



— SAUQUOIT VALLEY —
RED HAWKS™

2025-2026 High School Student Handbook

SVCSD Mission Statement

The mission of the Sauquoit Valley Central School District is to ensure that each student will become a lifelong learner and responsible citizen in an ever-changing world.

SVCSD Vision Statement

- A. The District fosters collaboration within the District. Everyone works professionally and cooperatively to ensure the academic, personal, and vocational success of all students. The Sauquoit Valley Central School District community engages in a variety of planning and learning experiences resulting in high achieving, well-rounded children who are prepared for the future. The District provides a safe, supportive environment that embraces continuous improvement, celebrates its success, and serves as a source of pride for all.
- B. We believe that a safe, secure, nurturing environment for staff, students, and parents with an emphasis on responsibility, honesty, integrity, and respect for others is critical to educational excellence.
- C. We believe in nurturing individual talents, skills, and abilities of students and in promoting a desire for continued learning through diverse academic and extracurricular programs. We believe competent, qualified, and dedicated staff engaged in lifelong learning supported through ongoing professional development opportunities is crucial to the success of all students.
- D. We believe parent/guardian involvement and community support are necessary for educational excellence.
- E. We believe higher expectations result in higher achievement.

Table of Contents

Academic Support Opportunities	2
Attendance	2
Cell Phones & Electronic Devices	3
Code of Conduct	4
Contact Information	8
Counseling Services	8
Dance Procedures & Eligibility	8
Driving/Parking	9
Emergency Procedures	10
Entering and Exiting the School	10
Field Trips	11
Food Service	11
Fundraising	12
Grading/Credit Attainment	12
Health Services	14
Instructional Materials	15
Library Services	16
Lockers	17
National Honor Society	17
Passes	18
Scheduling - Course Enrollment/Drops	18
School Closings	19
Technology - Acceptable Use	19
Transportation	20
Visitors	21
Working Papers	21

Appendices for 2025-2026

Calendar	22
Daily Bell Schedule	23
2-Hour Delay Schedule	24
Extracurricular/Athletic Code of Conduct	25
School Map	28

Academic Support Opportunities

The following academic support opportunities are available to students:

1. Students are encouraged to remain after school for homework assistance in the library each school day from 2:30 to 3:15. Instructional staff will be available to provide assistance.
2. Students are also encouraged to initiate individual meetings with their teachers if they require additional academic support. Many teachers remain after school to provide students with additional support. Students can arrange a bus ride home at approximately 3:15 pm by contacting the main office prior to 12 pm on the day the ride is needed.
3. Academic Intervention Service (AIS) courses will be scheduled, as appropriate, to provide students with targeted academic support in a particular course. For example, this may be done to support a student who will be retaking a Regents Examination. Students are expected to manage their AIS course(s) in the same manner as their other academic courses -- with a high level of planning, engagement, and reflection.
4. Study halls, when scheduled, also provide students with an excellent opportunity to receive academic support. Study hall supervisors can assist with task organization and can likely facilitate communication between teachers and students. Students enrolled in study halls are expected to bring academic work and maintain a quiet, business-like environment. Students may not go to the cafeteria during a study hall.

Attendance

New York State law requires students to be in attendance at school. Teachers will take attendance each class period, and phone calls to parents of absent students will be made daily.

Per Board of Education policy, absences are eligible to be classified as excused if they fall into one of the following categories: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved college visits, military obligations, disciplinary detention of an incarcerated youth, or any other reason approved by the Commissioner or the Principal.

Absences that do not fall into the categories listed above will be deemed unexcused. These include but are not limited to vacation, shopping, babysitting, oversleeping, being needed at home, cold weather, or missing the bus. The two categories of unexcused absence/tardy are unlawful detention (absent with the knowledge and consent of the parent/guardian for a reason not listed in the an excused section above) and truancy (absent from school without the consent of the parent/guardian).

All instances of an excused absence/tardy require a written parent/guardian verification. The verification must identify the date/time of absence, reason for absence, and parent/guardian signature. The written verification from the parent must be provided either in advance of the absence or promptly upon the student's return from school. Parent/guardian verifications may also be emailed to mstout@svcsd.org. The school reserves the right to authenticate any parent verification of an excused absence or tardy; beginning with the fifth absence for illness or doctor appointment, we will require written verification from the doctor's office to classify the absence as excused.

Interventions will be implemented for students who are truant, chronically absent, and/or approaching chronically absent status. The New York State Education Department has asserted that any student who has been absent for at least 10% of school days (for any reason) is to be deemed chronically absent. Students who are chronically absent typically experience less academic success than students who have satisfactory attendance. Students who are excessively absent can expect any or all of the following to occur:

- Counselor check-in
- Letter sent home and/or phone call home to identify and provide needed supports
- Visit from school officials to the student's home to provide needed supports
- Goal-based meeting with principal, counselor, parent, and student to develop a comprehensive plan to provide needed supports
- PINS petition, RIYS referral, and/or contact with Child Protective Services

If a student is tardy to school for an unexcused reason on multiple occasions, the student will be subject to a detention. The student will also be subject to a detention for each additional unexcused tardy.

Students who are absent may request any homework that is assigned during the absence. The most efficient way to do this is to email teachers directly as assignments may be able to be provided digitally. Students and parents can also request that any paper materials be collected and made available for pick-up. Please contact the attendance office (315-839-6335) to make such a request.

Cell Phones & Electronic Devices

SVHS, in alignment with state law, is implementing a "bell to bell smartphone ban" to create a more positive and productive learning environment for all students. This ban means that students are not permitted to use smartphones or other personal internet-enabled devices at any time during the instructional school day, from the first bell to the final dismissal bell. This includes classrooms, hallways, libraries, cafeterias, study halls, and other common areas within the school building. This policy is in alignment with recent New York State governmental guidance. The goals of this ban are to promote a safe school environment, student well-being, academic focus, and enhanced positive social interactions.

Under the new policy, smart watches, ear buds, personal laptops, iPads, and tablets are also prohibited, but school-issued Chromebooks will be available for instructional purposes. If there is an emergency and parents need to contact their child, they can call the school's main office at (315) 839-6316 or use email. Students needing to contact parents during school hours should inform their teacher or staff, and designated phones in school offices will be available for emergencies. SVHS will notify families through automated calls or texts (via Parent Square), email updates, and the school website and social media. Exceptions for internet-accessible devices may be made for students with documented needs such as an Individualized Education Plan, a Critical Health Management Plan, a 504 Plan, or for translation purposes.

Daily expectations for smartphones are as follows:

1. Smartphone usage by students while riding to and from school on a bus, or on a bus during school-sponsored activities is generally allowed. However, distracting behavior that creates an unsafe environment will not be tolerated and all expectations for responsible use as outlined in the Code of Conduct still apply.
2. Smartphones and/or personal devices must be kept off or silenced in the student's locker during instructional day (from first bell to last) and students may retrieve their phones following the dismissal bell.
3. Smartphones and/or personal devices are not permitted in the classroom at any time.
4. All smartphone and/or device usage is prohibited in the hallways, restrooms, locker rooms, cafeteria, and any other facilities during the instructional day.
5. Parents/guardians who need to contact their child who have smartphones should remind them to turn the cell phone off during school hours, and check for messages after school is dismissed.

