guest Permission slip located in the Main Office. The guest must be approved by that guest's home school principal and the West Canada Valley principal. All dance requests must be submitted by the date listed on the permission slip form. Dances are limited to current WCV students in grades 7-12 and their prior approved guests; these guests must be students in another secondary school.

1. Students who leave the dance will not be allowed to re-enter.
2. Students absent from school for a full day or who leave early without authentic documentations excusing their early dismissal on the day of the dance will not be allowed into the dance.
3. Guests are the responsibility of their student hosts. One guest per student. Guest passes must be approved **prior** to the dance. (Please see the principal for information on eligible guests).
4. Students suspected of drinking alcohol or drugs will not be admitted to the dance and are subject to further disciplinary action.

5. All food will be consumed in the cafeteria.
6. With the exception of the prom, individuals who are not current students enrolled in another secondary school are not allowed as guests. Prom guests must be under the age of 21, have graduated in good standing, and be approved by the building principal to attend.
7. There will be no smoking or vaping on school property.
8. All other rules of student behavior are in effect during dances.
9. Any students that have detention and do not attend on the day of the dance will not be admitted to the dance. Likewise, student serving in-school or out-of-school suspensions on the day of a dance are not allowed to attend.

DRAMA CLUB

The drama club introduces students to the world of the theater. The drama club is open to all students in grades 7-12. All students are invited and encouraged to audition. No previous experience is required. In addition to actors and actresses, students are needed for stage crew. Stage crew is involved in constructing sets, helping with costumes and working backstage. Fundraising to support the program is done throughout the school year.

EXTRACURRICULAR ACTIVITIES ACCOUNT

Each organization which collects and disburses monies belonging to students must deposit this money into and withdraw it from the Extracurricular Account. This is the responsibility of the Student Treasurer. Upon opening an organization account in the Extracurricular Account, the Student Treasurer will be supplied with a Student's Individual Financial Record. This Activities Ledger will enable the Student Treasurer to keep an accurate record of all monies received and a record of all monies expended during the school year. If properly kept, it will show the exact amount of money on hand at all times.

All monies collected by the Student Treasurer should be deposited with the Central Treasurer as soon as possible. This money must be properly counted and rolled prior to deposit with the Central Treasurer.

The Central Treasurer is required to have an invoice of goods purchased or some other statement properly signed, showing the reason for all withdrawals from an organization account before a check will be issued.

At the close of the school year, the Student's Individual Activities Ledger must be turned into the Central Treasurer for audit purposes.

MUSICAL ORGANIZATIONS

The musical organizations consist of wind ensemble, concert band, marching band, jazz ensemble, senior chorus, junior chorus, and select vocal groups.

Senior chorus and wind ensemble are primarily grades 9-12. Concert band and junior chorus are grades 7-8. These groups meet during the regular school day and school credit is offered for grades 9-12. Credit earned may be used to meet the one unit of art/music required of all students for graduation.

The jazz ensemble meets as an extracurricular group outside the regular school day. Membership is determined by interest and instrument.

The select vocal group currently known as West Canadians is extracurricular. Membership is determined by audition. They provide music for school and community purposes.

All students who are enrolled in the senior or junior chorus, concert band, and/or wind ensemble are expected to participate in concerts, marching band performances, etc. as part of their course grade.

NATIONAL HONOR AND JUNIOR HONOR SOCIETY

National Honor Society is composed of students in grades 10, 11, and 12, who are outstanding in scholarship, leadership, service, and character. To be eligible for membership a student must have an average of 88.00. The final selection is by the faculty who judge each candidate on the basis of leadership, service, and character.

Students are first eligible for the Junior Honor Society as an eighth grader. The academic standards and qualifications are the same as those of the National Honor Society. Students who keep their good standing are members until the end of the first marking period of their sophomore year, at which time they are considered for induction into the National Honor Society.

PUBLIC FUNCTIONS

Students participating in home or away extracurricular activities represent West Canada Valley Central School. Our school is judged by the actions of the student body. As spectators at sports contests at home or away, we should all display good sportsmanship toward the opposing team and officials. Berating officials may result in being banned from any or all future sporting events. Students are to remain in the gym during basketball games; students who leave the building during a game will not be permitted to return. No food or beverages are allowed in the gymnasium. All school rules and policies are in force at extracurricular activities. There is to be no loitering in the parking lot during events.

