

Tri-Valley Secondary School

2025 – 2026

Student-Parent Handbook



Our Mission:

Tri-Valley ensures all learners are prepared for the future through meaningful learning that builds curiosity, resilience, and confidence.

Our Vision:

Tri-Valley aspires to be a forward-thinking school community that ensures excellence and empowers.

STUDENT-PARENT HANDBOOK

Welcome to Tri-Valley!

Welcome to the 2025-2026 school year, home of the BEARS! Our mantra “Many Bears, One Den” has focused our attention on Whole Child Education and creating a safe environment on which all can thrive. Our primary goal is student success, achievement, and being the best version of ourselves as much as possible. Our students will be given the opportunity to achieve at high levels and are expected to meet building-wide and classroom expectations. Our priority is ensuring a safe, inclusive, learning environment for all students, faculty, and staff by following our BEAR expectations of **B**ehavior, **E**ffort, **A**ttitude, and **R**esponsibility. These principles will guide our actions and decisions to provide a den that feels like a home away from home. This will lead to Success. These principles show that we will not tolerate harassment, bullying (including cyber-bullying), or any other action that infringes on one of our BEARS' well-being. It takes a community to raise a BEAR, especially in this day and age. Each student, parent/guardian, and community member, contributes to our goal of student success. We hope you will join us in accomplishing this task as we all work together to facilitate our mantra of “Many Bears, One Den”. Go **BEARS!**

This handbook is designed to provide you with necessary information related to district policy, procedures, expectations and information specific to the Secondary School. In attempting to resolve any school related issue, we ask that you follow the chain-of-command. If you have any questions regarding school programs, please see your guidance counselor. Classroom related questions and concerns should be directed to the classroom teacher. Questions regarding building-wide policy and procedures should be directed to the Assistant Principal or the Principal. Please refer to our district website if you would like further information regarding district policies and regulations, such as Code of Conduct, Acceptable Use Policy, Harassment and other Board of Education policies. Please note that the rules and procedures set forth in this handbook may evolve due to changing health and safety concerns. Should that happen, students and parents will be notified of the changes.

If you have any further questions about any information contained in this handbook, please contact the high school main office.

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**Please complete the Tri-Valley Secondary School
Student-Parent Handbook Acknowledgement Form [here!](#)**

Academic Calendar



TRI-VALLEY CENTRAL SCHOOL DISTRICT 2025-2026 ACADEMIC CALENDAR



July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	*24	*25	*26	27
28	29	30				

- First Day/Last Days for Students
- Conference Days
- Holiday/Vacation
- Regents Exams

- Parent Teacher Conferences -Evening
- Parent Teacher Conferences-Day- No School for Students
- Secondary School Graduation

Instructional Days: 182
Emergency Closure Days: 8

*Note:

June 24: Regents Exams & Last Day for Elementary Students
June 25: Regents Exams & Last Day for Secondary Students
June 26: Rating Day

Approved by the Board of Education on March 27, 2025.



Tri-Valley Central School District / www.trivalleycsd.org

I. SCHOOL AND BELL SCHEDULES

- The academic school day begins at 8:00 am and ends at 2:45. Students may not enter the school building before 7:30 am.
- Secondary students must attend at least 5 ½ hours of school each day, exclusive of their lunch period. We follow a 6-day cycle (A through F days). The academic school day is comprised of 9 periods, as follows:

Daily Bell Schedule

Period	Grades 7-12
Student Arrival	7:20 - 7:40
Bus Arrival	7:40 - 7:50
AM HR	8:00 - 8:10
1	8:10 – 8:51
2	8:54 – 9:35
3	9:38 – 10:19
4	10:22 – 11:03
5	11:06 – 11:47
6	11:50 – 12:31
7	12:34 – 1:15
8	1:18 – 1:59
9	2:02 - 2:45
Bus/Student Driver Dismissal	2:45
Student Pick-up Dismissal	2:50

After School Regulations

- 1) Students are NOT permitted to be in the building after 2:55 pm unless they are under the DIRECT supervision of a teacher/advisor, coach or staff member.
- 2) Students are NOT allowed in any locker room, practice area, or classroom unless they are under direct supervision of their teacher/advisor, coach or staff member; before, during, or after the activity. After the activity/practice, students must be in the locker room, in the front of the school, or in the Physical Education (PE) hallway, while waiting for transportation. All other areas of the school are off limits.
- 3) All students are to report to their assigned areas by 2:55 pm. Athletes who are staying after school for practice, are to report to their locker rooms. Those students involved in class or club meetings must report to the designated activity room.
- 4) Those found in the halls without passes, after that time, will be sent to the office and will be required to arrange pickup.
- 5) Students who do not follow these rules will be subject to administrative disciplinary consequences, which may include suspension from all after school activities/sports.
- 6) Any student found loitering within the school building or on school grounds may be subject to disciplinary consequences up to and including being arrested for trespassing. Any student wandering the halls will be considered loitering.

A. Student Progress Reports - 2025-2026 Marking Period Schedule

First Marking Period	September 4, 2025 – November 7, 2025
Interim Progress Ends	Friday, October 10, 2025
Interim Progress Reports Due	Tuesday, October 14, 2025
End First Marking Period	Friday, November 7, 2025
IEP Progress Reports & Grades Due	Wednesday, November 12, 2025
Second Marking Period	November 12, 2025 – February 6, 2026
Interim Progress Ends	Friday, December 12, 2025
Interim Progress Reports Due	Tuesday, December 16, 2025
End Second Marking Period	Friday, February 6, 2026
IEP Progress Reports & Grades Due	Monday, February 9, 2026
Regents Exams	Tuesday, January 20, 2026 – Friday, January 23, 2026
Fall Semester Ends	Friday, February 6, 2026
Spring Semester Begins	Monday, February 9, 2026
Third Marking Period	February 9, 2026 – April 17, 2026
Interim Progress Ends	Thursday, March 12, 2026
Interim Progress Reports Due	Tuesday, March 17, 2026
End Third Marking Period	Friday, April 17, 2026
IEP Progress Reports & Grades Due	Monday, April 20, 2026
Fourth Marking Period	April 20, 2026 – June 25, 2026
Interim Progress Ends	Friday, May 22, 2026
Interim Progress Reports Due	Wednesday, May 27, 2026
End Fourth Marking Period	Thursday, June 25, 2026
IEP Progress Reports & Grades Due	Thursday, June 25, 2026
Regents Exams	June 9, 2026, June 10, 2026, June 17-June 25, 2026

B. Parent Conferences

1. Scheduled parent-teacher conferences are an important element in reporting student progress to parents. Parent-teacher conferences will be held Monday, November 24, 2025 from 4:00 pm to 7:00 pm and Tuesday, November 25, 2025 from 7:45 am to 3:05 pm.
2. Parent-teacher conferences by appointment- Parents should feel free to request a conference with their child's teacher(s). Parents may initiate a conference by calling the guidance office and speaking with their child's school counselor. When a parent/guardian requests a conference with a teacher(s), the teacher(s) will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. Generally when 2 or more teachers are involved the conference time will be at 2:45 pm.

C. Attendance

Tri-Valley Secondary School recognizes that regular attendance is a prerequisite for satisfactory academic performance in the classroom. The importance of punctual and regular attendance for every student cannot be over-emphasized. Students are expected to be in attendance and on-time every day throughout the school year. The entire process of education requires regular continuity of instruction and classroom participation in learning experiences.

1. Compulsory Attendance

The New York State Education Department mandates that all students must be in attendance through the last day of the school year in which they turn 16, or receive a high school diploma. Parents/Guardians bear the responsibility to make sure any students of compulsory school age are enrolled, attending school and receiving full-time instruction.

2. Absences

The Board of Education recognizes the following reasons for student absences from class or school: personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness). Absences for any other reason are considered unexcused.

It is the parent's responsibility to notify the school office within 24 hours of the absence to provide a written excuse upon the student's return to school. This excuse should contain the reason and date of the absence, and be presented to the attendance office. Please use the following email address to send attendance notes attendance@trivalleycsd.org or dial extension 5100, if you wish to leave a message regarding your child's attendance. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

3. Chronically Absent Students

Any student who is absent 10% or more, will be deemed to be chronically absent. Per the NYS Education Department, names of students who are chronically absent are submitted to SED. Districts are responsible for creating a student plan to address and to reduce absences.

4. Late Arrival/Tardy to School

Students are expected to arrive at school by 8:00 a.m. to ensure a strong and successful start to the day. We understand that occasional lateness may occur and are committed to working proactively with students and families to address patterns of tardiness.

Consequences: Unexcused lateness to school shall be deemed as an infraction and the following range of interventions will apply:

- a) Three (3) times late to school prompts a warning letter home by attendance officer, student check-in with homeroom teacher and guidance counselor notified.
- b) Six (6) times late to school results in a required student afterschool goal setting plan/reflection with a designated staff member.
- c) Nine (9) times late to school will require a request for assistance (MTSS) from the homeroom teacher or guidance department and a student support meeting with family and school staff to discuss a collaborative improvement plan.
- d) Lateness to school may result in a referral and disciplinary action per Code of Conduct.

Senior Privilege: Due to their diligence and hard work, seniors may have the privilege of arriving late to school based on the following criteria:

- Student is in good academic standing
- Student is not missing any credited class
- Students need to provide documentation from parents/guardians allowing for early release.
- Students fill out a Late Arrival Request form and have administration approval.
- Students must sign out and leave campus immediately.
- Students in afterschool activities must be in attendance for a minimum of 3.5 hours and can come back to school at 2:46 to attend the afterschool activity.

Arrival Procedure

If a student arrives after 8:00 a.m., they must:

- Report directly to the Attendance Office
- Sign in and receive a pass to class
- Provide a parent/guardian note explaining the reason for the late arrival (when applicable) or the late will be considered unexcused.

Students who do not follow this procedure may be marked absent until resolved.

Infractions for lateness due to personal illness, illness or death in the family, impassable roads or weather making travel unsafe, religious observance, attendance at a medical clinic (doctor, dentist, etc.), school sponsored trips (approved), quarantine, and required court appearances are excused with a parental note, received in a timely manner.

5. Early Dismissal Procedures-leaving the Building

- a. All notes to leave early must be given to the secondary office before 1st period and must explain the reason for the dismissal. All notes must be verified via a telephone call to a parent before early release is allowed. During the school day, no student is allowed to leave the school grounds without a note or special permission from the Principal. If a student leaves the grounds without permission he/she becomes truant and is subject to the laws governing truancy.
- b. All students must sign out at the front desk before leaving the building.
- c. Students will only be dismissed early for doctors' appointments, appearances in court, family emergencies, etc. Students will not be allowed early release to go home for lunch or to avoid classes. Students will also not be allowed to leave early on a regular basis unless approved by the Principal.

