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# **OSWAYO VALLEY**

## **MIDDLE/HIGH SCHOOL**

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**Student Handbook SY 2021-2022**

**“Home of the Green Wave”**

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## **Welcome to the 2021-2022 School Year!**

It is with great excitement we start another school year – the 115<sup>th</sup> year for Oswayo Valley. In that time the school has experienced many stages of growth and periods of change. We build on this rich history of success to prepare students for their future.

The past two school years stretched our staff and families. We hope this year brings us some sense of normalcy as we move from the constraints created by our pandemic response. The district continues to rely on guidance from federal, state and local education and health agencies. We will act in the best interest of our constituents to provide a safe and healthy learning environment.

*We are excited to return to full face-to-face instruction!*

*We are excited to customize course programs by reducing required courses and expanding electives!*

*We are excited to offer electives to the Middle School students!*

The challenges we face this year – and there will be some – either will become stepping-stones to prove our character and commitment or stumbling blocks to deter us in our work. How we manage them will determine which path we lay for ourselves.

We commit to partner with you for the education of our students. We encourage you to take advantage of what Oswayo Valley has to offer. We ask you to communicate with us when questions or problems arise so a remedy can be found.

Thank you for entrusting us with the education of your child,



Middle/High School Principal

**Go Green Wave!**

## SCHOOL PERSONNEL

### Oswayo Valley School Board of Directors

Mr. Mitch DeLong Mr. Kayle Perkins Mrs. Diane West Mr. Dan Antonioli Mrs. Linda Burks	(President - Region III) (Vice-President - Region II) (Treasurer Region III) (Region II) (Region I)
Mr. Rodney Mesler Mr. Douglas Resig Ms. Kimberley Voorhees Mr. Derek Worthington Mrs. Amy Yohe (Secretary, non-voting member)	(Region I) (Region I) (Region II) (Region I)

### Oswayo Valley School District Staff

Mr. Jed Hamberger Mrs. Amy Yohe Mrs. Christi Stedman  Mrs. Erika Emerick Mr. Mark Schlosser Mr. Trent Bryant	Superintendent Business Manager Administrative Assistant to the Supt. Elementary Principal MS/HS Principal Maintenance Supervisor
Mrs. Sharron Gustin Mr. Bill Howard Ms. Monica Williams Mr. John Turek Mr. Tony Watt	Food Service Director Director of Activities School Counselor Technology Contractor Special Education Supervisor

### Oswayo Valley Middle/High School Staff

Mr. Jon Anderson Mrs. Misty Antonioli Mrs. Kathryn Cook Mr. Clark Cummings Mrs. Debra Fetzer Mr. Gene Freelove Ms. Christina Gaus Mrs. Jennie Glogouski Mr. Steven Green Mrs. Nedra Gross Mrs. Ashley Jandrew Mrs. Risha Johnson Mr. Bruce Kemp Ms. Jessica Learn Ms. Lashanda Lyons Ms. Nicole Matthews Mrs. Gail McGee	Technology Education Mathematics ELA/STEM Mathematics Inclusion Aide Custodian Cafeteria Staff Cafeteria Staff Custodian Guidance Secretary Nurse Assistant Cooperative Education Science Inclusion Aide IU Classroom Aide School Nurse ELA
Mrs. Amy Metcalf Mr. Gerald Mitchell Mr. Craig Moshier Mrs. Megan Moshier Mrs. Paula Moyer Mrs. Tricia Olmstead Mr. Tyler Payne Mrs. Lorraine Poirier Mr. Bryce Sherrard Mr. Joseph Smelko Mr. Ben Smith Ms. Rebecca Smith Mrs. Kristen Thompson Mrs. Brenda West Ms. Elizabeth Wilson Mrs. Amy Unverdorben	Inclusion Teacher Custodian Science FCS/Business Inclusion Aide Cafeteria Staff IU Life Skills ELA/Languages Phys Ed/Health Social Studies Music Mathematics Inclusion MS/HS Office Secretary Social Studies Activities & Maintenance Secretary

The Oswayo Valley School District does not discriminate on the basis of race, color, religion (creed), gender, genderexpression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provision of services.

Oswayo Valley Middle/High School  
Bell Schedule SY 2021-2022

<b>Student Arrival / Breakfast</b>	<b>7:40</b>	
<b>Period 1</b>	<b>8:00</b>	<b>8:46</b>
<b>Period 2</b>	<b>8:49</b>	<b>9:30</b>
<b>Period 3</b>	<b>9:33</b>	<b>10:14</b>
<b>Period 4</b>	<b>10:17</b>	<b>10:58</b>
<b>Lunch A (High School) FLEX (Middle School)</b>	<b>11:01</b>	<b>11:31</b>
<b>Lunch B (Middle School) FLEX (High School)</b>	<b>11:34</b>	<b>12:04</b>
<b>Period 5</b>	<b>12:07</b>	<b>12:48</b>
<b>Period 6</b>	<b>12:51</b>	<b>1:32</b>
<b>Period 7</b>	<b>1:35</b>	<b>2:16</b>
<b>Period 8</b>	<b>2:19</b>	<b>3:00</b>
<b>Dismissal</b>	<b>3:00</b>	

CTC students will be dismissed at 11:30.

**Oswayo Valley School District  
Standardized Assessment Plan  
2021-2022**

**Middle/High School**

6	PSSA	State Assessment -English Language Arts	April 25-29, 2022
	PSSA	State Assessment-Math	May 2-13, 2022
7	PSSA	State Assessment -English Language Arts	April 25-29, 2022
	PSSA	State Assessment-Math	May 2-13, 2022
8	PSSA	State Assessment -English Language Arts	April 25-29, 2022
	PSSA	State Assessment-Math	May 2-13, 2022
	PSSA	State Assessment - Science	May 2-13, 2022
	Keystone	State Assessment - Algebra	May 16-27, 2022
9	Keystone	State Assessment - Algebra	May 16-27, 2022
10	Keystone	State Assessment-Algebra	May 16-27, 2022
	Keystone	State Assessment - Biology	May 16-27, 2022
	Keystone	State Assessment - Literature	May 16-27, 2022
11	Keystone	State Assessment-Biology	December 1-15, 2021
	PSAT	College Entrance	TBD
	SAT	College Entrance-SAT School Day Program	TBD
	ASVAB	Career/Interest/Ability	November 2, 2021
12	SAT	College Entrance-SAT School Day Program	TBD

\*\*Keystone Re-take Exams will be given December 1-15, 2021

\*\* College bound juniors and seniors should arrange to take the SAT and/or ACT.

Test dates and locations are available in the Guidance Office, or log on  
to [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org)

## GENERAL INFORMATION

### Administrative Discretion

The building administrator may, at his/her discretion, alter procedures in accordance with district policy as adopted by the Oswayo Valley Board of School Directors for the benefit of the student body.

### Authority of the Faculty

The administration and faculty at Oswayo Valley Middle/High School are authorized by the Pennsylvania School Code to exercise the same authority in supervising our students as their parents. The Oswayo Valley Middle/High School administration and faculty may take whatever reasonable action is necessary to maintain a safe, orderly, non-disruptive school environment.

### Board Meetings

All students, residents, parents, and guardians are invited and encouraged to attend the school board meetings held the second Monday of each month or the planning meetings held on the first Monday of the month. If you wish to be placed on the agenda, contact the Superintendent ten (10) days in advance of the meeting.

### Cafeteria

The Oswayo Valley School District serves breakfast and lunch each school day. A school breakfast consists of a main entree, milk, fruit or juice. A student must purchase at least two items, one of which must be a 1/2 cup of fruit or a vegetable, to make it a qualifying paid, free, or reduced breakfast. The cost for a school breakfast is \$.40-reduced and \$1.45-regular. A school lunch consists of a main entree, bread, milk, vegetable, fruit, or juice. A student must purchase at least three items to make it a qualifying paid, free, or reduced lunch. One item must be fruit or vegetable to qualify as a complete lunch. The student cost for a school lunch is \$.40 - reduced and \$2.40-regular. Extra entrees are \$1.50 each. Adult breakfast costs \$1.75 and \$3.20 for lunch.

***The USDA recently announced free breakfast and lunch will be available to all students during the 2021-2022 school year. Changes to federal subsidies may change the cost of school meals.***

The cafeteria has a computer operated management system. Under this system the following procedures have been established:

- Each student is issued an account number upon entering Oswayo Valley.
- Parents/Guardians should send money for their child's account on the first day of each week. We highly recommend deposits in the form of a check. The cafeteria is not liable for cash deposits. Students should make deposits between 7:45 a.m. and 8:00 a.m. in the cafeteria. Money can be sent for the week, month, or year. All checks should be made payable to the "Oswayo Valley School Cafeteria Fund."
- Money deposited is credited to the student's

account and registered as such on the computer.

- Total daily purchases (i.e., breakfasts, lunches, and extra items) are subtracted from the student's account.

Negative balance letters are sent out weekly with the students. The POS system will not allow charging of extras. CHARGING OF EXTRAS IS NOT ACCEPTABLE. Students at that point will need to carry their lunch. Student accounts can now be accessed through the MMS programs for parents/guardians to see what students have purchased and the deposits that were made. Parents/guardians can also make deposits on-line. If the cafeteria fund is not reimbursed for outstanding debts in a timely fashion, the debt information will be forwarded to the Superintendent of Schools.

Students who bring their own lunch may purchase milk and other a la carte items, using cash, or their lunch accounts if there are sufficient funds available.

When a student leaves Oswayo Valley and they have a cafeteria account balance of over \$1.00, the student will receive a refund if a forwarding address is provided. It is the parent's responsibility to make sure all cafeteria debts are paid prior to a student leaving, moving, or dropping out. If the parent/guardian does not take care of this responsibility, a copy of the amount owed will be forwarded to the school district in which the student will be attending.

Upon completion of a student's education at Oswayo Valley, the parent/guardian has the choice of receiving unused funds or transferring the funds to a sibling's account. It is the parent's/guardian's responsibility to inform the Food Service Director of their refund decision.

If the cafeteria fund receives a NSF notice from the bank, the parent/guardian is responsible for the amount of the check and the cafeteria's charge for the bank fee. Upon receipt of notification from the bank, the Food Service Director will contact the parent/guardian of this situation. Repayment must be made within a two-week period. The district is willing to work out a payment schedule. After the two-week grace period, if payment is not received, all information will be forwarded to the Superintendent of Schools.

If you have any questions regarding your child's account, please contact the Food Service Director at 814-260-1701, ext. 5.

Free or reduced meals are available for those families who qualify. Applications are distributed to every student at the beginning of the school year. However, if during the school year a family experiences financial burdens, please contact the

school for a free and reduced application as your child may qualify to receive free or reduced meals. The school district is always willing to reasonably accommodate our students' needs. All applications and status for free and reduced meals are kept confidential. Parents with Internet access may apply for free and reduced meals at [www.paschoolmeals.com](http://www.paschoolmeals.com). Menus are available on the school web site as well as the Food Service Policies.

This facility is operated in accordance with the United States Department of Agriculture Policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he/she has been discriminated against in any U.S.D.A. related activity should write to:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
Independence Avenue, SW Washington, D.C.  
20250-9410  
Fax: (202) 690-7442; or E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

All students are expected to eat in the school cafeteria. A closed lunch program will be in effect - no take-out food ordered from outside the school is allowed to be delivered or consumed in the cafeteria. Faculty members, adults, and CTC students have priority in the cafeteria lines at all times. Specific additional guidelines for the cafeteria will be administered by the staff lunch monitors. Students may not remove food of any type from the cafeteria. Only beverages in sealed containers may be brought into the cafeteria.

The consumption of food and drink is limited to the cafeteria during specified mealtimes, unless an exception has been granted by the administration. Students will not be permitted to keep any open containers in their lockers for drinking or eating throughout the school day. Beverages, with the exception of water, are to be consumed only in the cafeteria. Any container is subject to seizure by the administration if reasonable suspicion exists that the container contains unauthorized substances and/or for a violation of school rules.