6. Students who need to make calls during the instructional day should obtain permission to utilize the phones located in the main office, counseling office, or nurse's office.
7. If there is an emergency situation where the parent or legal guardian needs to contact their child, they are to contact the school's main office, and staff will assist in contacting their child.
8. The use of a cell phone by a student to take, store, or transmit photos, video, or digital images of any kind is not allowed at any time on school premises during the instructional day without prior approval.

If an emergency situation occurs where typical school to home communication protocols outlined above are not successful, students may use their devices if doing so helps address the emergency concern. Please note that:

- School based communications must be attempted first
- The student must have permission from a school psychologist, counselor, social worker, or administrator to use their device prior to using it
- The device will be used in an office space with staff present

Code of Conduct

The District has established a Code of Conduct for the maintenance of public order on school property and at school functions and to govern the conduct of students, teachers, other school personnel, and visitors. The District has a long-standing set of expectations for conduct that are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The Code clearly defines these expectations, identifies the possible consequences of unacceptable conduct, and ensures that discipline when necessary is administered promptly and fairly. The Sauquoit Valley Central School District Code of Conduct has been developed in accordance with applicable state and federal laws and in collaboration with students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The entire document is available on our website at <http://www.svcasd.org>. Anyone with questions about the Code of Conduct is encouraged to contact the Principal. The purpose of this section of the handbook is to identify some particular excerpts of note. Specifically:

Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe healthy, orderly and civil school environment, all District students have the right to:

1. Learn in an environment free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
2. Be treated respectfully by those in the school community.
3. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex
4. Be provided with school rules, and, when necessary, receive an explanation of those rules from school personnel.
5. Be allowed to present their version of the relevant events of any event or incident to school personnel authorized to impose a penalty, in connection with the investigation into and potential imposition of any disciplinary penalty.
6. Have complaints about school-related incidents investigated and responded to.

Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons
2. Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
3. Attend school every day (unless legally excused), be in class on time, and be prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. Respond to and comply with directions given by teachers, administrators, and other school personnel and school authorized adults, in a respectful and positive manner. Act and speak respectfully about issues/concerns.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to a disciplinary situation.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. 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.
11. Report to the proper authorities as soon as possible any information they may have in their possession of a weapon, alcohol or illegal substance by a person or persons on school property, or a threat made by any person to do harm to another person or to property.
12. Adhere to the Code of Conduct.
13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, intimidation, harassment and other inappropriate actions that hurt others

Student Conduct

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. 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. The following list of prohibited behaviors is not exhaustive. It merely provides examples of the kinds of conduct which will result in disciplinary measures being taken against the individual(s) responsible. The district may also discipline students for misconduct not listed herein [more specific examples are provided in the full document]:

- A. Engage in conduct that is disorderly
- B. Engage in conduct that is insubordinate
- C. Engage in conduct that is disruptive
- D. Engage in conduct that is violent
- E. Engage in conduct that endangers the safety, morals, health, or welfare of self or others (including possession or use of tobacco products or illegal substances, including any vapes or e-cigarettes)

- F. Misconduct on a school bus/transportation
- G. Academic misconduct
- H. Other

Dress Code

Students and their parents have the primary responsibility for acceptable student dress and appearance. It is the intent of the Dress Code to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. The dress code applies at any time that students are on District property and attending a school function, wherever located. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process;
2. Extremely brief garments, such as men's "muscle shirts," tube tops, net tops, halter tops, plunging necklines (front or back) and see-through garments are not appropriate and will not be allowed. For school purposes, exposure of the male or female navels or buttock area, bare chests, or cleavage is not appropriate and not permitted;
3. Underwear and undergarments must be completely covered with outer clothing. When appropriate, pants or slacks are to be cinched with a belt of appropriate size for the student's waist;
4. Footwear, such as shoes, sneakers and clogs must be worn at all times. Footwear that is a safety hazard will not be allowed;
5. Headgear, including hoods, will not be worn during the instructional day except for medical, religious and/or school approved purposes;
6. Clothing shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, nationality, gender, sexual orientation or disability;
7. Clothing shall not promote or endorse the abuse of alcohol, tobacco, and/or illegal drugs; or encourage illegal or violent activities; and
8. Clothing accessories such as heavy chains or spiked jewelry which pose a potential threat to student safety shall not be permitted;

Discipline

Local law enforcement will be notified on all Code violations that constitute a crime and substantially affect the order of safety and security within the school or on school grounds. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following: the student's age; the nature of the offense and the circumstances which led to the offense; the student's prior disciplinary record; the effectiveness of other forms of discipline; information from parents, teachers and/or others, as appropriate; and other extenuating circumstances. As a general rule, discipline will be progressive. The District may, however, impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. If the conduct of a student is related to a disability or suspected

disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the Code of Conduct for disciplining students with a disability or presumed to have a disability. Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination:

- Oral warning
- Written warning
- Written notification to parent
- Detention (including after school detention)
- Suspension from transportation (parent will be responsible for school transportation)
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- In-school suspension
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school
- Restitution

Note: There are minimum suspension periods for students who exhibit chronically disruptive behavior, commit violent acts, or bring a weapon to school.

Personal Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials are to inform all students as to why they are being questioned. An authorized school official may conduct a search of a student's belongings that is minimally intrusive such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search. In addition, the board authorizes the superintendent, building principals, the school nurse and district resource officers to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct. Students have no reasonable expectation of privacy with respect to student lockers, desks and other school storage places, and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent, including the use of drug and bomb sniffing dogs and metal detectors where deemed appropriate. Each student is deemed responsible for the contents of his or her locker.

Contact Information

The following contact information may be useful. Teacher email addresses are listed [on our district website \(http://www.svcscd.org\)](http://www.svcscd.org).

Title	Name	Phone Number	Email Address
Principal	Mr. Flagg	(315) 839-6315	mflagg@svcscd.org
Main Office Secretary	Ms. Tibbitts	(315) 839-6316	ctibbitts@svcscd.org
Attendance Secretary	Ms. Stout	(315) 839-6335	mstout@svcscd.org
Nurse	Ms. Farrell	(315) 839-6317	dfarrell@svcscd.org
Counselor Grades 9-10	Mrs. Flagg	(315) 839-6321	lflagg@svcscd.org
Counselor Grades 11-12	Mr. Scialdone	(315) 839-6320	pscialdone@svcscd.org
Counseling Secretary	Ms. Laribee	(315) 839-6337	hlaribee@svcscd.org
Athletic Director	Mr. Jones	(315) 839-6336	doujones@svcscd.org
Library Media Specialist	Ms. Babbie	(315) 839-6324	mbabbie@svcscd.org
Social Worker	Ms. Miller	(315) 839-6399	vmiller@svcscd.org
Transportation Office	Ms. Lewis	(315) 839-6318	jlewis@svcscd.org

Students and parents should [register in ParentSquare](http://highschool.svcscd.org) to receive important updates from SVHS. You may visit our school website (<http://highschool.svcscd.org>) for information on how to register in ParentSquare.