Senior Privilege- Early Dismissal

On the recommendation of the guidance counselor and the Principal, and subject to the approval of the Superintendent, 12th grade students who have fulfilled all academic requirements and are not academically ineligible may be dismissed prior to the regularly scheduled end of the day in order to:

- a. Attend college courses or
- b. Appear for employment which has been verified by school authorities.

Prior approval for such early dismissal shall be based upon written parental permission and for good and sufficient cause. It is further understood that the school district will in no way be responsible for the transportation of the students dismissed early. Early dismissal forms are available in the Secondary Guidance Office.

6. **Tuancy**

Any student who is illegally absent from school or leaves school without permission is considered truant and will be disciplined as per the school discipline code. Leaving the building without permission for any reason is considered truancy. **Students who arrive at school but do not attend homeroom or leave the premises will also be considered truant.** Under the guidelines of New York State Law, it is mandatory that all students attend school. All students with an excused absence are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused absences or approved by administration will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

II. ACADEMIC PROGRAM AND GUIDANCE RELATED INFORMATION

New York State is moving away from a sole reliance on Regents exams for graduation, instead adopting a "Portrait of a Graduate" framework. This framework outlines specific skills and qualities students should demonstrate, emphasizing critical thinking, communication, and global citizenship, alongside academic knowledge.

1. The Portrait of a Graduate:
 - The "Portrait of a Graduate" framework defines what students should know and be able to do upon graduation.
 - It emphasizes six key attributes: Academically Prepared, A Creative Innovator, A Critical Thinker, An Effective Communicator, A Global Citizen, and Reflective and Future Focused.
 - This framework aims to ensure students are well-rounded and prepared for success in college, careers, and life.
2. End of Regents Exam Requirement:
 - New York State is phasing out the requirement for students to pass Regents exams to graduate.
 - The change will take effect starting with the 2027-28 school year.
 - This means students will no longer be required to pass exams in English, math, science, and social studies to earn a diploma.
3. Multiple Pathways to Graduation:
 - The state is also expanding options for students to demonstrate their skills and knowledge through various pathways beyond Regents exams.
 - These pathways recognize students' diverse interests and skills in areas like the Arts, Career and Technical Education (CTE), and World Languages.
4. Credits and Course Requirements:
 - Students still need to earn a specific number of credits in core subjects like English, math, science, and social studies to graduate.
 - They also need 2 credits in World Languages and 4 credits in physical education.
 - For a Regents diploma with advanced designation, students need to pass additional math and science assessments and complete a sequence of courses in areas like World Languages, Arts, or CTE.

In essence, the new graduation requirements aim to:

1. Shift the focus from standardized testing to a more holistic assessment of student learning.
2. Provide students with multiple pathways to demonstrate their readiness for the future.
3. Ensure that graduates are well-prepared for the challenges and opportunities of the 21st century.



New York State PORTRAIT OF A GRADUATE



A New York State high school graduate who is **culturally responsive** builds strong, respectful relationships, valuing diverse perspectives as essential to a rigorous, inclusive learning community. New York State students who embody cultural responsiveness and academic readiness—demonstrating creativity, critical thinking, communication, reflection, and global awareness—will be prepared to learn, grow, innovate, and contribute meaningfully to society. These graduates will be equipped with the interpersonal and intellectual skills needed to thrive in an interconnected, ever-evolving world.



Academically Prepared

Demonstrates a strong foundation in the NYS learning standards and is equipped with the knowledge and skills necessary to achieve success in college, careers, civic engagement, service, and life.



Effective Communicator

Articulates ideas clearly and confidently through speaking, writing, and the use of different types of media for various purposes, while engaging with diverse audiences and actively listening to different perspectives.



Creative Innovator

Utilizes imagination, curiosity, and flexible thinking to solve problems creatively, and develop new ideas and products, while adapting to evolving circumstances and challenges.



Global Citizen

Acts responsibly and ethically within local, global, and digital communities, employing civic knowledge, skills, and mindsets to promote global sustainability and contribute positively to a culturally diverse, democratic society.



Critical Thinker

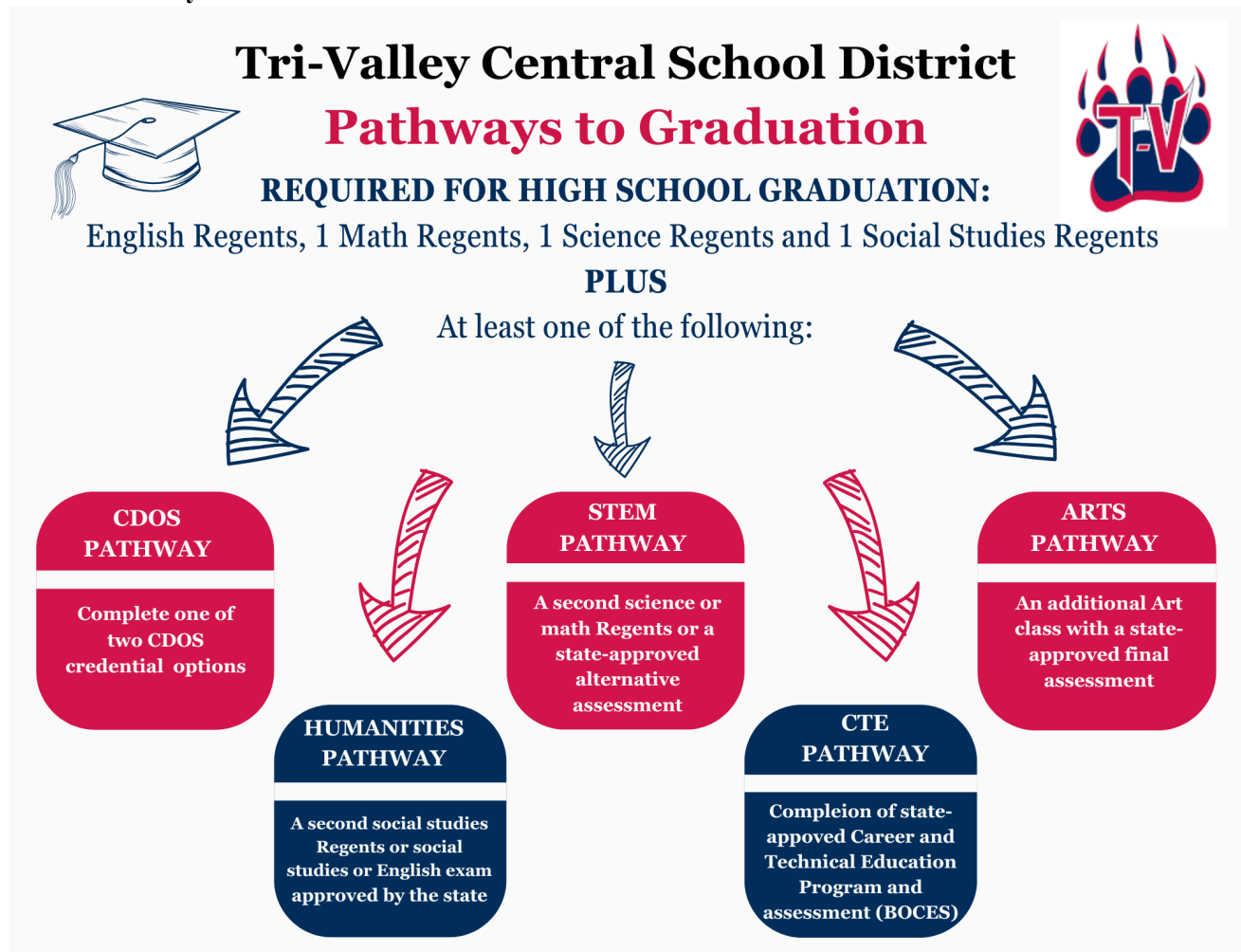
Analyzes information thoughtfully, evaluates evidence critically, and identifies patterns and connections between different pieces of information (across multiple content areas) to address complex issues and navigate the world with insight.



Reflective and Future Focused

Engages in self-reflection to identify strengths and areas for growth, sets meaningful goals, uses social awareness to maintain supportive relationships, and demonstrates responsible decision-making that prioritizes social, emotional, and mental well-being.

A. Pathways to Graduation



B. Audit/Pass/Fail

Students, primarily seniors, may be provided the opportunity to take non-required or elective courses on an audit or a pass/fail basis with the permission of the subject area teacher, the parent, and the Principal. Students may not elect either the audit or pass/fail option for any course required for graduation or sequence. No more than one course may be taken for audit or pass/fail at one time. A student who successfully completes a pass/fail class will be granted the appropriate course credit and a "P" will be indicated on the student's transcript. A student who does not successfully complete a pass/fail class will receive no credit and an "F" will be placed on transcript and will not be able to make the honor roll for that making period. Courses taken on a pass/fail basis will not be averaged into a student's GPA. No credit is awarded for courses taken as an audit.

C. BOCES (Vo-Tech/Career Technical Education)

1. Students who are interested in attending BOCES Vo-Tech programs must generally have junior year standing. They need to be in **good academic standing** (be on track for all their HS graduation credit requirements) and/or **principal determination**.
2. Students in the 11th and 12th grade have the opportunity to attend programs at Sullivan BOCES in Career and Technology. Each of these programs have specific requirements for admittance with a Tri-Valley attendance requirement of 95%. In addition, students must maintain the attendance rate of 95% (no more than 9 unexcused absences). Failure to do so could result in students being removed from their BOCES program. Students and parents should speak with the Guidance department if an interest in these programs is desirable.

3. During the students' sophomore year they will have an opportunity to visit Vo-Tech programs to help in planning their junior year and determining their interests/selecting a program.
4. Students going to Vo-Tech are to remain in class until 11:00. At that time they will be released to go to lunch before taking the bus to BOCES.
5. No student may drive to or from BOCES unless given written permission from both schools. In those instances where driving to or from BOCES has been granted, the student driver is prohibited from transporting other students to and from BOCES. Students who drive that violate this policy will lose their driving privileges and will be assigned in-school detention. Passengers in a students' car who ride with a student without permission will also be assigned in-school detention.
6. Students must enter the Secondary School Building immediately after exiting the bus. Students are not to go to the parking lots without permission from the Principal.
7. On half day conferences students will still attend their afternoon BOCES programs. The district will provide transportation back to our home district or directly to the student's home.

D. Confinement Instruction

Students confined to a professional facility (ex. hospital, care facility, jail, or youth facility, etc.) for an extended period of time may be eligible for facility operated academic instruction. In these instances, the guidance counselor will consult with the facility to establish appropriate academic arrangements between the facility and the homeschool on a case by case basis.

E. Course Scheduling/"Doubling"

The following regulations regarding scheduling are based upon a known probability of success for students who have a double scheduled academic course. The regulations are developed on the basis that the district will continue to offer support to students who have failed courses.