### **Complaint Procedures**

The Board of Education established a means to reconcile differences between the home and school in board policy #219. The key lies in communication between the parties involved. The first point of contact is with the staff member involved. If not re-solved, the parties may appeal to the next level of the chain of command. It is hoped that resolution can occur at the lowest level possible.

### **Draft Registration**

Federal law requires men between the ages of 18-26 to register with Selective Service within 30 days of their 18th birthday. If more convenient for the individual, he MAY complete the Registration Form BEFORE his 18th birthday. His registration will be

recorded when he is eligible to be registered.

Schools are required by law to provide names to the military for recruiting and mailing purposes. Students may have their name left off this list if they notify the Superintendent in writing.

### **Dress Guidelines**

In accordance with board policy #221, personal appearance should not be disruptive to the normal educational process. When, in the judgment of the administration or their designees, a student's appearance at school and/or school related events and activities becomes a disruptive factor, a safety hazard, or exhibits impropriety, appropriate steps will be taken to correct the situation.

The following regulations concerning dress and grooming are deemed necessary in order to comply with the requirements of personal appearance.

Clothing Not Permitted:

- Shorts, skirts, and dresses must reach the end of the student's fingertip with the arm extended downward and shoulders relaxed. Skirts must be loose-fitting and meet the skirt-length requirement. Tops that reveal excessive cleavage are not permitted. Strapless tops are prohibited.
- Pants having excessive holes or rips above the knees.
- Muscle shirts, half shirts, midriff shirts, or net shirts are not permitted. Clothing that exposes the torso is not permitted.
- Boxer shorts of any kind as an outer garment.
- Hats, caps, visors, bandannas, or head bands.
- Apparel displaying vulgar, obscene, profane, or suggestive lettering or wording.
- Apparel advertising, promoting or referring to the sale or use of drugs, alcohol or tobacco.
- Clothing that exposes the undergarments.
- Pants and shorts may not be worn below the waist level at any time, even if covered by a sweatshirt, shirt, or blouse.

Students participating in physical education classes or in extra-curricular activities are required to wear the clothing detailed by the physical education department or the director or advisor of the particular extra-curricular activity. Additionally, CTC students must conform to the dress code of their respective shops.

### **Emergency School Closings**

In the event the Oswayo Valley School District must close because of inclement weather or any other reason, the District will attempt to call the homes of students with telephones via our automated OneCall Now system, when available. Additionally, the following media outlets will be notified:

- WFRM Coudersport (FM 96.7)
- WPIG Olean (FM 95.7)
- WHDL Olean (AM 1450)
- WHKS Port Allegany (FM 94.9)
- WJQZ Wellsville (FM 93.5)
- WIVB Buffalo Channel 4



- WGRZ Buffalo Channel 2
- WKBW Buffalo Channel 7

School Closings will also be posted @ [www.cancellations.com](http://www.cancellations.com). Athletic and Activities announcements will be posted @ [www.cancellations.com](http://www.cancellations.com).

In the event of a school closing due to inclement weather, students should attend classes via remote instruction. The school day will begin at 10:00 with a rotating morning schedule as announced in the homeroom period.

### Field Trips

Students are expected to participate in field trips offered as part of a credited class. Some class trips (such as the 8th grade and 12th grade trips) include specific participation requirements. Attendance on these trips depends on the student's fulfillment of conditions described by the staff advisors. Students failing to meet those obligations forfeit the privilege of attending the trip.

### FOCUS Portal (Parent and Student)

The Oswayo Valley School District utilizes the Focus Portal for many functions. There are four portals within the district: Parent, Student, Teacher, and Staff. The portals offer a variety of important information to our users. Information available includes:

- *Grades.* Users have access to real-time grades. You are able to view assignment grades, current quarter average, missing assignments, currently due assignments, notes from the teacher (either a personal note on a specific assignment or a message to the whole class), as well as retrieve any attachments you may need to complete the assignment.
- *Grade Reporting.* Under the menu tab 'Grades' in the system, you will be able to access the most recent report cards and transcripts. For those families that do not have internet access please contact the Guidance Office for other arrangements.
- *Scheduling.* Under the menu tab 'Schedule', users are able to view their current schedule. Also, once a year, more options are opened that enable students and parents to complete their course enrollment for the upcoming school year. Paper copies of schedules are no longer sent home. For those families that do not have internet access please contact the Guidance Office for other arrangements.
- *Discipline Reporting.* Under the Discipline tab, you are able to view all reported infractions, detentions, and suspensions for your account.
- *Attendance Reporting.* Under the Attendance tab users have the option to view a Daily History report or a Totals report. The Daily History report provides specific dates that a student was not in attendance for the full day. The report will give you a summary

of daily attendance.

- *Announcements.*
- *Lunchtime Program.* With the addition of the Lunchtime Link program, parents are now able to see how much money a student has in their cafeteria account, what items the student has bought, make a deposit, sign up for auto-generated e-mails for account limit notifications, and also sign up for automatic deposits.

If you have issues with logging into the portal, please contact the Guidance Office.

### Health Room/Illness/First Aid

A student should not report to school if his or her temperature is 100 degrees or over. This child should remain at home until the temperature is below 100 degrees for twenty-four hours without the use of fever reducing medication like Tylenol or Ibuprofen. Students who become ill during the day must secure a pass to the nurse from a staff member and then report directly to the nurse's office. If a pupil is injured or becomes seriously ill while at school, the school nurse is the only school official qualified for determining whether a student should be sent home due to serious illness or injury. The school nurse will contact the parent. Students should not call home first. After the parent is reached, it will become the parent's responsibility to come to school to transport the pupil and arrange for further care as necessary.

The school nurse cannot dispense internal medications, such as Tylenol, to school children without parent's permission. Please sign the emergency card indicating which medication your child is permitted. Prescription medication will be dispensed by the school nurse after the authorization for medication during school hours form is signed by a parent and a physician. All medication should be in the original pharmaceutical container plainly marked with the student's name, name of the medication, dosage, and the time to be administered.

### Health Screening Procedures

Each year, the school district routinely conducts the following screenings for students in the grade level(s) indicated:

- BMI Grades 6 -12
- Hearing Acuity Grades 7 & 11
- Visual acuity Grades 6 -12
- Scoliosis Screening Grades 6 & 7

Gross motor and fine motor skills, academic skills, and social/emotional skills are assessed by school personnel on an on-going basis. Students who did not attend preschool are evaluated at the time of registration. Any parent/guardian with a concern may request a screening/evaluation of their child at any time. Data from each screening source are noted within the child's health record. These records are always available to parents upon request. Information from the records is released only when the appropriate

authorization has been obtained (signed permission by parents/guardians for outside agencies).

### **Homebound Instruction**

Physicians occasionally submit a written request for a student to be placed on home-bound instruction for medical reasons. The request must give the specific reason(s) for the homebound instruction and the expected duration of the instruction. Students on homebound instruction are not allowed the privilege of participating in or attending school sponsored extra-curricular activities.

### **Insurance**

School accident insurance is provided to students.

### **Lockers & School Locks**

Two lockers are assigned to each pupil: one hall locker and one gym locker. Students are to occupy only those lockers assigned to them.

Students should be aware that lockers are school property and subject to search, at any time, when deemed necessary by school officials or other authorities directed by school officials. The administration reserves the right to remove anything which is contrary to school rules or is detrimental to the school's orderly function. **BOOK BAGS AND GYM BAGS ARE TO BE KEPT IN LOCKERS AT ALL TIMES.**

Only school locks may be used on school lockers. Non-school locks may be cut off for safety reasons at the student's expense. Locks for hall and gym lockers are available in the main office. A deposit of \$5.00 will be charged for each lock. All students are encouraged to get a school lock and keep their lockers secured at all times. This lock can be used on your locker until you graduate or leave our school. When you leave or graduate, you may turn in your lock and your deposit will be reimbursed.

### **Loitering**

Students not participating in an extra-curricular activity or not supervised by a staff member must be out of the building by 3:10 p.m. Students are not to loiter in or around the building before 7:30 a.m. or after 3:10 p.m. This includes the student and faculty parking areas.

### **Physical Education**

Students will not be penalized for non-participation while on a doctor's medical excuse. All medical excuses must be in accordance with school guidelines and from a practicing physician and on file in the nurse's office. Long and short-term medical excuses will result in an appropriate written or physical alternative activity which may include providing assistance to the teacher for grading purposes.

While on a medical excuse, the student who may not participate in physical education class may not participate in any interscholastic athletic practice or competition nor in intramurals/open gyms until

released from the medical excuse. Students will not be excused from participating in class due to participation in an extra-curricular activity unless excused by the principal.

### **Public Displays of Affection**

In the interest of good taste and common courtesy, students are to limit public displays of affection to hand holding. Hugging, kissing, embracing, or exhibiting other physical contact in the school building, on school buses, on school property, or at school-sponsored events is not permitted.

### **School Safety**

The physical safety and well-being of Oswayo Valley students and staff forms the foundation of many guidelines in the building. A school's group setting restricts certain actions otherwise acceptable as an individual. Safety becomes an important factor in transporting students to and from school events, in curricular activities (e.g. Physical Education, Practical Arts, Science), and in recreational activities (e.g. Athletics, Programs).

A safe, positive school environment includes freedom from harassment. It is the policy of the district to maintain an educational environment in which harassment in any form will not be tolerated. Students are encouraged to report such incidents to administration.

Harassment includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicapping condition.

The following are some examples of unlawful harassment: sexual advances, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, and written materials, sexual gestures, sexual or dirty jokes, pressure for sexual favors, touching oneself or others sexually, or talking about one's sexual activity in front of others, spreading rumors about or rating other persons as to a sexual activity or performance.

### **Student Searches**

The Oswayo Valley Administration reserves the right to search the school and its grounds. This includes lockers and automobiles. Students are to have no expectation of privacy with regard to lockers or vehicles parked on school property. Searches may be unannounced and may utilize canines to detect contraband such as stolen items, drugs, alcohol, and weapons. Legal authorities may assist the administration during a search.

A student's person and/or personal effects (including backpack, purse) may also be searched whenever a school official has reasonable suspicion that a student is in possession of illegal and/or unauthorized material. A student's failure to permit and/or cooperate with a search will be grounds for immediate disciplinary action including suspension from school and law enforcement notification.

## Student Wellness

The Oswayo Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children for home lunches and snacks that are in compliance with FDA federal and state laws. Student lunches that are brought from outside of the school building should follow the nutritional guidelines set forth by Board Policy #246.

## Study Halls

Study halls will be quiet and used primarily for the purpose of completing school assignments, homework, silent sustained reading, or other quiet projects. Teachers in charge of study halls will assign permanent seats to all students. Students are required to bring schoolwork with them to study. If they do not have schoolwork, they are to bring appropriate reading materials to each study hall.

## Survey Policies

Any effort to obtain information from a student in the form of survey, analysis, or evaluation that reveals information concerning the following information must have the prior written consent of the parent or student (if the student is an emancipated minor):

- Political affiliation;
- Mental and psychological problems potentially embarrassing to the student or his family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating, and demeaning behavior;
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

## Technology and Cell Phones

Oswayo Valley Middle/High School prohibits student use of personal cell phones and personal electronic devices except in certain specified situations. With the advent of texting and phone cameras, cyber bullying and cyber harassment have increased nationwide. In an effort to protect the learning environment and to protect our students, the Oswayo Valley Middle/High School has adopted the following guidelines:

- Oswayo Valley Middle/High School prohibits student use of personal cell phones and personal electronic devices except in certain specified situations.
- Personal electronic devices are to be turned off and kept out of site in classrooms during the school day (8am- 3pm) except for when a

teacher has granted specific permission to students to use the device for a specific educational purpose.

- No pictures or videos are to be taken at any time using cell phones or personal electronic devices while on school property, on the buses or at any school-related event.
- Failure to surrender a phone when a student is observed in violation of this policy will be considered an act of insubordination and the student will face immediate disciplinary action.

The district is pleased to offer our students access to a high-speed computer network for the internet and electronic mail. To gain access to e-mail and the internet, all students must obtain parental permission as verified by signatures on a release form. The students will also be asked to sign a personal agreement to follow the school district's procedures. (See the "Intranet and Internet Contract" Signatory Page.)

