
OSWAYO VALLEY

JR./SR. HIGH SCHOOL



Student Handbook SY 2025-2026

“Home of the Green Wave”

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Welcome to the 2025-2026 School Year!



SCHOOL PERSONNEL

Oswayo Valley School Board of Directors

Mrs. Deann Bonney	(President - Region I)	Mr. Michael Tarbell	(Region II)
Mr. R. Kayle Perkins	(Vice-President - Region III)	Mr. Kent Wichert	(Region I)
Ms. Kimberley Voorhees	(Treasurer - Region II)	Mr. Douglas Resig	(Region I)
Mrs. Stephanie Good	(Region III)	Mrs. Wendy Whitman	(Region III)
Ms. Ashley Carpenter	(Region II)	Mrs. Nicole Green	(Board Secretary)

Oswayo Valley School District Staff

Mr. Glenn Smith Jr.	Superintendent	Mr. Noah Wichert	Director of Activities
Mrs. Nicole Green	Business Manager	Ms. Monica Williams	School Counselor
Mrs. Christi Stedman	Admin. Asst. to the Supt.	Mr. John Turek	Technology Contractor
Ms. Jordan Caldwell	Elementary Principal	Ms. Hannah Olney	Spec. Educ. Supervisor
Mr. Erich Zaun	Jr./Sr. HS Principal	Mr. Josh Consider	School Psychologist
Mr. Trent Bryant	Maintenance Supervisor	Ms. Meg Benjamin	Career Mentor
Mrs. Amber Marshall	Contracted Food Service Director		

Oswayo Valley Junior/Senior High School Staff

Mr. Jon Anderson	Technology Education	Mrs. Gail McGee	ELA
Mrs. Misty Antonioli	Mathematics	Mrs. Amy Metcalf	Inclusion Teacher
Mrs. Brandy Austin	Instructional Aide	Ms. Jamie Minderler	IU9 Instructional Aide
Mr. Kyle Babcock	IU Emotional Support	Mr. Craig Moshier	Science
Mrs. Chelsea Bean	IU Instructional Aide	Mrs. Megan Moshier	FCS/Business
Ms. Melissa Causer	Art	TBD	Music
Ms. Kathryn Cek	Social Studies	Mrs. Jennie Norton	ELA
Mr. Seth Chapman	Science	Mrs. Tricia Olmstead	Cafeteria Staff
Mrs. Kathryn Cook	ELA/STEM	Mr. Tyler Payne	IU Life Skills
Mr. Clark Cummings	Mathematics	Ms. Krista Shepler	Social Studies
Ms. Trista Fetzer	IU Instructional Aide	Mrs. Jolene Schuessler	IU Life Skills/Autism
Mr. Gene Freelove	Custodian		Support Teacher
Ms. Jenna Freer	Instructional Aide	Ms. Rebecca Smith	Mathematics
Ms. Christina Gaus	Cafeteria Staff	Mr. James Sunderlin	Physical Education
Ms. Bethany George	JSHS Office Secretary	Mrs. Kristen Thompson	Inclusion Teacher
Mr. Parker Howard	Custodian	Mrs. Amy Unverdorben	Activities & Maintenance
Mrs. Ashley Jandrew	Nurse Assistant		Secretary
Mrs. Risha Johnson	Coop. Education	Mrs. Christina Walker	Guidance Secretary
Ms. Jessica Learn	Instructional Aide	Mrs. Elizabeth Wind	IU9 Instructional Aide
Mrs. Julie Matthews	IU Instructional Aide		
Ms. Nicole Matthews	School Nurse		

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 Jr./Sr. High School
Bell Schedule**

Breakfast		7:40	
First Bell		7:55	
Period 1		8:00	8:42
Period 2		8:45	9:25
Period 3		9:28	10:08
Period 4		10:11	10:51
High School	Lunch	10:54	11:24
	Period 5	11:27	12:07
Middle School	Period 5	10:54	11:34
	Lunch	11:37	12:07
Period 6		12:10	12:50
Period 7		12:53	1:33
Period 8		1:36	2:16
Period 9		2:19	3:00
Dismissal		3:00	

CTC Students Dismissed at 11:24 for the bus.