Counseling Services

Counselor services are available for every student in the school. These services include assistance with educational planning, academic advisement, career information, study skills, help with home and/or school concerns, or any questions the students feel they want to discuss with a counselor. The students have access to our school social worker and school psychologist. Students wishing to speak to a counselor should make an appointment with the counseling secretary. Counselors may respond to immediate situations if requested by a staff member or student.

Additionally, the school counselors and principal are Dignity Act Coordinators. Any report of possible discrimination, harassment, intimidation, or bullying against students by another student, an employee, or any other person on school property or at a school function should promptly be made to a counselor or principal. No act of retaliation may be directed at any person who makes a good faith report of conduct by another person that may reasonably be a violation of the Code of Conduct, or who assists in, or is part of, the investigation of such a report. To engage in such retaliation is considered a violation of the Code of Conduct.

Dance Procedures & Eligibility

The following procedures will apply at all school dances. Students who fail to comply with the following procedures may be deemed ineligible to attend school dances:

- Students will only be eligible to attend a dance if they are in good academic standing (not failing 2 or more courses on the most recent progress or report card).
- Students who are absent for an unexcused reason on the day of a school dance will not be eligible to attend the dance. If the dance is held on a non-school day, students who were absent for an unexcused reason on the day immediately preceding the dance will not be eligible to attend the dance. Students who are/were absent for an excused reason may also be ineligible to attend the dance (example: students who are ill).

- Any guest must submit a completed guest information form and receive administrator approval prior to purchasing a ticket. All guests are expected to adhere to the rules/regulations identified in this section and in the Code of Conduct.
- Students will not be permitted to enter a dance with any sort of backpack or bag.
- Students will not be permitted to enter a dance with any outside food or drink.
- Students have up to 1 hour after the start of the dance to arrive. After 1 hour, there will be no admittance.
- Students are not allowed to leave unsupervised and then return to a dance. Any student who leaves during a dance must be accompanied by a chaperone at all times in order to receive permission to return.
- The school district and staff will not be responsible for students who leave early from a dance.
- The entire Code of Conduct applies at school events, including dances. This includes consequences for alcohol and substance possession and/or use.
- If a student is suspected of having used alcohol or an illegal substance, every effort will be made to contact the student's parent/guardian. Law enforcement may be notified. Students suspected of using alcohol may be subject to an alcohol detection test.
- Any student refusing to cooperate with the requests of the chaperones will be required to leave the dance.
- Parents/guardians will be contacted in the event of an emergency.

Driving/Parking

Seniors will be permitted to drive to and park at school, if they complete all required registration processes and remain in good standing. Juniors will be permitted to drive to and park at school, as parking space permits, under the same conditions. A student may not drive to or park at school until his/her application is approved. To obtain an application, which details additional requirements related to driving to and parking at school, please request one from the main office secretary. The form is also available on our website at <http://highschool.svcasd.org>.

Students who attend BOCES may request a one-day driving pass to BOCES. The request must be made prior to the date that the student wishes to drive to BOCES. The request should be made in the main office and must be for a valid purpose. The requesting student must complete the required form which includes a parent signature. Any student who has not previously secured a SVHS driving pass will not be approved. Students should carefully read the requirements on the form. A student will not be permitted to drive another student to or from BOCES.

BOCES may permit seniors to drive to and from BOCES on an ongoing, daily basis. There is a separate form that must be completed by students wishing to obtain this privilege. A copy of the form may be obtained in the main office and requires a parent signature. Students without a valid reason will not be approved. Any student who has not previously secured a SVHS driving pass will not be approved. A student will not be permitted to drive another student to or from BOCES. A student who has been approved to drive to and from BOCES on a daily basis may have the privilege revoked at any time. Possible reasons for revoking this privilege may include – but are not limited to – the need for the student to enroll in AIS, a lack of parking availability at BOCES, or a student's failure to arrive at BOCES or back to school in a timely fashion.

Emergency Procedures

To contact a family member in the case of an emergency, a student should obtain a pass to the main office from his/her supervising staff member and then present the pass to the main office secretary to use a main office phone. This is best done between classes or during lunch or study hall, when possible.

For safety purposes, we will engage in a variety of emergency drills at various points in the year. Students should know their responsibilities for each emergency situation which are as follows.

Student procedures for a building on-site evacuation (ex: fire drill; initiated by a PA announcement):

1. Be aware of the escape route for each room that you use (see diagram in each room).
2. When the alarm sounds, proceed quickly and quietly by single file out the designated exit. Remain with your group. If you are not with your class when the alarm sounds, exit with the nearest class.
3. Follow the directions communicated by your teacher.
4. Students must remain quiet and not use electronic devices during evacuations.

Student procedures for a Lockout (initiated by a PA announcement):

1. Students are to remain quiet, calm and are to follow the directions of the staff.
2. Exterior entrances to the building should not be opened for any reason (as is always the case).

Student procedures for a Hold in Place (initiated by a PA announcement):

1. Students who are not in a supervised location must immediately report to the nearest supervised location.
2. Exterior entrances to the building should not be opened for any reason (as is always the case).
3. Students will not be permitted to leave their immediate supervised location until the Hold in Place is lifted.
4. Students are to remain quiet, calm and are to follow the directions of the staff.

Student procedures for a Lockdown (initiated by PA announcement and/or blue light alarm):

1. Students in non-secure areas (example: hallway) must immediately go to the nearest secure area. If in the bathroom, stay there. If not under the supervision of a staff member, students should lock the door if possible and “duck and cover” so that they are not visible to anyone entering the room.
2. Students are to remain quiet, calm and are to follow the directions of the staff. This will include moving to a designated area of the room that is out of sight from the door window. Electronic device use is not permitted during lockdowns.

Entering and Exiting the School

Students are able to enter the school on school days beginning at 7:15 am. When students enter the building, they are permitted to go to their lockers. Freshmen and sophomores must then report to the auditorium. Juniors and seniors must report to the cafeteria. Note that freshmen and sophomores who wish to eat breakfast are permitted to go to the cafeteria. At the 7:39 bell, all students will move to their first period locations, and students must be in their first period locations by 7:42 for announcements. Students who are not in their first period locations by 7:42 will be considered tardy. For safety purposes, all school doors will be locked at 7:45 am, when classes begin. Students must not open locked doors for anyone.

Any student or visitor who enters or exits the building during school hours (7:45 am - 2:21 pm) must do so through the main entrance only. In order to be permitted to leave the building during school hours:

- Someone on the student's pick-up list must come to school to sign the student out. To update your student's pick-up list, contact the attendance office. The one exception is approved student drivers. When student drivers are approved, they may sign out with parent/guardian permission and leave campus by driving; verification will be made by the attendance office. Students will not be permitted to drive one another if they sign out together.
- If the person picking up the student is not the parent/guardian, then parent/guardian permission must be provided. This can come in the form of a signed parent note or an email to the attendance office from the parent/guardian email address; verification will be made by the attendance office.
- Students must sign out at the attendance office. There are no exceptions to this.