You will have access to the internet until September 30 to give you time to get your signed consent form into the office. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or activity. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators and/or the administration will review daily logs to maintain security integrity and to ensure students are using the system responsibly.

Be prepared to be held accountable for your actions and for loss of privileges if the Rules of Appropriate Use are violated.

## Telephone Use

Telephones in the office and throughout the school are for school business – not personal phone calls. School phones may only be used for emergency purposes and be approved by the main office.

## Textbooks

Upon issuing textbook/Chromebook, teachers will record the number and condition of the book. This recorded information will be retained for each book. Students will be required to pay for a lost or damaged textbook before receiving a replacement. Students will pay the full value of the replacement cost for the lost book.

## Transportation

Bicycle racks are provided for the students' convenience by the bus loading area. It is recommended that students have locks for their bicycles. The school is not responsible for theft or damage to bicycles while on school property. Driving to school is a privilege extended to those students who have their parents' permission to drive and who agree to abide by the school's student driving regulations. Students must

register each car and display the office-issued permit on the dash or visor of the car. Students may not revisit their vehicles during the school day without the approval of the building administration. Parking is limited to the designated areas. If driving privileges are revoked, that student's vehicle is not allowed on school property until privileges are re-instated.

CTC students may drive to the Career Center only in rare instances. Permission must be granted from both the CTC and the Oswayo Valley administration for a student to drive to the CTC. NO PASSENGERS are ever permitted.

### Valuables

Students are encouraged to bring to school only those things necessary to function during the school day. The school cannot be held responsible for money or valuables lost or damaged at school.

### Working Papers

Working papers are available in the Guidance Office for students employed in Pennsylvania. These are available at no charge and may be issued to any student fourteen or older. When applying for working papers, students need to bring their birth certificate or driver's license as proof of age.

Students employed or seeking employment in New York State must go to a New York school to obtain the necessary working papers. Be advised that in accordance with Pennsylvania state law, students that cannot maintain adequate academic progress may have their working papers revoked.

## ACADEMICS

Planning a program of study for successful completion of graduation requirements should involve careful consideration by the student and parents and should be made on the basis of a student's interest, abilities, and career goals. Students should work closely with the guidance department, school administration and parents to select course. Prior successes, failures, special individual interests, aptitude and future career plans should be considered when choosing courses. When available, students enroll in courses via the Student/Parent Portals.

Some instructional areas such as art, music, family and consumer sciences, and technical education require the use of materials which are to be purchased by the student.

### Graduation Requirements

To graduate from Oswayo Valley Middle School/High School, a student must successfully complete the requirements of their individualized educational program and/or the following:

#### a. CREDIT REQUIREMENTS

(1) A high school diploma will be presented to students meeting the following (minimum) course credit requirements:

- **English:** 4 credits (to include grade level ELA)
- **Social Studies:** 3 credits (to include US History, Government & Economics, and World History)
- **Math:** 3 credits (to include Algebra and Geometry)
- **Science:** 3 credits (to include Chemistry and Biology)
- **Physical Education/Health:** (2 credits)
- **Electives:** (9 credits)

#### ▪ **Total: Equal or exceed 24 Credits**

(2) Non-credit course requirements

- a. **Cyber-Citizenship.** At the beginning of the school year students will complete a mandatory, non-credit course covering proper online and digital use of district technology. Topics will include but not be limited to District Policies, Cyber-Bullying, Email Etiquette, etc. Upon successful completion of the lesson assessments, students will have full access to their school accounts.
- b. **Careers.** In fulfillment of Pennsylvania Career Readiness Standards students must complete a non-credit, P/F "Careers" course. Teachers will incorporate career-oriented activities into the regular curriculum. Beginning with their Freshman year, students will archive artifacts from stand-alone tasks that satisfy the four reporting categories of the state standards: #1 Career Readiness and Preparation; #2 Career Acquisition; #3 Career Retention and Advancement; and #4 Entrepreneurship. A faculty/staff mentor will guide students through the online course, culminating in successful submissions by the end of the Junior year.
- c. **Work-Based Learning Experience (WBLE).** WBLE "provides an opportunity for students to reinforce their classroom learning, explore future career fields, and demonstrate their skills in a real-world setting" (PA Dept of Ed). By the end of

their Senior year, students must complete and document one of the following WBLE: Job Shadowing; Internships or Practicums; Cooperative Education Programs; Career Mentoring; Apprenticeship. Specific information and guidelines for these will be provided to the student.

- (3) Once students make their course requests for the upcoming school year, they may access them via the Student Portal during the summer. Requests for changes will be considered prior to the start of the school year based on the availability in the master schedule. Once the add/drop window closes, student schedules will be final.
  - (4) Dual Enrollment courses enables a student to earn both a high school and college credit for work completed at Oswayo Valley. Tuition will be assessed and must be paid to the college prior to starting the college portion of the class.
- b. STATE "PATHWAYS" TO GRADUATION. In accordance with Pennsylvania Dept of Education guidelines, students must complete one of the following 'pathways' for graduation:
- (1) **Keystone Proficiency.** Score 'Proficient' or 'Advanced' on Keystone Exams (Algebra, Biology, Literature)
  - (2) **Keystone Composite.** Earn a satisfactory composite score (4452) on the Algebra, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the exams and no less than a basic score on the remaining two)
  - (3) **Alternate Assessment Pathway.** Successful completion of an Oswayo Valley High School Keystone course (Algebra, Biology, Literature) on which the student did not achieve proficiency and one of the following:
    - a. Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB)
    - b. Attainment of an established score on an Advance Placement Program in an academic content area associated with each Keystone Exam on which a student did not achieve at least a proficient score
    - c. Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score
    - d. Successful completion of a pre-apprenticeship program or acceptance into an accredited 4-year nonprofit institution of higher education and the evidence of the ability to enroll in college-level coursework
  - (4) **Evidence Based Pathway.** Successful completion of an Oswayo Valley High School Keystone course (Algebra, Biology, Literature) on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals an career plans, including

- a. One of the following: Attainment of an established score on an SAT subject test or Advanced Placement Program Exam; Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution; Attainment of an industry-recognized credential; Successful completion of a concurrent enrollment or postsecondary course
- b. Two additional pieces of evidence, including one or more of the options listed above; satisfactory completion of a service-learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum GPA of 2.0

- (5) **CTE Pathway.** For Career and Technical Education (CTE) students, successful completion of an Oswayo Valley High School Keystone course (Algebra, Biology, Literature) on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE student's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

### Student Classification

Grade level courses should be taken in the sequence in which they are offered.

- a. To be classified as a **freshman** (9th grade), a student must successfully complete eighth grade.
- b. To be classified as a **sophomore** (10<sup>th</sup> Grade), a student must have accumulated a minimum of six (6) credits prior to the start of the school year.
- c. To be classified as a **junior** (11<sup>th</sup> Grade), a student must have accumulated a minimum of thirteen (13) credits prior to the start of the school year.
- d. To be classified as a **senior** (12<sup>th</sup> Grade), a student must have accumulated a sufficient number of credits which added together with number of credits being taken during the student's senior year would make the student eligible to graduate at the next commencement ceremony.

The administration reserves the right to assign students to a grade level classification based on individual circumstances. Students failing to meet the graduation requirements have one (1) year from the date of their class graduation to complete the requirements for an Oswayo Valley Diploma. (Example: summer school). The administration reserves the right to assign students to a grade level classification based on individual circumstances.

### Student Evaluation and Assessment

a. HOMEWORK

- (1) Homework assignments should complement the school instruction. The assignments should develop student responsibility, good study habits, and organizational skills. Homework assignments should provide practice and reinforcement of skills already presented by the teacher, broaden areas of interest through enrichment, and provide an opportunity for parents to know their child is studying.
- (2) Assignments will be reviewed and returned within a reasonable amount of time, depending on each type of assignment.
- (3) Homework should not interfere with the proper development of the student's health, nor should it interfere with the student's assuming responsibilities in the home.
- (4) Teachers should discuss with the students the value and meaning of homework in each course at the beginning of the school year.
- (5) No one subject should comprise too great a majority of homework assignments.
- (6) Homework will not be assigned as busy work or as a form of punishment in any of the grade levels.

b. TESTING

- (1) Teachers shall administer tests in their classes during each 9-week marking period during the school year. Those tests should be progressive and comprehensive in nature by including information learned in previous course work. The tests shall be appropriate to the student's age and ability and consistent with the academic standards established by the Commonwealth of Pennsylvania.
- (2) Students shall receive a grade at the end of each 9 week marking period. The final grade is the average for the four marking periods.

c. MARKING SYSTEM

- (1) Students will receive a numerical grade for each course at the end of every quarter. The quarter, semester, and year-end grades will all be numerical averages. Work which is incomplete at the end of the fourth quarter will be given a "zero" for the incomplete assignments and averaged with other grades given during that quarter.
- (2) The following system of marking applies:
  - 90-100.....Excellent (A)
  - 80-89.....Above Average (B)
  - 70-79.....Average (C)
  - 65-69.....Passing Below Average (D)
  - 0-64.....Failing, Unsatisfactory (F)
  - I.....Incomplete
  - P.....Passing, Pass/Fail Course
  - F.....Failing, Pass/Fail Course
  - MD.....Medically Excused in Physical Ed.
  - WP.....Withdrew with Passing Grade
  - WF.....Withdrew with Failing Grade

d. STUDENT PROGRESS. Students and parents can at any time access and monitor grades in any class by logging onto the Student and/or Parent portal at [www.oswayovalley.com](http://www.oswayovalley.com). If internet access is not available, please contact the guidance office. (NOTE: Parents needing access to the MMS Portal should obtain a username and password from the guidance office.)

- (1) Report Cards are issued at the end of each nine week marking period via the Parent Portal.
- (2) Cumulative Average
  - a) The cumulative average is a procedure for calculating a student's scholastic average on a scale of 0 to 100. It represents an average for the final grades earned where credit is given for subjects taken. The cumulative average begins with courses taken in the ninth grade. Students who transfer in from other schools will bring with them their current school average not to exceed Oswayo Valley maximum grade levels.
  - b) Each course is assigned a value, called credit. Credits are based on the number of meeting times per week and the length of the course.
  - c) The student with the highest cumulative average is ranked number one. If two students have the same cumulative average they will be assigned the same rank while the following number will be left unassigned. Certain courses are weighted based on course difficulty.
- (3) Scholarship Recognition
  - a) High Honor/Honor Roll. The honor roll contains the names of students having an average of no lower than 87% for all courses that have numerical grades and the high honor roll contains the names of students having an average of 93% or better in all numerical grades. A student who receives an incomplete mark "I" or has a grade of 69% or less in any course is not eligible for either honor roll.
  - b) Academic Letter. Students earning high honor/honor roll for all four (4) quarters of the current school year may earn an academic, varsity letter. Middle School students earning high honor/honor roll for all four (4) quarters of the current school year may earn an academic, junior varsity letter.
  - c) Graduation Honor. The top academic students in each graduating class will be determined by the final cumulative grade point averages. The student with the

highest cumulative average will be named the Valedictorian; the student with the second highest cumulative average will be named Salutatorian; the student with the third highest cumulative average will be given Third Honors.

e. SUMMER SCHOOL

- (1) Students who fail required courses may be allowed to attend summer school or participate in a correspondence course program in order to acquire the credit. To qualify for summer school the final course average may not be below a 50%. A maximum of two courses may be completed during summer school.
- (2) Allowing summer school or correspondence course work to make-up for failed courses is at the discretion of the administration. The student is responsible for all costs, fees and transportation related to summer school programs.
- (3) Students who successfully complete summer school or correspondence school requirements will receive a grade of 65% and course credit for the course taken

f. EVALUATION PROCEDURES. At the Middle/High School, all referrals begin with a written request, initiated by a parent or professional educator and submitted to the School Counselor. Further information will be provided to the parent at that time.

**Cyber School**

When offered, OV Cyber School operates with these guidelines.

*Enrollment*

Students and parents/guardians must agree to and complete the enrollment procedures.