**Oswayo Valley Jr./Sr. High School
Activity Bell Schedule**

Breakfast		7:40	
First Bell		7:55	
Period 1		8:00	8:36
Period 2		8:39	9:15
Period 3		9:18	9:54
Period 4		9:57	10:33
High School	Lunch	10:36	11:06
	Period 5	11:09	11:45
Middle School	Period 5	10:36	11:12
	Lunch	11:15	11:45
Period 6		11:48	12:24
Period 7		12:27	1:03
Period 8		1:06	1:42
Period 9		1:45	2:21
Activity		2:24	3:00
Dismissal		3:00	

CTC Students Dismissed at 11:24 for the bus.

**Oswayo Valley School District
Standardized Assessment Plan
2025-26**

Jr./Sr. High School

6	PSSA	State Assessment -English Language Arts	April 20 - 24, 2026
	PSSA	State Assessment-Math	April 27 – May 1, 2026
7	PSSA	State Assessment -English Language Arts	April 20 - 24, 2026
	PSSA	State Assessment-Math	April 27 – May 1, 2026
8	PSSA	State Assessment -English Language Arts	April 20 - 24, 2026
	PSSA	State Assessment-Math	April 27 – May 1, 2026
	PSSA	State Assessment - Science	April 27 – May 1, 2026
	Keystone	State Assessment - Algebra	May 11 – 22, 2026
9	Keystone	State Assessment - Algebra	May 11 – 22, 2026
10	Keystone	State Assessment-Algebra	May 11 – 22, 2026
	Keystone	State Assessment - Biology	May 11 – 22, 2026
	Keystone	State Assessment - Literature	May 11 – 22, 2026
11	PSAT	College Entrance	TBD
	ASVAB	Career/Interest/Ability	TBD
	SAT	College Entrance-SAT School Day Program (Digital)	TBD
12	SAT	College Entrance-SAT School Day Program	TBD

**Keystone Re-take Exams will be given TBA

** 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 or www.act.org

Starting in the Spring SAT is digital only

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.

Artificial Intelligence (AI) Usage

Students should receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. Students will be better equipped to navigate AI tools effectively while knowing the limitations and ethical implications.

Oswayo Valley recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards. It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project. Teachers should use the following 0-4 scale for guidance:

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required.
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.
3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.

Having received such notice from a teacher, any student who violates these standards on school district devices will not be academically honest and is subject to discipline.

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 Board Secretary 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. School breakfast is free for all students. 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 \$2.50-regular. Extra entrees are \$2.10 each. Adult breakfast costs \$2.95 and \$4.85 for lunch.

Prices listed above may not reflect changes in meal costs for the 2025-26 school year based on USDA pricing changes. Update announcements will be made if costs change.

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 FOCUS program 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. 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

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 meal times, 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 resolved, 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 becomes a disruptive factor, a safety hazard, or exhibits impropriety, appropriate steps will be taken to correct the situation. Students may be asked to turn clothing inside out, cover up with other pieces of clothing, or change into something else. Students that do not, or cannot, comply will stay in the office for the remainder of the day to complete their work, or until new clothing is dropped off.

The following regulations concerning dress and grooming are deemed necessary to comply with the requirements of personal appearance. Clothing Not Permitted:

- Shorts must reach the end of the student's finger tips with the arm extended downward and shoulders relaxed.
- Skirts, skorts, and dresses must reach the end of the student's fingertip with the arm extended downward and shoulders relaxed.
- Tops that reveal excessive cleavage are not permitted. Strapless tops are prohibited.
- Pants having excessive holes or rips above the knees.
- Muscle 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, hoods, visors, and bandannas.
- Apparel displaying vulgar, obscene, profane, or suggestive scenes, lettering, or wording.
- Apparel advertising, promoting or referring to the sale or use of drugs, alcohol, or tobacco.
- Clothing that exposes the undergarments.
- Clothing that depicts/promotes violence.