1. A student enrolled in Grade 9, 10, and 11
 - May not be simultaneously scheduled in two consecutive courses in English, Social Studies, Mathematics, or Science.
 - May not be simultaneously scheduled in any other courses that are sequential in nature, or any course for which a prerequisite would normally be required.
2. A student enrolled in Grade 12 may be simultaneously enrolled in two English and/or Social Studies courses upon approval of the Principal.
3. No student may be enrolled in triple programs simultaneously.
4. Any exceptions to the above must be approved by the Principal.

F. Course Withdrawal

All students are required to carry a minimum of six credits plus physical education annually. The only exceptions to this minimum are for approved work study (seniors only), approved early dismissal (seniors only) or Principal decision.

1. **DROP WITHOUT ADDING:** Students may drop an elective course, without adding another, as long as the six minimum credits are maintained. Required or sequence courses may only be dropped after written recommendations on the advisability of the change are received from parents and teachers.
2. **ADD/DROP:** Students will be permitted to drop a course and add a new course within the first six weeks of a full year course or within the first three weeks of a half-year course. When adding a course, all missed work must be made up. Teacher approval is required.
3. **ADD ONLY:** Students wishing to add an elective course, beyond the six required credits, may do so, however, additions may only be made within the first six weeks of a full year course, or during the first three weeks of a half year course. Teacher approval is required.
4. **ACADEMIC RECORD NOTATIONS:** Full year courses dropped within the first six weeks will not be noted on the transcript. Half year courses dropped within the first three weeks of school will not be noted as on the transcript. Dropping a course after the six week or three week deadline will have "Withdraw" listed on the transcript.

Any exception to the above deadlines requires a formal review and must be approved by the Principal and guidance counselor.

G. College Visitations

Juniors/Seniors who plan to visit a college during the school day should follow the procedure listed below:

1. Bring a note to the attendance office from your parents in advance stating the day you will be absent for your college visit.
2. Inform your teachers of your absence and reason. You are responsible for making-up any missed work.
3. Bring a note from the college(s) that you visited to the attendance office stating that you did visit on that day. Most colleges have pre-printed cards for this purpose.

If you have any questions, please see your guidance counselor.

H. Grades

THE PASSING GRADE AT TRI-VALLEY IS 65%

At the beginning of each course, the classroom teacher will provide students and parents with a detailed outline of class expectations and grading procedures including:

1. specific course requirements required to pass or attend summer school
 2. value of specific course activities and how grades are calculated
- **Grading, Minimum** - A student's actual grade will appear on their progress report. As per BOE policy, grades below 50 will not appear on the report card. A comment stating the actual grade will be added. When computing report card and final course averages, any grade below 50 will be averaged in as a 50 except for final exam grades.
 - **Mid-term Grades** - Each course is expected to give a mid-term examination, generally given in January. Mid-term grades will be averaged into the second quarter grades.
 - **Final Grades** - The expectation is that each course will have a final examination or final project that is averaged into the students' overall final grade. Failure to take a final examination or turn-in a final project may result in the student failing the course and students will not qualify to attend summer school for that course. Exceptions: Teacher approved performance exemptions and documented medical emergencies.
 - a. Half Year Courses: Each quarterly grade is counted twice, the final exam once, and the total is then divided by five to arrive at the final course average
 - b. Full Year Courses: Each quarterly grade is counted once, the final exam once, and the total then divided by five to arrive at the final course average.

I. Homework

Parents/Guardians, students and the school share the responsibility for student learning. Homework is essential to help students develop independent skills for completing work outside of the classroom as well as giving students opportunity to practice/reinforce skills. Parents/Guardians can assist their child(ren) with homework by:

1. providing a study area free of distractions and with good lighting
2. asking questions about the content of student homework
3. giving requested assistance, but letting the student do his or her own work
4. avoiding undue pressure
5. helping to create a "homework habit," at the same time each night

Parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments.

Students may be assigned homework per class each night. If a student feels that he or she has an excessive amount of or too little homework per week, a conference with the guidance counselor is suggested.

All homework assignments will be graded and counted towards each student's quarterly grade.

J. Honor Rolls

HONOR ROLL: Students in grades 7 – 12 with an overall average of 84.5 – 89.4 for a marking period are placed on the honor roll. A student receiving any failing grade for the marking period will not be eligible for honor roll.

HIGH HONOR ROLL: Students in grades 7 – 12 with an overall average of 89.5 and above, for a marking period, are placed on the high honor roll. A student receiving any failing grade for the marking period will not be eligible for high honor roll.

PRINCIPAL'S HONOR ROLL: Students in grades 7-12 with an overall average of 94.5 and above will be placed on the principal's honor roll. A student receiving any failing grade or a grade of less than 90 for the marking period will not be eligible for Principal's honor roll.

*For all Tri-Valley course information please see the course catalog, found in the guidance office or on the Tri-Valley website.

K. National Honor Society and National Junior Honor Society

The purpose of the Ronech Chapter of the National Honor Society and Ronech Chapter of the National Junior Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Tri-Valley Central School.

1. **Membership:** Membership in these chapters is an honor bestowed upon deserving students, based on the criteria of scholarship, service, leadership, and character.
 - a. National Honor Society: Students will become eligible for membership at the end of the second marking period of their sophomore year. If a student meets the academic requirements at that time but are not selected for membership, the student may reapply after the second marking period of their junior year, if they remain academically eligible.
 - b. Junior National Honor Society: Students will become eligible for membership at the end of the second marking period of their seventh (7th) grade year. If a student meets the academic requirements at that time but are not selected for membership, the student may reapply after the second marking period of their eighth (8th) grade year, if they remain academically eligible.
2. **Eligibility**
 - a. Candidates eligible for selection to the National Honor Society chapter must be members of the sophomore or junior class.
 - b. Candidates eligible for selection to the Junior National Honor Society chapter must be members of the seventh (7th) grade or eighth (8th) grade class.
 - c. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Tri-Valley Secondary School.
 - d. Candidates eligible for election to the chapter shall have a minimum cumulative weighted average of 90.0. (Averages between 89.50 and 89.99 do not count -- no rounding up.)
 - e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

3. Selection of Members

- a. The selection of members to this chapter shall be by a majority vote of the faculty council, which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex officio member of the faculty council.
- b. The selection of active members shall be held once a year during the second semester of the school year.
- c. Prior to the final selection, the following shall occur:
 - Students' academic records shall be reviewed to determine academic eligibility.
 - All students who are scholastically eligible (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
 - The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
 - The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.
- d. Candidates become members when inducted at a special ceremony.
- e. An active member of the National Honor Society or Junior National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.
- f. An active member of the National Honor Society or Junior National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, the member must maintain those requirements for this chapter in order to retain his/her membership.

4. Meetings

- a. Regular meetings of these chapters shall be monthly. Special meetings can be called by the respective chapter president with approval of the adviser.
- b. Members are expected to attend all chapter meetings.

5. Activities

- a. The NHS chapters shall determine one or more service projects each year.
- b. All members shall regularly participate in these projects.
- c. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.
- d. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.
- e. The NHS chapter shall publicize and promote its projects in a positive manner.
- f. JNHS members are required to complete community service hours. The amount of hours and due dates are specified by the advisor.

6. Privileges: Members of the National Honor Society will be given a membership card which will entitle them to the following privileges:

- a. NHS and NJHS members in good standing are exempted from the hallway pass requirements, but they are not permitted to wander the halls while classes are in session. Members must find a suitable place to be during their free periods: study hall, library, or a classroom with teacher's consent.
- b. With the permission of the teacher, NHS and NJHS members may be permitted to be absent from a regularly scheduled class for such purposes as:
 - to work on school-related business or projects
 - to do extra work in the library
 - to observe another class (permission must be granted from the teacher of the class to be observed)

- c. National Honor Society members (not JNHS) may go downtown for lunch, but must observe the following rules:
 - must have signed permission slip from a parent/guardian filed in the Secondary School Office
 - must walk to town, driving is not permitted
 - must return on time for their next class
 - must sign out and in on a sign-out sheet in the Secondary School Office
 - may not bring back food and beverages for other students
- d. JNHS members in grades 9 & 10 will receive a permanent Bear Den pass.
- e. NHS members will receive a permanent Bear Den & Barista Bear Cafe pass.

7. Member Responsibilities

- a. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be granted the privilege to wear the emblem adopted by the National Honor Society.
- b. Any member who withdraws, resigns, or is dismissed from the chapter shall surrender the privilege of wearing the National Honor Society emblem.
- c. Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society stole at graduation.
- d. Students must maintain the high standards of excellence in scholarship, leadership, service and character.
- e. Members must attend the annual induction ceremony. Students who do not attend and were not excused by the advisors, will not be inducted, pinned, or honored.
- f. Truancy and chronic tardiness are serious offenses. A National Honor Society member who is truant or chronically tardy from school, risks dismissal. This policy is outlined in each chapters bylaws.

8. Discipline and Dismissal of Members

- a. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Ronech Chapter of the National Honor Society or Junior National Honor Society. A member of the NHS and NJHS is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community.
- b. If a member's cumulative grade point average falls below 90.0 at the end of a marking period, the member will receive an official letter from the adviser, letting him/her know that he/she has been placed on probation for the next marking period. By the end of that next marking period, the member must raise his/her cumulative average to 90.0. If the member fails to do so, he/she will be dismissed from the NHS or NJHS, and will be notified in writing by the chapter adviser.
- c. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to: DWI/DUI, stealing, destruction of property, cheating, truancy, possession of drugs, selling of drugs, being under the influence of drugs or alcohol at school, school-related activities, or the community.
- d. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive warning notification. A conference may be requested by either party (faculty council or student/parent.) If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
- e. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.
- f. In all cases of pending dismissal:
 - The member will receive written notification from the adviser indicating the reason for consideration of dismissal.
 - The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the NHS and NJHS Constitution).

- The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
- In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

L. Incompletes

If a student did not complete all required coursework, or if extraordinary circumstances made it impossible for the student to complete the course requirements for the quarter, the report card will be marked "incomplete." A one day extension will be granted for each day absent. However, no missed work will be accepted after five weeks. Incompletes not changed will be converted to a failing grade.

If a student has been in regular attendance and there are no extraordinary circumstances, the student cannot be given an incomplete for missed work. The classroom teacher must give a numerical grade. In lieu of an incomplete, based upon the teacher's grading policy and rationale, the actual grade and the comment "Grade may be raised if missed work is completed" should be utilized. Only in extenuating circumstances may an incomplete be assigned at the end of the school year and only with the Principal's approval.

M. Promotion Policy

1. **Middle School:** Students who fail only one subject shall have the failure evaluated and a determination made as to the reason for the failure. The student may be required to repeat the subject, but in typical cases shall be promoted with recommendation for either summer school or assignment to a lower academic ability group. The decision shall be arrived at by a consensus from a case conference approach involving teacher, Principal and guidance counselor, using an evidence-based retention scale.
2. **High School:** To insure the orderly and consistent determination of grade placement in the secondary school, the following criteria shall apply:
 1. To be promoted to grade 10, a student will have earned not less than 4.0 Carnegie units. At least three Carnegie units must be in core subjects and the fourth may be an elective subject. A student retained in grade 9 will be scheduled for a complete grade nine program, but not scheduled to repeat courses for which Carnegie unit credit has already been earned.
 2. To be promoted to grade 11, a student must have earned: At least 9.0 Carnegie units. At least 6.0 of the credits must be in core subjects.
 3. To be placed in grade 12, the student must be able to be scheduled for all the courses required for graduation.