1. Residency will be verified by the district.
2. Eligibility for online enrollment will be determined by the district.
3. Transcripts will be reviewed by the district to ensure grade level and/or graduation requirements can be met.
4. Enrollment forms will be completed by parent/guardian, the student and the district. (Forms to be developed)
5. Basic computer literacy must be demonstrated by the student. (This is included in the Cyber School onboarding component)
6. A mandatory meeting must be attended by all full-time Cyber School students with a parent/guardian prior to the start of school in August. Meetings for late or mid-year enrollments are required.
7. All students must complete a cyber/digital safety and/or other prerequisite course. (Included in the Cyber School

curriculum)

8. The student must demonstrate the ability and willingness to manage time and attendance by logging into all courses each day of the school year for a minimum of 180 minutes.
9. The student and parent/guardian must agree the student will follow personalized learning plans when implemented by the online provider or the district.
10. The student must agree to participate in testing or programs required by the district.
11. The student must report to the school building to participate in all state-mandated testing. The parent/guardian is expected to provide transportation to the school building for testing.
12. If applicable, the student and parent/guardian must complete the computer loan agreement.

*Residency*

Residency in the Oswayo Valley School District is required to participate in the Oswayo Valley Cyber School and will be verified prior to enrollment in online courses.

*Enrollment Eligibility*

Cyber School enrollment eligibility will be determined by the district. To be considered eligible, a student must, at minimum, be in good academic standing; demonstrate basic computer skills; demonstrate self-reliance to complete coursework and demonstrate the ability to manage time independently.

A student can be deemed ineligible for enrollment in the Cyber School due to past online course issues or failures. A student can be denied enrollment in Cyber School due to relevant pending disciplinary matters. A student will be denied enrollment if there are pending expulsion proceedings or legally binding agreements in lieu of expulsion. The district retains the right to deny enrollment or withdraw a student from online courses for reasons not specified here.

*Grading and Earned Credit*

The district will record quarterly grades earned in online courses on report cards and Oswayo Valley's grading scale will be applied to the numeric quarterly grades earned. Graduation credit will be awarded if a student successfully completes the course and earns a passing grade per Oswayo Valley's grading scale. Cyber school students are not eligible for honor roll or included in class rank.

*IEP or GIEP Accommodations*

An IEP or GIEP online accommodations will match traditional classroom accommodations as closely as possible.

*Progress Monitoring and Intervention*

The district technology facilitator or other staff will routinely monitor each student's progress and report the in-progress grade on the student and parent portals or by email. If there are student progress concerns, the student and parent/guardian will be notified via email, phone calls or meetings. Students

who do not earn satisfactory grades or maintain adequate progress will be monitored frequently and will be required to adhere to a personalized progress plan or progress calendar.

#### *Waterfront Learning*

Waterfront Learning, the Cyber School provider for Oswayo Valley, uses a specific tiered intervention plan for any student who does not maintain satisfactory grades or adequate progress in a course. The student, the district and the parent/guardian are required to adhere to this tiered intervention plan. The current plan is included in this packet.

#### *Course Progress and Grade Requirements*

Students must submit assignments as determined by the instructor, course calendar or a PLP, personalized learning plan, developed by the Waterfront advisor. Courses end at 11:59PM on the last day of each quarter and any required assignment not submitted is automatically graded at zero. Each zero is factored into the quarterly grade.

Waterfront Learning's tiered intervention policies will be in effect and followed by the district.

#### *Academic Integrity and Digital Citizenship*

All course work completed and submitted by Cyber School students must be the student's own work and/or appropriately cited. Cyber School students must adhere to Waterfront Learning academic integrity policies and the student conduct code in the Oswayo Valley student handbook.

#### *Extracurricular Activities or Special Events*

Cyber School students may participate in extracurricular or special events subject to the same rules for all students per the Oswayo Valley student handbook.

#### *Cyber School Seniors*

Cyber School seniors must complete all community service activities, complete all graduation project requirements and meet financial graduation obligations through approved fundraising or personal payments. Cyber School seniors are welcome and encouraged to attend commencement exercises.

#### *District Email, Software and Hardware*

Cyber School students must use district-assigned email accounts for all school-related communication. District approved software will be available on district computers and special software will be made available for student use on district computers as needed. If online course instructors require use of special software on district computers, students must notify the technology facilitator of such need. Cyber School students working on a home computer must access and/or download such software when required. Laptop computers can be loaned to Cyber School students. The student and parent/guardian must sign the borrower responsibility form and agree to adhere to the provisions on the form. The form is included with this packet.

#### *Cyber School Attendance Requirements*

Cyber School student struggling to maintain a passing grade or struggling to keep pace with course work is expected to log in and work beyond the requirements listed below at night during the school week and/or on weekends. Weekend work will not be considered attendance in lieu of a day during the school week. A CyberSchool student may be required by the district to report to the school building for course work due to absences, truancy, inadequate progress or failure to maintain passing grades.

The 21-22 school year begins on August 26th and ends on June 3rd, 2022. Off-campus Cyber School students are required to log in each student day on the approved district calendar to be considered present. Cyber School students must complete all required lessons in each course each day. This requires approximately one hour per course per day plus additional time as needed. The district may approve an alternate attendance schedule if deemed necessary.

Lack of Internet or computer availability for off-campus students is not considered a legal or excused absence. The parent/guardian must ensure the student has Internet and a working computer.

Off-campus students must report to the Oswayo Valley Middle/High School during regular school hours if a working computer or Internet is not available.

Cyber School students must adhere to the attendance procedures outlined in the student handbook. Attendance is mandatory and will be documented. Truancy laws apply to Cyber School students.

#### *Mandatory and Optional Testing*

Each Cyber School student is required to report to the school building for state-mandated testing, such as PSSA or Keystone, on dates and times determined by the district. A Cyber School student may be required to report to the school building for district-mandated tests on dates and times determined by the district. Opportunities for optional tests, such as PSAT or ASVAB, are available to Cyber School students on dates and times determined by the district. The parent/guardian is expected to provide transportation to and from school for all testing.

#### *NCAA Eligibility*

It is the responsibility of the Cyber School student intending to become NCAA eligible to advise the district by noting on the Oswayo Valley Cyber School Enrollment Form or through other correspondence. Courses will be reviewed by the district for NCAA eligibility.

Students interested enrolling in the cyber program should contact the Guidance Office for enrollment information, including the Oswayo Valley School District Cyber School Agreement.



## ATTENDANCE

Pennsylvania Compulsory Education laws mandate enforcement of regular school attendance by students. Parents and students are responsible for the student's attendance.

Please be aware that all absences and tardies appear on the permanent record of a student. This record may be critical when seeking college admission and employment. The compulsory school age in the Commonwealth of Pennsylvania is that period of the child's life from the time the child's parents elect to have the said child enter school, which shall not be later than the age of 8 until the age of 17. The state law is strict in regard to children's absences.

Excessive absences can result in failure, denial of credits, and possible retention. Although the school keeps parents informed of excessive absences so that lower grades or failures should not come as a surprise, it should be understood that the legal responsibility for attendance rests with the student and parent(s)/guardian(s).

### Absence Guidelines

If a student is to be absent from school, the parent/guardian should call the school (260-1701) the morning of the absence prior to 8:30 a.m. Assignments can be accessed via the FOCUS Portal (formerly MMS Parent Portal)

Prior to the start of school on the day a student returns from absence(s), he/she must submit a written excuse signed by the parent/guardian to the Main Office. If the absence is excused, the student will be given the number of days equal to the days of excused absence to make-up their missed work. It is the responsibility of the student to ascertain the assignments missed.

In accordance with Pennsylvania state law, if a student has been absent more than ten (10) days total for the school year a doctor's excuse is required to verify your absence(s) for any additional absence(s). Thus, a maximum of ten (10) cumulative lawful absences verified by parental notification shall be permitted during a school year. The only absences that are exempt from the "10-day rule" include absences in which a student has submitted a doctor's excuse, a pre-approved Educational Trip, or a specific, urgent reason for absence that is approved by the building principal. The principal reviews long-term illnesses and habitual absenteeism on an individual basis.

The following conditions constitute reasonable cause for absence from school:

- Illness
- Quarantine
- A death in the family
- Family emergency
- Confirmed medical or legal absence
- Religious holidays
- Certain appointments that cannot be scheduled during non-school hours

- School activities approved by the administration
- School approved, authorized educational trips
- Visitation to colleges/universities
- Suspension from school
- Impassable roads

Illegal/ Unexcused absences include, but are not limited to:

- Not knowing there was school
- No clean clothes to wear
- Missed the bus
- Went out of town
- Overslept
- Baby-sitting
- Work
- Vacation (unless approved in advance)
- Hunting or fishing (unless approved in advance)
- Haircut
- Shopping
- Personal reasons
- Car problems
- Because a relative is visiting (or any other relative)

If no written excuse from the parent or guardian is presented by end of the third day following your return to school, the days absent will be considered unlawful or unexcused.

### Unlawful Absence Procedure

When a student accumulates unlawful absences, the district may exercise any or all of the following options for students of compulsory attendance age (6-18 years of age).

1. Mail notification of unlawful absence; assign zero grade for missed assignments
2. Mail notification of unlawful absence; assign zero grade for missed assignments
3. Mail notification of unlawful absence; assign zero grade for missed assignments; offer School Attendance Improvement Conference with student, parent/guardian and school officials
4. Mail notification of unlawful absence; assign zero for missed assignments
5. Mail notification of unlawful absence; assign zero for missed assignments
6. Schedule School Attendance Improvement Conference with student, parent/guardian and school officials; refer to Children and Youth Services; assign zero grade for missed assignments
7. Mail notification of violation of School Attendance Improvement Plan; assign zero grade for missed assignments; file truancy citation with appropriate district justice
8. Drop student from active membership roll

### Notification of Family Educational Trip

The district recognizes that situations arise when students must visit colleges, travel, or go on

vacations with parents. When absences are considered educational in nature, students can be excused. The proper procedure is as follows:

- To be considered for a lawful excuse, an "Educational Field Trip" (EFT) form must be completed and submitted to the office prior to the trip for approval. These forms are available in the Main Office. To be excused, the parents must indicate the "educational" benefits for the requested date(s). NOTE: A request for an EFT may be denied in cases where students are in poor academic standing or have poor attendance.
- The student is responsible for securing signatures on the form from his/herteachers.
- The form must be returned to the MS-HS Office prior to the trip.
- Students will be responsible for making up missed schoolwork.
- Per Board policy #204, family educational trips must be approved by the Superintendent or designee.

A maximum of 15 days will be excused each school year for educational trips. All absences for educational trips, regardless of their length, will count toward this 15-day limit. Absences in excess of the 15-day limit will be marked unexcused. In extenuating circumstances, approval may be granted by the administration for additional days. Educational trips taken without prior approval will result in unexcused absences for the days missed. Teachers are not required to provide assignments, make-up examinations, etc., for unexcused absences.

If a student becomes ill at school, the student must see the school nurse. If the school nurse determines that a student is ill and should be sent home, the time missed will be marked excused. However, any student circumventing seeing the nurse and calling home without the nurse's medical recommendation will be marked unexcused or unlawful.

#### *Student Arrival and Dismissal*

Per PDE guidance, students must attend 51% of the instructional day to be considered present. Students

not attending 51% will be marked absent.

Students who arrive after the start of school should have a note to excuse their being tardy. Being tardy to school may result in consequences as described in the Code of Conduct.

Students who leave prior to dismissal should present a note to the office to excuse their early release.

#### **Appointment Guidelines**

Parents are strongly encouraged to schedule appointments outside the school day. However, a doctor's or dentist's appointment must occasionally be scheduled to occur during school hours. These guidelines must be followed for a student to be dismissed from school:

1. The parent must bring in or send in with their child either a signed written note or the appointment card to the main office before the start of school on the day of the appointment.
2. The student will be issued a "Permit to Leave the Building." This permit will indicate the time the student is to be dismissed from class to report to the Main Office for the appointment.
3. At the time indicated on the permit to leave, the student must report to the Main Office with the permit and sign out before departure.
4. After the appointment, the doctor or dentist should give a note to the student to re-enter school, depending on the time, either after the appointment or the next school day.
5. In the case of a student being requested to leave school for an emergency situation, the parent(s) are requested to call the principal in person. The student is expected to return to school with a written excuse as soon as the emergency is resolved.

