

Table of Contents

Introduction	2
PVM Information	2
Schedule page	3
Bell Schedule	3
2019- 2020 Report Card Periods	4
Student Code of Conduct	4
Bill of Rights and Responsibilities	4
Bill of Student Rights	5
Bill of Student Responsibilities	5
Role of the Parent	6
Role of the Teacher	6
Role of the Building Administration	6
Role of the Superintendent and the Board of Education	7
Academic Advisement	7
Attendance Policy	7
Permission to Leave School	8
School Services	9
Counseling Services	9
Psychology Services	9
Medical Services	9
Medication	9
General Information	10
Homework and Textbooks	10
Appropriate Dress	10
Care for School Property	10
Computer Misuse	10
Computer Abuse	11
Conflict Resolution	11
Electronic Devices	11
Identification Cards	11
Library Media Center	11
Parking and Driving on School Property	12
Passes	12
Public Display of Affection	12
School Bus Information	12
School Closings	13
School Locks and Lockers	13
Student Government	13
Telephones	14
In-District Activities	14
Visitors	14
Working Papers	14
Senior Privileges	14
Study Hall – Underclassmen	14
School Clubs and Organizations	15

Youth Services Directory..... 15

Withdrawals and Transfers from School..... 15

Privileges and Responsibilities 16

Academic Requirements 16

Study Hall Expectations 16

Evacuation Procedures 16

Fire Drills 16

Skip Days 16

Inquiries and Searches in School..... 17

School Counseling and Counseling Services 17

Counselor-Student Assignments 17

Graduation Requirements 17

Minimum Schedule 18

Program of Studies 18

Minimum Units Required for Class Standing..... 18

Center for Instruction, Technology & Innovation..... 18

Career Center 18

Schedule Changes 19

Physical Education Course Requirements 19

Extra-Curricular/Academic Eligibility Policy..... 19

Policies/Procedures and Discipline 22

Student Conduct and Discipline..... 22

General Policy 23

Code of Conduct 23

Discipline 23

Range of Consequences 24

Due Process 24

Definitions of Terms 24

Attendance 25

School Authority/Relationships 26

School Order/Safety 27

Major Infractions 29

Smoking Policy 30

Chemical Substance Abuse (Drug/Alcohol) 31

Violent Behaviors 32

Weapons/Explosives 33

Bus Rules and Regulations..... 35

Cafeteria Conduct 35

Harassment 35

Sexual Harassment 36

Hazing and Bullying 36

Dignity for All Students Act..... 38

Due Process for Suspensions 39

Respect for Cultural Differences..... 39

Alma Mater 40

PAUL V. MOORE HIGH SCHOOL

44 School Drive Central Square, NY 13036

Student Handbook 2019 - 2020

Board of Education

Mrs. Kristy Fischmann	Mr. Timothy McCarthy
Mr. Randy Hoyt	Mrs. Chance Nickerson
Mr. Michael Lawyea	Mr. Steven Patch
Mr. Andrew Martin	Mrs. Catherine Sundet
Mrs. Lorraine Wood	

Phone #'s	<i>Main Office:</i>	668-4231
	<i>Counseling Office:</i>	668-4231, ext. 53021
	<i>Registrar's Office:</i>	668-4220, ext. 70226
	<i>Nurse's Office:</i>	668-4231, ext. 51033
	<i>Fax:</i>	668-4332

You may also visit our web site at: www.cssd.org/pvmhs/

PVM Daily Schedule 2019 - 2020

	Full day	1 Hr. Delay	2 hr. Delay	1/2 day
Block 1 AC/BD	7:55-9:18	8:55 – 10:03	9:55 – 10:43	7:55 – 8:30
Block 2 AC/BD	9:23 – 10:46	10:07 – 11:14	10:48 – 11:50	8:35 – 9:15
Homeroom/ Advisement	10:51 – 11:20	11:19 – 11:35	No Hr/Adv	No Hr/Adv
Lunch A Block 3 AC/BD	11:25 -11:50 11:55 – 1:20	11:40 – 12:05 12:10 – 1:35	11:55 – 12:20 12:25 – 1:50	No Lunch 9:20 – 10:00
Block 3 AC/BD	11:25 – 11:50	11:40 – 12:05	11:55 – 12:20	9:20 – 10:00
Lunch B Block 3 AC/BD	11:55 – 12:20 12:25 – 1:20	12:10 – 12:35 12:40 – 1:35	12:25 – 12:50 12:55 – 1:50	No Lunch
Block 3 AC/BD	11:25 – 12:20	11:40 – 12:35	11:55 – 12:50	9:20 – 10:00
Lunch C Block 3 AC/BD	12:25 – 12:50 12:55 – 1:20	12:40 – 1:05 1:10 – 1:35	12:55 – 1:20 1:25 – 1:50	No Lunch
Block 3 AC/BD	11:25 – 12:50	11:40 – 1:05	11:55 – 1:20	9:20 – 10:00
Lunch D	12:55 – 1:20	1:10 – 1:35	1:25 – 1:50	No Lunch
Block 4 AC/BD	1:25 – 2:47	1:40 – 2:47	1:55 – 2:47	10:05 – 10:45

Paul V. Moore Student Schedule

<i>Block</i>	<i>A Day</i>	<i>Block</i>	<i>B Day</i>	<i>Block</i>	<i>C Day</i>	<i>Block</i>	<i>D Day</i>
<i>Block 1</i>		<i>Block 1</i>		<i>Block 1</i>		<i>Block 1</i>	
<i>Block 2</i>		<i>Block 2</i>		<i>Block 2</i>		<i>Block 2</i>	
<i>Homeroom/ Advisement</i>							
<i>Block 3</i>		<i>Block 3</i>		<i>Block 3</i>		<i>Block 3</i>	
<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>	
<i>Block 4</i>		<i>Block 4</i>		<i>Block 4</i>		<i>Block 4</i>	

2019 – 2020 Report Card Periods

There will be four reporting periods for the 2019 - 2020 school year. These dates will be communicated home to parents via the **school newsletter** and through an announcement in the **Citizen Outlet**. They will also be found on the Paul V. Moore homepage: www.cssd.org/pvmhs

Each student's report card will be mailed home upon the completion of the marking period. This will help to increase a line of communication between parent, student, and teacher. Students with outstanding fees will need to take care of the debt prior to the report cards being released.

*The New York State Regent's Examinations dates for the 2019 - 2020 school year are:
January 21 – 24, 2020 and June 2, and 17 - 25, 2020.*

STUDENT CODE OF CONDUCT

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of the Central Square Central School District that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

Responsible Behavior:

Use self-control in your actions and language.

Mutual Respect:

Treat yourself and others with care and consideration.

Concern for Others:

Be truthful, honest and fair in your dealings with others.

Cooperation:

Listen and work together to make a positive contribution.

Personal Excellence:

Put forth your best effort in whatever you attempt.

Bill of Rights and Responsibilities

The Central Square Central School District offers free public education to all school age students in the district regardless of race, sex, national origin or handicapping conditions.

As members of the school community, students are entitled to certain rights that are defined for their awareness and protection. Students also have certain responsibilities to themselves, to fellow students, to their teachers, and to other school personnel.

However, the students' prime responsibility is recognized as being the personal advancement of their education and career goals within a framework that is civically responsible and socially appropriate.

Equally significant is the fact that others, including parents, teachers, counselors, administrators, other district employees and the Board of Education have a responsibility to students in the acquisition of their educational development and in providing for their personal safety.

The shared responsibility is the basis for a strong commitment to provide a reasonable and responsive educational program that will prepare students for a future that is appropriate both for their interest and aptitude, and for the needs of the society in which they live.

It shall further be the policy of the Central Square Central School District to provide early intervention in dealing with behavioral issues by screening for causative elements and factors, and by then providing corrective measures to bring about positive change.

It is important that all partners in the educational community become familiar with the adopted policies and regulations of the district that are designed to promote and provide a proper and meaningful education experience for the students of the Central Square Central School District.

Bill of Student Rights

Students have the right to

1. Pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Enroll in courses of study for which they are qualified.
3. Be respected on the merits of their attributes as individuals.
4. Procedural due process guaranteed by the United States Constitution and New York Education Law.
5. Freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
6. Freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities, provided the student meets established criteria.
7. Make recommendations through the student government regarding school rules, school regulations or issues pertaining to student organizations.

Expectations for Students

Students are expected to learn, to behave appropriately, and to attend school regularly. Appropriate school behavior is expected at all school related functions, including riding on a school bus.

Bill of Student Responsibilities

It is the responsibility of the students to:

1. Come to school prepared so that you can be successful.
2. Maintain regular attendance as established by school district policy and New York State Education Law.
3. Conduct themselves with respect toward self, fellow students, teachers and others.
4. Strive to achieve to their fullest potential in all areas.
5. Follow all reasonable directives of the faculty and administration.
6. Fulfill all classroom obligations to teachers, including those related to course requirements.
7. Demonstrate respect for school property and for the property of others.
8. Demonstrate appropriate conduct, good citizenship and good sportsmanship when participating in or attending school sponsored events and activities.
9. Dress in a clean, safe and presentable manner that is not hazardous to themselves or others, and does not disrupt the educational process.
10. Fulfill all financial obligations, including but not limited to fundraisers, vandalism, lost or damaged school property, etc.

Role of the Parent

It is the responsibility of the parent to:

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent.
2. Teach the child by word and example, respect for law and authority.
3. Encourage the child to learn and respect the rights of others.
4. Encourage the child to attend school.
5. Know and understand the rules and regulations a child is required to observe at school.
6. Become familiar with handbooks provided at each building.
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
8. Strive to maintain the child in good physical, mental and emotional health.
9. Require the child to dress in a clean, safe and presentable manner.
10. Provide encouragement and support for the child in completing homework assignments.
11. Seek involvement in the child's school, its teachers, programs and activities; as well as to attend parent conferences and school functions.
12. The parents are encouraged to take advantage of the school website, email and Progressbook to monitor their students' progress and to communicate with their teachers.

Role of the Teacher

It is the responsibility of the teacher to:

1. Demonstrate, by work and action, respect for law and order and self-discipline.
2. Provide students with direction and guidance that will assist them in thinking, reasoning and in being responsible for their actions.
3. Keep students and parents informed regarding student development and progress.
4. Treat students as individuals.
5. Express enthusiasm and concern for teaching and learning.
6. Involve himself/herself in the development of school rules and regulations regarding student conduct, and to require the appropriate student observance of the rules and regulations.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to bring about positive change in student behavior.
10. Continue to grow professionally in matters relating to positive student behavior.
11. Inform students and parents regarding curriculum at various grade levels.
12. Teachers will continue to seek out opportunities in which they can grow professionally to further benefit student learning.