Students are not permitted to sign out for the sole purpose of eating lunch off school grounds. Additionally, students are not permitted to have lunches delivered to school from area businesses, and food brought to students by a parent, relative, etc. may only be picked up during the student's assigned lunch period.

Seniors who have been approved for an early release or late arrival must also sign in/out at the attendance office.

Field Trips

In order to supplement classroom learning, field trips will occasionally be integrated into the curriculum in accordance with the Sauquoit Valley Central School District Strategic Plan. These trips offer students an excellent opportunity to engage in authentic or "real world" learning experiences. The Sauquoit Valley Central School District Code of Conduct applies to field trips, and all students are subject to the Code on such trips. In order to be eligible to attend a field trip, a student must submit a completed field trip permission form which can be obtained from the staff member organizing the trip. The form requires a parent signature indicating permission to attend the trip. Students are responsible for any missed assignments or coursework due to field trips.

With regard to end-of-year senior activities – including the senior trip and picnic, a student will be ineligible to attend if he/she is suspended (in school or out of school) for a total of at least 5 days up until the trip/picnic. Students must also maintain a minimum cumulative average of 65 in all required courses for graduation to be eligible to participate in these activities.

Food Service

Breakfast is available each school day in the cafeteria from 7:15 to 7:39. All students are eligible to eat breakfast in the cafeteria during these times.

Students who eat lunch in the cafeteria will be expected to remain seated for the duration of the lunch period. Students may eat lunch at an alternate location during lunch but must have a pre-signed pass from a staff member and sign out in the cafeteria before proceeding to the staff member's location. Students may obtain a permanent pass from a staff member to eat lunch at his/her location each day; these students do not have to report to the cafeteria first. The staff member should email the main office secretary with the student's name and lunch period, and the student will be added to the permanent lunch pass list.

Students eating lunch in the cafeteria who wish to use the restroom will sign-out in the cafeteria. Students eating lunch in the cafeteria may only use the bathrooms near the cafeteria. Again, to leave the cafeteria area during lunch and go to another location, a student must have a pass (permanent or pre-signed).

Students are not permitted to go to the cafeteria during their study hall periods.

Students are not permitted to sign out for the sole purpose of eating lunch off school grounds. Additionally, students are not permitted to have lunches delivered to school from area businesses, and food brought to students by a parent, relative, etc. may only be picked up during the student's assigned lunch.

Fundraising

Students who are members of student organizations (clubs) will occasionally engage in fundraisers. Fundraisers are proposed by the officers of the student organization, approved by Student Council, and must follow the District's Fundraising Policy. Students are encouraged to participate in fundraisers in order to support their club's activities. It is important for students to understand that monies raised through fundraising activities are designated for purchases and activities associated with the student organization that is sponsoring the fundraiser; students do not retain any personal rights to monies they raise through school fundraisers.

Grading/Credit Attainment

Students should expect to receive homework on a daily basis. The intent of homework is to provide students with opportunities to practice primary skills and to reinforce primary knowledge. Completion of homework will support students to achieve higher grades and, ultimately, course credit.

In the event a student submits an assignment after the deadline, the student should expect a late penalty to be applied. Teachers will communicate late penalty policies in advance of assignment due dates.

Teachers will communicate how report card grades will be calculated in their courses. Students can track their academic progress by logging into SchoolTool to check their grades. High school students can use the same username and password that they use to login to the network at school. Login at <https://st4.schooltool.com/SauquoitValley> (there is also a link on the [district website](#); click on Parent Portal).

Report cards are issued four times during the school year at ten-week intervals. Progress reports will be issued in the middle of each quarter, starting at the 5-week mark, as a means of communicating academic progress. See [Appendix A](#) for this year's report dates.

Any student who receives a report card grade of Incomplete will have two additional weeks to submit work for that quarter. At the end of the two-week period, a quarter average will be calculated for the course. Any exceptions to this timeline must be approved by the Principal.

After report cards are issued, honor roll lists will be released. Honor roll designations are determined by the quarterly GPA. Quarterly GPAs are determined by calculating the weighted average of the quarterly course averages for a given quarter. Students with a failing course average for the quarter will not be eligible for an honor roll designation that quarter. Students enrolled in fewer than three courses will not be eligible for an honor roll designation. Honor roll designations include:

- Merit List: Quarterly GPA between 85 and 89.9...
- Honor List: Quarterly GPA between 90 and 94.9...
- High Honor List: Quarterly GPA of 95 or greater

Students must receive a final course average of at least 65 to receive course credit. In most cases, final course averages for full-year courses are calculated as follows: Each quarter average 20%, midterm assessment 10%, final assessment 10%. In most cases, final course averages for half-year courses will be calculated as follows: Each quarter average 40% and final assessment 20%. Any exceptions to these calculations will be communicated by course teachers at the beginning of the year.

Students enrolled in a Regents science course who do not meet the NYS Education Department laboratory requirement for the Regents Exam will receive a final assessment score (which accounts for 10% of the final course average) of 0. If the student attends summer school, becomes lab eligible, and takes the Regents Exam in August, then the score the student receives on the August exam will replace the final assessment score of 0 in the final course average calculation. If the Regents Exam is not administered that August, then the final course average will remain unchanged with a 0 factored in as the final exam score.

A student enrolled in a course that culminates in a Regents Exam who is absent from the exam for an unexcused reason will receive a final assessment score (which accounts for 10% of the final course average) of 0.

Class designations are determined as follows:

- Freshman: Between 0 and 5.75 credits
- Sophomore: Between 6 and 10.75 credits
- Junior: Between 11 and 16.75 credits
- Senior: Greater than or equal to 17 credits

Per NYS regulations, to be eligible for graduation, a student must have a minimum of 22 credits as follows:

- 4 credits in English Language Arts
- 4 credits in Social Studies (1 in U.S. Hist., 2 in Global Hist. & Geog., $\frac{1}{2}$ in Gov't, $\frac{1}{2}$ in Economics)
- 3 credits in Science (1 in life science, 1 in physical science, 1 in life or physical science)
- 3 credits in Mathematics
- 1 credit in a World Language
- 1 credit in Visual Art, Music, Dance, and/or Theater
- 2 credits in Physical Education
- 0.5 credits in Health
- 3.5 credits through electives

Additionally, to be eligible for graduation, students must pass (minimum score of 65) one Regents Exam in each core content area (English, social studies, science, and mathematics) as well as either:

1. pass one additional Regents Exam, OR
2. obtain the Career Development and Occupational Studies (CDOS) Commencement Credential, OR
3. obtain a credential through a Department-approved pathway (ex: CTE pathway assessment, following successful completion of an approved CTE program).

There are appeal procedures and amended requirements in place for students with disabilities. Additional information is available on the [New York State Education Department's website](http://nysed.gov) (nysed.gov), and students may consult their counselor regarding graduation requirements.