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 system, when available. Additionally, the following media outlets will be notified:

- [Oswayo Valley School District Website](#)
- Oswayo Valley Facebook Page
- WPIG Olean (FM 95.7)
- WIVB Buffalo Channel 4

Athletic and Activities announcements will be posted

@ [Oswayo Valley High School Calendar of Events](#)
([oswayovalleyathletics.com](#))

Field Trips

Students are encouraged 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).
- **Grade Reporting:** You will be able to access the most recent report cards and transcripts.
- **Scheduling.** Under the menu tab 'Schedule', users can view their current schedule.
- **Discipline Reporting.** You can view all reported infractions and detentions or 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.** Daily announcements will be posted within the system

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

Nurse Office/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 report 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 illness or injury. The school nurse will contact the parent. 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 their 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 is 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 expected duration of the instruction.

Insurance

School accident insurance is provided to students.

Lockers & School Locks

Two lockers are assigned to each pupil: one hall locker and one electronic device 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. Cell phones, bookbags, 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 aiding 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

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, sexual orientation, national origin, age, or handicapping condition.

The following are some examples of unlawful sexual 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 regarding 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 if they see fit.

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. The school will make a reasonable attempt to reach the student's guardian before any search of this type. 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.

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
- Gender, sexual behavior, orientations, 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 Junior/Senior 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 Junior/Senior High School has

adopted the following guidelines:

- Oswayo Valley Jr./Sr. 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 in the electronic device lockers during the school day (8am- 3pm) except for when the administration has granted specific permission to students to use the device.
- Unless given specific permission by the administration for school purposes, like yearbook, 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.

Textbooks and Chromebooks

Upon issuing textbooks, 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.

Students will be assigned a Chromebook and accompanying charger at the beginning of the year. The student is responsible for both items throughout the year and is expected to turn them in at the end of the year for updates. Damaged Chromebooks

should be turned into the guidance office ASAP by the student. The IT department will attempt to fix any minor damage as quickly as they can. If the damage is beyond our capabilities to fix it, the computer will be sent out for repairs. The School District has the right to charge the student for the repairs, unless it is determined by the administration that the damage was not the student's fault. If a Chromebook is lost during the school year, the student should report it immediately and the student will be responsible for the cost of a replacement. Students then keep their assigned Chromebook upon graduation.

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 reinstated.

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. Students may use their electronic device locker to hold small valuable items since they have a built in lock and are under camera surveillance. 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 courses. 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

- a. A high school diploma will be presented to students meeting the following (minimum) course credit requirements:
 - i. **English:** 4 credits (to include grade level ELA)

- ii. **Social Studies:** 3 credits (to include US History, Government & Economics, and World History)
- iii. **Math:** 3 credits (to include Algebra 1)
- iv. **Science:** 3 credits (to include Chemistry and Biology)
- v. **Physical Education/Health:** (2 credits)
- vi. **Electives:** (9 credits)
- vii. **Total: Equal or exceed 24 Credits**

- b. Once students make their course requests for the upcoming school year, they may access them via the Student Portal. 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.
- c. Dual Enrollment courses enable a student to earn both 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. Non-Credit Requirements

a. **Careers.** In fulfillment of Pennsylvania Career Readiness Standards students must complete a non-credit career portfolio. Teachers in each grade level 9-12 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.

b. **Work-Based Learning Experiences (WBLE).** WBLE "provide 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 three 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.

c. **PA Pathways to Graduation.** In accordance with Pennsylvania Dept of Education guidelines, students must complete one of the following 'pathways' for graduation:

a. **Keystone Proficiency Pathway.** Score 'Proficient' or 'Advanced' on Keystone Exams (Algebra, Biology, Literature)

b. **Keystone Composite Pathway.** Earn a satisfactory composite score (2939) on two of the Keystone Exams (neither of which may be Below Basic and at least one of which must be Proficient or better)

c. **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:

i. Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB)

ii. 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

iii. 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

iv. 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.

d. **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 and career plans, including

i. 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

ii. 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

e. **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.