Role of the Building Administration

It is the responsibility of the Building Administration to:

1. Create an environment that is conducive to learning.
2. Exercise the authority delegated by the Superintendent of Schools.
3. Be consistent, fair and firm in making decisions that affect students, staff and parents.
4. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all parents under his/her authority.
5. Develop reasonable and effective class schedules and teaching assignments for students and staff.
6. Set up and maintain open lines of communication with students, staff and parents.
7. Become involved with students by attending and supervising school activities, and by visiting classrooms.
8. Work with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive student behavior.
9. Provide for the clear dissemination of rules and regulations to students, staff and parents.
10. Provide students and staff the rights of due process and equal protection that are guaranteed under the law.
11. The administration will continue to offer opportunities for professional development for the staff.

Role of the Superintendent and the Board of Education

It is the responsibility of the Superintendent and the Board of Education to:

1. Employ and maintain a skilled and responsive staff at all levels.
2. Provide a program of instruction to help meet the needs of all students, including those with special needs.
3. Enforce discipline in accordance with district policies and New York State Law.
4. Provide for an ongoing assessment of programs and facilities to determine their effectiveness.
5. Be fair and consistent in rendering decisions regarding students whose behavior problems have been referred or appealed to the Superintendent of Schools or the Board of Education.
6. Provide for the in-service training of staff and regular substitutes.

Homeroom/Academic Advisement

Academic advisement is from 10:51 – 11:20 AM. This is a time for the students to meet with teachers to receive extra help and/or make up assignments/quizzes/tests that they have missed. The students should report to their assigned classroom by 10:51 AM. If they need to go to see another teacher they must have a pre-signed pass.

Attendance Policy

Every student has the right to the education opportunities that will enable the student to develop to his or her fullest potential. To maximize these opportunities, it is the responsibility of the student to be in attendance daily. Paul V. Moore High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for student success in school.

Absenteeism

An absence is recorded for each and every occasion that a student is not present in school. Only those students with excused absences will be given the opportunity to make up a class.

Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction. Schools are required to code absences (the reason) for the attendance records. When no reliable information is received within three (3) days, the absence will be considered unexcused. Writing an excuse is a privilege allowed the parent to assure the school that they know their child was absent.

This philosophy is based on the following beliefs:

1. Regular attendance is an important aspect of a student's educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The maximization of student interaction with his or her teacher and peers occurs through regular attendance.
4. Regular attendance is a major component of academic success. It increases student achievement and reduces the drop out rate.

Course Attendance Policy:

Students will attend all assigned classes for the entire time the class is in session. A student will be considered in attendance if the student is:

1. Physically present in the classroom or working under the directions of the classroom teacher for over half of the class scheduled meeting time.
2. Working pursuant to an approved independent study program.
3. Receiving approved alternative instruction.

Chart for Attendance Levels

- Level 1:** When a student reaches the 5th absence, the parents will be notified.
- Level 2:** When a student reaches the 10th absence, the parents will be notified and a parent conference will be scheduled.
- Level 3:** When a student reaches the 15th absence, the parents will be notified and a parent conference will be scheduled.
- Level 4:** When a student reaches the 20th absence, the parents will be notified and a parent conference will be scheduled.

Notification: Notification goes to Parents, Teacher, Administrator and Counselor at all levels.

Legal Reasons for Absences

According to the laws of New York State, the only excusable reasons for absences are:

1. Personal illness
2. Court appearance
3. Illness or death in the family
4. Quarantine
5. Impassable roads or bad weather
6. Remedial health treatment
7. Approved cooperative work program or college visitations (sponsored by the school)
8. Military obligation
9. Religious observance

Permission to Leave School

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the Attendance Office before school begins. In addition, a parent or legal guardian must come into the school and sign the student out in order for the student to leave. For seniors with a parking pass, if an appointment cannot be confirmed, by phone or by the parent in person, students will not be permitted to leave school. All other checkouts will only occur by parents coming into the school and signing out their student(s).

No student, under any circumstance, is to leave school or school grounds without being officially excused. The only persons in the High School authorized to officially excuse students are the building administrators, attendance secretary, and the school nurse.

Tardiness

Tardiness to school is a home problem. Parents are responsible by law to see that their children are in school “regularly on time every day” (Compulsory Education Law). Student’s reporting to school after 7:55 a.m. are late for class and must report immediately to the Attendance Office to sign in. Students must bring a note explaining the tardiness with them, and if this is not possible a written excuse should be brought to the school the next day. Flagrant violations of tardiness will result in further punitive actions as well as parent conferences.

Truancy

When a student is absent from school or class without the knowledge or consent of his or her parents and a building administrator, the absence is considered truancy.

Steps to follow when absent

Students not in their classrooms by 7:55 a.m. are considered either absent or tardy to school.

If absent:

1. **Bring a written note signed by parent or guardian stating the dates of the absence and reason to the Attendance Office.**
2. Failure to do so within three (3) days constitutes an unexcused absence.

If tardy:

1. Report to the Attendance Office immediately.
2. Turn in an excuse explaining why they are late.
3. Serve assigned Detentions or Saturday Schools (if applicable)

NOTE: *when a student is late to school they are actually missing a scheduled class. (Study halls are classes)*

School Services

Your school has many provisions to help you. Here are some of the special areas designed to assist you:

Counseling Services

You have been assigned a school counselor who is concerned about your intellectual, physical, emotional, and social development. Your counselor's name is on your schedule. Stop in the Guidance Office located next to the main office to meet your counselor. Although any counselor can assist you at any time in an emergency, you may wish to take advantage of the knowledge and expertise of your counselor to help you make decisions about school. The counselors can also meet with your parents to review standardized test scores, and confer with your teachers on your behalf. You should ordinarily make an appointment to meet with your counselor before or after school or during a study hall.

Psychology Services

We have School Psychologists who can help you. The psychologist very often works to diagnose and evaluate your academic ability through tests, classroom observations, interviews, and record evaluations. The psychologist can also counsel you individually, or in groups. Sometimes the psychologists can help you by connecting you with an outside agency.

Medical Services

The Nurse is available to you in her office. If you would like to see the nurse, ask your teacher for a pass. Of course, you should not hesitate to go directly to the nurse in an emergency for yourself or someone else. If the nurse is not in her office, go to the main office.

Medication

The school district supplies no medication for students.

You **MAY NOT** self-administer medication (over the counter or ordered by the doctor) in school. If it is absolutely necessary for you to receive medication during school hours, the following procedure must be followed:

1. The parent or guardian must send a written, dated request for the medication to be given.
2. A written order must be received and signed by the doctor stating the name of the medication, time to be given, effect of the medication, duration of order, and side effects.
3. Medication must be brought to school by the parent or guardian in the original container from the pharmacy.
4. All long-term medications must be renewed annually.
5. Students who have acute life threatening allergies, such as bee sting, must follow the above directions to avoid any delay in care, which could be fatal.

General Information

This section of the handbook explains some of the items, which you need to understand.

Homework and Textbooks

Both of these are part of each of your classes. Both of these become your responsibility. You need to do your homework when it is assigned, the way it is assigned. Textbooks are lent to you by the school district to help you with your class work. You become responsible for each book given to you. You have to pay for lost or damaged books.

Appropriate Dress

New York Health Law dictates that there are to be absolutely NO:

Bare feet, bulky jewelry and/or jewelry with sharp edges, heavy ornamental chains and/or dog collars permitted in school.

New York State Education Standards dictates that:

Short shorts, shirts with profanity or offensive messages, short skirts, see-through clothing, tank tops, dirty clothing, cut off shirts, and clothing with excessive holes, (this also includes hats and headgear) interfere with the educational process and should not be worn in school.

All hats, headgear, bandanas, headbands worn as sweatbands, and coats (not to include sweatshirts, lightweight fleece, blazers, suit jackets, and Central Square team apparel), must be removed and stored in the student's locker upon entering the building until dismissal.

Clothing must fit sufficiently to cover the students appropriately at all times. Clothing which exposes undergarments at any time is not permitted. Halter-tops, Spaghetti Straps, low cut jeans, exposed midriffs, exposed undergarments and plunging necklines are not permitted. Shorts/Skirts should be of a length that is longer than the arm and fingers fully extended down to their sides. Shirts should be of a length that they cover the complete midriff with the arms fully extended and raised over the student's head.

These minimum dress standards are enforced. Students in violation of this policy will be required to change into appropriate attire before being allowed to continue classroom instruction. Students unable to change into appropriate attire or refusing to adhere to the District Dress Code may be subject to additional disciplinary action to be determined by administration. In the event of an extreme climate condition, exception to this may be made by the administration. Any exception made will be clearly communicated through the P.A. system by an administrator.

Care for School Property

Students are expected to take pride in their school. Students are responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property (this includes the cafeteria, classrooms, lavatories, locker rooms, hallways, student lockers, and textbooks).

Computer Misuse

The following is a summarization of Board of Education policy. The network is provided for students to conduct research for classroom objectives. Access to network services is given to students who agree to act in a considerate and responsible manner. Permission will only be denied if requested in writing to the building principal by the parent or guardian. ***Access is a privilege – not a right.***

The use of any computer hardware and/or software in any inappropriate, fraudulent or destructive manner will not be tolerated, and will be referred to the administration. Examples of misuse include, but are not limited to:

Sending out an unauthorized message, downloading software, plagiarism, altering of a software program or computer configuration, vandalizing hardware or software components, etc.

Computer Abuse

1. Willful disruption of computer workstation services (hardware or software) that deny others use of a computer.
2. Tampering with electronic documents created by others.
3. Damage to computer hardware.
4. Unauthorized access to network services.

The **misuse** or **abuse** of the school computers will result in but not limited to the following disciplinary actions:

Level 1: Removal of computer privileges outside class not academic in nature (research paper, term paper, etc.). This will be under direct supervision and last 5 school days. The parents will be contacted. Students may receive 1 – 3 Saturday School detentions.

Level 2: Up to a 3 day Out-of-school suspension.

Level 3 Up to a 5 day Out-of-School Suspension

Note: Financial restitution will be sought for damages – including technician's time for repair.

Conflict Resolution

Conflict resolution is an option to help students & staff resolve a conflict. This process gives each of the parties the chance to communicate face to face so that each person is heard. Information is kept confidential. The process will include an administrator and/or guidance counselor.

Electronic Devices

Radios, portable CD/Ipods/MP3 players, headphones, stereos, cellular or portable phones, electronic games, etc. and other inappropriate materials are not to be brought to school. The first offense will result in these materials being confiscated and returned at the end of the day. The second offense will result in these materials being confiscated and returned to a parent/guardian ONLY.

Laser lights of any kind are not permitted and will be taken away immediately and not returned.

Identification Cards

Identification (ID) Cards are to be carried by students at all times.

ID cards are connected to other areas of the school: you will not be allowed hall passes, library access, and/or certain extracurricular activity access, etc. without your valid school ID.

Library Media Center

The Library Media Center encourages students to use its facilities to complete assignments, research projects, or pursue their own personal interests. The library staff will assist students in locating information and provide a quiet environment for students to work efficiently.

