

Central Valley Academy

STUDENT HANDBOOK & CODE OF CONDUCT



**2025-2026
SCHOOL YEAR**

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Central Valley Academy Code of Conduct

I. PREAMBLE

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

Responsible Behavior	Use self control in your actions and language
Mutual respect	Treat yourself and others with care and consideration
Concern for Others	Be truthful, honest and fair in your dealings with others
Cooperation	Listen and work together to make a positive contribution
Personal Excellence	Put forth your best effort in whatever you attempt

Student Behavior – All teachers are to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our school.

The privilege of participating in and attending extra-curricular activities will depend on school behavior and daily attendance. The privilege may be removed after a parent conference and written notification to a student.

Each member of the school community is expected to be responsible for their own behavior. The rules of conduct focus on personal safety and respect for the rights and property of others and apply in the classrooms and throughout the school system and at all school related activities on or off school property.

Character – What is Character? Character are those positive qualities that speak of who we are and the kind of person we want to be.

Positive Character Traits

1. Responsible – Obligated or expected to account for
2. Self-control – Controlling one's actions or responses
3. Punctual – On time, Prompt
4. Initiative – Readiness to take the first steps in beginning a project or action
5. Creative – Original thinking to produce something new
6. Self-respect – Taking pride in and caring for oneself
7. Optimistic – Looking at the bright side of situations
8. Perseverance – Sticking to a purpose or aim
9. Dependable – Can be counted on to fulfill one's obligations and promises
10. Economical – Showing wise use of money, resources, and time
11. Gracious – Showing kindness or courtesy

12. Ambitious – Having a strong determination to accomplish a goal
13. Courageous – The ability to face problems directly
14. Resourceful – Able to think of creative ways to do things
15. Joyful – Showing happiness and optimism
16. Respect – To have high regard for, to hold in esteem, to treat with courtesy and consideration
17. Patient – Enduring calmly without complaining or losing self-control
18. Tolerance – Willing to accept people and opinions that are different
19. Honest – Truthful; not lying, cheating or stealing
20. Thankful – Feeling and expressing gratitude
21. Polite – Demonstrating good manners
22. Considerate – Thoughtful of other people's wants and feelings
23. Generous – Willing to share with others
24. Cheerful – Full of cheer, joyful, and glad
25. Loyal – Faithful to one's family, friends, or other commitments
26. Empathetic – Complete understanding of another's feelings
27. Citizenship – Carrying out the duties and responsibilities to one's country
28. Trustworthy – Belief in the truthfulness and integrity of a person
29. Good Sport – Treating opponents with fairness and courtesy
30. Cooperative – Able to work with others to accomplish a task
31. Integrity – being honest and hard-working
32. Positive – very sure, confident
33. Helpful – works with others, goes beyond
34. Truthful – consistently honest
35. Moral – exhibiting goodness
36. Compassionate – caring for others
37. Caring – feeling concerned for others
38. Tenacious – firmly believing in your ways
39. Friendly – warm, comforting
40. Believable – capable of being trusted

II. THE ROLE OF SCHOOL COMMUNITY MEMBERS

Section 1 – Role of Teachers, Administrators, The Board of Education, and Parents

The Board of Education, administrators, teachers, and parents will model appropriate standards of conduct, dress, language, and respectful treatment of others. With respect to the Dignity for All Students Act, the roles of school community members include but may not be limited to:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious

practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.

- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's or staff member's attention in a timely manner.

A. Role of Principal

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that the students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress and grievances.
3. 3. Evaluate on a regular basis all instructional programs.
4. 4. Support the development of and student participation in appropriate extracurricular activities.
5. 5. Enforce school rules and maintain order in a fair and consistent manner.
6. 6. Communicate and work with parents to help modify student behavior and to make referrals when appropriate.
7. 7. Take the leadership in establishing rules of conduct and communicating these rules to students, staff, and parents.