#### **Withdrawal**

If a child is to be withdrawn from Oswayo Valley Middle/High School, the parent or guardian must complete the withdrawal process in person prior to the withdrawal date to avoid possible penalties.

## **STUDENT ATHLETICS AND ACTIVITIES**

Eligibility is composed of three major responsibility areas: Attendance, Discipline, and Academics.

#### **Attendance**

Students must be present in school all day and attend all classes and scheduled events in order to participate in practices, games, concerts, etc. on that particular day. In the case of a doctor or dentist appointment, the student must be in school for at least half of the day (at least four hours) with an accompanying excuse signed by a medical professional. The student must make a reasonable attempt to make it to school prior to an appointment. As

in all cases, tardies will be reviewed by the high school principal. The principal reserves the right to accept or reject tardies on a daily basis depending on the circumstances. A death in the family will be the only exception to this rule. In addition to the attendance rules above, the PIAA requires that any student missing twenty or more school days in a semester will be ineligible until they are in attendance of school for forty-five school days following the twentieth day of absence.

#### **Discipline**

A student under disciplinary action on a particular day

may forfeit eligibility to participate on that day. This will include OSS, ISS, after-school detention, etc. Any other disciplinary program will be under the judgment of the Director of Activities and Principal.

### Academics

- A. Weekly. To be able to participate in extracurricular activities students may only be failing two (2) courses throughout their schedule. When students are failing three or more courses, they will be placed on the ineligibility list. Students on the ineligibility list will be ineligible for a one-week period (Sunday – Saturday). Grades are checked on Fridays after 9:30am. The weekly ineligibility lists are prepared and distributed each Friday afternoon. Ineligibility notices for parents are given out to students each Monday. Parents are reminded that they can check grades on the MMS Parent Portal.
- B. Marking Period – If a student is failing three or more courses on the last day of the marking period, they will be ineligible for a period of 15 days beginning the day report cards are issued. If their failures occurred in the last marking period of the previous school year, they are ineligible until the sixteenth (16) school day of the next term.

Student-athletes may be able to participate in practices at the coaches' discretion during the period of ineligibility. Students on the ineligibility list may not travel with the sports team or associated activity of which they are a member. Ineligible athletes are expected to attend home events, out of uniform, and sit with their team for the entirety of the contest. Students may be removed from the team if ineligibility is recurring. For Baseball and Softball: athletes' academic eligibility for post season competition will be based on their status at the close of the regular season. The school will also follow any rule changes that the PIAA may make.

### Extra-Curricular Code and Guidelines

#### Requirements for Participation.

In order to participate in the athletic programs offered at Oswayo Valley, a student must: meet all eligibility criteria stated above, have a yearly physical examination, complete an Emergency Medical Authorization Form, and sign the Athletic Code Acknowledgment Form.

#### Physical Examination.

A yearly physical examination is required. The PIAA C.I.P.P.E. form must be completed by a physician and submitted to the athletic department. The examination covers all sports for the entire school year provided that it was administered after June 1. The form will be kept on file at the Oswayo Valley School District. A re-certification form must be completed at the start of every sport season following the initial sport season for that school year for the student. If a student gets injured during the school year, they must be cleared by a physician before returning to practice.

#### Emergency Medical Authorization Form.

Each student-athlete's parent /guardian shall complete an Emergency Medical Authorization Form giving permission for the treatment by a physician or medical facility when a parent/guardian is not available. The document will be kept with the head coach for availability at all practices and contests.

Parental Acknowledgment of Athletic Policies – Each parent/guardian and student shall read the material and certify that they understand the athletic eligibility rules and policies of the Oswayo Valley School District. Once read, both the student and parent/guardian shall sign the acknowledgment form located among the signatory pages in the handbook. No student will be allowed to participate in any sport until the signed form is returned to the Director of Activities. The signed document will be kept on file by the school district.

#### Impact Testing.

Every student must complete an impact test before they are able to participate in any sport, marching band, or Trap. This baseline test will be administered before the start of each season, but will only need to be completed by each athlete once per school year.

#### Insurance.

Oswayo Valley does carry accident insurance to cover athletic injuries; however, those student-athletes participating in Football and Cheerleading at Ot-to-Eldred are not covered by our policy and, therefore, parents/guardians will need to provide proof of insurance for their child to participate.

#### Practice Environment.

Every person in the practice environment must have clearance and the approval of the school district in order to attend. There should be no one at practice other than student-athletes and approved coaching staff.

#### Equipment and Uniform Responsibilities.

All student-athletes are responsible for the proper care and security of all equipment and uniforms issued to them. School issued equipment and uniforms are to be worn only to practices and contests. Student-athletes returning equipment and uniforms in poor condition, or not returning them at all, at the end

#### Unsportsmanlike Conduct.

The foundation of athletics is sportsmanship. It is the expectation that every athlete competing for Oswayo Valley respects all competitors in any contest. If any student is seen or reported to be unsportsmanlike, the consequences will be decided by the Principal and Director of Activities. This will include any negative comment to an opposing team, coach, official, etc, vandalism, or any other action meant to demean another school or team. In Basketball specifically, technical fouls will result in the following consequences:

- Level 1: One Quarter Suspension (Crossing the inbounds plane twice; Any other non-violent, non-aggressive action)
- Level 2: One Half Suspension (Spiking the ball and losing control; Any other non-aggressive

action that may have negative consequences for another person)

- Level 3: Suspended for One Full Game (Making any comment to an official; Fighting/violent actions; Any other comments or action meant to demean players, coaches, or officials)

#### Attendance at Practice.

It is the expectation that every student-athlete attends to every practice, game, scrimmage, etc. It is left up to the discretion of the coach to decide what is a reasonable or unreasonable excuse for missing these events. The coach also reserves the right to put forth a consequence for unexcused absences.

#### Transportation After Events.

For the safety of Oswayo Valley students, participants must ride to and from events on transportation arranged by the Oswayo Valley School District. The only exception is if a signed, notarized liability waiver is complete and on file with the school district. With this waiver, students may ride home with their parent(s)/guardian(s) or any responsible adult listed. Parent(s) and guardian(s) must attend a meeting at the beginning of the year to receive this waiver and discuss the responsibilities that go along with it. Unless there is an extenuating circumstance, no student will leave an event early. After any event, the student must have their parent/guardian or responsible adult sign them out in the presence of a coach to be released. At this time, the student is in the care of the individual who signed them out, and no longer in the care of the coach. If the parent/guardian attends an event, the student will only be released to the parent/guardian. No student will be allowed to leave an event with anyone other than a parent/guardian or a responsible adult listed on their waiver.

#### Dropping from the Team.

When a student joins an athletic team, they make a commitment to see it through to the end of the season. Quitting is an unacceptable habit. If a student-athlete leaves the team they relinquish any and all post-season recognition or awards for that sport. It is the responsibility of the student-athlete to adhere to the following procedure when they consider quitting:

- Consult the head coach of the sport
- Discuss the situation with the Director of Activities
- Return all equipment and uniforms immediately

#### Social Media and Technology.

Student-athletes are not to use cell phones or any other device to take pictures or record video during any practice or contest. Any student-athlete in violation of this policy may be subject to consequences set forth by the Principal and Director of Activities.

#### Tobacco and Criminal Activity.

Students should not possess or use any form of alcohol, tobacco, or drugs at any time during the school year. This will run from the first day of heat

acclimatization of football to any post-season play of Baseball or Softball. All student-athletes are subject to this on or off school property. If a student-athlete is found in violation of this, the following will apply:

- First Offense – Two-week suspension from all contests. The student-athlete will lose their right to earn a varsity letter and any post-season awards for the sport which season they were in violation. They will be permitted to practice under the discretion of the coach. Should the violation occur out-of-season or at the end of the season, the consequence may carry over to the next season.
- Second Offense - The student athlete will be suspended for 90 calendar days. This suspension will start the day after the second violation occurred and will include contests, practice, and any other activity affiliated with a team. It is up to the coach's discretion whether or not the student-athlete will be allowed to participate after their suspension is over. The student-athlete will lose their right to earn a varsity letter and any post-season awards.
- Third Offense - The student-athlete will be permanently suspended from all athletic or cheerleading programs in the Oswayo Valley School District.

#### Athletic Award Guidelines.

The following guidelines outline the requirement for lettering in athletics. Students should be advised that they can only earn the right to purchase a jacket for earning a varsity letter in athletics.

- An athlete must be awarded (2) two Varsity letters before qualifying for a Varsity Club jacket. If a student wishes to belong to the Varsity Club and desires to purchase a jacket they must be involved in fund raising activities. If the student chooses not to fulfill a fundraising obligation they must provide their own money to purchase the jacket. The following are the lettering requirements for each sport or activity: Baseball/Softball - Pitchers (only) must play in a minimum of 1/3 of the total innings played by the team. Other players must play a minimum of 1/2 of the total innings played by the team.
- Basketball – Play in a minimum of 1/2 of the total quarters played by the varsity team during the season. JV Certificate - received upon meeting the requirements of the team during the season.
- Cross Country - Place in the top 40% of competition for all meets in which the athlete competes. Participate in 75% of the team's meets for the year. Place in the top 7 – 50% of the time.
- Golf - Attend 85% of all scheduled practices. Play in at least 85% of scheduled matches and score a total of 20 team points.
- Track & Field - Earn for the team twice as many points as there are meets. Participate

in 100% of the meets for the year unless excused by the coach.

- Volleyball - Must play in a minimum of ½ of the matches played by the varsity team. JV Certificate – will be awarded upon meeting the requirements of the team during the season.
- Wrestling - One of the two following requirements must be met to earn a varsity letter: Earn at least 15 team points or Participate in at least 50% of the total number of matches and tournaments.
- Trap - Average 18 bridges.
- Football, Fall Cheer, and Marching Band - Letter requirements set by Otto-Eldred.
- Pep Band - Play for games and attend practices according to schedule. Student may have a maximum of two excused absences for games and two excused absences for practice. Letter will be awarded after each successfully completed year.\* Certificates will be awarded to all those participants that do not meet the varsity lettering requirements for each sport.

#### Varsity Lettering Exception.

A head coach may award a varsity letter to any student-athlete who has completed four years in that sport at OVHS, and although has not qualified for a varsity letter, the coach feels made a significant contribution to the team or to a student-athlete who failed to meet the varsity letter requirements due to a serious injury or illness or unforeseen circumstances.

#### Junior High Sports.

A junior high certificate will be awarded to each athlete successfully completing each junior high sport.

#### Managers and Statisticians.

A manager or statistician must serve for two years before being granted a varsity letter. They will be awarded a certificate the first year and a letter the second year.

#### Outstanding Senior Athlete Award

The "Most Outstanding Senior Athlete" award is a special award presented to a senior girl and a senior boy at the annual Oswayo Valley Sports Booster Club Banquet. To be eligible for this award, candidates must have participated in and successfully completed a minimum of two varsity sports during their senior year. Factors considered for this award will include athletic accomplishments, leadership skills, and sportsmanship. Voting will be based on the candidate's entire high school sports career at Oswayo Valley. Every Junior Varsity and Varsity coach, as well as the MS/HS Principal and the Director of Activities will vote for their first, second and third choices. To determine each candidate's total points, each first-place vote is awarded 4 points, each second-place vote gets 3 points and each third place vote gets 2 points. The highest resulting point total from this process determines the award winner for each gender. In the case of a tie for

the most points, co-recipients will be awarded.

Oswayo Valley recognizes that athletics and extracurricular activities are a privilege, not a right. These programs are an extension of the school district. The Student Handbook and Athletic Code of Conduct work hand in hand and will be viewed in conjunction with each other.

#### Dance Policy

**Attendees.** Dances are restricted to Oswayo Valley students in grades 6-12; the specific event organizers have the right to limit the grade levels of a particular dance, if granted approval from the administration. The prom is limited to students in grades 11 and 12, although grade 10 students may attend as a guest of a grade 11 or grade 12 student.