****The Library Media Center is open to all students during school hours****

Students may use the Library Media Center during their lunch and study halls. When coming to the library during their lunchtime, students must sign the "SIGN IN" sheet at the circulation desk show a valid ID and indicate that they are lunch students. Students wishing to use the library during study hall must first report to their study hall and have their agenda book signed and have a valid ID.

There is limited use of passes during library time. Proper behavior is expected, which means working or reading quietly. Failure to comply will result in a loss of Library Media Center privileges for an undetermined period of time.

Bring all resources that you wish to check out to the main desk. Return all resources in the book return. Materials placed “on reserve” are located at the main desk.

All books are checked out for two weeks. Students need their School ID card to check out materials. Students with overdue materials may not sign into the library during their study hall period or free time.

Overdue Materials Policy:

After the due date, a written notice is given to the students. When materials become long overdue, parents will be contacted for their support, by the Library Media Center staff. If materials are still not returned, a discipline referral will be turned in to the administration for the appropriate consequences.

Parking and Driving on School Property

Permission for a student to park on school property is a privilege granted by the administration and subject to certain regulations. VIOLATION OF ANY OF THESE REGULATIONS, AS WELL AS ANY OTHER REGULATIONS BY ADMINISTRATION, WILL RESULT IN THE IMMEDIATE LOSS OF YOUR PARKING PRIVILEGE.

The regulations are:

During school hours, student operated vehicles will be parked in the designated space only. (Warning – Vehicles may be subject to search by administration). CARS NOT PARKED WITHIN THE DESIGNATED SPACE BOUNDARIES WILL BE SUBJECT TO REMOVAL AT OWNER’S EXPENSE.

Students who are allowed the privilege of parking on campus must also accept the responsibility of arriving to school on time every day for class. Failure to arrive to school on time may result in the loss of parking privileges. Students are not to go to vehicles, or to the parking lots, during the school day for any reason without prior permission of an administrator.

Any student found in possession, of or using either alcohol or drugs may lose their parking privileges.

The speed limit on all school property is 10 miles per hour.

Students are expected to exercise good traffic safety practices on school properties.

Students approved for this privilege have been granted permission to park ONLY the vehicle registered. Students are NOT to “loan” their spaces to any other students. Students are to drive ONLY the vehicle registered. Otherwise take the BUS.

UNREGISTERED VEHICLES PARKED ON SCHOOL PROPERTY ARE SUBJECT TO REMOVAL AT OWNER’S EXPENSE. If any vehicle is towed from school property it is the owner’s responsibility for payment.

Passes

Each student will find an allotment of monthly hall passes in the back of his/her agenda. These passes are to be used to go to the lavatory, locker, the nurse, to see a teacher, or to use a phone. They should not be abused. Abuse of this privilege may result in lost pass privileges.

1. Students must request permission to use these passes.
2. Students must also have a valid ID visible in order to utilize their passes.
3. A teacher has the right to deny the use of these passes if they feel it is not appropriate for the student to leave class at that time.

Public Display of Affection

Conspicuous displays of affection* by students in a school is an unacceptable behavior offensive to teachers and other students who must observe this behavior. Students who persistently engage in displays of affection in school are subject to disciplinary action as well as contacting home to inform parents of this persistent problem.

*(Kissing, hugging & other excessive, intense displays of affection)

School Bus Information

All secondary students are limited to secondary busses for transportation to and from school. No secondary students will be allowed to ride elementary buses to or from school. Secondary students should make every effort to be ready and on time for the arrival of their bus in the morning and afternoon. If students miss the bus in the morning or

afternoon, they or their parents are responsible for transportation to or from the high school. It is important to understand that missing a bus is not a legal excuse to be absent from school.

All students are required to have a signed Late Bus Pass in order to ride the 3:10 or 5:00 late bus. Students must obtain a Late Bus Pass from the teacher or advisor that they are staying with. Late Bus passes will not be issued to students for the purpose of transporting students to other residents in the district. Transportation will only be provided to and from the primary residence for the student. All emergency needs will be handled by the administration and written requests for bus transportation must be submitted by 9:15 a.m. each day.

Please remember that students will not be allowed on the late bus without a signed pass. The bus driver will collect all late bus passes.

School Closings

The transportation department is in contact with highway superintendents in our school district so as to keep informed of road conditions. In case of school closing caused by bad weather, the following radio stations are notified: WHEN, WSYR-AM, WYYY-FM, WNDR, WSEN, WSCP WSGO and 3, 5, 9, and 10 Television Stations. These stations are located in Syracuse, NY and Oswego, NY. You may also sign up for text and email alerts at www.cssd.org.

School Dances

Dances are scheduled throughout the school year. Students are expected to follow all school/rules while at dances. They should be attired in an appropriate fashion. Students will not be allowed to leave and then re-enter any school dance – including the Junior Prom and the Senior Ball. Students should arrange transportation to and from the dance. Students who are not following rules and regulations may be asked to leave the dance with NO refund.

NOTE: Chaperones have complete authority to enforce all school and dance regulations.

School Locks and Lockers

School lockers and locks are the property of the Central Square School District. Only locks assigned by the school are allowed on school lockers; this applies to all lockers, including those in the Physical Education area. Each student must assume responsibility for his or her locker and its contents. The school will not be responsible for lost or stolen items. Lockers should be kept locked at all times when not in use. Students are advised not to share their locker or combination with friends, as well as bring valuable items and large sums of money to school at any time.

Any locker is only effective if a lock is used properly!

Student Government

Student Government sponsors numerous social events such as:

Homecoming
Leadership Conferences

Blood Drives
Pep Rallies
Various other charitable events

Winter Semi-Formal
Senior Citizen Events

They represent students on various planning and visionary committees both in our school building and on a district level. Concerns, ideas, and/or suggestions about what happens at P.V.M. should be shared with a Student Government Representative. All meetings are open and advertised.

Telephones

Students should only use telephones during school hours in cases of emergency with the permission of a secretary or administrator. Being late to any assigned area because of using the phone between periods is not an acceptable excuse.

In-District Activities

This is to inform you that there may be occasions when students attend an in-district event, program, or activity at a school other than their own building. For these purposes, district buses will transport the students.

Visitors

All visitors coming into the building during the school day must report directly to our reception office. Students from schools outside our district will not normally be allowed to visit the high school. Exceptions to the visitation policy must be cleared through the high school administrators. Students are not to bring younger brothers or sisters to school with them. No uninvited visitors will be allowed during school hours. Invited visitors must have permission from the high school administration at least 96 hours in advance.

Working Papers

Students seeking a working certificate may obtain an application from the Main Office. These may be obtained before or after school, or during your lunch period. All students between 14 and 18 years of age must have a working certificate if they have a job. However, it is not necessary to have employment in order to obtain a certificate. The application must include:

- Parental consent
- Proof of physical within previous 12 months
- Birth certificate or equivalent proof of age

Upon receipt of above, a certificate card will be issued. The employer will hold the certificate while the student is employed. When leaving employment, the student should retrieve the certificate until needed for another job. Working certificates are needed to work until 18 years of age. ***The school district also has the right to rescind these permits!***

Senior Privileges

Seniors who are in good academic standings *and* passing all courses will have the option of using the Senior Study Hall. Those not in good academic standings (failing one or more courses) or have difficulty in meeting their responsibilities, will be assigned a regular study hall.

During Senior Study Hall, seniors **MUST** use the area designated for Senior Study Hall. This designated area is the dry cafeteria **ONLY**, unless informed otherwise. Students must remain in or at the area for the entire period unless dismissed by a staff member. Seniors are not allowed to leave the building without permission. Seniors going to Senior Study Hall are not to loiter in any hallway after the late bell rings for class. Seniors abusing the privilege of Senior Study Hall will lose this privilege and be assigned to a regular study hall(s).

Seniors with study hall at the end of the day and who work may apply for early dismissal. The senior must remain in good academic standing *and* passing all courses in order to keep the early dismissal privilege.

Should a senior have early dismissal, they must leave promptly when assigned. If a senior does not have school, they are not allowed in school, unless permission is granted by administration.

Study Hall – Underclassmen

During non-class time, students will be scheduled for study halls. In order for students to learn to make the best use of non-class time, they should have a choice of many alternative areas and activities. Everyone will have these options during non-class (study hall) times:

- Media Center** (Library)
- Quiet Study Hall**
- Guidance Office** – if you need to see a counselor
- Classroom** – for remedial or lab work (with teacher's permission and pre-signed pass).

NOTE: The campus will be closed. Students will not be allowed off school property or in restricted areas, i.e. downtown, student parking lot, or at any other school building, during their school day!

School Clubs and Organizations

Big Brother/Big Sister	Vocal Jazz	Foreign Language Club
Ski Club	Chorus	Drama Club
Envirothon	Field Band	Jazz Band
DECA	Math Team	Mock Trial
National Honor Society (NHS)	Newspaper (The Crimson Talon)	Parade Band
Science Club	Student Government	The Change
Brass Ensemble	Winter Guard	Art Club
Yearbook (The Talon)	Young Life Club	
Drumline	Oswego County Youth League	

Where do I go for?

Career Information	Counseling Office or Career Center
Change of Address	Registrar
Clubs and Organizations	Advisors or Career Center
Early Dismissal	Attendance Office
Food Consumption	Cafeteria
Improvement of Study Habits	Teachers or Counseling Office
Late Bus Passes	Teacher or Advisors
Locker Trouble	Main Office
Lost and Found	Nurses Office
Parking Permits	Main Office
Passes	Teachers
Problems in a Particular Class	Teacher or Counseling Office
Removal from Ineligible List	Athletic Office
Scheduling	Counseling Office
Sickness and Accidents	Nurse's Office
Sign Up for Sports	Physical Education Office
Social or Personal Problems	Counseling Office
Tardy Pass to School	Attendance Office
Working Papers	Main Office

website www.cssd.org/pvmhs

Youth Services Directory

<i>Alcoholic Anonymous</i>	<i>463-5011</i>
<i>Al-Anon</i>	<i>471-0191</i>
<i>AIDS</i>	<i>1-800-343-AIDS</i>
<i>Catholic Charities</i>	<i>598-3980</i>
<i>Contact (24 hrs. hot line)</i>	<i>251-0600</i>
<i>Child Abuse</i>	<i>1-800-342-3720</i>
<i>Drug Abuse Information</i>	<i>1-800-522-5353</i>
<i>Rape Crisis Center (24 hr. hot line)</i>	<i>422-7273</i>
<i>Runaways</i>	<i>1-800-621-4000</i>
<i>Oswego County Opportunities</i>	<i>342-7532</i>

Withdrawals and Transfers from School

A student who is withdrawing or transferring from Paul V. Moore High School should consult with his/her counselor. A pupil release form will be issued and should be carried to classes so that the teachers may initial this form indicating that all books and materials have been returned. If a student is transferring to another school, it will be necessary for a

parent (guardian) to sign a release of records form so that we may send academic records to the new school. All outstanding bills must be paid before records will be transferred.