Core Courses: English, Social Studies, Math, Science, and Foreign Language

Elective Courses: All other courses

N. Retaking Regents Exams

Students who do not receive a passing grade on any Regents exam will be required to retake the exam until obtaining a passing grade or an alternative graduation pathway has been determined. Even though students may receive a passing grade on a Regents Exam, they are encouraged to retake Regents exams to obtain a higher score. Any student who opts to retake a Regents exam may do so, at any regular administration date.

Upon receiving initial exam results, students must notify the Guidance Office as soon as possible of their intention of retaking the exam. Only the highest Regents exam grade will be used in calculating the student's final average for the respective course. Only the highest Regents test score for each exam will be documented on the student's permanent transcript.

O. Schedule Changes

All changes in schedules are done through the Guidance Office with a drop/add slip. No change occurs or is official until that slip is signed by the counselor, the teacher, and returned to the guidance office. Changes may occur in early September only if there is satisfaction with timing, curriculum, teachers, guidance staff and administration.

P. Summer School

Students who complete all course requirements, but still have a failing average, are allowed to enroll in an approved summer school program and retake the course providing they meet two of the following three criteria: absent from school less than 20 days, score greater than a 50% on the final exam, and have an actual final grade of greater than 50%.

The student will receive credit for any summer school course in which he/she receives a passing grade (the passing grade is determined by the summer school site.) Any grade attained in summer school will be averaged into the student's overall grade point average, along with the initial failing grade.

Q. Academic/Extracurricular Eligibility

Eligibility Policy

Satisfactory academic progress is necessary for participation in **All** extracurricular programs. Extracurricular programs include but are not limited to, sports, clubs, field trips, dances, etc. Participation in extracurricular activities is a privilege, not a right; therefore, students are expected to maintain a certain level of academic performance to participate. The following academic eligibility code emphasizes cooperation between student participants, teachers, parents, and advisors/coaches.

Eligibility Standards

To participate in extracurricular activities in the Tri-Valley School District, students may not fail more than one course. At the end of each eligibility period, grade reports will run from Schooltool to determine eligibility.

Incomplete/Inaccurate forms could lead to disciplinary action.

Grade reports will run approximately every 5 weeks. Students can only be removed from the list during the grade pulls.

Based on current grades at the time of the grade report, each student's academic eligibility for all extracurricular activities will be determined as follows:

<p>Grace Period: Any student who is failing 2 or more classes but was eligible during the previous pull (this is a grace period)</p>	<ul style="list-style-type: none"> Students can participate in extracurricular activities for 1 week; after 1 week, if they do not complete the form and bring their grades back to passing, they will move to restricted.
<p>Restricted: Any student who is failing 2 or more classes and not completing their academic eligibility form.</p>	<ul style="list-style-type: none"> Students who are restricted may not participate in contests or attend extracurricular activities/events. Students must complete their Academic Eligibility Form to retain member status within their team or club. Students on the list must remain in Study Hall unless they have a signed pass from a teacher to report for academic support. Students on the list can not go to the Bear Den or Barista Bears Students on the list can not attend practices, clubs, activities, or on-campus school events
<p>Back on Track: Students are completing academic eligibility forms and are passing.</p>	<ul style="list-style-type: none"> This means they completed forms and are passing, but grade pulls have not been completed yet. Students must continue to complete the forms weekly to remain Back On Track until grades are pulled again (IPR's and Marking Periods)

Options for Help:

- Meet with the teacher/counselor/administration
- Academic Support (Register on Arbiter)

Additional Notes: All grades reported reflect the student's current marking period average.

- All students are subject to this eligibility policy. Any student who is ruled ineligible will not be allowed to attend any after-school extracurricular activities as a participant or spectator.
- The school's code of conduct may override a student's eligibility status. Any student on out-of-school suspension will not be allowed to participate in any school activity, nor is he/she allowed on the school grounds. Any student who has served in-school suspension will not be allowed to participate in extracurricular activities on that day. Other disciplinary infractions may result in the student not being allowed to play on sports teams, attend trips, or participate in school activities.
- This code does not apply to intra-curricular activities, such as field trips within an academic class, which are part of a curriculum. Those teachers and administration will determine ineligibility for intra-curricular activities.
- All decisions regarding student eligibility may be appealed to the Principal. The student must submit a written request for the appeal immediately after the eligibility check.

R. Physical Education

Students who successfully complete physical education will be awarded 1/2 (one-half) credit per year. Students are required to earn a total of 2 (two) credits during their high school career and the credits are required for graduation.

Any student athlete that **does not** participate in physical education class (without a note) will not be eligible to practice or play in a team sport on that day.

S. “Tutoring” Homebound Instruction

Any student who is going to be hospitalized or absent due to illness for more than five (5) days should contact their guidance counselor to arrange for homebound instruction. A student who is on homebound instruction is not counted as absent.

Homebound instruction will be made available to students who are unable to attend school for an extended period of time due to medical. Secondary school students will receive instruction for three (3) hours per day. Arrangements will be made for instruction no later than five (5) school days after notification and official verification of need. Instruction will continue throughout the duration of the absence and may occur only on days that school is in session.

In the event a student has a diagnosed chronic disease/illness that frequently causes them to be absent from school, medical documentation should be submitted to the Principal. A special liaison teacher will be assigned to tutor that student on the days they are too ill to come to school. It will be the parent's responsibility to contact the liaison teacher in the morning on each day the child will be absent. Liaison teachers will only be assigned upon approval of the Principal.

Homebound referrals will be accompanied by appropriate documentation from a licensed physician or psychologist. Upon receipt of an approved referral:

THE GUIDANCE DEPARTMENT WILL:

- Consult with the Building Principal regarding the identification of a homebound instructor.
- Contact teachers for initial assignments.
- Arrange for a meeting between homebound instructor, parents, and appropriate school staff.
- Review the student's current academic status.
- Discuss prognosis for return to school and any limitations. .
- Outline procedures for communication and assignment transfer.
- Create a tentative instructional schedule.
- Facilitate communication between school staff and the homebound instructor.

THE HOMEBOUND INSTRUCTOR WILL:

- Pick up all pertinent books and materials from the Guidance Office.
- Maintain the agreed upon teaching schedule in cooperation with family.
- Provide written weekly progress reports and consult with each subject teacher.
- Submit a weekly time sheet, signed by the parent, to the Building Principal.
- Upon completion of instruction, provide a final progress report to the guidance office and each teacher
- Return all books and materials to the guidance office.

THE SUBJECT AREA TEACHER WILL:

- Provide the homebound instructor with appropriate background information and expectations for the student and subject area.
- Provide the homebound instructor with ongoing assignments and all necessary materials in a timely manner.
- Grade and return all assignments and tests to the homebound instructor on a weekly basis.
- Maintain an ongoing record of student performance and grades.
- Contact guidance counselor with any concerns.

THE PARENTS WILL:

- Attend an initial planning meeting.
- Be present or ensure that a legal adult is present during all home instruction sessions.
- Provide an appropriate instructional location and environment.
- Notify the homebound instructor twenty-four (24) hours in advance of changes in the instructional schedule.
- Contact the guidance counselor with any concerns.

III. BEHAVIOR, EXPECTATIONS, DISCIPLINE AND RELATED INFORMATION

1. Building-wide Expectations

Our building-wide expectations are centered around BEARS (Behavior, Effort, Attitude, Responsibility and Success). Our mantra at the Tri-Valley Central School District is “Many Bears, One Den” indicating our effort to provide for the whole child an environment in which they can thrive. Our community deems these traits as indispensable for the success of our students, our staff, and our community. By teaching these principles and adhering to them consistently, we believe that we all can maximize our potential and become the best version of ourselves.



2. Code of Conduct

The complete Code of Conduct is available to all parents and students on the Tri-Valley school district website. The Code of Conduct is also available upon request from the secondary office.

TRI-VALLEY CENTRAL SCHOOL DISTRICT CODE OF CONDUCT SUMMARY 2025-2026

The Tri-Valley Central School District (the “District”) strives to maintain high standards of education and conduct. To accomplish this goal, the District has developed a Code of Conduct (the “Code”) that clearly defines students’ responsibilities, describes unacceptable behavior, and provides many alternative disciplinary options and responses. The complete Code is available on the District’s website (<http://www.trivalleycsd.org>) and at the District’s main office.

The following is a plain language summary of the Code. It is intended to help parents inform their children of the basic rights, responsibilities, and consequences attached to misconduct. If there is a conflict between this plain language summary and the District’s Code, the provisions of the Code will always prevail.

STUDENT RIGHTS & RESPONSIBILITIES *(see Section 5300.15 of the Code)*

A. Student Rights

To safeguard the rights given to all students under state and federal law, and to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

- Take part in all district activities on an equal basis regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.
- To be respected as an individual and treated fairly and with dignity by other students and school staff.
- Express his/her opinions verbally as long as his/her expression is respectful and does not interfere with the rights of others or disrupt normal school operations.
- Present his/her version of the relevant events to school personnel authorized to impose consequences.
- Access school policies, regulations and rules available for review and, when necessary, receive an explanation by school personnel.
- To be provided with clear expectations regarding:
 - Course objectives, requirements and state standards;
 - Grading criteria and procedures;
 - Assignment requirements and deadlines; and
 - School and classroom rules and expectations regarding behavior.

B. Student Responsibilities

All District students have the responsibility to:

- Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
- Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Use a polite tone of voice and appropriate body language, listening when others are speaking to you.
- To be truthful when speaking with school officials regarding Code of Conduct violations.
- Respect personal space.
- Work to develop skills to manage their emotions and reactions and resolve conflict with others.
- Ask questions when they do not understand.
- Seek help in solving problems.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Respect school property and maintain any school property issued to them for their participation in athletics, extracurricular or other student activities.

- Make constructive contributions to the school, to report fairly the circumstances of school-related issues and to bring concerns about school district policies or actions to the appropriate member of the District.

STUDENT DRESS CODE (*see Section 5300.25 of the Code*)

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, must:

- Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
- Recognize that extremely brief garments and see-through garments are not appropriate. Clothing shall fully cover undergarments, shoulders, backs, stomachs, breasts and bottoms.
- Include footwear at all times. Footwear must be safe and appropriate for the specific school setting and task.
- Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Any student in violation will be required to change their clothes. Continued violations may result in more serious consequences.

Each Building Principal and his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including out-of-school suspension.