Oswayo Valley students eligible to attend an Oswayo Valley dance may invite a non-Oswayo Valley guest in grades 9-12 or up to and including the age of 20; they may invite a non-Oswayo Valley guest to the prom in grades 10-12 or up to and including the age of 20. The administration must approve, in advance, all guests who wish to attend an Oswayo Valley dance.

**Time.** Specific times will be set by faculty advisors in coordination with the administration. Late arrivals (during the last hour) will not be admitted. Once students leave the building, they may not re-enter; students may be required to sign-out if leaving early.

**Dress Code.** Students attending a dance/prom can expect to follow the school's dress code; students not in line with the dress code may be asked to change their attire or leave. For a semi-formal event girls should wear dress-slacks, a skirt or dress—no jeans, sweatshirts, or T-shirts; boys should wear dress pants, collared shirts, and/or sport coats—no jeans, sweatshirts, or T-shirts. A formal dance or prom requires formal, not casual wear.

**Conduct.** The behavior guidelines of the school apply to all school events. Those in attendance who choose to violate those guidelines will be asked to leave and may be subject to disciplinary consequences.

**Music/DJs.** Faculty advisors should preview music played at all school activities. Non-OV DJs are subject to the guidelines of the district.

**Chaperones.** Faculty advisors coordinate supervision with the assistance of adult chaperones. All school events require adult chaperones based on the number of student attendees. Events lacking sufficient supervision will be canceled.

#### Student Organizations

Student organizations at Oswayo Valley Middle/High School will be organized in an attempt to encourage students to develop wide and varied interests, to assume individual and group responsibility, and in a measure, to foster opportunities for social relationships which might not otherwise exist. Each organization may have particular requirements for membership and expectations for members as described by the faculty sponsor.

### *National Honor Society*

The National Honor Society was established to recognize young people for their achievement in the areas of scholarship, character, leadership, and service. The Faculty Council, appointed each year by the principal, reviews the returned information sheets that the academically eligible students fill out. Based upon their accomplishments in these four NHS criteria, students are asked to join NHS.

For the criteria of Scholarship, Oswayo Valley High School Juniors and Seniors must have a cumulative grade point average of 90% or greater for membership consideration. Each academically eligible student is given an informational sheet to fill out and return to the NHS Advisor. This sheet allows the student to provide information on their school and out-of-school activities that demonstrate their achievements in the other qualities. Because the attributes of Character, Leadership, and Service are not as concrete as Scholarship, the following list is provided to illustrate examples of the attributes:

The student who exercises leadership:

- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school/community activities.

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is
- gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous
- responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Does committee and staff work without complaint
- Participates in some activity outside of school

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom

Invitations to join the OV Chapter are extended to those students whom the Faculty Council determines to meet the criteria. A special induction ceremony is held each spring to welcome the new members into the National Honor Society.

## **PUPIL SUPPORT PROGRAM**

### **Evaluation Procedures**

At the Middle/High School, all referrals begin with a written request, initiated by a parent or professional educator and submitted to the School Counselor. Further information will be provided to the parent at that time.

### **Handicapped Protection**

In compliance with state and federal law, the Oswayo Valley School District will provide to each protected handicapped student, without cost to the student or family, those related aids, services, and/or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program.

These services and protections for "protected handicapped-students" are distinct from those applicable to all eligible or exceptional students enrolled, or seeking enrollment, in special education programs. For further information on the evaluation

procedures and provisions of services to protected handicapped students, please contact the Superintendent's Office at (814) 260-1700.

### **Homeless Students**

The McKinney-Vento Act ensures that homeless youth have access to a free and appropriate public education. Homeless students are afforded educational rights which include an uninterrupted education while in a homeless situation. Contact the Guidance Office or the intensive case manager if you suspect that a student may be homeless.

### **Intensive Case Manager (ICM)**

In cooperation with Potter County Human Services, the Middle/High School has a full-time Intensive Case Manager. The case manager is trained in the areas of mental health, drug and alcohol abuse, children and youth services, and juvenile probation. The position provides direct access to these services for students and their families. In addition, the case manager supervises student organizations, prevention groups, recreational activities, and coordinates services to multi-need families.

### **Student Assistance Program (SAP)**

The Student Assistance Program is a state-mandated program designed to help students overcome barriers to learning. A core team of trained staff and faculty are available for the identification and referral of students recommended

for SAP services. With parental consent, students may be referred to out-patient counseling services, school-based services, case management, or monitoring. All services are strictly confidential.

## CODE OF CONDUCT

### Introduction

School policies, procedures, rules, and regulations are grounded in two basic premises:

1. The safety, health, and welfare of all school students and personnel are paramount.
2. The educational process must not be disrupted.

To provide a safe and effective learning community, the Oswayo Valley School District maintains a discipline code. This code will govern circumstances or actions that have impact upon the district, its employees or students, or the educational process. This code gives a general description as to the consequences that the school will impose through its system of discipline. The student should be aware that in addition to the consequences of the code, the student may also be subject to criminal prosecution for misconduct that rises to the criminal level.

The discipline outline herein will be carried out in accordance of the laws of Pennsylvania and the policies of the Oswayo Valley School District. This code can-not anticipate every possible circumstance or type of misconduct. It is intended to serve as a general guide applicable to most, but not all, situations. Each situation and circumstance is unique. Repeated discipline code violations by a particular student will be considered grounds for greater consequences. The student must be aware that the District cannot police every instance of misconduct. Because the District does not impose discipline upon a student for misconduct is no reason to believe that the District will not impose discipline for the same misconduct the next time it occurs.

In addition to the consequences as follows, the student is advised that the District may also confiscate any items used in association with misconduct (such as tobacco, cheat sheets, weapons, telephones, etc.).

Parents have the responsibility to be aware of the school's Discipline Code and to work with the school in reinforcing appropriate behavior. Students have the responsibility to be familiar with the limits and consequences defined in the code and to behave in a positive manner.

Disciplinary action may result in:

- Loss of privileges of membership in any student organization.
- Loss of eligibility for athletic competition.
- Loss of privilege of participation in any

student activity, such as clubs, publications, trips, musical or dramatic productions.

Miscellaneous Inappropriate Behavior. Any student who engages in behavior, not otherwise specifically addressed in this code, including, but not limited to self-destructive behavior, behavior that is harmful to others or the property of others, or other behavior which negatively reflects the values of this discipline code or the philosophy, goals, and aims of the Oswayo Valley School District, will be subject to suspension or other disciplinary action. The discipline may include action by the administration as well as a possible referral to the district magistrate. Students, regardless of age or marital status, are subject to all rules and regulations as set forth in this handbook and district policies.

### Behavioral Consequences

#### *Infraction*

An infraction is the lowest level of consequence for misbehavior. Teachers assign an infraction for minor incidents or procedural matters. Examples include excessive talking, poor use of class-time, or tardiness. Accumulation of infractions will lead to greater consequences.

#### *Detention*

A detention is assigned for misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. One-hour detentions run on from 7:00 a.m. to 7:50 a.m. and from 3:05 p.m. to 3:55 p.m. Occasionally, two- to three-hour detentions are held from 3:05 until 4:55 or 3:05 to 5:55, respectively. Lunch detention may also be utilized and will be attended by the student during his/her designated lunch time. Failure to serve an assigned detention leads to more serious consequences as outlined in the discipline code. Parents may request a detention be reassigned for emergencies or extenuating circumstances, but a detention will not be rescheduled for practices, games, or other programs. If the student is absent the day of the assigned detention, she/he must serve the detention the next day it is held upon their return to school. Transportation arrangement is the responsibility of the parent or guardian. Detentions may be assigned by any staff member.

#### *Suspension*

A temporary suspension may be assigned for acts directed against persons or property which may result in seriously endangering the health or safety of

others inschool. It may last from one (1) to three (3) days and be either in-school or out-of-school, at the discretion of the administrator based on the nature of the incident and/or history of the offending student. The student is excluded from all extra-curricular activities for the day(s) of suspension. Parents will be notified by telephone or in writing as soon as possible.

A full suspension will be assigned by the administration or the Board of School Directors. It will last four (4) to ten (10) days out-of-school (OSS) under parent or guardian supervision. The student and/or parent will be afforded an informal hearing before an administrator prior to the full imposition of punishment. Out-of-School suspension may warrant SAP (Student Assistant Program) and/or ICM (Intensive Case Manager) referral. The student is prohibited from school property for the day(s) of suspension.

#### *Superintendent Referral*

Any student suspended for a Level II or III offense the second time will be referred to the Superintendent. Any student to be suspended for a Level IV offense will be immediately referred to the Superintendent. A conference will be held with the Superintendent to determine the student's educational placement.

#### *Board Committee Referral*

Any student suspended for a Level II or III offense the third time may be referred by the Superintendent to the Board of School Directors' Committee for Discipline Hearings. Any student to be suspended for a Level IV offense may also be referred to the Board of School Directors' Committee for Discipline Hearings. The committee will determine if the student will be recommended for an expulsion hearing.

#### *Fourth Suspension*

Any student suspended for a fourth time, regardless of the offense or its level, will automatically be referred to the Superintendent for consideration of an expulsion hearing.

#### *Expulsion*

Expulsion may be imposed only by a vote of the Board of Education. The administration will request a formal hearing before the Board of Education when the situation warrants. All disciplinary hearings will be conducted in compliance with Chapter 12 of the State Board of Education Regulations.

#### *Referral to Civil/Criminal Justice System*

Many offenses that occur in the school, during transportation, or at school sponsored activities will result in referral to the police, district attorney or district magistrate. The district has a zero tolerance for these types of offenses. Examples of these offenses include: possession, use, or distribution of tobacco, drugs, alcohol or weapons; assault; theft; fire equipment offenses; vandalism; etc. Many of these offenses may result in harsh fines or other penalties.

### **Behavioral Contracts**

Behavioral contracts may be used with students under IEP's, with students that have a history of behavioral noncompliance, non-resident students, or at the instruction of the Board of School Directors, Superintendent, or principal. These contracts will define specific behavioral limits to be observed, consequences, or strategies to be used that are consistent with the student's needs.

### **Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied, or who bully others, may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include

- An Imbalance of Power: Kids who bully use their power- such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Pursuant to Board Policy #249, individuals who violate this policy shall be subject to disciplinary action, which may include:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom, or bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

### **Hazing**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental, physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership, in any organization. The board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employees shall engage in, condone or ignore any form of hazing. The board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Building principals shall decide such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct. In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an



informal hearing, to impose a fine of up to one hundred dollars (\$100) on each student determined to have engaged in hazing in violation of this policy. When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to two hundred dollars (\$200) on each student determined to have engaged in hazing in violation of this policy. Any person who causes or participate in hazing may also be subject to criminal prosecution.

### **Bus Transportation and Discipline**

Buses arriving in the morning will unload at the main entrance. The buses will reload at designated areas at 3:00. Students riding on buses are under the jurisdiction of school authorities, who are responsible for their conduct from the time they board a bus in the morning until the time they are delivered home after school. The bus driver is in charge at all times and is authorized to assign seats. Boisterousness endangers everybody's safety and will not be tolerated.

If a student(s) is/are causing a general disturbance on a bus, it is the bus driver's responsibility to report the information to the Transportation Director who will contact the school and inform them of these problems. Parents should be informed that further problems could result in the student losing his/her bus privileges. (Personal contact by the bus driver could prevent future problems.) The following procedure will be used:

- 1st Offense - The bus drivers must present the Conduct Report to the bus contractor. The bus contractor will refer the Bus Conduct Report to the elementary or high school principal. Typically, a warning will be issued and a letter from the respective principal will be sent to the parent after the first offense. (If the incident warrants, the student may lose the privilege to ride the bus for three (3) days, seven (7) days, or for the remainder of the year. Action taken depends upon seriousness of the offense.)
- 2nd Offense - Same procedure as above, with an automatic suspension of bus privileges for three (3) days, seven (7) days, or the remainder of the year. (Action taken depends upon seriousness of the offense.) A letter will follow the second offense or any bus offense thereafter.
- 3rd Offense - Automatic suspension of bus privileges. It could be for the remainder of the year. Referral will be made to Superintendent.
- 4th Offense - The student loses bus privileges for the remainder of the year. Referral will be made to the Board of School Directors.