Weighted vs. Unweighted Grades for Advanced Placement (AP) Classes

An **unweighted grade** is your actual grade in a course without any extra points added. This is the grade you will see on your report card. For example, if you earn an 80 in an AP course, your report card will show an 80. A **weighted grade** is a

grade that has extra points added to it to reflect the difficulty of the course. This is a key feature of our grading policy for AP classes. To calculate your weighted grade for an AP course, we add **10 points** to your final unweighted average. So, if you earned an 80 in an AP course, your weighted grade would be 90.

The 10-point weight for AP courses is designed to give you a boost for taking on a more rigorous academic challenge. However, this weight is only applied if you meet two requirements:

- You must be enrolled in and attend the AP course for the entire school year.
- You must take the official AP exam for that course.

While your report card will show your unweighted grade, your quarterly and cumulative GPA is calculated using the weighted average. This means the higher, weighted grade is used to determine your overall academic standing.

Cumulative Grade Point Average (GPA)

Your cumulative GPA is an average of all your final course averages. It is calculated by taking into account both the difficulty of the course and the credit value of the course.

- **Full-credit courses** (which typically last for the whole school year) are credited at **1.0**.
- **Half-credit courses** (which typically last for one semester) are credited at **0.5**.

Both your unweighted and weighted GPAs are included on your official transcript, which is the document colleges and universities will review to understand a full picture of your academic performance and the rigor of the courses taken.

Health Services

If a student becomes ill in school, he/she should report to the nurse, after receiving permission from the student's supervisor at the time. Students must not leave the building because of illness without authorization. Students should also not contact their parents to be picked up unless instructed by the nurse to do so. Again, the appropriate procedure is to report to the nurse's office after receiving permission to do so. If the nurse is not in, students are to report to the main office. Health services are not intended to render diagnosis or treatment; students should rely on their family physician.

It may become necessary for a student to take medication during school hours. New York State Law requires certain procedures for the administration of medication in school. Sauquoit Valley High School requires all students receiving any medication during schools hours, whether prescription, over-the-counter or homeopathic, to have the following information and meet the following requirements:

- The required form (which can be found in the main and nurse's offices as well as on the [nurse's website](#)) completed with any additional necessary information from the physician. The school nurse cannot dispense medication without a physician's order and the medication from the parent. This goes for prescription and over-the-counter medications.
- All medication must be in the original container (either original prescription bottle with proper labeling or manufacturer's container for over-the-counter medication) AND all medication must be delivered by the parent and kept in the nurse's office unless the physician has designated that the student may carry the medication.
- Expired medications will be discarded and parents will be notified.
- Medications cannot be stored in the health office over the summer. Notification will go out to remind parents to pick up remaining medications for their child. Any medications that are not picked up will be discarded.

New York State law requires a health examination for all students entering the school for the first time, when entering 9th and 11th grade, for requesting working papers, and for playing interscholastic sports. The examination must be completed by a New York State licensed physician, physician's assistant, or nurse practitioner.

For students entering grades 9 and 11, a copy of the health examination must be provided to the school within 30 days from the first day of school. If a copy is not given to the school within 30 days, the school will contact the parent.

The school nurse maintains a student health record for each student in the district. Vision/hearing screenings are required on all students in grade 11 and scoliosis screening is done on all 9th grade males. The school nurse also schedules physical examinations for students preferring to receive their physicals at school with the school's nurse practitioner for working papers and/or sports. If these services are not provided by family physicians, they will be provided at school. Health counseling is also given through informal sessions as problems arise. Information on public health clinics is available from the school nurse, upon request.

If a student's immunizations are not up to date, the nurse will notify the parent/guardian of the missing immunization information. Certain immunizations are required to continue school attendance.

Any student playing interscholastic sports must have a complete health history update with a high risk consent on file in the health office for each sports season in conjunction with an annual health examination prior to the first practice. SVHS utilizes [Final Forms](#) for athletic paperwork; see our website for more information. During a sports season, if a student sustains an injury, an injury report will be filed by the coach and submitted to the health office for follow up. To return to the sport, a physician's note for return is required. An insurance form will be sent to the parent/guardian to be completed and submitted to our insurance provider for coverage.

Instructional Materials

Textbooks and other instructional materials will be assigned to each student. This includes a Chromebook and charger. Refer to the Chromebook agreement form that must be signed by the parent for more information about borrowing a Chromebook and charger from the district. Students are not permitted to put stickers on their district-assigned Chromebook or deface it in any way. Students are not permitted to remove the protective covering of their district-assigned Chromebook. Students are expected to bring their fully-charged Chromebook/device to school each day.

The maintenance of these materials will be the responsibility of the student. These materials must be returned at the completion of the course. Students/parents will be financially responsible for any instructional resource that is lost or damaged. This includes technology-based resources that either have been assigned to the student or that the student temporarily utilizes.

A student who needs to borrow a Chromebook for the day (example: a student who left theirs at home) may borrow one from the library. A student with a damaged Chromebook or charger should report to the main office with the device.

Library Services

The mission of the Sauquoit Valley High School Library is to support, through teaching, programming, facilities, materials and resources, the district's mission to ensure that every student will become a lifelong learner and responsible citizen in an ever changing world.

The library is typically open 7:30 a.m. to 2:30 p.m. on school days; extra time is available after school upon request. Check with Mrs. Babbie ahead of time. For study hall periods, students can secure a pass to the library by using the online pass system that is accessible from the library Google Classroom and the [SVHS website](#). Students must sign-up each day and should sign-up for both passes at the same time if they want two. Students must report to their assigned location first to sign-out. Students with questions about the pass system should see Mrs. Babbie.

In order to encourage students' academic success, as of the 5-week mark, students who are failing 2 or more courses will not be able to sign-up for a digital library pass. These students will remain in study hall which is a more structured academic setting. With that said, students who need to do work in the library for a specific class will still be able to obtain a paper pass from a teacher to work on an assignment for that teacher. Eligibility will be reviewed every 5 weeks, but may also be requested earlier by the individual student or classroom teachers.

The goals of the Sauquoit Valley High School Library are:

1. Provide a safe, academically-focused community space for faculty, staff and students to pursue school-related, as well as personal interest projects.
2. Support student, faculty and staff instructional technology use by providing access to computers, Chromebooks and related devices, as well as by offering instructional training (both whole group and 1:1), and as needed tech assistance.
3. Increase the number of students, faculty & staff reading for leisure.
4. Strengthen students' critical thinking and information literacy skills through academically rigorous inquiry.
5. Assist faculty, as needed/requested, in curriculum planning and implementation.
6. Manage the library's physical spaces and collection, as well as digital presence and collection to best meet student, faculty and staff academic and instructional, as well as personal interest research and independent reading needs.

Services provided by the Sauquoit Valley High School Library include:

- Assist students, faculty and staff with research, academic and/or personal interest projects.
- Help students, faculty and staff in their use of instructional technology through training, direct instruction, and as needed tech support.
- Collaborate with faculty to plan and implement research/inquiry, as well as independent reading projects.
- Provide citation and copyright teaching, support, and assistance.
- Provide personalized reading recommendations to students, faculty and staff.
- Collect and curate current, high interest fiction and non-fiction titles, as well as curriculum-related informational resources to meet student, faculty and staff needs and interests.
- Answer questions and help however we can!