SCHOOL ACTIVITIES AFTER SCHOOL HOURS AND/OR OFF SCHOOL PROPERTY

Students attending West Canada Valley Middle School/High School activities either after school hours or off school premises are subject to the same rules and regulations of proper conduct that govern their behavior during the regularly scheduled school day. The following procedures will be enforced concerning after school rules and regulations:

1. Each day at 2:23 p.m. students will be dismissed from 10th period class. At this time, all students will exit the building.

2. By 2:30 p.m. each day, students should:
   a) be on the regular school bus riding home
   b) be in detention
   c) be in Driver Education class or extra help with teachers
   d) be in extracurricular or athletic meetings/practices
   e) be in academic study hall

Any student not in one of the above approved activities will be asked to leave the building.

NO STUDENTS SHOULD BE IN THE BUILDING UNSUPERVISED.

STUDENT COUNCIL

The Student Council is the student government of the Middle School/High School. It is composed of representatives from each class. The officers are president, vice-president, secretary, and treasurer. Elections are held in the spring to determine officers for the next school year following a week of campaigning by the candidates.

Field Trips

Various field trip opportunities will arise while students are in grades 7-12. Field trips are a privilege that can be revoked if a student is not in good standing. Students must behave appropriately, follow the school districts Code of Conduct, and comply with staff directives while on the field trip. Students who are suspended (in-school or out-of-school suspensions) during the trip will not be able to attend.

VIII. TECHNOLOGY CODE OF CONDUCT AND INTERNET USE POLICY

Internet access is widely available to students and teachers in the West Canada Valley Central School District. We are very pleased to bring this access to West Canada and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines contained within the Technology Code of Conduct. If a West Canada Valley Central School District user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

"TECHNOLOGY CODE OF CONDUCT"

Computer/Chromebook Use:

- I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other non-academic activities without direct authorization from a teacher, principal, or technology facilitator.
- I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own storage device or onto other computers through electronic mail or bulletin boards.
- I recognize that computer viruses and similar programs can be very damaging to computer systems; therefore, I will not load or run any software on any District computer without authorization from a teacher, principal, or technology facilitator. In addition, I will not use any storage device on school equipment that has been used on infected or unfamiliar equipment.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others' areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area, without that user's prior permission, I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- I recognize that the computer technology equipment at the school is a limited resource and can be easily damaged; therefore, I will not move, disconnect, or disassemble any computer

equipment without specific authorization from a teacher, principal, or technology facilitator; I will not abuse any equipment, and I will make sure that all food and drinks are kept away from all computer equipment; in addition, I will not download information onto the hard drives of any West Canada Valley Central School District computer without the permission of a teacher or technology facilitator.

Internet Use:

- All use of the Internet must be in support of education and research and consistent with the goals and purposes of the West Canada Valley Central School District. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
    - Be polite. Do not get abusive in your messages to others.
    - Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
    - Do not reveal personal information pertaining to yourself or others without permission of teacher, principal, or facilitator (e.g. home addresses and telephone numbers).
    - Note that network directories and electronic mail (e-mail) are not guaranteed to be private. People who operate the system do have access to all files and mail. Documents and messages relating to or in support of illegal activities may be reported to the authorities.
    - Do not use the network for social media platforms (Instagram, Snapchat, TikTok, Facebook, WhatsApp,etc.).
    - Do not use the network in such a way that you would disrupt the use of the network by other users.
    - All communications and information accessible via the network should be assumed to be private property.
    - Any use of the network for commercial or for-profit purposes is prohibited.
    - Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- **Any abusive or malicious use of technology during the school day or while at home using a school device, software, or networks (i.e. sending threatening text messages, posting inappropriate material to social networks, etc.) can result in the removal of use of internet privileges, as well as possession of cellular devices while in school. Technology at West Canada Valley is only to be used to assist in education and any deviation from this will not be permitted.**

IX. DIGNITY FOR ALL STUDENTS ACT

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientations, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act f discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process, may be subject to discipline.

DIGNITY ACT COORDINATOR

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identify or expression) and sex. The Board of Education shall appoint the Dignity Act Coordinator(s) and share the name(s) and contact information with all school personnel, students, and parents/persons in parental relation.