B. Role of Superintendent

1. 1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. 2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. 3. Inform the board about educational trends relating to student discipline.
4. 4. Work to create instructional programs that minimize problems of misconduct and will endeavor to resolve all cases promptly and fairly.

C. Role of Teachers and Staff

The role of teachers and staff in maintaining a safe and orderly environment is as follows:

1. 1. Explain rules of behavior to students
2. 2. Enforce school rules and maintain order
3. 3. Exhibit fairness and consistency in enforcing school rules
4. 4. Reinforce desired behavior

5. 5. Seek out appropriate services for students through the building administrator or his/her designee
6. 6. Be prepared to teach
7. 7. Demonstrate interest in teaching and concern for student achievement
8. 8. Communicate to students and parents:
 - a. a. Course objectives and requirements
 - b. b. Marking/grading procedures
 - c. c. Assignment deadlines
 - d. d. Expectations for students
 - e. e. Classroom discipline plan
9. 9. Communicate regularly with students, parents and other teachers concerning growth and achievement

D. Role of School Counselors

1. 1. Promote achievement, attendance, positive behavior and school safety
2. 2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems and improve student achievement
3. 3. Regularly review with students their educational progress and career plans.
4. 4. Provide information to assist students with career planning.
5. 5. Encourage students to benefit from the curriculum and extracurricular programs.

E. Role of The Board of Education

1. 1. Collaborate with student, teacher (TA), administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. 2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. 3. Establish board policy objectives for a safe and productive learning environment.
4. 4. Authorize administration to enforce policies within legal boundaries.
5. 5. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

F. Role of Parents

1. 1. Recognize that the education of their child(ren) is a collective responsibility of the parents, school community and child.
2. 2. Send their children to school ready to participate and learn.
3. 3. Instill respect of law, authority, rights of others.
4. 4. Know the rules of school conduct and the consequences and encourage student compliance.

5. 5. Ensure regular and punctual student attendance.
6. 6. Ensure absences are excused.
7. 7. Insist their children be dressed and groomed in a manner consistent with the student dress code.
8. 8. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
9. 9. Convey to their children a supportive attitude toward education and the district.
10. 10. Build good relationships with teachers, adults, other parents and their children's friends.
11. 11. Help their children deal effectively with peer pressure.
12. 12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. 13. Provide a place for study and ensure homework assignments are completed.

G. Role of Home School

1. 1. Maintain positive flow of communications and support between receiving and sending programs.
2. 2. Continue to support student as needed.

Section 2 – Role of Students in the School Community; Responsibilities, Privileges, and Rights

A. Student Responsibilities and Privileges

- Attendance
 - Respect for self and the rights, property and feelings of others
 - Respect for authority and the law
 - Self-discipline, self-control, and self-reliance
 - Honesty and integrity
 - Fostering a safe and productive learning environment
 - Quality academic performance
1. 1. **Protect the rights of others to study and learn** – Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.
 2. 2. **Attend school daily unless ill or legally excused** - In New York a student is required by law to attend school through the age of 16. Schools cannot educate students who do not attend class, and they will not promote or allow those to graduate who do not. Children who turn 16 during the school year must remain in school until the end of that school year. (A school year begins July 1 and ends June 30).
 3. 3. **Be on time for all classes** - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take the time to teach it.

4. **4. Obey school rules** - Rules are designed to allow a school to meet its obligation to educate students. The schools cannot achieve this task if they must spend much time maintaining order.
5. **5. Volunteer information and cooperate with staff in disciplinary cases** - There is a difference between being a squealer and a
6. responsible person. Every community depends on the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. It is wrong to expect help when your rights have been violated, but refuse to help others protect theirs.
7. **6. Complete all in-class and homework assignments and meet deadlines** - The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Everything that must be learned cannot be accomplished during the school day. Education is not an 8 a.m.–3 p.m. job.
8. **7. Respect public property and carefully use and return all materials and equipment** - Schools are a community's investment to its
9. young people. It is wrong to abuse that investment. It forces the people to spend additional money in order to provide the same opportunities for those students who come after you.
10. **8. Come to class with necessary books and materials** – A teacher should not have to delay starting because a student has become unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education is more than being in class, just as keeping a job requires more than showing up for work.
11. **9. See that school correspondence to parents reaches home** – Education requires partnership between the home and the school. For a partnership to work, everybody must know what is happening, good and bad. Sometimes, students are asked to be the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report cards. One requires little effort, the other a little integrity.
12. **10. Student dress** – Wearing short shorts, sunglasses, and short skirts is unwarranted and impermissible interference with the orderly classroom process.
Boys or girls must wear appropriate pants, shorts or attire.