Resources provided by the Sauquoit Valley High School Library include:

- A wide selection of current, high-interest print and digital fiction, as well as non-fiction titles, including audiobooks, in addition to feature and educational films
- Multiple online informational, research databases, and eBook collections available through the library's website, as well as the Library's Google Classroom
- BookHub/BookFlix - book request & delivery service
- A digital collection of social emotional and physical health-related resources
- Student and teacher copiers/printers/scanners, color printer
- Borrowable Chromebooks for students' in-library or in-school use
- Book Group & Writing Group meetings

Lockers

Each student will be assigned an academic locker and a gym locker. Students will also be provided with locks. Please remember, smartphones brought to school must be stored in student lockers. Note the following:

- Per the Code of Conduct, with regard to "student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent, including the use of drug and bomb sniffing dogs and metal detectors where deemed appropriate. Each student is deemed responsible for the contents of his or her locker."
- Use only the locker assigned to you. Do not permit other students to use your locker or share your combination with anyone else.
- Issued locks are the property of the high school. Students are responsible for the replacement cost of damaged or missing locks.
- Keep your locker locked at all times when not in use. Never "set" your combination.
- Do not tamper or deface any lockers.
- If you forget your locker combination or have a problem with your locker, notify the main office.
- The school is not responsible for lost or stolen items.

National Honor Society

Membership in the National Honor Society (NHS) is open to juniors and seniors who have demonstrated excellence in leadership, service, character, and scholarship. Membership in NHS is an honor bestowed upon students whom the Faculty Council deems to have met these four criteria upon which this organization was founded. Consequently, eligible students are personally invited to apply for membership. The Faculty Council meets periodically to review selection and dismissal procedures as well as to determine which students will be invited to become members.

Academically eligible students (juniors or seniors with an average of at least 90 and a minimum of 20 hours of community service) will be asked to complete a student activity resume, a personal essay explaining how they meet the character, leadership, and service criteria of the NHS, and a letter of understanding authorizing access to student academic information. All documents must be submitted by the deadline provided, or they will not be considered. This information will help the Faculty Council with its selection decisions. Faculty and staff may be surveyed and sometimes interviewed regarding student qualifications; however, the selection of members is made by a majority vote of the Faculty Council. Decisions concerning membership do have an

element of subjective evaluation, and not all academically eligible students are granted membership. Any student who is not selected for membership is entitled to a justification of the decision to deny membership.

Membership in NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. Members who fall below the standards which were the basis for their selection may face dismissal.

Passes

A student who is not in his/her assigned location (example: restroom or locker during class) must have a pass from a staff member to be in an alternate location. If a student wishes to go to another staff member's location, the student must have a pre-signed pass from the staff member associated with that location. Example: If a student wants to work in a staff member's room during an assigned study hall, the student must secure a signed pass from that staff member before the period begins, and the student must present that pass to the staff member in the assigned location before signing out and going to the location on the pass.

We will maintain a permanent pass system for lunches. A staff member may grant students permission to go to his/her location each day for lunch by emailing the main office secretary (names of students and specific lunch periods). The main office secretary will publish a permanent lunch pass list and provide it to the lunch supervisors. The students on the permanent lunch pass list will be permitted to go directly to their approved locations without paper passes.

Scheduling -- Course Enrollment/Drops

Counselors will meet annually with each student to review the student's transcript and to ensure the student is on track to graduate. Parents who wish to attend these meetings are encouraged to contact the counseling office. Counselors will engage students in a course selection process that will inform the development of individual student schedules. Course enrollment will be primarily based on graduation requirements. When there is disagreement about which courses a student should take, the counselor, student, and parent/guardian will converse in an attempt to resolve the issue. If necessary, the principal will be consulted to facilitate a solution. Please keep in mind that we have high academic expectations for our students; we expect each student to appropriately challenge himself/herself.

Full-time students will be required to take a minimum of 6.5 credits. Seniors who wish to attend college classes or work may request an early release or late arrival through their counselor. These requests must be approved by the principal, and such arrangements may be revoked if students do not maintain adequate attendance, behavior, AND academic progress. Students should not expect to receive more than 1 study hall. In some instances, students may receive a maximum of 2 study halls.

Once his/her counselor has finalized a student's schedule, the student is committed to that specific program of courses, and it will be difficult to have the schedule changed. Procedures for adding, swapping, or dropping/withdrawing from courses are described below:

Adding a Course: To add a course in place of a study hall, a student should consult his/her counselor. The counselor will communicate with the student's parent/guardian, if the counselor determines it is necessary to do so, before making a determination regarding the add request.

Swapping Courses: To drop a course and add another in its place, a student should consult his/her counselor. The counselor will communicate with the student's parent/guardian and teachers, if the counselor determines it is necessary to do so, before making a determination regarding the request.

Dropping/Withdrawing From a Course: A course drop is defined as being removed from a course in the first two weeks of the course. A course withdrawal is defined as being removed from the course between weeks 3 and 10 of the course. Course drops will not appear on the student's transcript, and course withdrawals will appear as "W/D." IMPORTANT NOTE: Drops/withdrawals will not be allowed after the 10-week mark of the school year as it is important for students to learn the importance of persevering through challenges. A student will only be allowed to drop/withdraw from a course when doing so will positively impact the student's academic program. Listed below are the procedures for a student to drop/withdraw from a course:

1. The student must have a conversation with his/her teacher about the reasons for the possible drop/withdrawal. The teacher may recommend the student stay in the course; in that event, the student will remain enrolled in the course.
2. If the teacher endorses the drop/withdrawal, the student should consult his/her parent/guardian. If the parent/guardian agrees, the student should engage the counselor in a conversation about the drop/withdrawal.
3. The counselor will determine whether the drop/withdrawal will positively impact the student's academic program.
4. The teacher(s), counselor, parent, and principal will all sign off on the drop form before the counselor changes the student's schedule.

Requests by students to change teachers in a particular course will generally be denied.

Students who are interested in possibly attending a Career and Technical Education program through our local BOCES are encouraged to contact their counselor. Programs are offered in Advertising Design/Multimedia Productions, Animal Science, Auto Body Repair, Automotive Technology, Nursing Assistant, Conservation, Construction Trades, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education, Electricity/Mechatronics, Emerging Technologies & Cyber Security, Food Service Occupations, MiTech (Modules of Integrated Technologies), Multi-Occupations, New Visions (Business Management, Communications, Education, Engineering Technology, Health Professions, Legal Professions, Veterinary Science), Outdoor Power/Recreational Equipment Technology, Trades Exploration, and Welding.

School Closings

It is sometimes necessary to close school because of hazardous weather conditions or other conditions that may interfere with the operation of school. Official notice will be communicated through the school's mass communication system ([ParentSquare](#)), will be posted online, and will be broadcast over area radio and television stations.