Privileges and Responsibilities

Paul V. Moore High School tries to provide an atmosphere whereby students are treated as young adults capable of assuming new responsibilities. We feel that this can be an important part of the learning process and that given the proper environment; students can accept and meet these challenges. Like anything in life, if something is given, something is asked for in return; that is, with these privileges also comes a responsibility.

Academic Requirements

Specific information concerning the types of programs offered at Paul V. Moore High School can be obtained from your guidance counselor or from the Program of Studies booklet available in the Guidance Office.

Weighted Grades

All courses taken as Regents Advanced, Advanced Honors, Honors, AP, and College Level will be weighted at the level of an additional 5% (1.05)

Study Hall Expectations

A student scheduled for a study hall must go directly to their assigned quiet study hall. Once the student is in his/her assigned study hall, he/she must stay there unless excused by a teacher.

Quiet study hall is to be used for quiet study.

Each area that can be used by students scheduled for study halls will have a sign-in and sign-out sheet for each period.

The teacher who regularly supervises a study hall should take attendance and make sure that students who leave the study hall go to where they say they are going when signing out of the study hall.

Students not accounted for are then reported to the office.

If a student leaves an area with the teacher's permission, he/she MUST have a signed agenda book and visible student ID.

Evacuation Procedures

A comprehensive plan has been developed to ensure the safety of students and school personnel. Meeting areas and transportation schedules have been designated. It is important that students file out of the building quietly, in an orderly fashion, and listen to all directions given. Most of all, **STAY WITH YOUR ASSIGNED TEACHER!!!**

Fire/Lockdown/Sheltering Drills

The State Education Law requires each school to carry out a minimum of 12 fire drills a year while school is in session. In each room in the building a sign is posted giving explicit directions to the students in that room as to which exit they are to use. Students are to file out of the building quietly and in an orderly fashion, lining up in designated areas. No one should ever return to the building until the official **ALL CLEAR** signal is given over the P.A. system. In addition, the school will also conduct 4 lockdowns and 1 sheltering drill for emergency preparedness.

Skip Days

Occasionally students get together and organize a day or part of a day off from school. Central Square Central School does not condone these activities. Students participating in such activities will be subject to truancy regulations and other sanctions that may include elimination from senior activities and possibly commencement ceremonies.

Inquiries and Searches in School

As provided for in New York State Education Law, students have no right or expectation of privacy with regard to school property. School officials have the legal right and responsibility to inspect lockers or search a student's person or belongings on school property. This includes vehicles parked in parking lots, when there is reasonable suspicion. Searches from time to time, throughout the school year, may be conducted by law enforcement agencies and K-9 units. These searches will be confined to the school buildings and fields, as well as school parking lots and vehicles parked on school property.

STUDENTS and PARENTS SHOULD BE AWARE THAT SCHOOL OFFICIALS HAVE THIS RIGHT BY LAW and WILL UTILIZE THIS RIGHT.

Counseling Office

The primary goal of the school-counseling program is to support and enhance student learning. Counseling services promote school success through a focus on academic achievement, prevention, intervention activities, advocacy, social/emotional, and career development.

The school counselor is a certified professional educator who provides services to students, teachers, parents, administrators, other school staff and members of the community as an integral part of a comprehensive education program. Counseling is a process of helping people. This occurs by assisting people to make responsible decisions and to develop positive behaviors. Through this process, school counselors promote the academic, career and personal/social development of all students.

At Paul V. Moore High School students are assigned to their School Counselor by the first letters of their last name. Students will have the same counselor for grades 9 through 12, according to the chart below. Your counselor will assist you in developing a high school program of studies designed to meet the requirements for graduation and your educational and career goals.

Counselor-Student Assignments

<i>Counselor</i>	<i>Students with Last Names Beginning:</i>
Mrs. Sorbello	A thru C
Mr. Brousseau	D thru Hn
Mr. Petrella	Ho thru MN
Mr. Wales	Mo thru Se
Mrs. Kring	Sf thru Z

Counseling Office Phone: 668-4231, ext. 53021

Registrar's Office Phone: 668-4220, ext. 70226

Counseling Office Fax: 668-4332

Graduation Requirements

Graduation requirements are reviewed with every student on a yearly basis during a scheduling conference with a guidance counselor, which includes an annual review of the student's performance. Since requirements for graduation differ for students depending on the year that they entered high school, students and parents should check with their assigned counselor for information regarding requirements for graduation. It is important to understand that there is both credit and assessment requirements that students must meet in order to receive a high school diploma.

Minimum Schedule

A complete schedule makes school more constructive and enjoyable. You are expected to carry a minimum of five (5) units of credit plus Physical Education each year. Seniors who have permission for early dismissal are an exception.

Program of Studies

Paul V. Moore High School offers a comprehensive program of studies that includes accelerated, honors, advanced placement, Syracuse University Project Advance, Tech Prep, and distance learning courses. In addition to a strong core academic program, there are elective offerings in visual and performing arts, Technology Education, and Business Education. Languages other than English that are taught include French, Spanish, German, Italian. For more information, consult the Paul V. Moore High School 2019 – 2020 Course Description booklet or see your guidance counselor.

Minimum Units Required for Class Standing

To be promoted from:

Freshman to Sophomore: 5 ½ units and pass English 9 or Global History 9

Sophomore to Junior: 11 units and pass English 9 and Global History 9, and English 10 or Global History 10

Junior to Senior: Must be enrolled in courses, which enable the student to graduate in June.

Center for Instruction, Technology & Innovation (CITI)

The Center for Instruction, Technology & Innovation in Mexico offers several major courses in building trades, business, electronics, engine trades, graphics, health, metal fabrication, and public services. Students enrolled in these programs attend the center on a half-day basis and spend the rest of the day at Paul V. Moore High School. For further information on these programs, see your guidance counselor.

Career Center

Paul V. Moore High School has a full service Career Center available to students, teachers, parents and community members. The Career Center contains information on career, military, and educational opportunities. Both printed and computer resources are available. Students can find assistance in researching colleges, scholarships, job opportunities and volunteer placements. Assistance is also available to help prepare resumes and college or scholarship applications. Representatives from colleges, the military, and career fields regularly visit the Career Center to meet with students in scheduled programs. The Career Center also supports our Job Shadow Program and Career Exploration Internships that are coordinated through the Business Department.

Schedule Changes

We encourage students/parents to contact the Guidance Office to change a previously selected course during the spring schedule change period.

The following rules apply:

1. No one can add a semester course after the first 10 days of the semester.
2. Students may not request a schedule change until completing on full ABCD cycle.
3. All schedule changes require written parental permission. **This does not guarantee the schedule will be changed.**
4. No students may drop a course after the 4th week.

SCHEDULE CHANGE REQUEST WILL BE APPROVED (IF POSSIBLE) FOR THE FOLLOWING REASONS:

1. Currently conflicting courses
2. Incorrect course level
3. Unscheduled period

Students desiring a schedule change for the above reasons will complete the schedule change request form and return it to the Guidance Office.

SCHEDULE CHANGE REQUESTS WILL BE DENIED FOR THE FOLLOWING REASONS:

1. Teacher change
2. Period change
3. Request to be in another class with friends
4. Student lack of motivation to complete course
5. Dropping a class to avoid a failing grade, these grades will be recorded on student transcripts.

ANY EXCEPTIONS TO THIS POLICY MUST BE ADDRESSED ONLY BY THE BUILDING ADMINISTRATION.

Physical Education Course Requirements

1. If a student fails to meet course requirements, the student will be required to make up the requirements during the following semester, school year, or at summer school. The high school Guidance Office and administration must approve summer school attendance and credit.
2. Students pursuing an accelerated program resulting in early graduation will not be penalized by the Physical Education requirements.
3. Once a student has earned two units of credit for Physical Education, he/she will not have to take additional credits.
4. Numeric grades will be given and will be factored into a student's class ranking, honor roll, or grade point average.
5. Students excused from PE class for medical reasons will be dealt with on an individual basis in consultation with the Health Office, guidance counselor, physical education teachers, Athletic Director, and building administration.

Academic Eligibility Regulations (Grades 7 - 12)

Purpose of Academic Eligibility:

Academic eligibility is to support the successful scholastic achievement of the student's educational program while they participate in a school sponsored athletic program and/or extra-curricular activities.

Notification to Students:

The advisor/coach will be responsible for explaining the eligibility procedures to students who are involved in a sport/activity at the start of each season and/or activity.

Notification to Parents:

The coach/advisor shall make notification of the eligibility program to the parents/guardians via written communication, coaches meetings with parents, and utilizing the purple card. The coach/advisor shall also generate letters of official notification to the parents/guardians of the eligibility status of their child during each reporting period.

Identification of Students:

Each marking period per year a list of students with more than one grade below passing (65) in any course will be generated in each participating school (incomplete grades will be considered as failing until a final grade is reported). This list of students will be utilized by the supervisor of the academic eligibility program, at each school, to develop an eligibility list of students that have not met the requirements for participation in a team sport/student activity. This eligibility list will be distributed to each coach/advisor so that they may inform the students verbally of their eligibility

status. In addition, the coach/advisor will also make written notification to the students' parents/guardian via a letter sent home with the student.

Levels of Eligibility:

Academic Advisement: This is the first level of eligibility and will be enforced for any student who is participating in a sport/activity and failing more than one course. Academic advisement will last for a fourteen day period (specific dates to be set by the supervisor for academic eligibility). This period of time is provided for the student to work at raising his/her grades. The student may continue to participate fully in the sport/activity during this time period. The student will be required to meet with teachers during advisement in an effort to get the support to become eligible.

Academic Probation: This is the second level of eligibility and will be enforced for an additional fourteen day period (specific dates to be set by the supervisor for academic eligibility). This period of time is provided for the student to raise his/her grades to a passing level in all courses. A student who is determined to be on academic probation may practice, attend meetings, but is not eligible to play in contests/scrimmages/rehearsals/performances for any sport/activity during this time period. The student will be required to meet with teachers during advisement in an effort to get the support to become eligible.

Academically Ineligible: This is the third level of eligibility and will be enforced for an additional fourteen day period (specific dates to be set by the supervisor for academic eligibility). This period of time is provided for the student to raise his/her grades to a passing level in all courses. A student who is determined to be on academically ineligible may not practice, attend meetings, or play in contests/scrimmages/rehearsals/performances for any sport/activity during this time period. The student will be required to meet with teachers during advisement in an effort to get the support to become eligible.

Ineligible: This is an administrative level of eligibility and will be enforced only by the building administration. A student who is determined to be ineligible cannot participate in any sports/extracurricular activities. The student will be required to meet with teachers during advisement in an effort to get the support to become eligible.

Eligibility Status:

Eligible A student is passing all courses.

Eligible A student is failing only one course.

Academic Advisement A student is failing two courses, but may still play.