- To be classified as a **freshman** (9th grade), a student must successfully complete eighth grade.
- To be classified as a **sophomore** (10th Grade), a student must have accumulated a minimum of six (6) credits prior to the start of the school year.
- To be classified as a **junior** (11th Grade), a student must have accumulated a minimum of thirteen (13) credits prior to the start of the school year.
- To be classified as a **senior** (12th 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).

Student Evaluation and Assessment

A. Homework

- a. 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.
- b. Assignments will be reviewed and returned within a reasonable amount of time, depending on each type of assignment.
- c. 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.
- d. Teachers should discuss with the students the value and meaning of homework in each course at the beginning of the school year.
- e. No one subject should comprise too great a majority of homework assignments.

B. Exams and Quizzes

- a. Teachers shall administer tests and quizzes in their classes during each 9-week marking period during the school year. Those assessments should be progressive and comprehensive in nature by including information learned in previous course work. They shall also be appropriate to the student's age and ability, and consistent with the academic standards established by the Commonwealth of Pennsylvania.

C. Marking System

- a. Students shall receive a grade at the end of each 9-week marking period that is an average of all grades from that quarter. The final grade of the course is the average of all marking periods.
- b. 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.
- c. 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

- a. Students and parents can at any time access and monitor grades in any class by logging onto the appropriate portal at www.oswayovalley.com. If internet access is not available, please contact the guidance office. **Parents needing access to the Portal should obtain a username and password from the guidance office**
- b. Report Cards are issued at the end of each nine-week marking period via the Parent Portal. Paper versions are available upon request.
- c. Cumulative Average
 - i. 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's maximum grade levels.
 - ii. 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.
 - iii. 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.
- d. Academic Recognition
 - i. High Honor Roll & 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 currently has a grade of 69% or less in any course is not eligible for either honor roll. If a student has an "Incomplete" grade at the end of the quarter honor roll and high honor roll will not be awarded until after the grade is finalized.

ii. 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.

iii. 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

- a. 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 three courses may be completed during summer school.
- b. 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 and transportation related to summer school programs.
- c. Students who successfully complete summer school or correspondence school requirements will receive a grade of 65% and course credit for the course taken

F. Special Education Evaluation Procedures.

- a. 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 parents at that time.

Waterfront Learning Cyber School

Oswayo Valley works closely with Waterfront Learning to offer OV students a cyber school option and still be a student within our district. Oswayo Valley will still oversee student attendance and grades, and the students will be allowed to attend OV events without a visitor form. Students interested in enrolling in the Waterfront cyber program should contact the Guidance Office for enrollment information, including the Oswayo Valley School District Cyber School Agreement.

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.
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 Waterfront 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 any 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 25 minutes per class.
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 will 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

IEP or GIEP online accommodations will match traditional classroom accommodations as closely as possible. All plans will be made on an individual basis and may require the student to come into the building for certain services.

Progress Monitoring and Intervention

The district 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 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.

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

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

Waterfront Cyber School Seniors

Cyber School seniors must complete all community service activities, complete all graduation project requirements, and meet all 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.

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 Cyber School 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 24-25 school year begins on August 22nd and ends on May 29th, 2025. Waterfront students are required to log in each student day on the approved district calendar to be considered present. Cyber students must complete all required lessons in each course, each day. This requires approximately one half-hour per course per day plus additional time as needed. The district may approve an alternate attendance schedule if deemed necessary.

Continued 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 for extended periods.

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 Waterfront 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 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.