PROHIBITED STUDENT CONDUCT (*see Section 5300.30 of the Code*)

The Board of Education expects all students to conduct themselves in an appropriate and respectful manner, with the proper regard for the rights and welfare of other students, District personnel, and school community members, and for the care of school facilities, equipment and other property. The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior. District personnel are expected to use disciplinary action only when necessary and to emphasize the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students will be subject to disciplinary action, up to and including suspension from school, when they:

- **Engage in conduct that is disorderly.** Examples include running in hallways; making unreasonable noise; using verbal or written language or gestures that are profane, lewd, vulgar, or abusive; obstructing vehicular or pedestrian traffic; failing to return school property, equipment or uniforms provided for athletics or other school related activities; engaging in any willful act which disrupts the normal operation of the school community; trespassing; computer/electronic communications misuse; or any other violation of the district's Acceptable Use Policy.
- **Misuse computer/electronic communications.** Examples include but are not limited to any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; use of personal electronic devices in the classrooms, except as expressly permitted by a teacher for instructional purposes; use of personal electronic devices in other prohibited areas, as designated by the principal; sexting (sending sexually explicit messages, photos, or videos via cell phone or other electronic means; cyberbullying (engaging in electronic social cruelty, abuse or threats); or any other violations of the District's Acceptable Use Policy. Any video recording or picture of fights or other inappropriate behavior will result in the harshest punishment available.
- **Engage in conduct that is insubordinate.** Examples include failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect; lateness for, missing or leaving school without permission; and skipping detention.
- **Engage in conduct that is disruptive.** Examples include failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students; and interfering with or halting classroom instruction.
- **Engage in conduct that is violent.** Examples include committing or threatening an act of violence upon a teacher, administrator, or other school employee or attempting to do so; committing or threatening an act of violence upon another student or any other person lawfully on school property or attempting to do so; possessing a weapon; displaying what appears to be a weapon; threatening to use any weapon, or threatening bodily harm or violence against anyone, while on school property; intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson; and intentionally damaging or destroying school district property.
- **Engage in any conduct that endangers the safety, morals, health or welfare of others – including harassment/bullying.** Examples of such conduct include lying to school personnel; stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function; defamation; discrimination (which includes the use of the person's actual or perceived race, color, creed, national origin, religion, religious practices, ethnic group, gender, weight, sexual orientation, disability or any other characteristic protected by applicable federal, state or local law as a basis for treating another in a negative manner); harassment/bullying; touching or grabbing another student on a part of the body that is generally regarded as private; removing another student's clothing to reveal undergarments or a part of the body that is generally regarded as private; touching another student in a sexual or proactive manner; engaging in a sexual act with another student or oneself.

Under the Dignity for All Students Act ("DASA"), harassment /bullying is defined as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. (*see Section 5300.10 of the Code for a more descriptive definition*).

- **Engage in misconduct while on a school bus.** Examples of such conduct include making excessive noise, pushing, throwing, shoving and fighting.
- **Engage in any form of academic misconduct.** Examples include truancy from, lateness for, missing, cutting or leaving any class or required instruction without permission or excuse; cheating; plagiarizing, or altering records.

A student may be subjected to discipline for out of school conduct (including but not limited to internet use) that would violate the Code if committed on school grounds, if such conduct creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

- **Impersonation.** Tri-Valley CSD is committed to maintaining a safe and respectful environment for all students, faculty, and staff. Any form of impersonation, including the unauthorized use of an individual's likeness—whether in pictures, videos, voice recordings, or other forms of media—is strictly prohibited. This policy aims to protect the privacy and dignity of all community members and to prevent the misuse of personal information.

Definition of Offenses

- A. **Impersonation:** The act of pretending to be another person, either in person or through digital means, with the intent to deceive or mislead others.
- B. **Misuse of Likeness:** The unauthorized use, reproduction, or distribution of another individual's image, voice, or other identifiable characteristics without their consent. This includes, but is not limited to:
 - **Photos or Videos:** Using someone else's image in any format (including social media, digital platforms, or other publications) without permission.
 - **Voice Recordings:** Using or mimicking another person's voice in recordings or communications without consent.
 - **Deepfakes and Digital Manipulations:** Altering or creating media that portrays an individual in a false or misleading way.
 - **Social Media Accounts:** Creating or using fake accounts that impersonate another person.

Consequences of Violation

- A. **First Offense:**
 - **Warning and Counseling:** A meeting with a school counselor or administrator to discuss the violation and its impact. The student may also receive a warning letter.
 - **Parental Notification:** Parents or guardians will be informed of the incident and the school's response.
 - **Educational Program:** The student may be required to participate in an educational program focusing on digital citizenship, privacy, and respect for others.
- B. **Second Offense:**
 - **Detention or Suspension:** The student may face detention or suspension, depending on the severity of the incident.
 - **Restorative Justice:** The student may be required to participate in a restorative justice program, which could include apologizing to the affected individual and engaging in community service.
- C. **Third Offense and Beyond:**
 - **Extended Suspension or Expulsion:** The student may face an extended suspension or expulsion from the school, subject to a hearing and review by the school's disciplinary committee.
 - **Legal Action:** In cases of severe violations, particularly those involving harassment, bullying, or other criminal acts, the school may refer the matter to law enforcement authorities.

Reporting and Investigation

- A. **Reporting Procedure:** Any student, parent, or staff member who becomes aware of a violation of this policy is encouraged to report it to the school administration. Reports can be made anonymously.

- B. **Investigation:** The school administration will investigate all reported incidents promptly and thoroughly. The investigation may include interviews with involved parties, review of digital evidence, and consultation with legal authorities if necessary.
- C. **Confidentiality:** The school will make every effort to protect the confidentiality of those involved in a reported incident, consistent with the need to conduct an effective investigation and comply with legal obligations.

Rights and Responsibilities

- A. **Student Rights:** Students have the right to privacy and the protection of their personal likeness and identity. They have the right to be informed of this policy and to expect that it will be enforced fairly and consistently.
- B. **Student Responsibilities:** Students are responsible for respecting the privacy and likeness of others, both in person and online. They are expected to abide by this policy and to report any violations they witness.

Policy Review

This policy will be reviewed annually by the school administration, with input from students, parents, and staff, to ensure it remains relevant and effective in addressing emerging issues related to digital media and impersonation.

DIGNITY ACT COORDINATORS (*see Section 5300.20 of the Code*)

The Dignity for All Students Act requires school districts to designate at least one staff member at every school to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The following are the Dignity Act Coordinators for the 2025-2026 school year:

Elementary School: Kevin Carbone, Principal: 845-985-2296 ext. 5305

Secondary School: Amanda Eberly, Principal: 845-985-2296 ext. 5301

District: Danielle Cornish, Dir. of Pupil Personnel Services: 845-985-2296 ext. 5516

District Mailing Address: 34 Moore Hill Road, Grahamsville, NY 12740

REPORTING VIOLATIONS (*see Section 5300.35 of the Code*)

1. Reporting Violations of the Code

- All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function is expected to report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools. Reports and reporters will be held in the strictest of confidentiality to the extent possible.
- All students are prohibited from knowingly making false statements or knowingly submitting false information to school staff during a disciplinary process.
- All district staff who are authorized to impose disciplinary consequences are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary consequences are expected to promptly report violations of the code of conduct to their supervisor, who will in turn impose appropriate disciplinary consequences if so authorized, or refer the matter to a staff member who is authorized to impose appropriate consequences.
- Any weapon, alcohol or illegal substance found will be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary consequences, which may include permanent suspension and referral for prosecution.

2. Reporting Complaints of Bullying, Harassment, and Discrimination

- School employees who witness bullying, harassment, or discrimination, or receive an oral or written report of such acts, must promptly orally notify the Building Principal and his or her designee, Superintendent, or the Dignity Act Coordinator not later than one school day after the employee witnesses or receives a report of such acts, and must also file a written report with the principal, superintendent, or the Dignity Act Coordinator no later than two school days after making an oral report. The Building Principal and his or her designee, Superintendent or the Dignity Act Coordinator will lead or supervise the thorough investigation of all reports of bullying, harassment, and discrimination, and ensure that the investigation is completed promptly after receipt of any written reports.
- When an investigation verifies a material incident of bullying or discrimination, the Building Principal and his or her designee, Superintendent, or Dignity Act Coordinator will take prompt action, reasonably calculated to end the bullying, harassment, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.
- The Building Principal and his or her designee, Superintendent, or Dignity Act Coordinator will promptly notify the appropriate local law enforcement agency when it is believed that any bullying, harassment, or discrimination constitutes criminal conduct.
- Retaliation by any school employee or student is prohibited against any individual who reports or assists in the investigation of bullying, harassment, or discrimination in good faith.

The Building Principal and his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of the school as soon as practical, but in no event later than the close of business the day the Building Principal and his or her designee learns of the violation.

DISTRICT PENALTY GUIDELINES FOR SPECIFIC MISCONDUCT

The following chart outlines the District's guidelines for imposing disciplinary actions for specific forms of misconduct. The District has the discretion to impose the penalties it deems appropriate based on the circumstances of the misconduct or the student's past disciplinary record. In appropriate circumstances the Building Principal and his or her designee is granted the authority to exercise his-her good judgment and apply a greater or lesser consequence than those stated below

Behavior-Infraction	Elementary		Secondary
	Grades UPK-2	Grades 3-6	Grades 7-12
<i>Forgery, Cheating, Plagiarism or Altering Records</i>	Warning - Lunch Detention	Zero score; Detention - OSS (1-5 days)	Zero score; Detention - OSS (1-5 days)
<i>Inappropriate Language-Gestures</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Electronics Violation</i>	Warning; Confiscation - OSS (1-5 days)	Warning; Confiscation - OSS (1-5 days)	Warning; Confiscation; OSS (1-5 days)
<i>Physical Horseplay</i>	Lunch Detention - OSS (1-5 days)	Lunch Detention - OSS (1-5 days)	2 days Detention - OSS (1-5 days)
<i>Fighting</i>	ISS (1-5 days) - OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement

<i>Bullying/ Harassment (physical)</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing	OSS (1-5 days); Possible Superintendent's Hearing	OSS (1-5 days); Possible Superintendent's Hearing
<i>Bullying/ Harassment (verbal)</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing	Lunch Detention - OSS (1-5 days); Possible Superintendent's Hearing	ISS (1-5 days) - OSS (1-5 days); Possible Superintendent's Hearing
<i>Physical and/or sexual contact/ behavior</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Theft-Vandalism</i>	Warning - OSS (1-5 days)	ISS (1-5 days)- OSS (1-5 days); Possible Superintendent's Hearing	ISS (1-5 days) -OSS (1-5 days); Possible Superintendent's Hearing
<i>Threatening</i>	Warning - OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	Lunch Detention -OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement
<i>Use, possession or sale of Alcohol, Tobacco, Non-prescribed Medicinal Inhalers, or any other Drugs</i>	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement	OSS (1-5 days); Possible Superintendent's Hearing; Possible Refer to Law Enforcement
<i>Bus Incident</i>	Warning; Bus Suspension - After school Detention	Warning; Bus Suspension - OSS (1-5 days)	Warning; Bus Suspension - OSS (1-5 days)
<i>Inappropriate Behavior</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Insubordination- Disrespect</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Inappropriate Display of Affection</i>	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)	Warning - OSS (1-5 days)
<i>Late to Class- every 3 lates</i>	N-A	N-A	Warning - ISS (1-5 days)
<i>Late to School- every 3 lates</i>	N-A	N-A	Warning - Detention
<i>Motor Vehicle Violation</i>	N-A	N-A	Warning - Driving Permission Revoked; OSS (1-5 days); Possible Superintendent's Hearing; Possible referral to Law Enforcement

MINIMUM PERIODS OF SUSPENSION FOR CERTAIN OFFENSES

- Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. The Superintendent will also refer any student found guilty of bringing a weapon to school to law enforcement. Before being suspended, the student will have an opportunity for a hearing. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.