B. Student Rights

“A RIGHT IS A PRIVILEGE TO WHICH ONE IS JUSTLY ENTITLED.”

Equal Education Opportunity – The schools must provide all students a chance to get an education. This means free admission to the schools and the right to attend school **until the end of the school year in which one turns the age of 16 or the graduation from high school**. Students have the right to equal educational opportunity without interference from other students and people who do not belong on the campus.

Notice of Compliance – The Central Valley School District Board of Education hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education without regard to sex, race, color, national origin, handicap, age, marital status, sexual orientation, gender identification or religion.

- Inquiries regarding this non-discrimination may be directed to Title IX and Section 504. Director of Pupil Personnel Services or Principal, Central Valley Academy, 111 Fredrick Street, Ilion, New York 13357. Phone: 315-894-3210.
- Copies of the grievance procedure are posted in the main office and are available from all Guidance Counselors.

Mandated Reporter – Staff in a public school are mandated by law to report any suspected child abuse or neglect. The staff member who initially becomes aware of suspected abuse is the legally mandated individual who should report such to The National Child Abuse Hotline at 1-800-422-4453.

Exercise Free Expression - Freedom of Speech – Students are entitled to express verbally their personal opinions in a reasonable and responsible manner.

Written Expression and Circulation of Petitions - Students are entitled to express in writing their personal opinions and to circulate petitions. Students are entitled to use specific bulletin boards for the posting of notices concerning school activities. Students writing for school newspapers have the right to express opinions. These opinions must be signed by the author and meet standards prohibiting libel, pornography, and intentional distortion or reckless disregard of facts and profanity.

Other Forms of Expression - Students are entitled to express themselves by wearing or displaying symbols of ethnic, cultural or political values.

- *NOTE:* No form of expression shall interfere with the right of others to express themselves or with the conduct of school and classroom activities.

Freedom of Assembly - Students are entitled to hold meetings at a time, place, and in a manner which does not disrupt or disturb classroom instruction or other planned activities.

Due Process - Students facing major disciplinary action are entitled to fair procedures to determine if they are at fault. Students are entitled to appeal any decisions resulting in major disciplinary action such as suspension, permanent suspension, exclusion, or transfers to another school. The procedures and methods of appeals are explained under parents' rights of appeal.

III. STUDENT EXPECTATIONS

Hall Pass for all Students – All students will receive a Planner with their Student Pass Card that they must have in their possession AT ALL TIMES throughout the school day. It contains the passes necessary for student movement within the building. Each student will receive a planner during the first week of school.

All staff members are expected to use the student passes as the only pass for any privilege the student is seeking a pass for. Except to use the restroom or a student's need to go to the office, a teacher is not expected to give a student a privilege of movement without their pass card. However, students with honors passes do not need to use their passes. All students must sign in and out of their teacher's classroom.

Bicycles/Skateboards/Inline skates, etc. – Bicycles must be parked in the racks provided or chained to a fence as long as no part of the bicycle interferes with pedestrian traffic. Students coming to or leaving the school campus on bicycles or skateboards must obey all traffic rules. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Any student who lawfully uses a skateboard to get to and from school may not use the skateboard on school property, including the roads and sidewalks. In-line skates, wheeled sneakers, or any other recreational transportation aide may not be used anywhere at school. At no time may either bicycles, skateboards, or any other vehicle or mode of transportation be used on the school track or athletic fields. Motorized bicycles are not allowed on school property.