***** All of the Information above is for Waterfront Learning Cyber School only. Students that enroll in**

any other Cyber Charter School are no longer considered OV students. They still live in our district, and will have the opportunity to join any of OV's extracurricular activities, just like any other school that Co-ops with OV. However, these students will be considered "guests" at various school functions and events, such as Prom, and should ask proper permission to attend when applicable.

ATTENDANCE

Pennsylvania Compulsory Education laws mandate enforcement of regular school attendance by students. Parents and students are responsible for the student's attendance. The compulsory school age in the Commonwealth of Pennsylvania is defined as the period of time that children are legally required to attend school which shall not be later than the age of 6, and until the student turns the age of 18. State law is strict regarding children's absences.

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.

Excessive absences can result in failure, denial of credits, and possible retention. Although the school keeps parents informed of excessive absences, it should be understood that the legal responsibility for attendance rests with the student and parent(s)/guardian(s).

Students entering school after 8:00 but before 9:30 will be considered 'Tardy'. Students will be considered absent for ½ day when arriving after 9:30 but before 11:30. Students will also be considered absent for ½ day when leaving after 11:30 but before 1:30. Students leaving after 1:30 will be considered an 'Early Release'.

Absence Guidelines

If a student is to be absent from school, the parent/guardian should notify the school by calling 260-1701, emailing an excuse to the front office secretary at bgeorge@oswayo.com, or uploading an excuse through the FOCUS parent portal prior to 8:30am on the morning of the absence. If an excuse isn't uploaded or and email isn't sent to the secretary by 9:30am, an automated One-Call will be sent out to all legal guardians that are signed up for that service through the district. In the event of a 2-hour delay, those calls will go out at 11:30am.

If an excuse is not provided in one of the two ways listed above, then 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 their 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. After the 10th legal absence, the principal will offer a School Attendance Improvement Meeting with the student and parent/guardian.

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). Below is a list of consequences for each illegal absence. Please see the flow chart at the end of the Handbook for reference too.

1. E-mail notification of unlawful absence; assign zero grade for missed assignments
2. E-mail notification of unlawful absence; assign zero grade for missed assignments
3. Mail notification of unlawful absence; assign zero grade for missed assignments; A Student Attendance Improvement Meeting will be scheduled, if not already in place.
4. E-mail notification of unlawful absence; assign zero for missed assignments
5. Mail notification of unlawful absence; assign zero for missed assignments
6. Mail notification of unlawful absence; **refer to Children and Youth Services; assign zero grade for missed assignments; file truancy citation with appropriate district justice**
7. Repeat tier 6 and meet with Superintendent about drop student from active 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/her teachers.
- The form must be returned to the office one week 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 allowed to assign zeroes for 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, texting, or emailing home without the nurse's medical recommendation will be marked unexcused or unlawful.**

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 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 and after 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. In addition to the local attendance rules above, the PIAA states 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 serving any type of school suspension will not be allowed to participate in any extracurricular activities that day. Students assigned a detention are allowed to participate in extracurricular activities after the detention has been served that day. Any other disciplinary program will be under the judgment of the Director of Activities and the 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 FOCUS 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.
- C. Three Ineligibles – If a student is ineligible due to grades 3 times within 1 athletic season, the student will be removed from the team for the remainder of the season.

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.

Students attending Waterfront Learning Cyber School will have their attendance, discipline, and academics monitored directly by the school and follow all the same guidelines as those listed above. Students attending any other Cyber Charter School will need to have their Cyber School email official grade reports to the HS Principal (ezaun@oswayo.com) every Friday, and at the end of each grading period, to meet academic eligibility requirements listed above. Grades provided by a parent or guardian of the student will not be accepted, unless the school will not comply. In these instances, the parent will need to provide proof in person. Because these schools are not affiliated with OVSD, a parent/guardian will need to set this up prior to the start of each sports season.

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, have all outstanding dues paid in full, and sign the Athletic Code of Conduct.