- Any student who is found to have committed a violent act, other than bringing a weapon onto school property, may be subject to suspension from school for at least five days.
- Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Notwithstanding the foregoing disciplinary guidelines, a student with a disability may be suspended only in accordance with the requirements of state and federal law. Please see Section 5300 of the Code for a full discussion of the procedures related to the discipline of students with disabilities.

3. Bullying, Harassment and Dignity for All Students Act-DASA

- a. **The following Board of Education policies address and prohibit sexual harassment:** BOE policy 0110 Sexual Harassment and BOE policy 0110-R Sexual Harassment Regulation. **The BOE prohibits “harassment of students and staff on the basis of sex, gender and/or sexual orientation. Such behavior is abusive and illegal behavior.”** “Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment.” “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.” “Gender-based harassment” means verbal, non-verbal or physical aggression, intimidation or hostility that is based on actual or perceived gender identity or expression.”
- b. **The following Board of Education policies address and prohibit harassment and bullying:** BOE policy 0115, Student Harassment and Bullying Prevention and Intervention, BOE policy 5300 “Code of Conduct” section VI-F. “The district condemns and prohibits all forms of discrimination of students, such as harassment/bullying and hazing, by school employees or students on school property, and at school-sponsored activities and events that take place at locations off school property.” (BOE policy 0115) “Staff who observe or learn of incident(s) of bullying are required, in accordance with State law, to make an oral report to the Building Principal within one school day and to fill out the district reporting form within two school days.”(BOE policy 0115)
- c. **The Dignity for All Students Act (§§10-18 of Education Law)** defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying. Bullying is further defined as “an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.”

Bullying may be based on any characteristic, including but not limited to a person's actual or perceived:

- | | |
|-------------------|---|
| • race | • religious practice |
| • color | • disability |
| • weight | • sex |
| • national origin | • sexual orientation |
| • ethnic group | • gender (including gender identity and expression) |
| • religión | |

At Tri-Valley we believe that everyone has the right to be “who they are,” free from harassment or fear. **Bullying and harassing behavior will simply not be tolerated!** Reactions to this behavior will be swift and consistent. Students are encouraged to report incidents of bullying, harassment, discrimination and/or hazing immediately to their teacher, school counselor, school staff or Principal and Assistant Principal.

d. BOE Policy 5300 “Code of Conduct” section IX – Dignity Act Coordinators

The Dignity for All Students Act (DASA) requires school districts to designate at least one staff member at every school to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

The following are the Dignity Act Coordinators for the 2025-2026 school year:

Secondary School: Amanda Eberly, Principal: 845-985-2296 ext. 5301

District: Danielle Cornish, Director of Pupil Personnel Services: 845-985-2296 ext. 5516

District Mailing Address: 34 Moore Hill Road, Grahamsville, NY 12740

4. Drug and Alcohol Abuse

Tri-Valley is a drug free school and the school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, or any alcohol container or bottle (flasks, pouches, etc.) on school grounds or at school sponsored events, except drugs as prescribed by a physician. The term “alcohol and or other substances” refers to the use of all substances including but not limited to: alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as “designer drugs.” The inappropriate use of prescription and over-the-counter drugs is also forbidden. Any substance used for “huffing” will be considered a drug under this regulation.

Additionally, the following persons are not permitted to enter school grounds or school sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substance found shall be confiscated immediately. The parent/guardian of the student(s) involved will be called and appropriate disciplinary action will be taken, up to and including permanent suspension. The district may notify the appropriate law enforcement agency and may bring legal charges against the student(s) involved.

Students found to have used or be using, in possession of or distributing alcohol and/or other substances, and for possessing drug paraphernalia or alcoholic beverage containers will be subject to the disciplinary steps listed on the disciplinary chart found at the back of this publication. Students will be referred for assistance in dealing with their chemical use problem.

5. Detention, After-School

- a. Students will report to the designated detention room at 2:46 and are dismissed at 5 minutes before the late bus.
- b. No cell phone use is permitted. Students must surrender their cell phones to the Detention Monitor upon entering the room.
- c. The entire period must be spent working or reading. There is no talking, no sleeping, and no eating. All school rules are still in effect.
- d. Lateness and any other time missed will be made up on a two for one basis.
- e. Students not following the rules or creating a disturbance will be given additional detention and/or in-school-suspension.
- f. Attendance is taken by the detention supervisor.
- g. No lavatory passes are to be given and the detention supervisor will handle any emergencies.
- h. Students who do not report to detention as assigned will be assigned additional consequences.

6. Detention, In School (ISD) or Lunch Detention

- a. Students are to report to the ALC room for attendance at or before the period bell.
- b. No cell phone use is permitted. Students must surrender their cell phones to the detention monitor upon entering the room.

- c. Students are to sit in assigned seats. Seating is assigned by the ALC staff person.
- d. The ALC supervisor will document student attendance, promptness, and behavior.
- e. There is no talking, no sleeping, and no eating (except during lunch). All school rules are still in effect.
- f. Students not following the rules or creating a disturbance may be given an additional day(s) in detention and/or a possible out-of-school suspension.
- g. If a student leaves school early his/her detention time may be made up the next school day.
- h. If the student skips Lunch Detention, the amount of time for lunch detention will double until the time is satisfied.

7. Suspension, In School (ISS)

- a. Students are to report to the ALC room for attendance (not first period class).
- b. No cell phone use is permitted. Students must surrender their cell phones to the ISS monitor upon entering the room.
- c. Students are to sit in assigned seats.
- d. Students are to bring all of their books and any additional materials necessary to keep them working the entire day.
- e. The ISS supervisor will document in a log what work is completed, period by period. Work will be collected and returned to the subject teacher daily.
- f. The ISS supervisor will document when the student leaves the room.
- g. The ISS supervisor will supply work when necessary, and will assist students in completing their assignments.
- h. There is no talking, no sleeping, and no eating (except during lunch and/or breakfast). All school rules are still in effect.
- i. Students not following the rules or creating a disturbance will be given an additional day(s) in ISS and/or a possible out-of-school suspension.
- j. If a student skips ISS, their ISS time will double until it is satisfied.
- k. If a student leaves school early his/her ISS time must be made up the next day.

8. Suspension, Out of School (OSS)

Students who are suspended out of school may not attend any athletic practices/games, extracurricular activities or school related activities during the period of their suspension.

9. Bus Safety Rules

Transportation is a privilege not a right. Proper behavior is expected on the school bus.

- a. Arrive at your bus stop five minutes before the bus is due.
- b. Wait for the bus well off the road. Respect the property of others.
- c. Enter the school bus single file and in an orderly manner.
- d. Follow the instructions of your driver.
- e. Remain in your seat while the bus is in motion.
- f. Keep aisles clear at all times. Remain quiet and orderly.
- g. Be courteous to your driver and fellow passengers. No fighting, yelling or throwing objects. Bad language or rude behavior will not be tolerated.
- h. No eating, smoking or drinking on the bus. Help to keep your bus neat and clean.
- i. Do not open the bus windows without permission. When allowed to open windows, do not extend your head, hands, arms or any object out of the window.
- j. When leaving the bus, if you have to cross the road, ALWAYS CROSS IN FRONT OF THE BUS. Walk out ten feet, look both ways and wait for the driver to signal you to cross. Never attempt to return to the bus once you leave unless instructed to do so by the driver.
- k. Students will only be allowed to ride a different bus with prior written approval and approved bus note and when pre-arranged for custody agreements or in an emergency situation. In the case of an emergency, an administrator must approve the arrangements.
- l. Any student who vandalizes any part of the bus will be held financially responsible and subject to additional consequences.
- m. Any student who does not follow the rules and procedures could lose the privilege of riding the bus.

10. Cafetería

a. Behavior

The cafeteria is maintained to provide a convenient eating place for all students in grades 7-12.

- Keep noise to a minimum.
- Do not throw food, papers, containers, etc.
- NO CUTTING IN LINE.
- Have your I.D. card out and ready to be scanned, or be prepared to input your PIN.
- Remove all trays, utensils and trash to the proper disposal area.
- Recycle your garbage into the appropriate containers.

b. Free and Reduced Lunch

The school provides free and reduced priced lunch to eligible students. Please contact the district school cafeteria office for more information at extension 5527.

c. Lunch Equity Plan

The Board of Education recognizes that on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

Remember, to avoid having to charge a lunch, you can prepay for lunches by giving a check to the cashiers in the cafeteria, payable to “Tri-Valley Central School”. Please include the student’s name on the check.

In accordance with the Lunch Equity Plan:

- There will be no denial of meal(s), public embarrassment or negative action(s) towards students with balances.
- The school district shall provide the student with the student’s choice of a reimbursable meal, if the student requests one.
- Charging of items outside of the reimbursable meals (i.e., a la carte items, etc.) is expressly prohibited.
- All communications with students and/or parents/guardians are discreetly done through the administrative office.
- Parents/Guardians may inform the district that their child(ren) may not charge meals in writing to the Business Office/ Cafeteria Office.
- Assistance for applying and explanation of the Free and Reduced Program are available on website; telephone or in person consultations are available
- All parents/guardians receive a summer mailing with the application and instructions for the Free and Reduced program.

11. Corridor Behavior

Student cooperation is essential in keeping the noise to an absolute minimum in the corridors. To create an acceptable atmosphere each student must:

- a. Avoid loitering in the corridors.
- b. Have a pass if in the halls during class time.
- c. During lunch periods students will remain in the cafeteria.
- d. Students in grades 9-12 are not permitted to be in the 7 & 8 grade area for any reason, except if the student has a class in this area.