Academic Probation or Academically Ineligible A student is failing three courses (pending determination of effort, as determined by the supervisor of academic eligibility, based upon course grades and comments provided by student's teachers).

Academically Ineligible A student is failing four courses or more, or a student fails to submit an academic eligibility progress report by the required date. (The student will be unable to practice or play in competition.)

In all situations, the students will have to show improvement from one reporting period to the next in order to improve his/her eligibility status. This is a sliding scale format, so that all participants/athletes have a chance to redeem themselves every two weeks.

Eligibility Determination:

- End-of-the-Year Status** A student who has more than one course grade below passing (65) during the last marking period of the school year will be on academic advisement immediately for the start of the new school year (pending attendance in summer school and successful completion of the deficient course(s)).
- Full Year Activities:** The sixth marking period course grades of the preceding school year will be used to determine the initial eligibility for participation in year long activities. A new eligibility list will be established for the remainder of the school year at the end of each marking period.
- Fall Activities:** The sixth marking period course grades of the preceding school year will be used to determine the initial eligibility for participation in fall sports/activities. A new eligibility list will be established for the remainder of the season at the end of each marking period.
- Winter Activities:** The second marking period course grades of the current school year will be used to determine the initial eligibility for participation in winter sports/activities. A new eligibility list will be established for the remainder of the season at the end of each marking period.
- Spring Activities:** The fourth marking period course grades of the current school year will be used to determine the initial eligibility for participation in a spring sports/activities. A new eligibility list will be established for the remainder of the season at the end of each marking period.

Academic Eligibility Process:

1. Academic eligibility is a continuously running program. This program starts from the time the students enter scholastic athletic programs and/or extra-curricular programs starting in the seventh grade.
2. Dates for academic eligibility reporting periods will be established for each season by the supervisor for academic eligibility and communicated to all coaches/advisors.
3. An initial eligibility list for each season will be established by the supervisor for academic eligibility and communicated to all coaches/advisors of an activity.
 - a. Special situations will be at the start of each year, as students may be placed on academic advisement due to the previous year's status from their last marking period, pending adjustments for summer school attendance and successful completion of courses.
 - b. Once a student is placed on the academic eligibility list for the season, the student will remain on the eligibility list until the next marking period or until the conclusion of the season.
4. The coaches/advisors will be responsible for the dissemination and collection of academic eligibility progress reports to and from his/her participants/athletes.
5. The coaches/advisors will be responsible for the dissemination and collection of academic eligibility progress reports to and from his participants/athletes by the established time and dates.
6. The coach will submit all collected academic eligibility progress reports to the supervisor of the academic eligibility program by the established date and time.
7. The supervisor of the academic eligibility program will then review all progress reports.
8. The supervisor of academic eligibility will then establish an eligibility list which places the participants/athletes on the appropriate level of eligibility, based on the marking period report card or progress reports, for the period being monitored. (Students who fail to submit a report to their coach/advisor will be placed on the ineligible list until the next reporting cycle established for the season)

9. The eligibility list will be communicated by the Academic Eligibility supervisor to the coaches/advisors for enforcement of the policy.
10. Eligibility periods will run from Monday to Monday, over a two week period (when possible and these periods will be determined by the supervisor for academic eligibility).
11. Coaches/Advisors will then communicate the participant's/athlete's eligibility status to both the participant/athlete (verbally) and the parent/guardian (written).
12. The eligibility status will then be enforced for the duration of the reporting period established by the supervisor for academic eligibility.

Dealing with Special Circumstances

Appeal Process:

Decisions regarding eligibility may be appealed to the building principal. Parents must request an appeal, in writing, to the building principal. The appeal must be submitted within three school days of notification of eligibility status. The written appeal must state the nature of the parent's concerns with the academic status of their student and the reason that the initial decision should be overturned.

Once a written request for appeal is received, an academic eligibility review committee will be convened by the building principal who will be the facilitator. The voting committee will convene within three school days of receipt of the written appeal request. This committee will consist of the student's principal, guidance counselor, an instructional staff member, athletic director, and a coach/advisor (out of season).

Academic Eligibility Review Hearing:

The hearing will be conducted only with the presence of the parent/guardian requesting the appeal, as well as the student in question. Additionally, the student can also ask that an additional instructional staff member be present on their behalf as a non-voting advocate.

The hearing process will start with the reading of the appeal request by the facilitator. The parent and student will then be given the opportunity to summarize their appeal and state why the student should be eligible. Additionally, the parent/guardian, as well as the student, will answer any and all questions of the hearing committee to the best of their ability. The student's advocate, if selected, will also be allowed to offer any pertinent information. Upon hearing the relative information, the hearing committee members, along with the facilitator, will convene privately and make a determination of eligibility for the student. The initial eligibility status, as determined by the supervisor of the academic eligibility program, will remain in effect during the appeal process until a final decision is made via the academic eligibility review hearing. A final decision of the academic eligibility review committee will be communicated to the parent/guardian via a letter within 24 to 48 hours of the hearing.

Policies/Procedures and Discipline

Student Conduct and Discipline

What If I Do the Right Things?

Certainly we expect that you will try to behave appropriately and show respect for your classmates, teachers, and school staff. We recognize this effort in a number of ways - individual incentive rewards, citizenship rewards, extra "fun" activities, and special team activities.

We encourage you to work with your teachers to suggest and develop new ways to reward student citizenship and growth. Have a wonderful year!

Regulations for Maintenance of Order on School Property

Students will not:

1. Refuse to identify themselves when requested to do so.
2. Obstruct or disrupt teaching, administration, or other activities held on school property.
3. Endanger the health, safety, or welfare of any other person.
4. Damage school property.
5. Enter or use school facilities without authorization.
6. Use, possess, or distribute alcohol, narcotics, or illegal drugs.
7. Fail to comply with directions of school personnel and any law enforcement officer acting in the performance of their duties.
8. Possess firearms, fireworks, explosives, dangerous chemicals, or any other weapons.
9. Smoke on school property.
10. Use lockers for storage of any dangerous or illegal materials.
11. Have bottles, cans, or food items in the halls before, during, or after school.

General Policy

All students must abide by and adhere to policies approved by the Central Square Board of Education and Paul V. Moore High School Administration. In addition, all students are expected to follow specific instructions given by a teacher, staff member, or administrator relating to the operation of the school program. Failure to comply may be considered an act of insubordination. The purpose of written disciplinary regulations is to prevent or deter unacceptable behavior, and provide for uniformity and fairness in dealing with all students. The goals of the written code are to establish a positive learning atmosphere, to ensure understanding and respect for the rights and property of all, and to promote individual responsibility and self-control.

Code of Conduct

The following discipline code applies to the behavior of all students attending Paul V. Moore High School, and/or on school grounds, in the school buildings, and/or participating in school-sponsored activities. Serious or flagrant violations of the District's Code of Conduct can result in an immediate hearing with the Superintendent or Board of Education. A student may be suspended from school or be subjected to other forms of disciplinary action when a student violates the district code of conduct.

Discipline

All corrective consequences for violations of school rules will be reasonable in manner, moderate in degree, and appropriate to the violation. They will be of such a nature that each subsequent violation will be dealt with more severely during the students' high school career. The infractions of school discipline are listed on the following pages. It is not possible to cover all topics of student misbehavior. Changes may occur at the discretion of the Administration. In all instances, the Principal, and/or his/her designated representative, has the right to change penalties whenever extenuating circumstances are present, so that justice may be tempered with reason and understanding in relationship to the infraction.

Disciplinary Procedures

The administration and the staff believe that written procedures and regulations improve the educational process and efficiency of the operation of the school. It is the responsibility of the Board of Education, administration and teaching staff to enforce these policies uniformly. It is the responsibility of students and parents to have knowledge of, and abide by, discipline policies. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way the students view as fair and impartial. Therefore, before seeking outside assistance, staff will first use all their resources to create a change of behavior in the classroom or building. When the staff has made every effort to bring about positive behavior change, and has been unsuccessful, the student will be referred to the administration. After the referral, the administration assumes the role of deciding what further action will be taken.

Range of Consequences

The range of penalties at the high school, which may be imposed for violations of the student disciplinary code, includes the following.

Verbal warning	Written warning
Written notification to guardian(s)	Reprimand
Timeout (ISSD)	Lunch detention
Detention	Extended detention
(Exclusion) Removal from class (Timeout)	Saturday School Detention
Transportation Suspension	Suspension of other privileges
Suspension from athletics	Suspension from school
Suspension (extracurricular)	Superintendent's Hearing
Involuntary transfer	Referral to outside agencies
Probation Referral	Court action
Law Enforcement Involvement	

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline is progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that staff members imposing such penalty take into account all other relevant factors in determining the appropriate penalty. The above penalties may be imposed either alone or in combination.

Due Process

Students should know that, in disciplinary matters - particularly when suspension is involved, they have the right to due process. Essentially, due process involves:

1. The right to be informed of the specific violation they are being disciplined for.
2. An opportunity for an informal conference prior to punishment unless, the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.
3. The right to an appeal.

Definitions of Terms

Disciplinary Referral:

A written referral describes the nature of the negative student behavior. Copies are sent to the student, parent/guardian, staff, and retained in the student's file.

Detention:

Students may be assigned to an after school detention with a staff member or in the detention room. This detention will be from 2:52 – 3:25. Detention is considered to be part of the regular school day and takes precedence over other scheduled activities. Transportation is available for all students after detention.

SSR (Timeout):

A teacher may assign a pupil ISSD (timeout) for a class period during the school day. A student assigned to ISSD will report to the room directly from the assigning teacher or administrator. **ISSD (Timeout)** will be a consequence given when a student's behavior is severe and/or repeated during class to cause disruption to the learning process. Students will serve this time in the designated room that is monitored by a teaching assistant. When in the room, the basic rules are:

1. No talking
2. No idle time
3. All schoolwork sent by teachers must be completed and turned in by the following day.

Out-of-School Suspension:

An administrator may suspend a pupil from school for a period not to exceed 5 days. Suspension is considered to be the most serious disciplinary action taken by the school. It is therefore used only for extreme or repeated violations of our guidelines. According to N.Y.S. Education Law, students may be suspended for being

insubordinate, disorderly, or for conduct, which endangers the safety, morals, health or welfare of others. Students under suspension will not be allowed to attend or participate in any school function, or be on any school property (buses included), during the time of suspension (except for attendance in the transitions program (formerly the 3-5 program) and possibly after the suspension if so directed by the administration. Please be aware that suspensions from CITI are enforced by the high school and vice/versa.

Superintendent's Suspension:

The Superintendent of Schools may suspend a pupil for a period of more than five days. Specific procedures must be followed before an indeterminate suspension is issued. Refer to section 500.7e of the District Policy Book for complete information about suspension procedures.