Technology -- Acceptable Use

Sauquoit Valley High School promotes the use of technology as a classroom tool. Our goal is to facilitate quality, equitable, and efficient access to technology resources to serve the learning needs of our students.

Any unauthorized access to or use of technology or equipment is prohibited and is subject to disciplinary action. Students must use network and Internet resources only for academic purposes; any access to

recreational games or vulgar/inappropriate content is strictly prohibited. Defacing any technology or equipment is prohibited.

Per the Code of Conduct: “No person using District computer equipment, faxes, software owned, leased or controlled by the District, or websites or Internet access provided by the District, has a reasonable expectation of privacy with respect to such equipment, software, websites, e-mail or Internet access provided by the District.

The District reserves the right to monitor the use of its equipment and software, and to monitor e-mail, websites and Internet access using School District equipment without prior notice or consent.

No person shall knowingly add any program or any hardware attachment (including wireless apparatus) to any equipment without the express written consent of the District’s RIC Department; nor shall any person knowingly or intentionally use any proprietary software on District equipment unless a valid license has been issued for such use on such equipment; no shall any person intentionally expose District equipment to any computer virus, worm or other technological invader.

No user shall use District equipment to engage in extensive or abusive non-business or non-academic projects or Internet searches.

Any use of District computer equipment or software, or Internet access from District equipment or from school property, which violates federal or state law may be reported to appropriate law enforcement officials, and may also result in both disciplinary action and denial of prospective use of such equipment and of Internet access, and in civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation.

Any use of such equipment or facilities which violates the provisions of the Code of Conduct may result in both disciplinary and denial of prospective use of such equipment and of Internet access. Any direct or personal act or behavior which is prohibited under the Code of Conduct is also prohibited when performed by use of computers, the internet, cell phones, telephones, or other communications media when the communication originates from or ends on District property or at any school or school related function, or may in the judgment of District officials disrupt or interfere with the educational process; or pose a threat to the safety of any person lawfully on District property or at a school or school related function. Disciplinary consequences will be progressive in nature.”

Transportation

Per the Code of Conduct: “It is crucial for students to behave appropriately while riding on district buses, public transportation, or public transportation facility, while in transit to and from school, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Acts such as excessive noise, standing, pushing, shoving and fighting will not be tolerated... Transportation home from after school detention shall not be provided by the school...

Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal. In such cases, the student’s parent will become responsible for seeing that his or her child gets to and from school safely. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with

a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved."

Students who utilize morning bus transportation should be ready for pick-up at least 10 minutes prior to their scheduled pick-up time.

Students who utilize the 3:15 bus home must be in the main lobby, waiting for the bus, by 3:15. Students who miss the 3:15 bus home will be responsible for finding their own transportation home.

Visitors

A visitor shall be defined as anyone who is not a part-time or full-time staff member or student of the school. All visitors are expected to abide by the rules for public conduct on school property that are detailed in the Code of Conduct. All visitors to the school must report to the attendance office upon arrival at the school. There they will be required to provide appropriate identification and sign the visitor's register. Each visitor will be issued a visitor's identification badge which must be worn at all times while in the school or on school grounds. Visitors may be required to complete mandated screening processes prior to entry. Each visitor must sign out in the attendance office before leaving the building. Any unauthorized person on school property will be reported to the Principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants law enforcement involvement.

Working Papers

All students between the ages of 14-18 must have working papers if they intend to work after school or during vacations. Despite the attraction of having a part-time job after school hours, students and parents should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs. Students and parents should both be aware of the hours of employment students are allowed by state education law. These limits are listed on the back of the working paper card the student receives, once approved.

To obtain working papers, a student must obtain an application in the main office. Note that a parent signature is required, as is proof of a physical exam within one year of the application date. Once a student returns the completed application form and proof of physical to the main office, the high school secretary will issue the working papers to the student within a few days.

APPENDIX A: 2025-2026 Calendar

SEPTEMBER 2025 M T W T F 1 (2) (3) 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	OCTOBER 2025 M T W T F 1 2 3 6 7 8 9 (10) 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	NOVEMBER 2025 M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28	DECEMBER 2025 M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31
JANUARY 2026 M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	FEBRUARY 2026 M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27	MARCH 2026 M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 (20) 23 24 25 26 27 30 31	APRIL 2026 M T W T F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30
MAY 2026 M T W T F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	JUNE 2026 M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	JULY 2026 M T W T F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	AUGUST 2026 M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31

STUDENT VACATION DAYS

SEPTEMBER

1 Labor Day
2 Superintendent's Conference Day
3 Superintendent's Conference Day

OCTOBER

10 Superintendent's Conference Day
13 Columbus Day

NOVEMBER

11 Veterans Day
26-28 Thanksgiving Recess

DECEMBER

22-31 Winter Recess

JANUARY

1-2 Winter Recess
19 Martin Luther King Jr. Day
20-23 Regents Test Days

FEBRUARY

16-20 Mid-Winter Recess
17 Lunar New Year

MARCH

20 Superintendent's Conference Day

APRIL

3 Good Friday
3-10 Spring Recess

MAY

25 Memorial Day

JUNE

9-10, 17-18 Regents Test Days
19 Juneteenth
22-26 Regents Test Days

AUGUST

18-19 Regents Test Days

Progress/Marking Period Dates

5-Week Mark	Friday, October 3, 2025
10-Week Mark	Friday, November 7, 2025
15-Week Mark	Friday, December 12, 2025
20-Week Mark	Friday, January 23, 2026
25-Week Mark	Friday, February 27, 2026
30-Week Mark	Thursday, April 2, 2026
35-Week Mark	Friday, May 15, 2026
40-Week Mark	Thursday June 25, 2026

APPENDIX B: 2025-2026 Daily Bell Schedule

Warning Bell *	7:39	
Announcements	7:42 - 7:45	
Period 1	7:45 - 8:23	
Period 2	8:26 - 9:04	
Period 3	9:07 - 9:45	
Period 4	9:48 - 10:26	
Period 5 **	10:29 - 11:07	
Period 6 **	LUNCH 11:07 - 11:37	CLASS 11:10 - 11:48
Period 7 **	CLASS 11:40 - 12:18	LUNCH 11:48 - 12:18
Period 8	12:21 - 12:59	
Period 9	1:02 - 1:40	
Period 10	1:43 - 2:21	

* When students enter the building, they will be permitted to go to their lockers. Freshmen and sophomores will then report to the auditorium. Juniors and seniors will report to the cafeteria. Note that freshmen and sophomores who wish to eat breakfast will be permitted to go to the cafeteria but must remain there once they enter. At the 7:39 bell, all students will move to their first period locations, and students must be in their first period locations by 7:42 for announcements. Anyone who arrives at 1st period after 7:42 will be considered tardy, and students who arrive tardy to school multiple times should expect to receive lunch detention.

** Students will be assigned to either 6th period lunch (and 7th period class) or 7th period lunch (and 6th period class). The exception is PM BOCES students; they will have 5th period lunch.

AM BOCES students will report to the cafeteria by 7:42. Their bus will leave at approximately 8:10, and when they return to school, they will report to period 6 lunch.