12. Dress Code (see also District Code of Conduct, section V)

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, must:

- a. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
- b. Recognize that extremely brief garments and see-through garments are not appropriate. Clothing shall fully cover undergarments, shoulders, backs, stomachs, breasts and bottoms.
- c. Include footwear at all times. Footwear must be safe and appropriate for the specific school setting and task.
- d. Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose.
- e. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, religion, creed, national origin, gender, sexual orientation or disability.
- f. Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

13. Graduation

a. Dress Code

Graduation ceremonies are a formal occasion and graduates are asked to dress appropriately in business casual attire. No writing or decoration is allowed on the gowns. Decoration of graduation caps must follow the guidelines below:

- The graduation coordinator will provide students with detailed written guidelines for decorating graduation caps.
- All dress code regulations pertaining to school appropriate messaging apply.
- Only the flat top area of the cap may be decorated with nothing hanging down or going past the edges of the top.
- Decorations must be flat on the surface of the cap.

Caps will be reviewed and approved by the Graduation Coordinator and/or an Administrator in advance of the ceremony. Any student not in compliance with these regulations will not be permitted to wear their graduation cap at the ceremony, and will be given a blank, undecorated cap to wear.

b. Graduation Speeches

The Board of Education has determined that the valedictorian and salutatorian will speak at the graduation ceremony.

14. Graffiti

Graffiti of any type will not be tolerated. Magic markers, spray paint or any substance used in the marking of school property is prohibited. Students found in possession of such items will be subject to the appropriate disciplinary consequence. Students found writing graffiti will be, at a minimum, suspended from school.

15. Searches

Lockers, desks and other storage spaces remain the exclusive property of the school. Students have no right or expectation of privacy with respect to these areas. As such, the school retains its right to search any of these areas at any time. For more information, please see the district's Code of Conduct.

IV. DAILY SCHOOL PROCEDURES, MANAGEMENT and INFORMATION

1. Extracurricular Activities

Tri-Valley Secondary School has a variety of co-curricular activities. Students are encouraged to participate in as many activities as their schedule permits. **(See also Co-curricular activities)** The following is a list of activities that are available for students:

Art Club	Battle of the Books	Chess Club	Drone Club
FBLA & Jr. FBLA	FCCLA	FFA & Jr. FFA	GSA
Math Club	Media Club	NHS & JNHS	Robotics Club
Student Council	Theatre Club	Volunteer Club	Yearbook Club

2. Assemblies

Assemblies are a part of the educational process at Tri-Valley Secondary School. Students are expected to show proper manners and consideration for others at all times. Misconduct including unnecessary talking, yelling, booing, or chanting is not permitted. We expect a high level of maturity and responsibility at all assemblies. Be courteous and polite. Book bags are prohibited at all assemblies. **Students may not leave an assembly until they are formally dismissed.** Once students are dismissed from the assembly, they are to report immediately to their assigned class.

3. Bathrooms

Student bathrooms are available throughout the building. Students in grades 9 – 12 are not permitted in the 7th and 8th grade area. Students may use the facilities in-between periods or during the period when given a pass from a teacher. Students are not permitted to use faculty bathrooms. Only one student is permitted a bathroom pass out of class. No more than one student at a time is permitted in a bathroom stall. More than one student in a stall will result in all violators being suspended from school.

4. Change of Address, Email or Telephone Number

Please inform the Registrar's Office of any change of address, email or telephone number. Accurate contact information is essential for both normal and emergency communications with parents/guardians.

5. Character Education

The Tri-Valley Secondary School works in partnership with parents and the community to maintain a learning and a working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, diligence, kindness, fairness and respect for others. Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Tri-Valley Secondary School will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

Our mission for the school year regarding character education is as follows:

- to instill in our students the consciousness of the right thing to do; the commitment to
- do the right thing; and the competency in doing the right thing
- to assist students in understanding that they are responsible for their decisions and actions
- to focus on virtues and service learning which provide self-satisfaction and a sense of community through volunteerism.

6. Chromebooks

Students in grades 7-12 will be provided with a Chromebook for use during the academic year. Students are responsible for the care and safeguarding of their Chromebook. Please see the "Chromebook Procedures and Information Handbook" for further information.

7. Dances/Dance Guidelines

Dances, **including the Junior Prom**, are considered a regular school activity and students must be academically eligible in order to attend. School dances are an important aspect of each student's high school experience. It is our desire that all students attending school dances will have a safe and enjoyable time.

Therefore, the following dance guidelines are necessary:

- a. School dances are a high school activity and are subject to the Tri-Valley School District's Code of Conduct Policy and Secondary School's rules.
- b. Students who are asked to leave the dance may be excluded from future dances as part of their consequence.
- c. Students who wish to invite non-Tri-Valley students must complete the Guest Authorization Release Form and have it approved by the Principal and/or Assistant Principal by 8:00 am the Wednesday prior to the dance. The visitor must be enrolled in an area high school/middle school and in good standing. The Principal and/or the Assistant Principal will verify the guests' standing. **Students who have dropped out of school** will not be permitted to attend the dance.
- d. Once students leave a dance, they are not permitted to reenter.
- e. Students in grades 7 & 8 are not permitted to attend the 9-12 grade dances or the Junior Prom.
- f. Students in grades 9-12 are not permitted to attend dances for grades 7 & 8.
- g. Approval to sponsor a dance must be obtained from the Principal.

8. Driving Privileges and Parking Permits

- a. **All students are required to have a valid parking permit** in order to park on the Secondary School campus during school hours. Students may only park in designated student areas. Each school year, students must reapply in order to drive to and park at the secondary school. A Parking Permit Application is available in the secondary school office. Student parking is allowed in the main lot off Moore Hill Road. The following areas **are not** to be used for student parking: Route 55 lot, designated visitor parking, designated handicapped parking, designated no parking zones, or any lawn area. Any student's car found in these areas will be towed at the expense of the owner.
- b. Permits will be given out in the following order to seniors first (*Remaining spots available will be provided to juniors under the same conditions as outlined*):
 1. Seniors who participate in every day after school programs—sport team, yearbook, musical, drama.
 2. Seniors who have jobs after school—employers must sign a letter indicating time of shift and number of school days required to work.
 3. Seniors in good academic standing—passing all courses, no discipline referrals, 90% or better on time and attendance.
- c. The following procedures must be followed in order to receive and retain student driving privileges:
 1. Students must be academically eligible to drive a vehicle on campus. During the course of the school year, if a student becomes academically ineligible all driving privileges may be revoked. Driving privileges may be reinstated, at such time, when a student becomes academically eligible.
 2. The student's car must be registered with the tag displayed.
 3. The student must park in the designated area.
 4. Should a student change vehicles, the replacement vehicle must be registered.
 5. A student's parking tag may not be transferred to another student.
 6. The student must arrive for school on time.
 7. The student must drive safely and responsibly at all times—following the speed limits and the driving rules of the road.
 8. Students may not drive other students to or from school, unless it is a sibling, or a preapproved passenger with permission from the main office.
 9. Students will only be permitted to go to their car during the school day with a pass from the secondary school office.
 10. Tri-Valley BOCES students who wish to drive to Sullivan County BOCES must obtain permission to do so and must also complete an application for a parking permit at the Career and Technical Office.

9. Electronic Devices (Policy 5695 in Plain Language Summary)

We know many students have personal electronic devices like cell phones, smartwatches, tablets, fitness trackers, e-readers, calculators, music players, and more. While these devices can be useful, they can also be distracting, hurt mental health, cause problems during emergencies, and get in the way of learning.

The school is **not responsible** if personal devices are lost, stolen, or damaged.

a. When You Can (and Can't) Use Devices:

Internet-enabled devices (phones, smartwatches with internet, tablets, etc.) **are NOT allowed** during the school day. This includes: Classes, Homeroom, Lunch, Recess, Study Hall and Hallways.

Secondary School - Devices must be stored in the district-provided cell phone lockers.

Exceptions:

You can use your device if:

- It's in your **IEP** or **504 plan**.
- You need it for a **medical reason** (ex. diabetes monitor, asthma, medication tracking).
- You need it for **translation**.

b. Enforcement & Consequences:

- All staff will help enforce this policy.
- Administrators will handle violations fairly and consistently.
- If you break the rules, you won't be suspended **just** for having your phone out—but other consequences from the **Code of Conduct** may apply.
- You might be assigned work on topics like the effects of social media and phone use on mental health.
- Serious misuse could lead to Code of Conduct violations or even legal action.

c. Phones & Testing:

- No phones or electronic devices are allowed in testing rooms during **any** tests, including state exams.
- Staff may collect devices before the test and return them afterward.
- If you refuse to give up your device during a test, you cannot take the test.
- Students with documented needs in their IEP/504 plan may use devices if it's written in their plan.

d. How to Contact Your Child During the School Day:

- **Parents → Students:** Call the school office, email your child at their school email, or use the Parent Square App.
- **Students → Parents:** Use the school phone in the Secondary School Office, the Secondary Assistant Principal's Office, or the Elementary Office.

e. Policy Access:

This policy will be posted on the school website.

Remember:



Phones can wait — learning and safety come first.
Stay focused, be respectful, and follow the rules.

10. Elevator

The use of the elevator by students is prohibited unless the student has received permission from the main office or the nurse. Students who are injured and unable to use the stairs must report to the nurse or office for an elevator

pass. Teachers may grant students permission to use the elevator when the student is transporting materials, A.V. equipment, lab supplies, etc. Students found using the elevator without permission will be referred to an administrator.

11. Fire/Evacuation Drills

For safety, and the protection of the school, it is necessary that everyone strictly observe and abide by fire safety rules. Students are especially cautioned to exercise care in the use of flammable materials common to specific classes.

Fire/evacuation drills are an important safety measure and are required by law. They are held to prepare students, faculty and staff for safe evacuation of the building in case of an actual fire. Your full cooperation is needed to make the drills as effective as possible. Fire drills are a necessary and serious action taken during the school year. Follow these rules carefully:

- a. Follow the directions to exit.
- b. Maintain silence during the entire drill which includes exiting and reentering the building
- c. Locate your class
- d. Stay with your class. If you are separated from your class, let the closest adult know where you are supposed to be.

12. Forgery

Forging of any signature or the making of any false entry or the alteration of any document used or intended to be used in connection with the operation of the school will be grounds for discipline.

13. Fundraising

Any class, club, team, or community group who wishes to raise money for school activities must complete a fundraising request form and submit it to the Secondary School Office. **Prior** to the commencement of the activity the Principal must approve all fundraising activities. This regulation applies to all school and community groups. Any fundraising without approval is strictly prohibited. Students cannot bring outside fundraising into the school without the Principal's approval.

14. Hazardous Substances

Hazardous substances such as fireworks, gas and other toxic materials are not allowed in school. Possession of such items will result in immediate suspension. If a student is caught possessing an illegal substance, police may be notified.

15. Identification Security Cards

In the fall semester all students will be issued identification cards containing a bar code of their student number. All students are encouraged to carry school issued ID cards at all times and produce such cards when requested. New students to the secondary school will be issued student identification security cards as soon as possible. While in the secondary school, all students should:

- a. Carry their identification security card at all times.
- b. Show their identification security card to staff members upon request.
- c. Show their identification security cards when checking books out of the library since the barcode must be scanned into the computer to record the book.
- d. Present their identification security card to a cafeteria cashier to be scanned into the computer to record the lunch purchase.