Attendance

A student is deemed tardy if not in the properly assigned room when the bell rings to indicate the beginning of the period. If you are tardy on more than three (3) occasions during the school year, the following will result:

Tardy to Class

Offense	
1 st -	Teacher Warning
2 nd -	1 day Staff Detention
3 rd -	2 days School Detention
4 th -	3 days School Detention

*** Excessive tardies (5 or more) to school will result in other consequences as assigned by an administrator.

Truancy from Class ("Skipping")

Students do not have a choice of attending or not attending classes, study halls, and/or detention. Students must be in their assigned classes and/or study halls for the period of time designated for these activities.

STUDENTS WILL NOT BE ALLOWED TO MAKE UP CLASSWORK OR TESTS IF THEY HAVE BEEN FOUND TO BE TRUANT FROM CLASS.

Offense:	
1 st -	1-day Staff or School Detention, notified parent
2 nd -	1-day Extended School Detention, parent meeting
3 rd -	2-days Extended School Detention, parent meeting
4 th -	In school suspension (2 days)
5 th -	In school suspension (3 days)

*** Excessive truancy may result in further consequences as assigned by an administrator.

Truancy from School

A student who fails to attend school for other than lawful reasons is truant.

STUDENTS WILL NOT BE ALLOWED TO MAKE-UP CLASSWORK OR TESTS IF THEY HAVE BEEN FOUND TO BE TRUANT FROM SCHOOL.

Offense:	
1 st -	1-day In school detention
2 nd -	2-days In school detention, parent meeting
3 rd -	3-days In school detention, parent meeting
4 th -	In school suspension, parent meeting (2 days)
5 th -	In school suspension, parent meeting (3 days)

***Excessive truancy may result in further consequences as assigned by an administrator.

Leaving School Building or Grounds without Permission

Students are not permitted to leave the school or grounds without permission. Permission to leave the school or grounds during the school day may only be given by an Administrator. In addition, Students are not allowed to transport others off school grounds during the school day.

Offense:

1 st -	1-3 days Extended Detention, parent notification
2 nd -	3-5 days Extended Detention, parent notification
3 rd -	1-3-days External Suspension, and parent conference
4 th -	3-5-days External Suspension, and parent conference
5 th -	5-days External Suspension, and parent conference

School Authority/Relationships

Insubordination

Is the passive refusal to respond to a reasonable request or instruction (example: student does not respond to an adult staff member's reasonable request).

Offense:

1 st -	1 day Staff Detention
2 nd -	2 days Staff Detention, parents notified
3 rd -	3 School Detention, parent meeting
4 th -	4 days In school suspension, parent meeting
5 th -	5 days In school suspension, parent meeting

Gross Insubordination

Is the outright refusal to respond to an adult's reasonable request or instruction (example: the refusal results in a disruption of the educational environment). Serious offenses of gross insubordination, as determined by the administration, may lead to immediate suspension on the first offense.

Offense:

1 st -	1-day Extended/Saturday School, parent notification
2 nd -	2-days Extended/Saturday School, parent notification
3 rd -	3-days Extended/Saturday School, and parent conference
4 th -	1-3-days External Suspension, and parent conference
5 th -	3-5-days External Suspension, and parent conference

Obscene, Indecent, Grossly Inconsiderate Behavior, Foul Language, Obscene Gestures, Harassment, Verbal Abuse, Intimidation, Racist Remarks, Spitting, or any other behavior that is unbecoming a student.

The severity of the offense dictates the severity of the punishment. At the discretion of the administration, the following guidelines will be followed.

Minor Offenses:

1 st -	1-day Staff or School Detention, notified parent
2 nd -	2-day Staff or School Detention, notified parent
3 rd -	3-day Staff or School Detention, notified parent
4 th -	1-day Extended/Saturday School, administrative parent contact
5 th -	2-day Extended/Saturday School, administrative parent contact

Major Offenses:

1 st -	1-day Extended/Saturday School, parent notification
-------------------	---

2 nd -	2-days Extended/Saturday School, parent notification
3 rd -	3-days Extended/Saturday School, and parent conference
4 th -	1-3-days External Suspension, and parent conference
5 th -	3-5-days External Suspension, and parent conference

Comments Directed at or about a Staff Member or other Adults:

1 st -	3-days External Suspension, and parent conference
2 nd -	5-days External Suspension, and parent conference

In instances of sexual harassment, Saturday School suspensions and external suspensions may be employed.

In instances of possession, creation, or storage of defamatory literature on school property, students will automatically receive a 3 or 5 day suspension. Additionally, instances of these behaviors that occur outside of school: including, but not limited to the internet, that cause a disruption to the learning process or a potentially dangerous situation in school may be dealt with by the administration and law enforcement. (This includes but does not limit to racist, sexual, gender bias, etc. documents)

School Order/Safety

Academic Cheating

If an offense of academic cheating comes at the end of a course, or in a major part of the course requirement such as a paper or exam, which includes use of a cell phone during an exam, it may mean failure for the course.

In all instances, the students will conference with the administration and/or teacher. The department and/or teacher procedures for academic cheating will be applied to the situation. Teachers will notify the student's parents, Department Head, Administration and Guidance Office. The teacher will also keep documentation of the incident for his or her own records. This will also apply to occurrences of plagiarism.

Disruptive Behavior

Disruptive behavior is misbehavior, which upsets the order and the proper function of the school. The severity of the offense dictates the severity of the punishment. Examples of disruptive behavior could include running and jumping in the building, horseplay, tripping or attempting to trip, swearing, or any other behavior deemed inappropriate by the building administration.

Disruptive Classroom Behavior

Offense:

1 st -	Staff Conference
2 nd -	1-3 days Staff Detention
3 rd -	3-5 days Staff or School Detention, parent conference
4 th -	1 day Extended/Saturday School Detention, parent notification
5 th -	1-3 days Extended/Saturday School, parent conference

Continual or serious disruptive violations will be dealt with more severely by the Administration.

Removal from Class (Time out)

Time out is the temporary removal of a student from class in order to continue the education process without interruptions. A teacher will send the student to the Room 2109 for the remainder of the class. The teacher will also call down to Room 2109 to assure that the student has arrived and give the reason for removal. Teachers may not send students to SSR during the last 10 minutes of class, and may not carry SSR time over to the next class period.

Continuous removals will be dealt with more severely by the Administration.

Offense:

1 st -	Removal, teacher conference with student
2 nd -	Removal, 1 day of Staff or School Detention
3 rd -	1-day Extended/Saturday School, administrative conference

Disruptive Behavior at Assemblies

Disruptive behavior is general rudeness - talking loudly, showing disrespect for speakers and performers. A student will be asked to leave for disruptive behavior. The student will leave quietly and immediately. If he/she doesn't, it will be considered insubordination. The student will spend the remainder of the assembly in an administrative suspension and receive a minimum of one detention, and will not be allowed to attend the next school assembly.

Littering is prohibited

Hall and classroom litter is a visual nuisance and detraction from the educational environment. Students are expected to clean up after themselves. This especially is a requirement during lunch periods. Refusal to clean up areas of litter will lead to further disciplinary action.

Offense:

1 st -	Warning, clean-up
2 nd -	1-day Staff or school detention, clean up
3 rd -	1-day Extended/Saturday School, clean up, Parent Notification

Music Devices, Cameras, Cell Phones, Electronic Games, Pagers, and any other items (i.e. Water Pistols, Hand Shockers)* that disrupt the educational process.**

Personal technology use by students is permitted during the school day for instructional purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable.

Offense:

1 st -	Warning, have device put away (locker or book bag)
2 nd -	Confiscate item, return at the end of the class period
3 rd -	Confiscate item, return at the end of the school day. The item should be brought to the Main Office prior to the end of the day
4 th -	Confiscate item, return when parent comes in to pick up. The item should be brought to the Main Office prior to the end of the day. 1 day Detention
5 th -	Confiscate item, return when parent comes in to pick up. The item should be brought to the Main Office prior to the end of the day. 1-3 day Detention

*Water pistols and any other nuisance devices, as determined by the administration, will be confiscated permanently and disposed of.

**Music devices, cameras, cell phones, large sums of money as well as any other personal communication and electronic devices are a source of many problems when brought to school. Therefore, the school will not investigate any instances of theft of these items. Expensive personal items of a non-educational nature should not be brought to school.

***Should a student refuse to provide the item to administration, out-of-school suspension may result.

****Please refer to BOE policy 7315 for full policy.

Parking Lots

The school parking lots are for vehicular parking only. There is to be no loitering on school grounds during school hours or regularly scheduled activities and/or events. Loitering is interpreted as any unauthorized continuing presence.

Offense:

1 st -	Warning
2 nd -	Warning, Staff conference with student
3 rd -	1-3 days Staff or School Detention
4 th -	1-day Extended/Saturday School, possible loss of Parking Permit
5 th -	2-3 days Extended/Saturday School, possible loss of Parking Permit

Trespassing At Neighboring Schools

Students are not allowed at other Central Square Central School Buildings during regular school hours.

Offense:

1 st	-	1-day Staff or School Detention, notified parent
2 nd	-	2-day Staff or School Detention, notified parent
3 rd	-	3-day Staff or School Detention, notified parent
4 th	-	1-day Extended/Saturday School, administrative parent contact
5 th	-	2-day Extended/Saturday School, administrative parent contact

General Safety, Endangering Others, Throwing Objects

Minor Offenses:

1 st	-	1-day Staff or School Detention, notified parent
2 nd	-	2-day Staff or School Detention, notified parent
3 rd	-	3-day Staff or School Detention, notified parent
4 th	-	1-day Extended/Saturday School, administrative parent contact
5 th	-	2-day Extended/Saturday School, administrative parent contact

Major Offenses:

1 st	-	1-day Extended/Saturday School, parent notification
2 nd	-	2-days Extended/Saturday School, parent notification
3 rd	-	3-days Extended/Saturday School, and parent conference
4 th	-	3-days External Suspension, and parent conference
5 th	-	5-days External Suspension, and parent conference

Serious Offenses May Result in Immediate Suspension! Major Infractions

Forgery

Definition: Writing or altering and/or using the signature of another person, writing excuses, passes, etc.

Offense:

1 st	-	1-3 days Staff or School Detention, parent notification
2 nd	-	1-3 days Extended/Saturday School, parent conference
3 rd	-	3-5 days Extended/Saturday School, parent conference
4 th	-	3-days external suspension, and parent conference
5 th	-	5-days external suspension, and parent conference

Vandalism

Vandalism is defined as willful or malicious destruction of any property as well as misappropriation or stealing of school property. Perpetrators will make restitution for damages at cost of material and labor and may be assigned duty to work at clean up and repair. Parents will be notified. In School Suspension/Saturday School, or External Suspension, of up to five days may be imposed. A Superintendent's Hearing may be initiated. Acts of vandalism may be referred to law enforcement authorities in addition to school discipline. Restitution is mandatory.

Please note that it is now a Class A misdemeanor to deface property with graffiti and a Class B misdemeanor to possess graffiti instruments with the intent to use it to deface property.

Trespassing

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student.

The School District will press charges for trespassing and criminal trespassing on any school district property.