Lockers – Each student is assigned a locker with a combination lock built into it. The Guidance Office and the Main Office are the only ones who know the combination to said locker. You should memorize your combination and not disclose it to anyone, including friends. Your books, coat, and other valuables should be kept in your locker when not in use. If you have trouble opening our locker, or if you forget your combination, see your counselor. Keep a clean locker. We cannot overemphasize the importance of keeping your locker combination secret. ***The school assumes no responsibility for your losses.***

Since lockers are permanent part of the building, students are expected to keep them in good, usable condition. Designated school personnel have the right to search a locker. Get study materials for your morning classes when you arrive in the morning, and materials needed for the afternoon classes during lunch period. No one should leave classes to go to their locker except with special permission.

School Dances – School sponsored dances are open only to those students who attend Central Valley Academy and are in good academic and behavioral standing. All eligibility policies followed for all athletic, music and extra-curricular activities will apply to school dances. For the Christmas Ball, Junior Prom, Senior Ball, and the Student Council Semi-Formal Dance, **approved** student guests may attend, but must not be over the age of 20 years. The school dress code applies to all aspects with the exception of proper formal wear.

In order to be eligible for the Junior Prom and the Senior Ball, students must have earned enough credits to be considered a Junior or a Senior prior to the date of the event. Underclassmen may attend as a guest.

All rules and guidelines contained in the code of conduct apply at all dances. A student is prohibited from participation based on the student's noncompliance with the school rules/regulations and will be prohibited from attendance if they are not in full legal attendance on the day of the dance (or Friday for Saturday dances).

A list of students must be provided to the advisors and administration 2 weeks prior to the dance in order to determine eligibility for all students planning to attend.

Corridor Conduct

1. 1. Students are not to congregate in the corridors before, during or after school.
2. 2. When passing to classes, all traffic should move on the right side of the corridors.
3. 3. No one is to be in the halls during class time without a pass signed by a teacher.
4. 4. Walk and speak softly in the halls at all times. Boisterousness and rowdiness will not be tolerated.

Study Halls – The study hall, as the name implies, is a place of study and a quiet atmosphere must be maintained at all times. Students are expected to sign-in and sign-out for wherever they go. Privileges, such as going to the library, computer lab, make up class, etc. may be withdrawn by the study hall teacher due to not properly using study hall, and none will be honored until attendance has been taken. A student must receive permission from their study hall teacher to go anywhere outside the study hall. Leave the study hall in good condition at the end of each period.

Academic Support – Academic support is a structured study hall for students who are having difficulty in their classes. The teacher supervising may inquire about work and may direct students as to what they should be working on. Students can only use passes to go to other teachers, the library, or computer lab, unless such passes serve an educational purpose that has been approved by the Academic Support teacher.

Assembly Procedure – Assemblies are held periodically during the school year to educate and celebrate achievement. For any assembly, students are expected to arrive with the classroom teacher that they are currently with and enter the assembly in an orderly manner without any yelling, screaming, pushing, or needless talk. There should be absolute silence when the speaker stands in front of the group to introduce the program. At Central Valley, hand clapping is recognized as the only courteous form of applause. Whistling, shouting and other noises are considered rude and discourteous. Many times the reputation of the school is jeopardized and tarnished by discourteous students when guests are visiting our school. When the program is over, please wait seated with your class until your classroom teacher instructs you to leave, then exit in an orderly fashion.

Fire Drill – When the fire alarm sounds, all students will move at a rapid walk to the nearest exits designated and posted in each room.

There must be no conversation or other unnecessary noise during fire drills. This quiet will enable emergency instructions to be given for change in routes in case regular exits are blocked. Students are to immediately listen to all emergency instructions from the staff in charge of you without question or argument.

Upon leaving the building, students will stay with the class they left the building with so teachers may call roll if necessary.