### **CONTROLLED SUBSTANCES**

The Oswayo Valley School District recognizes that drug abuse presents a major problem in our society.

This policy and its associated guidelines are an effort by the district to respond effectively to the potential and current use and abuse of drugs by members of its student population.

### **Statement of Intent**

The Oswayo Valley School District finds any student drug involvement unacceptable. The District will seek to establish an effective prevention/intervention program through the coordinated efforts of the administration, faculty, staff, Student Assistance Program, parents, and appropriate referral agencies. As an extension of this policy, the following guidelines shall be used by all faculty, when responding to drug-related situations.

These guidelines have been created as one part of the Oswayo Valley School District Drug Policy. They are intended to provide a consistent means for effectively responding to drug-related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse and use.

### **Definition of Terms**

*Drugs* include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abuse substance, or medication for which pre-prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substance, and any capsules or pills not registered with the school nurse.

*SAP-Student Assistance Program* is a multi-disciplinary team composed of school personnel. This team has been trained to understand and deal with the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention.

*Cooperative Behavior* is the willingness of a student to work with school personnel in a reasonable and helpful manner and complying with requests and recommendations of the members of the Student Assistance Program and/or the administration.

*Uncooperative Behavior* is the resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight are examples of uncooperative student behavior. Uncooperative Behavior shall also include the refusal to comply with recommendations of the Student Assistance Program.

*Drug Paraphernalia* is any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to roach clips, pipes, and bowls.

### Policy Categories

1. The use of a drug by a student is suspected, but no evidence of violation of law or school regulation has been found.
  - a. This situation may involve:
    - The student who is suspected of using drugs, but does not show extreme behavior changes and no evidence is available.
    - The student who contacts a teacher in regard to the drug use of a friend or another student.
    - The student who volunteers information about personal drug use.
  - b. IMMEDIATE ACTION - The school personnel may talk with the individual and will refer him/her to the Student Support Program.
  - c. INVESTIGATION - The investigation will consist of discussion with the student and/or referral to the Student Support Program
  - d. NOTIFICATION OF PARENTS - Parents will not be notified unless the immediate safety of the individual is in danger. Parents will be notified of behavior and performance indicators if warranted.
  - e. CONFIDENTIALITY - The information will be limited to only those involved.
  - f. DISPOSITION OF SUBSTANCE - N/A
  - g. DISCIPLINE/REHABILITATION - To be determined by Student Support Program.
  - h. NOTIFICATION OF POLICE - N/A
2. If a student demonstrates symptoms associated with drug use (staggering, slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.
  - a. IMMEDIATE ACTION - Seek immediate medical attention by notifying the administration and school nurse who will take whatever steps are necessary depending on the severity of the situation.
  - b. INVESTIGATION - The investigation will involve determining the substance taken, if possible, and the source. The principal will investigate possibly searching the student's locker, car, and possessions. The student will be referred to the Student Support Program.
  - c. NOTIFICATION OF PARENTS - The parent will be immediately notified of the incident and of the action taken and will be requested to transport the student for

- d. CONFIDENTIALITY - The information will be limited to those directly involved in the situation.
  - e. DISPOSITION OF SUBSTANCE - If the substance is discovered at the time of an emergency, further action will be taken depending on the appropriate category.
  - f. DISCIPLINE / REHABILITATION - Disciplinary action will coincide with appropriate situation/category. The student will be referred to the Student Support Program.
  - g. NOTIFICATION OF POLICE - Police will not be notified unless a safety emergency exists or the student is found in possession.
3. A student possesses drug related paraphernalia.
    - a. IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The paraphernalia will be confiscated and the staff member will write an anecdotal report of the incident.
    - b. INVESTIGATION - The principal may search the student, his/her desk, locker, and other possessions.
    - c. NOTIFICATION OF PARENTS - The parent will be notified and the situation described.
    - d. CONFIDENTIALITY - Information will be limited to the parties involved and the parents.
    - e. DISPOSITION OF SUBSTANCE - The paraphernalia will be confiscated and sent for analysis if warranted.
    - f. DISCIPLINE / REHABILITATION - The student will be referred to the Student Support Program. The student will also be assigned to after-school detention. If there is evidence of a further violation, see the appropriate category.
    - g. NOTIFICATION OF POLICE - The police will be notified at the discretion of the principal.
  4. A student is found in possession of, using, or under the influence of a drug or drugs. This is a first offense and the student is cooperative.
    - a. IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The staff member will write an anecdotal report of the incident.
    - b. INVESTIGATION - The principal, or designee, will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, desk, and other possessions may be searched.
    - c. NOTIFICATION OF PARENTS - The parent will be contacted, the situation described, the parent requested to provide transportation for student, and an

- immediate conference arranged.
- d. CONFIDENTIALITY - Information will be limited to the initial parties involved, the Superintendent, the parents, and the police.
  - e. DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for analysis.
  - f. DISCIPLINE REHABILITATION - The student will be immediately suspended for a maximum of three (3) school days. Following an informal hearing, the student may be assigned to the I.S.S. for a maximum seven (7) school days. The student will be referred to the Student Support Program. Within ten (10) days the student will be required to have an assessment by an agency approved by the Student Support Program and comply with the recommendations made by that agency.
  - g. NOTIFICATION OF POLICE - The police will be notified.
5. A student is found in possession of, using, or under the influence of a drug or drugs. This is a first offense but the student is uncooperative.
    - a. IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. The staff member will write an anecdotal report of the incident.
    - b. INVESTIGATION - The principal, or designee, will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, desk, and other possessions may be searched.
    - c. NOTIFICATION OF PARENTS - The parent will be contacted, the situation described, and the parent requested to come to the school immediately. The parent will be asked to provide transportation and a conference arranged.
    - d. CONFIDENTIALITY - Information will be limited to the initial parties involved, the Superintendent, the parents, and police.
    - e. DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for analysis.
    - f. DISCIPLINE / REHABILITATION - The student will be immediately suspended for three (3) school days. Following an informal hearing the student may be suspended for a maximum of seven (7) additional days and/or assigned to the I.S.S. for a maximum of ten (10) school days. The student will be referred to the Student Assistance Program. A formal school board hearing to consider expulsion from school will be considered. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug/alcohol agency approved by the Student Support Program and compliance with recommendations of that agency.
    - g. NOTIFICATION OF POLICE - Police will be contacted.
  6. A student is found to be in possession, using or under the influence of a drug or drugs when attending any school-sponsored function.
    - a. IMMEDIATE ACTION - The chaperone will contact the group advisor, administrator or staff chaperone. The staff person will confiscate the drug if available and try to isolate the student. The names of any witnesses should be noted as well as a description of the student's actions. An anecdotal report of the incident will be written and submitted to the principal.
    - b. INVESTIGATION - The principal or designee will ask that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, car, and other possessions may be searched.
    - c. NOTIFICATION OF PARENTS - The parent will be contacted, the situation described, and the parent requested to provide transportation for the student.
    - d. CONFIDENTIALITY - Information will be limited to the initial parties involved, Superintendent, and parents.
    - e. DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for analysis.
    - f. DISCIPLINE / REHABILITATION - The student will be referred to the Student Support Program. Further discipline as provided by the appropriate situational category will be administered following the principal's investigation.
    - g. NOTIFICATION OF POLICE - Police will be notified if evidence warrants.
  7. A student is involved in a repeated offense of category 4, 5, or 6.
    - a. IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office.
    - b. INVESTIGATION - The principal, or designee, will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.
    - c. NOTIFICATION OF PARENTS - A parent will be contacted immediately and the situation described.
    - d. CONFIDENTIALITY - Information will be limited to the initial parties involved,

- Superintendent and parents.
- e. DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the Pennsylvania State Police with a request for an analysis and possible use in further proceedings.
  - f. DISCIPLINE / REHABILITATION - The student will be immediately suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for an additional seven (7) days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing to consider expulsion will be recommended. The administration will request that conditions for the return to school following a possible expulsion include an assessment by a drug and alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.
  - g. NOTIFICATION OF POLICE - Police will be contacted.
8. A student is distributing a drug, drugs, or drug paraphernalia.
- a. IMMEDIATE ACTION - The teacher will summon the principal or escort the student to the principal's office. An anecdotal report describing the incident will be written. The police will be notified.
  - b. INVESTIGATION - The principal, or designee, will request that the student

- empty his/her pockets and/or purse and volunteer all drug-like substances. The student's locker, desk, and all personal property will be searched according to policy.
- c. NOTIFICATION OF PARENTS - The parent will be contacted immediately, the situation described, and the parent informed that the police have been called.
  - d. CONFIDENTIALITY - Information will be limited to the initial parties involved, Superintendent, parents, and police.
  - e. DISPOSITION OF SUBSTANCE - The substance will be sealed, marked, and turned over to the police as evidence. An analysis will be requested and possibly used in further proceedings.
  - f. DISCIPLINE / REHABILITATION - The student will immediately be suspended for three (3) school days. If charges are validated during an informal hearing, the student will be suspended for seven (7) school days. The principal will report the results of the informal hearing to the Superintendent and a formal hearing will be considered. The administration will request that conditions for the return to school include following the alcohol agency approved by the Student Support Program and compliance with the recommendations of the agency.
  - g. NOTIFICATION OF POLICE - The police will be notified and involved in this situation.

**Oswayo Valley Middle/High School**  
**Examples of Offenses – Level I**

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Parental contact will usually be made by mail and/or tele-phone when a detention or other disciplinary is assigned.

These behaviors will usually be handled by an individual teacher, but may require intervention by the school administration.

The administration reserves discretion in all instances.

Examples of Offenses	First Offense	Second Offense	Third Offense
Bus Misbehavior	Warning and Letter to Parent	Suspension of Bus Privileges (3-7 days). Detention	Suspension of Bus Privileges Referred to Superintendent
Dress Code Violation	Warning/ Changing of Inappropriate Clothing	Changing of Inappropriate Clothing. Parental Contact & Detention	Moves to Level II
General Disregard of Classroom or School Rules	Warning or Detention	Detention	Moves to Level II
Lavatory Violations	Detention	Temporary Suspension	Moves to Level II
Misconduct Specific to Cafeteria	Detention during Lunch Time and/or Detention	Loss of Cafeteria Privileges for up to 30 Days and/or Detention	Moves to Level II
Offensive Language	Detention	Detention or Temporary Suspension	Moves to Level II
Parking Lot Violations	Warning	Detention/ Loss of Privilege to Drive for 1 Week	Moves to Level II
Hall Pass Violation	Detention	Detention & Loss of Privilege	Moves to Level II
Inappropriate Public Display of Affection	Warning	Detention	Moves to Level II
Tardiness to Classes – Accumulation of more than 3 per nine weeks	Detention	Detention	Moves to Level II
Cell Phone	Warning or Detention: Device returned to student at end of school day	Detention: Parent must retrieve device from the office	Moves to Level II
Tardiness to School (Unlawful or unexcused)	Detention assigned on 3rd tardy. No credit for missed work.	Detention. No Make-up Work or Credit	Moves to Level II
Fifth Violation or more of any combination of Level I Offenses	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior

## Oswayo Valley Middle/High School Examples of Offenses – Level II

Level II infractions disrupt the learning climate as a result of their seriousness.  
Also included as Level II incidents are misbehaviors which represent a direct threat to the health and safety of others.