Smoking Policy

Tobacco Policy

The Board recognizes that the misuse of alcohol, drugs, tobacco, and other illegal substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school sponsored function, on school grounds, and on school buses at all times. The unauthorized use of prescription and over-the-counter drugs is also prohibited.

Students will not be under the influence of alcohol or other prohibited substances on school grounds or at school sponsored events. A school sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

Smoking

Smoking will not be permitted and no person will smoke within 100 feet of the entrance, exits, or outdoor areas of any public or private elementary or secondary schools. However, this does not apply to smoking in a residence, or within the real property boundary lines of residential real property.

Non-Medical Use of Prescription Drugs

Non-medical use of prescription drugs is prohibited. Should a student be found in possession of any such substance, he or she will be disciplined in accordance with the District *Code of Conduct*.

Smoking shall be construed as the act of a student who is observed to be:

1. Holding in mouth or in hand a cigarette or other tobacco product or vapor producing device***
2. Dropping, throwing, passing, or flipping away a cigarette or other tobacco product
3. Exhaling smoke, vapor, or like that is exhaled/inhaled
4. Sale of tobacco and/or product related to smoking
5. Responsible for any set of circumstances which would indicate to an adult observer that the student was smoking

*** Tobacco products include cigarettes, cigars, pipes, chewing tobacco, Juuls, all forms of electronic cigarettes, and snuff, and/or tobacco substitutes as well as smoking paraphernalia.

Possession of smoking materials in and around school buildings and grounds shall result in the confiscation of those materials.

Possession is defined to include having an unlit cigarette, cigar or pipe, electronic smoking devices, or smokeless tobacco (chewing tobacco, snuff, etc.) and/or tobacco substitutes on his/her person, in his/her clothing or in an assigned school locker.

Disciplinary action for the possession of smoking/tobacco materials will be:

Offense:

1 st	-	2-days external Suspension
2 nd	-	3-days external Suspension
3 rd	-	5-days external Suspension, parent conference
4 th	-	5-days external Suspension with Superintendent's Hearing, parent conference

Disciplinary action for smoking/using in or immediately around school grounds will be:

Offense:

1 st	-	3-days External Suspension
2 nd	-	5-days External Suspension
3 rd	-	5-days External Suspension, Superintendent's Hearing

Disciplinary action for using or smoking/using on school transportation will be:

Offense:

1 st	-	3-days external Suspension from school
2 nd	-	5-days-external Suspension
3 rd	-	5-days-external Suspension, and a Superintendent's hearing

Final judgment as to the assignment of disciplinary measures shall rest with the administration.

Taking Money or Material Goods from Others (Theft/Extortion/Gambling)

Depending on the severity of the offense, the consequences may range from a Saturday School Detention to five (5) days of Out of School Suspension. In all cases, law enforcement agencies may be notified.

Chemical Substance Abuse (Drug/Alcohol)

Drug and Alcohol Abuse

The possession, use of or under the influence of certain drugs is a serious violation of law and punishable by fine and/or imprisonment. A student is required to obey the same laws on school grounds as off. A school or college is not a sanctuary from the law. These institutions are a part of society and subject to the same laws. Accordingly, the school authorities have the same responsibility as every other citizen to report violations of law. Students possessing or using on school premises drugs prohibited by law, as well as synthetic substances, should be reported promptly to the appropriate law enforcement officials. School discipline should be imposed, at the discretion of the administration, independent of court action.

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. The Board of Education has adopted policy. This policy will be enforced at Paul V. Moore High School. Students may, as determined by school board ruling, be subject to immediate suspension for possession, use or being under the influence of drugs, but the suspension must allow for hearing and review in the same manner as suspension for any other reason. A referral to the appropriate Student Assistance Program will also occur.

Alcohol and Substance Use

*** To assist in the determination of the use of alcohol or illegal substance the high school has purchased a Breathalyzer to determine the presence of alcohol. In addition, the school has also purchased ORATECT substance indicators to determine the presence of prohibited substances. These devices will be utilized in order to test the presence of alcohol or other substances that are not allowed in school. They will be utilized when reasonable suspicion is present for the possible use of alcohol or substance. A refusal to submit to a reasonable search utilizing the

Breathalyzer or ORATECT will be interpreted as an admission of possible alcohol or substance use. Appropriate discipline will then be applied.

Alcoholic Beverages

Board of Education policy prohibits the use and/or possession of alcoholic beverages on school property or at school related activities. Students attending school or related activities found to have consumed, or are under the influence of, and/or are carrying an alcoholic beverage will be suspended from school for five days. Students will be ineligible to attend or participate in any extracurricular activity during this suspension. A parent conference will be requested. Any offense of this nature may lead to a Superintendent's hearing to consider further action.

Use of Alcohol or Other Substances off School Grounds

If a student is a member of an extracurricular activity and abuses alcohol or other substances at a function separate from school, he/she will be subject to suspension from that extracurricular activity as well as any other applicable school penalties, for a determined period of time.

The offenses set forth in this regulation will be documented cumulatively throughout the time the child attends the district.

Violent Behaviors

Fighting (Both Parties)

Fighting by students is prohibited in or immediately around school, on school grounds or in school vehicles.

Minor Fighting - Pushing, shoving, etc.

Offense:

1 st -	1-day Saturday School, parent notification
2 nd -	2-days Saturday School, parent notification
3 rd -	3-days Saturday School, parent notification
4 th -	3-days external suspension, and parent conference
5 th -	5-days external suspension, and parent conference

Major fighting - Punching, kicking, creating a major disturbance to the educational process.

Offense:

1 st -	3-5 days external suspension, parent conference
2 nd -	5-days external suspension, parent conference, referral for Superintendent's Hearing

Assault

The physical attack or threat to commit violence against a person, on or off school grounds, who does not provoke attack and who in the administration's opinion, **based on fact**, tries to avoid conflict and aggressive/challenging behavior, and/or must, defends him or herself from further physical harm.

Offense:

1 st -	3-5 days External Suspension
2 nd -	5-days External Suspension, referral for Superintendent's Hearing

Threats toward Staff Members

If you use profanity, obscene gestures, or make any threatening gestures towards or regarding any staff members or teachers, you will be dealt with very severely, consequences being Out of School Suspension.

If the situation warrants it, you may also face a Superintendent's hearing, possible police intervention (arrest), formal charges, and a possible day in court. Paul V. Moore High School administration has a zero tolerance for this type of behavior and any violations will be dealt with accordingly.

Aggressive Behavior toward School Personnel

Aggressive and/or threatening behavior toward school personnel will not be tolerated. This includes both physical and verbal aggression. Any or all of the following procedures will be implemented:

1. A parent conference with the administrator
2. An External Suspension may result.
3. Superintendent's hearing for Further action may be requested
4. Law enforcement Notification if requested

Fire Safety

Definition: Possession of a match, lighter, or any incendiary device.

Offense:

- | | |
|-------|--|
| 1st - | Staff Confiscates item, 1-day Extended School Detention |
| 2nd - | Staff Confiscates item, 1-day Extended/Saturday School Detention |
| 3rd - | Staff Confiscates item, External Suspension, parent conference |

Definition: Striking a match or lighter, any incendiary action (includes "poppers")

Offense:

- | | |
|-------|--|
| 1st - | 1-day Extended/Saturday School, parent notification |
| 2nd - | 1-3 days Extended/Saturday School, parent notification |
| 3rd - | 3-days external suspension, parent conference |
| 4th - | 5-days external suspension, parent conference |

Arson

Definition: Deliberately setting or attempting to set fire to a building and other property. All cases: referral to administration, notification of authorities, 5 days of External Suspension, and may result in a Superintendent's Hearing.

Bomb Scare/False Fire Alarm

The sounding of a false fire alarm or the delivery or call in of a bomb threat to a school poses extreme danger. Both of these offenses are extremely dangerous to the safety and welfare of everyone. They are also both violations of criminal law. Any student who sets off a false fire alarm or calls into school (causes and/or connected to) a bomb/terrorist threat will be referred to administration, law enforcement, and have five (5) days external suspension.

The following procedure will be used:

1. The Superintendent is notified.
2. Have the case immediately turned over to Law Enforcement.
3. Parents will be notified and conference requested.
4. An External suspension of five (5) days.
5. A recommendation for a Superintendent's hearing for possible further disciplinary action.

Weapons/Explosives

Weapons or Firearms

NOTICE OF UNLAWFUL POSSESSION OF WEAPONS UPON SCHOOL GROUNDS

Penal Law 265.01 states as follows:

A person is guilty of criminal possession of a weapon in the fourth degree when:

He knowingly has in his possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned and maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institute.

Penal Law 265.06 and 265.05 states as follows:

It shall be unlawful for any person age sixteen and under or older, to knowingly possess any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring, air, piston, or CO₂ cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such education institution. Unlawful possession of a weapon upon school grounds is a violation.

If anyone desires to receive written permission to have a weapon described in 265.06 and 265.01(3) in a school building or on school grounds, application should be made to the Superintendent's office. Unless written the Superintendent grants written permission, there shall be no weapons on school grounds, including parking lots or school buildings.

Use/Possession of Fire Arm Gun Free School Act of 1995

No student shall bring or have in his or her possession upon school property any firearm, knife, ammunition, etc. or concealed or unconcealed weapon that could be used to cause injury to oneself or another person. A firearm is described (consistent with S 921 of Title 18 of the United States Code) as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon, any fire-arm muffler or fire-arm silencer, or any destructive devices, including explosives, bombs, grenades, poison gas and incendiaries.

The use, possession or sale of dangerous weapons, knife, instruments or explosive devices (including firecrackers) which have the potential to inflict bodily harm, damage property or disrupt the educational process will be referred to the administration/police. Immediate five (5) day suspension from school. Referred to Superintendent/police in accordance with New York State Law-Education Law Subdivision 3 Section 3214.

In accordance with the "Gun Free School Act of 1994," any student who, after a hearing, held pursuant to Education Law S Section 3214, is found guilty of bringing a fire-arm on to school property, will be subject to a penalty of at least one year suspension from school. However, the Superintendent of Schools may review the penalty and modify such suspensions on a case-by-case basis considering among other things, the totality of circumstances surrounding the offense and the student's previous record.

Students under 16 will be referred to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the Family Court Act. Students 16 and older will be referred to the appropriate law enforcement official. Suspended students with the age of compulsory attendance as defined by Education Law Section S 3205 will be provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension. Where a student has been classified as disabled pursuant to the Individuals with Disability Education Act (IDEA), in addition to the hearing required by Education Law 3214, such student shall not be suspended in excess of ten (10) days unless the district extends such student the additional procedural protections required by IDEA in connection with a change of placement.

Final judgment as to the assignment of disciplinary measures shall rest with the administration.