The Dignity Coordinators for the West Canada Valley Central School District are:

Elementary School: Ritamarie Juteau, School Psychologist (315-845-6800 Ext. 1100)
Janelle D' Aoust, School Counselor (315-845-6800 Ext. 1100)
Christine Nofri, Elementary Principal (315-845-6800 Ext. 1100)

MS/HS: Rebecca Wood, School Counselor (315-845-6800 Ext. 3353)
Glenn Broadbent, MS/HS Principal (315-845-6800 Ext. 3353)

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position.

TRAINING

Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of harassment and discrimination directed at students that are committed by students or school employees on school property or at school functions. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to harassment and discrimination, as well as ensuring the safety of the victims.

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance", "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Rules against discrimination and harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

REPORTS AND INVESTIGATIONS OF DISCRIMINATION AND HARASSMENT

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws.

The District will annually report material incidents or discrimination and harassment to the State Education Department as part of the School Safety and the Educational Climate (SSEC) (formerly VADIR).

PROHIBITION OF RETALIATORY BEHAVIOR (COMMONLY KNOWN AS "WHISTLE-BLOWER" PROTECTION)

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or students, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

STUDENT RESPONSIBILITIES

1. Act and speak respectfully about issues/concerns.
2. Use non-sexist, non-racist and other non-biased language.
3. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
4. Use communication that is non-confrontational and is not obscene or defamatory.
5. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

AGE APPROPRIATE RESTATEMENT OF POLICY

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.

You may not act toward another student in a way that reasonable might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientations, gender, or sex. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

X. HEALTH AND SAFETY AND SCHOOL OPERATIONS

ACCIDENTS

Every accident in school or connected with school activities must be reported immediately to the person in charge and to the school nurse. If an accident occurs in extracurricular activities, please inform the nurse's office, so it may be reported to the health insurance company.

ANNOUNCEMENTS

Announcements will be emailed to staff each day during the first period. All pertinent information will be read to the students by the teachers. Important announcements will also be made from the main office on the public address system.

CAFETERIA

Student lunch periods will be determined by class schedules. Students are not allowed in the cafeteria unless it is their scheduled lunch period. During the lunch period, the following rules of courtesy should be followed:

1. Walk at a normal rate to the cafeteria.
2. Take your turn in line, do not cut in.
3. Talk quietly as you eat.
4. Keep your table area neat and clean.
5. After eating, place all the garbage in trash cans.
6. Cooperate with the cafeteria supervisors at all times.
7. Bring a pass if you are late to lunch and a pre-signed pass if you need to leave.

ELECTRONIC DEVICES

At no time are you advised to bring personal belongings into school. The school will not be responsible for any loss or damage of cell phones, earpods, iPods, etc. Electronic devices should be limited to school issued items needed directly for educational purposes. All other items should not be brought into school. Chromebooks will be provided to all students for educational purposes for their use at school and home.

EMERGENCY SCHOOL CLOSING

Official school closing information will be broadcasted on WKTV-TV2, posted on the District's Facebook page, and a phone and text message will be sent out through ParentSquare.

FIRE/LOCKDOWN DRILLS

Fire/Lockdown Drills are held at regular intervals throughout the school year. During Fire Drills teachers will give directions indicating how to leave the building. **Walk. Move quickly and quietly away from the building. Stay clear of entrance ways.** During Lockdown Drills teachers will give directions on what to do and where to go in the classroom. **At all times, students are to take these drills seriously without exception.**

HALL PROCEDURES

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission. Students in the halls during class time must have a pass and/or permission from a teacher/staff member.

HEALTH SERVICES

Students becoming ill during the school day **MUST** report to the nurse after contacting their scheduled teacher. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school.

INSURANCE

The West Canada Valley School District carries insurance on all students through WellFleet. This policy is only in **excess** of those benefits payable under family and/or employer policy(s) with other carrier(s). The first expense must be incurred within sixty days from the date of the accident. Whenever a student is injured, it should be reported to the person in charge and/or the school nurse. There is no liability insurance for thefts in the school.