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 if it was administered after May 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 Otto-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 actively participating in the practice environment must have clearances and the approval of the school district in order to attend. There should be no one participating 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 of the season will be charged for replacement uniforms. A student is not allowed to start a new sports season until previous seasons' uniforms have been returned and/or all outstanding bills have been paid for replacements.

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 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 reasonable 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 liability waiver is complete and on file with the school district. This form no longer requires notarization, but must be submitted in person by the parent/guardian and any changes must be made in person and initialed by the parent/guardian. 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 postseason 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, both on and 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 from sports 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 1/2 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.

Name, Image, and Likeness (NIL)

If a student uses their own NIL for considerations, they are allowed to do so, if and only if they follow the rules/guidelines created by the PIAA, outlined below:

- Within 72 hours of signing an agreement, the student must inform the Principal and A.D. and fill out a form from PIAA
- No mention of PIAA or any PIAA member schools by name, nickname, mascot, etc. (The student cannot use/say Oswayo Valley, OV, Green Wave,

school uniform, etc.)

- No endorsements during team/school activities.
- No endorsements from the following areas:
 - Drugs, tobacco, vapes, alcohol
 - Adult entertainment companies
 - Casinos or gambling companies
 - Weapons, firearms, ammunition
 - Prescription pharmaceuticals

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.

School Dances

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

- F. 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 Jr./Sr. 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 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 of the NHS 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 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 cannot 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.

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 from 7:00 a.m. to 7:50 a.m. and from 3:05 p.m. to 3:55 p.m. Occasionally, two-hour detentions are held from 3:05 until 4:55. 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 in school. 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 any suspension. The student is prohibited from school property for the day(s) of out-of-school 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 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 out-of-school suspension.

Superintendent Referral

Any student suspended for a Level II or III offense the second time may 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, vape products, 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 can be defined as a form of initiation that occurs when a new member enters certain social groups, most often characterized by degrading, humiliating, or dangerous tasks and/or behaviors. Please refer to policy 247: Hazing, for more information and possible consequences for participating in the hazing of any students in any school activities.

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 is 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.

The guidelines used for suspected drug possession or usage 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, THC vapes, hashish, chemical solvents, glue, look-alike substance, and any capsules or pills not registered with the school nurse.

SAP-Student Assistance Program

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

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

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

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, bowls, and THC vape devices.

Policy Categories

Per school policies 226: Searches and 227: Controlled Substances/Paraphernalia, the school has the right to act when students are using, selling, furnishing, possessing, or exhibiting signs of being intoxicated on controlled substances or alcohol.

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 email and/or telephone when a detention or other disciplinary action 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	Lunch Detention: Device returned to student at end of school day	Detention: Parent must retrieve device from the office	Check Cell Phone Chart
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.	Temporary Suspension & Parental Notification.	Full Suspension. Referral to Superintendent
Failure to Serve Detention	1 day ISS & Parental Notification	Temporary Suspension & Parental Notification	Temporary Suspension & Parental Notification
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	Full Suspension.	Full Suspension & Referral to Superintendent
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, Computers, Personal Electronic Devices)	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, Improper AI usage, Cheating	Detention & Parental Notification - Zero on Assignment	Temporary Suspension. Referral to Superintendent - Zero on Assignment	Full Suspension & Meeting with School Board Committee - Zero on Assignment
Nicotine - Tobacco Violations Vapes, Chew, Cigarettes, Nicotine Gum, etc.	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 of doing 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, Firecrackers, 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 Committee 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	Full Suspension: Student dismissed from School with Parent Mandatory Parent Conference Police Notification Referral to Superintendent for Hearing and Possible Expulsion
Arson	
Assault / Battery	
Bomb or Gun 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)	
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	

TITLE IX NOTICE OF NONDISCRIMINATION

Oswayo Valley School District (“District”) does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106, including in admission and employment.

Inquiries about Title IX may be referred to the District’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights (“OCR”), or both.