Bus Rules and Regulations

Central Square Central School District provides for the transportation of its resident students. This transportation allows all to be safely transported to and from their residence. This transportation is a privilege provided to the students in the school district and any violations of the established Board policy of acceptable behavior while on a school bus will lead to a suspension of riding privileges. Please see the Board of Education Policy on transportation from its webpage www.cssd.org. Please contact the Transportation Department with any concerns that you have regarding the established policies. You can also call the High School office as well as ask to speak with your students' administrator.

Cafeteria Conduct

Cafeteria

A student may purchase or bring a lunch to school. Food and beverages must not be taken out of the cafeteria. The school has the right to deny students the use of the cafeteria if they abuse the privilege. Students are not permitted to order foods to be delivered to school at lunchtime or to leave school property for lunch. Proper conduct should be observed in the school cafeteria at all times. Students should use the six lunch lines available. No food is to be taken out of the cafeteria. Any leftover food, cartons, containers, trays or wrappers are to be brought to a proper receptacle before the student leaves the cafeteria. Students have the responsibility to clean up the area they have used. Refusal to clean an area will be considered deliberate insubordination. All students should share responsibility for appearance of tables and conduct.

Students are reminded that the high school operates on a "closed lunch" system, which means that all students are expected to remain on school grounds during their entire lunch period. Students not abiding by this regulation will be subject to disciplinary action. Further, student vehicles are considered "off limits" during the lunch period and, for that matter, during the entire school day. Students are to stay in the Cafeteria during lunch.

Cafeteria behavior is expected to be that of a student eating at their home table and/or out at a restaurant. A student who causes a disruption in the cafeteria will be dealt with by the administration. A range of consequences has been provide below and explained to the students at the start of each year. The high school has a zero tolerance procedure for major disruptions in this environment.

A range of consequences that may be used for lunch violations are:

- Lunch Detention
- After School/Extended Detention
- Parent Supervised Lunch at School
- 5-Day External Suspension

Harassment/Bullying

Harassment

Definition:

1. To annoy regularly or to trouble another's peace of mind persistently. In a school environment, these actions may lead to distraction in class
2. Discomfort in moving about the school or even the fear of attending school.
3. When a person's word or actions interfere with another's ability to learn, that behavior is considered harassment.

Philosophy:

Based on the belief that all students can learn, Paul V. Moore High School accepts the responsibility to provide a learning environment in the school that is free from harassment. Paul V. Moore High School does not practice and will not condone harassment in any form.

It is our expectation that an educated student body will be a cooperative student body.

Sexual Harassment

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome and unwanted, such as inappropriate touching, verbal comments, sexual name calling, spreading of sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building administration. The principal, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly inform the district's sexual harassment complaint officer who will begin an investigation.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

There are three kinds of sexual harassment:

1. Physical sexual harassment is an unwanted physical act including, but not limited to, grabbing, touching, purposely bumping or rubbing against a person, and impeding a person's movement.
2. Verbal sexual harassment means offensive words and comments including, but not limited to, comments about body parts, sexual suggestions and sexual jokes.
3. Nonverbal sexual harassment includes, but not limited to, staring or pointing at a person's body or body parts, making obscene gestures, displaying or placing sexual material in someone's locker or book and writing names, remarks, or drawings in public places.

The penalty for students engaging in this type of behavior may range from verbal warning to suspension.

NOTE: At any stage in this process, the school authorities reserve the right to actively involve family court action for students under 16 years of age, and to request a Superintendent's hearing to consider exclusion for other students.

Hazing and Bullying

The Board is committed to providing a safe, productive, and positive learning environment within its schools. Hazing activities are demeaning and abusive behaviors that harm victims, are inconsistent with the educational goals of the District, and may constitute criminal conduct. Consequently, hazing of students by other students or groups of students is strictly prohibited on school property, in school buildings, on school buses, by school-sponsored groups, clubs, or teams, and at school-sponsored events and/or activities whether occurring on or off-campus. Hazing is prohibited regardless of the victim's apparent willingness to participate in the activity.

For purposes of this policy, the term "hazing" is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Acts constituting hazing may range in severity from teasing or embarrassing a student to various forms of physical, emotional, and/or sexual abuse. Hazing behaviors include, but are not limited to:

- a) Humiliation: socially offensive, isolating, or uncooperative behaviors.
- b) Substance abuse: abuse of tobacco, alcohol, or illegal drugs.
- c) Other dangerous actions: hurtful, aggressive, destructive, and disruptive behaviors.

Hazing is a form of harassment and bullying and may constitute discrimination. As such, the District's response to reports of

hazing will be governed by applicable law, the District's *Code of Conduct*, and Policy #7550 -- Dignity for All Students, and its implementing regulations. In the event allegations involve hazing based on a student's race, color, religion, national origin, sex, sexual orientation, or disability, the District may utilize the procedures set forth in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District, and its implementing regulations.

General Statement of Policy

1. No student of the School District shall plan, direct, encourage, aid or engage in hazing or bullying.
2. No teacher, administrator, volunteer, contractor or other employee of the School District shall permit, condone or tolerate hazing or bullying.
3. This policy applies to behavior directly connected to school activities that occur on or off school property and before, during and after school hours.
4. A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

Hazing Definitions

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any humiliating, degrading or dangerous activity demanded of a student to join a group, regardless of the student's willingness to participate (conduct has the potential to endanger the mental or physical health or safety of a student).
2. Any hurtful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, restraint or confinement, calisthenics or other activity that subjects the student to any unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Substance Abuse -- use or abuse of tobacco, alcohol or illegal drugs.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to emotional, physical or psychological stress, embarrassment, shame or humiliation, that adversely affects the health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task or act that involves violation of state or federal law or of school district policies or regulations.

Bullying Definition

Bullying consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying, similar to all forms of harassment and hazing, are prohibited behaviors. Common characteristics of bullying:

1. Physical -- hitting, kicking, taking or damaging a victim's property.
2. Verbal -- using words to berate, hurt, or humiliate.
3. Relational -- maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm.

Reporting Complaints

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of hazing or bullying and persons with knowledge of hazing or bullying report the harassment immediately. The District will promptly investigate all complaints of hazing or bullying, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

Investigation/Resolution

If, after appropriate investigation, the District finds that a student has violated this policy, prompt corrective action will be taken in accordance with the District policy, state and federal law. All complainants and those who participate in the

investigation of a complaint of hazing or bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

Retaliation Prohibited

Any act of retaliation against a person who opposes hazing, bullying, or sexually harassing behavior, or who has filed a complaint, is prohibited and illegal. Any acts of retaliation will be subject to disciplinary action. Retaliation against any person who has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing of a hazing, bullying, and/or sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats/assaults, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, harassing Internet use, and any other form of harassment. Any student who retaliates is subject to immediate disciplinary action, up to and including permanent suspension from school. Any employee who retaliates is subject to immediate disciplinary action, up to and including suspension or termination from employment.

Discipline/Penalties

Any individual who violates the hazing, bullying, and/or sexual harassment policy will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to, the following: Students: Discipline may range from a reprimand up to and including permanent suspension from school, to be imposed consistent with the student conduct and discipline policy including the athletic code of conduct and applicable law.

Dignity for All Students Act (DASA)

In accordance with the Dignity for All Students Act (effective July 1, 2012) the district prohibits all forms of discrimination and harassment of students by school employees or other students on school property, at school-sponsored activities and events that take place off school property. The district prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.

Students who fail to act in a respectful, dignified, and civil manner toward others while on school property or at a school sponsored function, may be subject to formal disciplinary action, including a referral, detention, in-school suspension, short term out-of-school suspension or long term out-of-school suspension.

The district will investigate and document every reported incident of discrimination and harassment on school property or at school sponsored events. Incidents may be reported to a building administrator or Dignity Act Coordinator by students, parents, school employees or concerned community members. The building administrator and/or the Dignity Act Coordinator will interview alleged victims, witnesses, and other relevant individuals. Disciplinary consequences will be assigned as appropriate according to the District Code of Conduct.

Student Rights and Responsibilities

- Students have the right to take part in all district activities on an equal basis, regardless of actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender.
- Students have the right to be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender, by school employees or other students.
- Students have the responsibility to respect one another and treat each other fairly, civilly and with dignity according to the Student Code of Conduct, other district policies, and the Dignity for All Students Act.
- Students have the responsibility to promote an environment that is free from intimidation, harassment or discrimination.
- Students have the responsibility to report incidents of discrimination and harassment that are experienced, witnessed, or otherwise brought to their attention. Incidents are to be reported in a timely manner to the building administrator and/or Dignity Act Coordinator.

DUE PROCESS PROVISION FOR STUDENT SUSPENSION

External Suspension

Suspension of students from classes for serious infractions of school regulations is authorized by the Board of Education. Students may be suspended from school by building administrators for a period of time not to exceed five (5) school days after following prescribed procedures of due process.

These procedures are as follows:

1. The pupil and the parent or guardian shall be reasonably informed of the infractions of school regulation for which the pupil is to be suspended.
2. The pupil and the parent or guardian shall be given a reasonable opportunity for an informal conference with the building administration.
3. The suspended student shall remain in school and under the supervision of the school authorities, in a location determined by the administration on the day of suspension, until the end of the school day or until the parent or guardian authorizes and provides transportation from school to the student's residence.
4. In serious cases regarding legal action, students may be remanded to the custody of police. Wherever possible, parents will be notified that this action will occur or has occurred upon consultation with law enforcement agencies.
5. Parents will be reasonably notified in writing or via phone conversation within 24 hours of a student pending suspension.
6. Make-up work will be available in Attendance Office 24 hours after notification of suspension.

SEARCHES AND INTERROGATIONS OF STUDENTS

See BOE Policy 7330

STUDENT GENDER IDENTITY

See BOE Policy 7552

NOTE:

It is possible that administrative discretion will need to be implemented when handling issues that are not common occurrences within the daily operations of a school building. Therefore, in situations of this nature, the administration will use its best judgment in resolving the issue at hand.

RESPECT FOR CULTURAL DIFFERENCES

Paul V. Moore High School is committed to maintaining an educational and social environment free from racial and ethnic harassment.

Racial harassment is defined as: Any action on the part of an individual or group that demeans or abuses another individual or group because of racial or ethnic background, and/or that creates an intimidating, humiliating, or hostile environment.

Such actions may include but are not restricted to using racial or ethnic epithets, making racially or ethnically derogatory remarks, using racial or ethnic stereotypes, or using images or symbols that are racially or ethnically offensive.

Any student who feels harassed on account of race or ethnicity is encouraged to bring the matter to the attention of an administrator. Individuals who have been harassed have recourse to mediation and/or formal grievance procedures of the high school. Sanctions against any students found guilty of racial or ethnic harassment include educational and disciplinary action that ranges from a letter of reprimand to permanent suspension.

Alma Mater

As We Gaze Upon Our Portals,

Stately Wide and High

Proudly, Stands Our Alma Mater

May She Stand For Aye,

Years Vanish, Slowly Age Us,

Still We Ne're Can Tear

Thee From Memory, Alma Mater

Thee, Oh Central Square