Students will be provided one identification security card free of cost. If a student loses their identification card, there will be a five dollar replacement fee.

16. Keys

Students are never to be in possession of keys belonging to a faculty or staff member. Unauthorized possession of keys will result in immediate suspension.

17. Library Media Center

- a. Students will be respectful of the library's atmosphere of quiet study.
- b. Students may check out two books at a time. If more than two books are required, the student must obtain permission from the librarian.
- c. Students with overdue library books will not be able to check out books until the overdue books are renewed, returned, or, if lost, replaced.
- d. The library staff will make copies of library materials for students conducting research. There is no charge for this service.

18. Lockers

Every student is assigned a hall locker, cell phone locker, and a gym locker for their use at the beginning of the school year. Locker assignments **are not** to be changed without the permission of the administration. The school is **not** responsible for articles missing from the lockers. Do not leave valuables in your locker. If you have anything of value, bring it to the Secondary School Office for safe keeping. **LOCKERS ARE TO BE LOCKED AT ALL TIMES.** Students are encouraged not to share lockers with friends or give their combinations to anyone. Books and materials should be placed into and removed from lockers during scheduled student passing periods throughout the day. Students are not allowed to decorate, outside or inside, their lockers with any permanent material including stickers, markers, glue etc. **BE AWARE THE SCHOOL DISTRICT RETAINS LOCKERS AS EXCLUSIVE PROPERTY AND HAS THE RIGHT TO SEARCH ANY AND ALL LOCKERS AS NECESSARY.** Please see the district's Code of Conduct for further information.

19. Lost and Found

Report all lost and found items of value and significance to the Assistant Principal or Principal's office. Please provide a full description of the items in each case so that proper ownership can be established. Do not bring valuable items, large sums of money and/or jewelry to school.

20. No Book Bag/Backpack Procedure

Students may not carry their book bags/backpacks with them during the day. All book bags/backpacks must be placed in the student's locker and kept there until dismissal. Pocketbooks/purses are permitted as long as they are not large enough to carry a textbook.

21. Pledge of Allegiance

During the Pledge of Allegiance and Salute to the Flag in homeroom, students are expected to:

- a. Stand or remain seated in a respectful manner
- b. Keep silent other than saying the Pledge

22. Publications

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

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

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

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

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

23. Distribution of Literature

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

24. Student Records

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

25. Release of Student Information

Board Policy 5500, "Student Records" addresses student records and the "Family Educational Rights and Privacy Act" (FERPA). FERPA ensures confidentiality of student records and any information contained therein which is personally identifiable. It also states that such information may not be released or made available to persons other than parent/guardians (or only to the student if 18 years of age). The exceptions are specific and limited. One exception is provided for school officials, including teachers, who have a legitimate educational need for access to such records."

Military recruiters, upon their request, have the right to students' directory information including name, address and phone number. Parents have the right to request the school not release this information to the military and must send that request in writing to the Guidance Office by September 15th. Student records may be released to the Department of Probation and to Courts of Law upon written request by the appropriate agency and/or as ordered in court documents or a subpoena. The school will not release educational records to any other source without the written consent of the parent or guardian.

26. School Safety

The safety and security of our school building, faculty, staff and students is critical. The greatest means of achieving safety is by everyone, adults and students alike, following established policies and procedures. Individuals without authorization to be in the building, (individuals without a visible ID Card, Visitor pass or Temporary ID pass) should be reported to the office immediately. During the school day all students, parents and visitors must enter the building through the reception area located on the Moore Hill side of the building.

There are many exterior doors in the Secondary School building. Throughout the school day, exterior building doors are locked, and access into the building is limited for the protection of every adult and student in the building. Doors are not to be propped open or opened to allow individuals access into the building. Students observed propping or opening a door for another individual will be reported immediately to the office.

27. Student Pick-up/ Release from School

Students are expected to be in school for the full school day, however we recognize that at times there may be extenuating circumstances which require a student to leave early. For the safety of our students, a student will only be released to adults who have been given advance permission from parents/guardians to pick them up from school. Any adult coming into the building to pick up a student should be prepared to show identification. In such

an extenuating circumstance, a student who drives to school will be released early, with appropriate permission from their parent/guardian, if it is deemed safe for the student to drive.

28. Selling of Goods and Postings

Goods sold or signs posted on school grounds must have prior approval by the Principal in writing. All sales related to private profit-making are prohibited. Only signs and sales related to school organizations and with an approved calendar schedule may be allowed.

29. Sports

Fall

Sideline Cheerleading - Varsity/Modified
Boys Cross Country - Varsity/Modified
Girls Cross Country - Varsity/Modified
Football - Varsity/Modified
Boys Soccer - Varsity/Modified
Girls Soccer - Varsity/JV/Modified
Girls Tennis - Varsity
Girls Volleyball - JV/Modified

Winter

Boys Basketball - Varsity/JV/Modified
Girls Basketball - Varsity/JV/Modified
Sideline Cheerleading - Varsity/Modified
Competition Cheerleading - Varsity
Boys Indoor Track - Varsity/Modified
Girls Indoor Track - Varsity/Modified
Skiing - Varsity
Wrestling - Varsity/Modified

Spring

Baseball - Varsity/JV/Modified
Boys Golf - Varsity
Girls Golf - Varsity
Softball - Varsity/JV/Modified
Boys Track and Field - Varsity/Modified
Girls Track and Field - Varsity/Modified

To participate in the Tri-Valley athletic program, all students must sign up and be medically cleared on Arbiter Sports before the first day of practice. See also the Student-Athlete Handbook.

30. Snow Days/Cancellation

In the event of weather related school closings, delayed openings, or early dismissals the following notifications will be provided:

- a. On the front page of this website
- b. Parent Square
- c. By phone to all parents that did not “opt out”
- d. On the [district’s official Facebook page](#)
- e. Alerts will also be broadcast on local radio station

31. Sportsmanship

Exemplary behavior should be exhibited by all players and spectators at athletic events. We ask for parents to support this effort by emphasizing to your son or daughter what is expected of them at an athletic event. Such events are an extension of the school day, and we expect the same type of respectful behavior exhibited in the athletic arena as we do in the classroom. We urge you to ask your children to demonstrate self-control and self-discipline and to remind them of the disciplinary consequences which will occur if behavior is not acceptable.

32. Student Council

The Student Council functions as an organizer for student activities, serves as a training ground for student leadership and cooperation, helps solve school problems and shares in the management of the school. Student Council officers are voted in each year from the junior and senior classes. Two representatives from each grade level are elected.

33. Student Health

Students in grades 7 and 10 are mandated by New York State Law to have a physical examination. This law also requires all new students entering the district to have a physical examination. The examination should be completed between September and December. This examination can be completed by the student’s private physician or he/she can be examined by the school physician. If the student’s family physician completes the examination, a copy of the completed physical report should be mailed or brought to the school nurse prior to December 1.

a. Immunizations Required for School

New York State Law requires that children entering school/attending must have proof of immunizations per New York State Department of Health. Please contact the school nurse for further information and specifics.

- 1) three(3) or more doses of oral polio
- 2) three(3) or more doses of diphtheria toxoid
- 3) measles, mumps, rubella vaccine after child's first birthday
- 4) for kindergarten and college entrance two (2) doses of live measles vaccine are required after child's first birthday
- 5) for students born after 1/1/93 three(3) doses of Hepatitis B are required
- 6) one dose of varicella (chicken pox vaccine) for all children born on or after 1/1/98, beginning with their enrollment in any kindergarten, elementary, intermediate or High school, and children born on or after 1/1/94 beginning with their enrollment in sixth grade

b. Medication

According to New York State Law, there is a procedure the school nurse must follow before any medication can be given during school hours. These legal requirements are as follows:

- 1) The school nurse must have a written order by the doctor stating: name of medication; reason for giving medication; dosage to be given; time medication should be given; and the number of days the medication should be given. Aspirin or Tylenol may not be administered without written permission of a physician.
- 2) Medication must have a professional label. Medication must be brought to school by an adult. Under no circumstances is a child to bring medication to school. Ask the bus driver to give it to the school nurse or please package and label the medication as mentioned above. Do not send any over-the-counter medication with students, particularly younger children. Although most children are responsible, there is always a chance for consumption by another child.
- 3) The parent must submit a written request to the school nurse to give the medication.
- 4) If you have any questions regarding the medication, contact the school nurse.
- 5) If your child is taking medication that may affect school learning or behavior, please notify the school nurse.
- 6) Indicate if your child has any allergic reaction to medication, bee or wasp stings, or food. This can be noted on the information sheet or by calling the nurse's office. If need be, medication may be brought into school for allergic reactions.

34. Study Hall Procedures

- a.** Students will be assigned seats and students must stay in their assigned seats.
- b.** Do not distract others, study halls are for studying. Students may study or read quietly.
- c.** Students must come to the study hall prepared.
- d.** Students may be sent to the library with a written pass from the study hall teacher. They must go directly to the library and sign in once they arrive at the library. Students are not allowed to leave the library without the permission from the librarian and they must have a written pass from the librarian to return to study hall.
- e.** You may be excused from study hall to go to another teacher only if you have a pass from that teacher prior to your arrival to study hall: plan ahead.
- f.** Students who are on the ineligible list will not be allowed to leave study hall except for bathroom emergencies.
- g.** Only one student at a time will be allowed to leave the study halls to use the bathroom. The request to leave should be on an emergency basis.
- h.** Any student leaving study hall should have a completed, written pass.
- i.** Students must go to study hall, wait for the teacher to take attendance before leaving for an alternative location.

35. Taping and/or Digital Recordings

Any student, staff member, visitor, or guest, who wishes to tape or video-record a lesson, lecture, talk, demonstration, or any other experience at Tri-Valley School, must secure permission from the Principal prior to the use of any electronic or photographic equipment. Students who engage in unauthorized recording will be subject to discipline.

36. Telephone Calls

Students are not permitted out of class to use the telephones. Office phones are not for personal use; they are to be used for emergencies only. Any student using a phone without permission will be subject to disciplinary action. Secondary school age students should not be receiving phone calls from relatives, friends, or work etc., during the school day. Phone messages will be given to students on an emergency basis only.

37. Vehicle/Bus Law

New York State Law prohibits passing a school bus when it's stopped on the road and their red lights are flashing; this even includes divided highways. Vehicles proceeding in either direction must stop. Passing a stopped school bus while that school bus is on school property with their red lights flashing is a violation under the Vehicle and Traffic Law in New York State.

38. Working Papers

Working papers are obtained in the Guidance Office for students ages 14-17. An application, with a parent signature, must be submitted to the guidance office. Please allow twenty-four hours for completion. A school physical may be used for working papers. Check with the nurse, if necessary, for assistance on the Medical Report Form.