The District’s Title IX Coordinator is:

Mr. Noah Wichert, Director of Activities
Oswayo Valley School District
318 S. Oswayo Street
Shinglehouse, PA 16748
Email: nwichert@oswayo.com Telephone
Number: (814) 260-1701

The U.S. Department of Education’s Office for Civil Rights may be contacted at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

<https://ocrcas.ed.gov/contact-ocr>

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District’s Nondiscrimination Policies and Grievance Procedures, which can be located on the District’s website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): www.oswayovalley.com or contact the District’s Title IX Coordinator.

2025/2026 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



2025-26 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	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

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

OCTOBER						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
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25	26	27	28	29	30	31

FEBRUARY						
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22	23	24	25	26	27	28

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
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					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

July 4-7 _____ Holiday – Schools and Offices Closed

August 18 _____ In-Service Day – No School for Students

August 19 _____ Act 80 Day – Evening Meet the Teacher 5:30 – 7:30

August 20 _____ In-Service Day – No School for Students – Staff 10:00 – 3:25

August 21 _____ First Day for Students

September 1 _____ Labor Day – Schools and Offices Closed

October 13 _____ In-Service Day – No School for Students

November 10 _____ Act 80 Day 10:30 a.m. – 6:00 p.m. Parent Conferences

November 26 _____ Early Dismissal

November 27 – December 1 _____ Thanksgiving Break – Schools and Offices Closed

December 23 _____ Early Dismissal

December 24 – January 2 _____ Winter Holiday – Schools and Offices Closed

January 19 _____ In-Service Day – No School for Students

February 13 & February 16 _____ Make-Up Days #1 and #2

March 13 _____ Schools and Offices Closed

March 16 _____ Make-Up Day #3

April 2 _____ Make-Up Day #4

April 3-6 _____ Spring Holiday – Schools and Offices Closed

May 25 _____ Memorial Day – Schools and Offices Closed

May 28 _____ Early Dismissal – Last Day of School for Students