LIBRARY SERVICES

The library will be open at 7:30am and remain open until the end of tenth period. Students must secure a pass from their study hall teacher prior to going to the library and provide that pass to the staff member in the library when entering. The library is kept fairly quiet for studying and research. Students should bring enough work to keep them busy throughout the whole period. If a student is removed from the library for disciplinary reasons, the student will denied library privileges for one week. A second infraction will result in the student being denied library privileges for two weeks. A third infraction will result in the student being denied library privileges for a period of time up to the remainder of the school year.

LOCKERS

Lockers with combination locks are issued to students at the beginning of the year. PE staff give out combinations to locker room lockers. Lockers should be kept locked at all times. To maintain proper security, students should keep locker combinations private. Students are expected to keep their lockers clean, both inside and outside. Any locker malfunction should be reported to the main office.

Students should always use their PE lockers. Students should not keep money or valuables in any unsecure space (on the locker room floor, in a book bag left out, etc.). If absolutely necessary, such items should be deposited at the main office or with the PE instructor for safe keeping. Lockers are provided for the student's personal use. Lockers remain the exclusive property of the school and students have no expectation of privacy with respect to their lockers.

LOCK YOUR LOCKERS AT ALL TIMES. DO NOT LEAVE VALUABLES UNATTENDED.

MEDICATION

Should it become necessary for a student to take any form of medication at school, a signed note from the doctor and parent or guardian must be presented to the school nurse. All medications must be in the original container and will be kept in the nurse's office.

MOTOR VEHICLES

Driving to school is a privilege; this privilege may be revoked at any time for any offense. Student owned or operated vehicles are subject to all the rules and regulations of the vehicle and traffic laws of New York State and such laws governing school zones and grounds will be strictly enforced.

Students interested in driving to school must present a valid driver's license. A copy of this license will be kept on file at the school. Students driving to school must park in the specified area in a reasonable manner; the Middle School/High School Principal will make the determination as to whether a vehicle is parked reasonably. One warning will be given for this violation; the vehicle may be towed if the infraction occurs again and the student will be subject to disciplinary action. **The operation of recreational vehicles on school property is prohibited.**

TRANSPORTATION

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and the rules set forth in the West Canada Valley Code of Conduct. The following rules should be observed on all school buses:

1. Be ready when the bus arrives;
2. Cross the road at least ten (10) feet in **front** of the bus with its lights flashing.
3. **NEVER CROSS BEHIND A BUS!**

4. Do not try to enter or leave a bus that is in motion;
5. Upon entering a bus, sit in the seat that is assigned as quickly as possible;
6. Remain seated until the bus stops;
7. Bus drivers may assign seats at their discretion;
8. There is to be no eating or drinking on the bus;
9. No live animals are allowed on buses;
10. Vulgar language is not allowed on buses;
11. Objects are not to be thrown on the bus or out of the bus windows
12. Body parts are not to be extended through windows;
13. There will be no fighting, quarreling, yelling, etc. on the bus;
14. Parents will be responsible for reimbursement for damage done to buses by their children.
15. Objects larger than what one can carry on one's lap are prohibited from the bus.

The privilege of 7-12 students riding elementary buses home may be revoked until further notice if the student does not comply with the above rules.

Improper behavior on a school bus will result in disciplinary measures, including possible suspension from school or suspension from transportation. In such cases, the student's parent/guardian will become responsible for seeing that his or her child gets to and from school safely. Note that bus conduct is subject to video surveillance and these videos are used for investigatory purposes.

WHAT/WHERE

Sometimes in your busy school environment, you may be uncertain about who to contact for various purposes. For directions, use this guide:

EXCUSES: ABSENCES, EARLY DISMISSAL, LATE ARRIVALS	Main Office
LOST AND FOUND	Main Office
JAMMED LOCKERS	Main Office
WORKING PAPERS	Main Office
DAILY ANNOUNCEMENTS	Main Office
PASSES	Teacher or staff member
ILLNESS	Nurse
ATHLETICS	PE Teacher, Athletic Director, team coach

DISCIPLINE	Principal
PE/SWIM EXCUSES	Nurse
AFTERSCHOOL BUS SIGN-UP	Main Office
DASA (Bullying or Harassment Concerns)	Dignity Act Coordinators (School Counselor) / Principal
CLASS SCHEDULING	School Counselor
STUDENT ISSUES/CONCERNS	School Counselor/Principal