PM BOCES students' bus will leave after their 5th period lunch, at approximately 11:15. They will return to school at approximately 2:10 and report to the cafeteria.

APPENDIX C: 2025-2026 2-Hour Delay Schedule

Warning Bell *	9:39	
Announcements	9:42 - 9:45	
Period 1	9:45 - 10:09	
Period 2	10:12 - 10:36	
Period 3	10:39 - 11:03	
Period 6 **	LUNCH 11:03 - 11:33	CLASS 11:06 - 11:36
Period 7 **	CLASS 11:36 - 12:06	LUNCH 11:36 - 12:06
Period 4	12:09 - 12:33	
Period 5	12:36 - 1:00	
Period 8	1:03 - 1:27	
Period 9	1:30 - 1:54	
Period 10	1:57 - 2:21	

AM BOCES will likely be canceled if there is a 2-hour delay. AM BOCES students will be assigned to study halls for periods 2, 3, 4, and 5.

PM BOCES students will eat lunch during period 3 and miss their period 3 and 4 classes if there is a 2-hour delay.

APPENDIX D: 2025-2026 Extracurricular/Athletic Code of Conduct

I. *Purpose*: The purpose of this Code is to clarify the expectations the Sauquoit Valley Central School District has for students participating in extracurricular activities and interscholastic athletics. Participation in extracurricular activities is highly encouraged. Extracurriculars teach students about many important qualities that they will need following graduation from high school. These qualities include discipline, responsibility, honesty, self-control, dedication, sportsmanship, and respect toward others. Additionally, educational research indicates students who are involved in these activities tend to achieve greater academic success.

II. *Activities*: The following activities may be available for student participation:

- Athletics
- Art Club
- Class Organizations
- Colgate Seminar
- Drama Club
- Handshakes Mentoring Club
- Jazz Ensemble
- National Honor Society
- School Newspaper Club
- Soar to Fitness
- Student Council
- Vocal Music Club
- Yearbook Club

Sauquoit Valley High School supports student-initiated efforts to expand our activity catalog. If there is sufficient student interest in a particular activity and an available staff advisor, the list above may be expanded to include unofficial/informal student organizations. Such organizations will be held to the expectations set forth in this document. The school also sponsors extracurricular events such as school dances and other social events.

II. *Expectations*: Students participating in extracurricular activities have voluntarily chosen to make an additional commitment in their educational experience, and in doing so, have agreed to follow the following expectations set forth by the Sauquoit Valley Central School District for the duration of their high school careers. These expectations apply on and off campus, during and outside of school events:

- A. Students will refrain from using or possessing alcohol.
- B. Students will refrain from using or possessing tobacco products, including any electronic cigarettes, Juuls, or vapes.
- C. Students will refrain from using or possessing any mind or performance enhancing drugs.
- D. Students will avoid doing damage to school property or stealing any possessions of anyone in the school community.
- E. Students will avoid participating in any hazing activity.
- F. Students will avoid participating in any activity that is a violation of law.
- G. Students will refrain from attending and/or remaining in attendance at a party or other function where illegal drugs are present and/or being used, where legal drugs or other substances are being abused, or where alcohol is possessed or being used by persons under the age of 21. "Remaining in attendance" means that the student continues to be present after he or she knew or reasonably should have known that substances were present, possessed or being used as described above.

- H. Students will refrain from being in a bar, tavern, or club without a parent/guardian present.
- I. Students will avoid activities that result in out of school suspension.
- J. Students will fulfill their commitment to their team/club unless the coach/advisor and athletic director (for athletics) agree that it is in the best interest of the student and the team not to fulfill that commitment. A student may withdraw from a team/club prior to final cuts or prior to first contest, if cuts were not made, as long as it was discussed with the coach/advisor.
- K. Students will attend all practices, games, and meetings, unless the student is absent from school or has prior permission from the coach/advisor.
- L. Students are expected to attend all classes and school days unless they are legally excused.
- M. Students are expected to participate in physical education classes on all days they have a practice or a game. Failure to participate will result in ineligibility for that day.
- N. Students are expected to follow the Section III sportsmanship policy.
- O. Any student that is assigned to ISS will not be able to participate in practice, game, or meeting for that day.
- P. The Sauquoit Valley Central School District Code of Conduct applies to all students.

III. *Consequences:* Alleged violations of the expectations listed sections A-H above shall be reported to the Athletic Director or Principal. The Athletic Director or Principal shall conduct an investigation regarding the alleged violation within 10 school days of the reported incident. The investigation will include input from the student, parents, staff, and others, as necessary.

- A. If guilt is determined of an expectation listed in sections A-F, the minimum penalty will be 25 percent of contests/meetings.
- B. If guilt is determined of an expectation listed in sections G-I, the minimum penalty will be 10 percent of contests/meetings.
- C. The number of ineligible contests will be determined by using the number of regularly scheduled games. If a student is not participating in extracurricular activities at the time of the hearing, the penalty will carry over to the next season in which the student will participate.
- D. If the student wishes to appeal the decision, the student may appeal in writing, within 5 school days of the decision being rendered, to the Superintendent.

IV. *Attendance:* A student who is absent because of personal illness or for an unexcused reason during a school day may not participate in or attend any practices, games, dances, activities, or meetings scheduled for that day or night. If a student is tardy, the parent must provide written verification of an excused reason for the late arrival for the student to be eligible to attend or participate. A Friday absence because of illness may exclude a student from playing/participating on Saturday. However, there remains the possibility that the student may sufficiently recover and participate on Saturday. Parent and school official (Athletic Director or Principal) permission in this instance is required for the student to play on Saturday.

V. *Eligibility:* Students must be enrolled in four or more credit-bearing courses to be eligible for extracurricular participation, including athletic competition, unless otherwise granted permission by the Principal. Student athletes must remember that they are students first and athletes second. At no time will a student be punished for being late or missing a practice/meeting due to receiving extra academic help by a teacher. Students must communicate with their coach/advisor in advance, in these instances. Academic eligibility will be determined every 5 weeks via the progress reports and report cards. The Athletic Director and extracurricular advisors will review academic data to determine eligibility as follows:

- Failing 0 classes -- great job; keep it up!
- Failing 1 class -- suggested after school study hall

- Failing 2+ classes -- required after school study hall for 2 weeks. If the student is still failing at least 2 classes after 2 weeks, he/she will be ineligible for contests for a 2-week period. If after that 2-week period, the student is still failing at least 2 classes, the student will be ineligible to practice or play until the student is failing less than 2 classes.

Additionally, any student who is failing two or more courses on the previous progress report or report card will be ineligible to attend a school dance or other social-based extracurricular activity.

VI. *Insurance*: Although the district does provide student accident insurance, it is supplemental to the family's own personal insurance. Participants must abide by the regulations of their own insurance carrier before the district's student accident insurance policy takes effect.

VII. *Contact*: If you have any questions or concerns about extracurricular activities, you should contact district personnel in the following order:

1. Coach/Advisor
2. Athletic Director (if athletics)
3. Principal
4. Superintendent

APPENDIX E: School Map