May 29 _____ In-Service Day

May 29 _____ Commencement

No School

September 1
Nov. 27-Dec. 1
Dec. 24 – Jan. 2
March 13
April 3-6
May 25

Act 80/ In-service

August 18, 19, 20
October 13
November 10
January 19
May 29

Make-Up Days

February 13
February 16
March 16
April 2

Marking Period

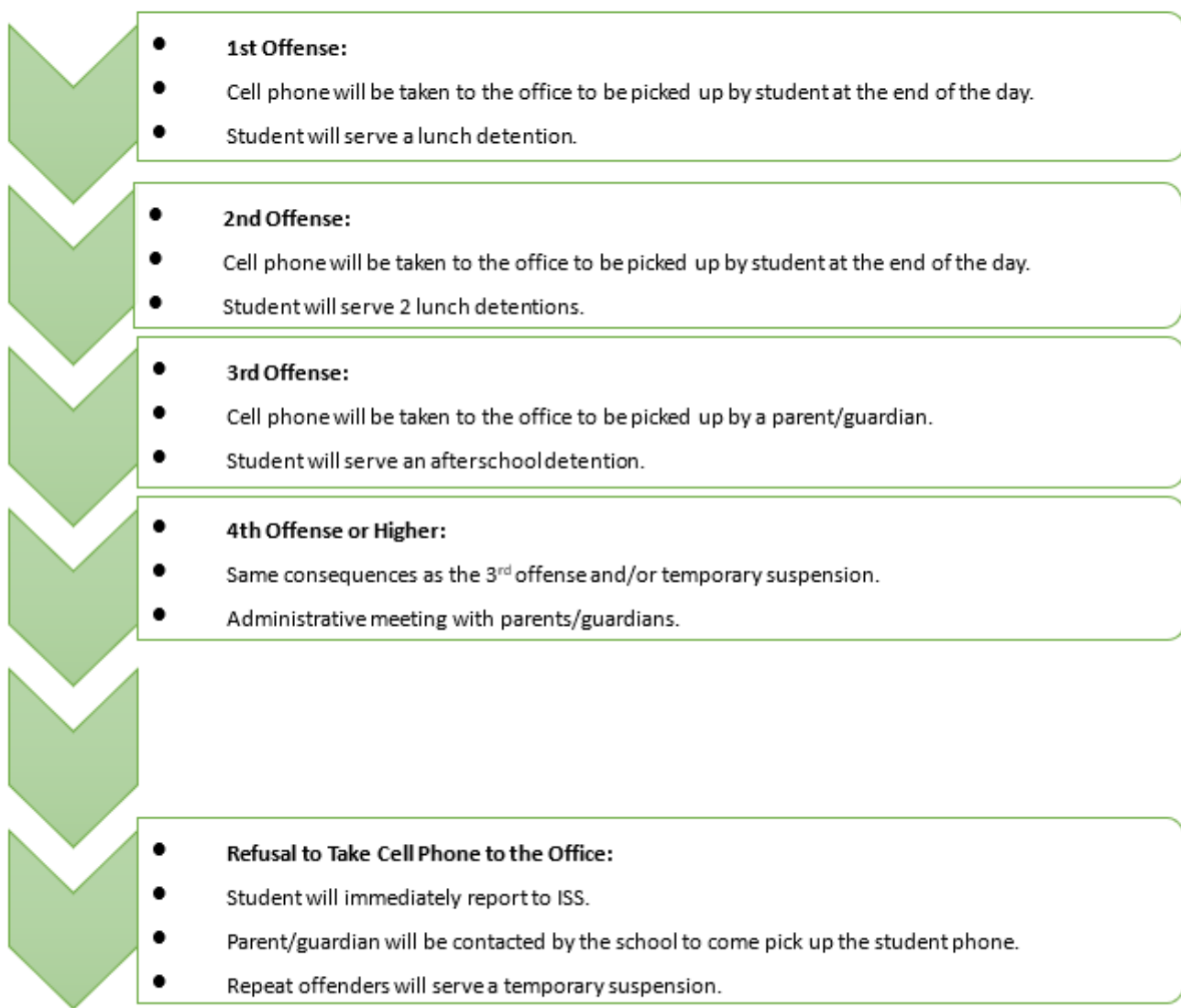
October 23
January 9
March 20
May 28



Oswayo Valley Jr./Sr. High School

Cell Phone Violation Procedures

The chart below outlines the steps that Oswayo Valley School Jr./Sr. High School will take when a student is caught in possession of their cell phone or other personal electronic device during the school day.



Reference Documents:
Oswayo Valley School District Policy #237: Electronic Devices

Oswayo Valley Jr./Sr. High School

Unlawful Absence Procedure

The chart below outlines the steps that Oswayo Valley Jr./Sr. High School will take when a student of compulsory age starts to accumulate Unexcused Absences. Compulsory ages in Pennsylvania are 6-18 years old.



Reference Documents:
Oswayo Valley School District Policy #204: Attendance
PA Title Code 22, Chapter 11. "School Attendance"

**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 2025-26

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 homeroom teacher.

Section 1: Parent Liability and Consent for Participation in Activities and Transportation	
I give permission for my child (named below) to participate in activities and outings scheduled by the Oswayo Valley School District.	Initial here only <i>if you do not agree.</i>
Section 2: Publicity Consent	
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.	Initial here only <i>if you do not agree.</i>
Section 3: Release of Information to Recruiters	
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. 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. 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.	Initial here if you <i>do not consent</i> to release information to MILITARY RECRUITERS Initial here if you <i>do not consent</i> to release information to INSTITUTIONS OF HIGHER LEARNING
Part 4: Handbook Acknowledgement	
I acknowledge the receipt of this student handbook, either via the online link or printed copy, and have read and understand its contents.	

Student Name: _____ Date: _____

Student Signature: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____