These behaviors require the intervention by administrative personnel.  
The administration reserves discretion in all instances.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I Behavior	Temporary or Full Suspension based on previous offense. Parental notification.	Temporary or Full Suspension based on previous offense. Referral to Superintendent.	Temporary or Full Suspension based on previous offense. Referral to Superintendent.
Disrespect Towards Staff Member	Temporary Suspension & Parental Notification.	Full Suspension. Referral to Superintendent	Full Suspension Meeting with School Board Committee
Failure to Serve Detention	2 Hour Detention & Parental Notification	Temporary Suspension	Refer to Superintendent
Forgery, Falsifying Records, Filing False Report, Cheating, Lying or Other Serious Acts of Dishonesty	Temporary Suspension & Parental Notification	Full Suspension. Referral to Superintendent	Full Suspension & Meeting with School Board Committee
Insubordination	Temporary Suspension & Parental Conference	Full Suspension. Referral to Superintendent	Full Suspension & Meeting with School Board Committee
Leaving School Without Permission/Skipping Class	Temporary Suspension & Parental Notification	Full Suspension. Referral to Superintendent	Full Suspension & Meeting with School Board Committee
Prohibited use of Technology (internet/ Intranet, Computers, Personal Electronic Devices, Cell Phones)	Temporary Suspension	Full Suspension	Full Suspension & Meeting with School Board Committee
Obscenities Directed toward Staff	Temporary Suspension & Parental Notification	Full Suspension. Referral to Superintendent	Full Suspension & Meeting with School Board Committee
Academic Dishonesty, Plagiarism, Cheating	Temporary Suspension & Parental Notification - Zero on Assignment	Full Suspension. Referral to Superintendent - Zero on Assignment	Full Suspension & Meeting with School Board Committee - Zero on Assignment
Nicotine - Tobacco Violations (Smokeless)	Temporary Suspension & Parental Notification - Completion of Tobacco Clinic - Charges Filed. SAP Referral.	Full Suspension. Referral to Superintendent - Charges Filed	Full Suspension - Meeting with School Board Committee - Charges Filed
Vehicular Violations	Temporary Suspension & Parental Notification	Full Suspension & 9 Weeks Loss of Driving Privileges. Referral to Superintendent	Loss of Driving Privileges Remainder of Year Police Notification Possible
Behavior that Threatens Other Students	Temporary Suspension & Parental Notification	Full Suspension. Referral to Superintendent	Full Suspension - Meeting with School Board Committee

### Oswayo Valley Middle/High School Examples of Offenses – Level III

Acts directed against persons or property which may result in seriously endangering the health or safety of others in school. Restitution of property and damages will be required when appropriate.

Parental contact will be made for all offenses.

Level III acts will be handled by the building administration.

The administration reserves discretion in all instances.

These acts may be criminal and referred to police for appropriate legal action.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I, II Behavior	Temporary Suspension for 3 Days - Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, Refer to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee Legal Action as Appropriate
Fighting or Physical Contact with the intent to do bodily harm	Temporary Suspension for 3 Days - Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, Refer to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee Legal Action as Appropriate
Harassment - May include Sexual, Racial or Ethnic	Temporary Suspension for 3 Days - Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Possible Police Referral, Mental Health Referral as Appropriate	Full Suspension, Meeting with School Board Committee; Police Referral
Indecent Exposure	Temporary Suspension for 3 Days - Early Dismissal, Police Notification.	Full Suspension, Early Dismissal, Refer to Superintendent. Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee Legal Action as Appropriate
Possession of Dangerous Object as Lighters, Matches, Stink Bombs, Fire Crackers, etc.	Temporary Suspension for 3 Days - Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, Refer to Superintendent. Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee Legal Action as Appropriate
Theft or Possession of Stolen Property	Temporary Suspension, Restitution, Legal Action as Appropriate	Full Suspension, Restitution, Refer to Superintendent, Police Referral	Full Suspension, Meeting with School Board Committee, Police Referral
Vandalism	Temporary Suspension for 3 Days, Early Dismissal, Restitution to School District, Police Referral	Full Suspension, Early Dismissal, Restitution to the School District, Referral to Superintendent, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committees Legal Action as Appropriate

## Oswayo Valley Middle/High School Examples of Offenses – Level IV

Illegal behaviors and/or behaviors which pose a definite threat to the health, welfare, or safety of the student or others. A full suspension will be issued in each case.

A mandatory informal hearing will be held with the student and parents within three school days of the offense.

Students will be referred to the SAP team and appropriate agencies such as probation, Children & Youth, and Drug & Alcohol.

The police will be notified and appropriate charges pressed. The administration reserves discretion in all instances.

Example of Offenses	Every Offense	
Incorrigible Behavior	Full Suspension; Mandatory Parent Conference; Referral for Expulsion to the School Board	
Any Threat or Acts of Violence Directed Towards Staff		
Arson		
Assault / Battery		
Bomb Threat		
Extortion		
False Fire Alarms, Tampering with Fire or Safety Equipment or School Security System		
Furnishing or Selling Any Unauthorized Substance (Alcohol -Drug - Controlled Substance)		Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession or Use of Any Unauthorized Substance (Alcohol -Drug - Controlled Substance)		
Possession, Use, or Transfer of Explosive or Incendiary Devices		
Possession, Use, or Transfer of Dangerous Weapon		
Refusal to Comply with a Reasonable Search		
Theft Possession, or Sale of Stolen Property		
Trespassing on School Property		



2020/2021 School Year

Dear Parent/Guardian:

Your child's school receives Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your right to request information about the qualifications of classroom staff working with your child and information about student assessments given during the school year.

Title I schools must meet federal regulations related to teacher qualifications as defined in the ESEA (Elementary and Secondary Education Act). These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- If the teacher meets state qualifications and certification requirements for the
- grade level and subject he/she is teaching
- If the teacher has received an emergency or conditional certificate through which state qualifications were waived
- What undergraduate or graduate degrees the teacher holds, and major(s) or area(s) of concentration.
- Whether your child receives help from a paraprofessional, and if so, his/her qualifications

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the ESEA, contains additional parent right to know requests, including:

- Information on policies regarding student participation in assessments and procedures for opting out
- Information on required assessments including:
  - subject matter tested
  - purpose of the test
  - source of the requirement (if applicable)
  - amount of time it takes students to complete the test
  - time and format of disseminating results

All of the above information can be requested through your school principal.

Oswayo Valley School District staff is fully committed to helping your child develop the knowledge and skills needed to succeed in school and beyond. We appreciate your support and partnership as we work to provide the best education for your child.



# OSWAYO VALLEY SCHOOL DISTRICT



## 2021-2022 SCHOOL CALENDAR

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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31						

NOVEMBER						
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DECEMBER						
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JUNE						
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26	27	28	29	30		

<u>July 5</u>	<u>Holiday – Schools and Offices Closed</u>
<u>August 23<sup>rd</sup></u>	<u>In-Service Day – No School for Students</u>
<u>August 24<sup>th</sup></u>	<u>In-Service Day Evening Meet the Teacher 5:30-7:30</u>
<u>August 25<sup>th</sup></u>	<u>10-3:25 Act 80 Day-No School for Students</u>
<u>August 26<sup>th</sup></u>	<u>First Day for Students</u>
<u>September 6<sup>th</sup></u>	<u>Labor Day – Schools and Offices Closed</u>
<u>October 8<sup>th</sup></u>	<u>In-Service Day – No School for Students</u>
<u>October 11<sup>th</sup></u>	<u>Act 80 Day-No School for Students</u>
<u>November 8<sup>th</sup></u>	<u>Act 80 Day 11-6pm. Parent Conferences</u>
<u>November 24<sup>th</sup></u>	<u>Early Dismissal</u>
<u>November 25-29<sup>th</sup></u>	<u>Thanksgiving Break – Schools and Offices Closed</u>
<u>December 22<sup>nd</sup></u>	<u>Early Dismissal</u>
<u>December 23<sup>rd</sup> -January 2<sup>nd</sup></u>	<u>Winter Holiday – Schools and Offices Closed</u>
<u>January 3<sup>rd</sup></u>	<u>Students return</u>
<u>January 17<sup>th</sup></u>	<u>In-Service Day – No School for Students</u>
<u>February 11<sup>th</sup> &amp; 14<sup>th</sup></u>	<u>Make-Up Days #1 &amp; #2</u>
<u>March 11<sup>th</sup> &amp; 14<sup>th</sup></u>	<u>Make-Up Day #3 &amp; #4</u>
<u>April 4<sup>th</sup></u>	<u>Make-Up Day #5</u>
<u>April 14<sup>th</sup></u>	<u>Make-Up Day #6</u>
<u>April 15<sup>th</sup> – 18<sup>th</sup></u>	<u>Spring Holiday – Schools and Offices Closed</u>
<u>May 30<sup>th</sup></u>	<u>Memorial Day – Schools and Offices Closed</u>
<u>June 2<sup>nd</sup></u>	<u>Early Dismissal – Last Day of School for Students</u>
<u>June 3<sup>rd</sup></u>	<u>In-Service Day &amp; Commencement</u>

Marking Period
Oct. 28 <sup>th</sup>
Jan. 13 <sup>th</sup>
Mar. 24 <sup>th</sup>
June 2 <sup>nd</sup>

No School
Sept. 6 <sup>th</sup>
Nov. 25 <sup>th</sup> -29 <sup>th</sup>
Dec. 24-Jan. 2 <sup>nd</sup>
Apr. 15 <sup>th</sup> -18 <sup>th</sup>
May 30 <sup>th</sup>

Act 80/ In-service
August 23 <sup>rd</sup> – 25 <sup>th</sup>
October 8 <sup>th</sup> & 11 <sup>th</sup>
November 8 <sup>th</sup>
January 17 <sup>th</sup>
June 3 <sup>rd</sup>

Make-Up Days
Feb. 11 <sup>th</sup> & 14 <sup>th</sup>
Mar. 11 <sup>th</sup> & 14 <sup>th</sup>
April 4 <sup>th</sup> & 14 <sup>th</sup>



**The following page serves as a single Signatory Page to acknowledge receipt of the Student Handbook and the expectations it outlines.**

**If you do not agree/consent to a particular section, please initial in the space provided.**

**If you agree/consent to all sections, simply sign at the bottom; return the document to the Homeroom Teacher.**

**OSWAYO VALLEY MIDDLE/HIGH SCHOOL  
Signatory Page SY 2021-2022**

This page serves as a single signatory page for receipt of the Student Handbook documents.  
*Your signature at the bottom of this page represents acknowledgement/agreement unless you initial in the space indicated in each section.*

If you agree to all sections, simply sign at the bottom; return document to the school office.

<b>Section 1: Parent Liability and Consent for Participation in Activities and Transportation</b>	
<p>I give permission for my child (named below) to participate in activities and outings scheduled by the Oswayo Valley School District</p> <p>I understand that for some of these activities' transportation will be provided by the district. Further, I will not hold the school district liable in any way for damages as a result of an accident on unforeseen circumstances.</p>	<p style="text-align: center;"><i>Initial here only if you do not agree.</i></p>
<b>Section 2: Publicity Consent</b>	
<p>I grant permission to the Oswayo Valley School District to use any facsimile of my child (named below) including, but not limited to photographs, video and voice representations, for publicity and non-commercial educational purposes.</p>	<p style="text-align: center;"><i>Initial here only if you do not agree.</i></p>
<b>Section 3: Extra-Curricular</b>	
<p>I have read and understand the Extra-Curricular Code and Guidelines and will comply with all procedures as they are written.</p>	<p style="text-align: center;"><i>Initial here only if you do not agree.</i></p>
<b>Section 4: Release of Information to Recruiters</b>	
<p>Pursuant to the Every Child Succeeds Act (ESSA), Pub. L. 114-95, which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), school districts are required to provide military recruiters and institutions of higher education, upon request, access to specific information, unless, the parent of the student or the students opts out of the disclosure of this information, in which case the information may not be released without the parent or student's prior written consent.</p> <p>The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.</p> <p>Parents/guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning must sign this form below and return it to the Guidance Office no later than two weeks after school begins each year.</p>	<p style="text-align: center;"><i>Initial here if you do not consent to release information to MILITARY RECRUITERS</i></p> <p style="text-align: center;"><i>Initial here if you do not consent to release information to INSTITUTIONS OF HIGHER LEARNING</i></p>
<b>Part 5: Handbook Acknowledgement</b>	
<p>I acknowledge the receipt of this student handbook, either via the online link or printed copy, and have read and understand its contents.</p>	

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_