Lost and Found – All articles found are to be taken to the office immediately where they may be claimed during the school day. Anyone who has lost anything in school should notify the office immediately and check the lost and found collection. After an announcement, items will be placed periodically for claim in the hallway and discarded if not claimed by anyone.

Motor Vehicle Rules and Regulations – In order to promote the greatest possible safety of all students and personnel, the rules and regulations pertaining to motor vehicles are:

1. 1. Motor vehicles are not to be driven over 15 miles per hour in the parking lot or on school roadways.
2. 2. All student vehicles driven and parked on school property by students must be properly registered with the high school office. A student who fails to register any and all vehicles which they may on occasion drive or regularly drive to school will be subject to suspension of their driving privilege.
3. 3. Students riding to school in unregistered student cars must be dropped off at the main entrance on Frederick Street. Weber Avenue is reserved for school buses before and after school.
4. 4. Unregistered student cars may not be driven on school roadways during school hours 7:30 A.M. to 3:30 P.M. (exceptions: deliveries, salespersons, visitors with school business).
5. 5. Students are not permitted to loiter in parked cars during the school day.
6. 6. If a student has a vehicular accident on school property **or while out during lunch**, the student must report it to the principal and police immediately upon return to school.
7. 7. The consequences for violating vehicle regulations may include a parent conference and the suspension of driving privileges on school property.
8. 8. Students attending a BOCES program are not allowed to drive their vehicle to or from CVA without prior approval and paperwork signed by both CVA and BOCES designees as well as parents.

Privilege of Parking and Registration of Motor Vehicles – It is a privilege to park a vehicle at school. Seniors will be given priority to the limited number of parking spaces

available. Students must register any car or motorcycle/moped using school roads (not Weber Avenue).

The Students' Parking Areas will be the designated parking spaces available in the parking lot next to the baseball field. It may be necessary to have a vehicle towed at the owner's expense if the vehicle is parked in an area other than the designated student parking area.

The consequences for parking in restricted areas are:

- First offense - student will be required to move the vehicle to the proper area immediately.
- Second offense - student will lose driving privilege for a period of up to five weeks and be placed on detention.
- Repeated offenses - student will lose driving privilege for the remainder of the semester or school year and be placed on in-school suspension.

Types of Working Papers – Employment certificate - Student General Employment Certificates and Full Time Employment Certificates are available to students 16 and over.

- Vacation Work Permit - This certificate is required for students 14 and 15, who plan to work during vacations or after school hours. Not legal for work in a factory.
- Farm Work Permit - This certificate must be obtained by students 14 and 15, for work on a farm other than the home farm. Each farmer must sign this permit, but a new one is not required for each new job.
- Newspaper Carrier Badge of Certificate - This certificate must be obtained by students 11 years old through 17, who deliver newspapers door-to-door.

To Obtain Working Papers: Application forms and instructions for filling out forms are available from the main office.

The Bookstore – School supplies and special items will be for sale. You can check for sales throughout the school year at

<https://sites.google.com/a/cvalleycsd.org/cva-thunder-bookstore/>

Student Withdrawals and Transfers – A transfer form must be obtained from the Principal's Office. All books and school equipment must be returned and a teacher checkout accomplished. The locker must be emptied. All bills must be paid before credits are transferred to another school.

Out-of-District Students – Students moving out of the Central Valley School District who wish to continue to attend Central Valley Academy, must have their parent/guardian write a letter immediately requesting permission to do so.

Out-of-district students given permission to attend Central Valley Academy in a given year must reapply each year for permission to continue attendance. Students who meet the academic, attendance, and behavioral requirements will be considered for admission based on the school's ability to fit them into acceptable class sizes.

The letter should be written to Superintendent of Schools, 111 Fredrick Street, Ilion NY 13357, stating the reason they wish to continue attending Central Valley Academy. This letter must contain:

- Student's Parent/Guardian's Name
- Student's Name/Student's Grade
- Address/Phone Number

Outside Food and Drink – No outside food or drink will be permitted in the building after the 7:30 bell. If a student is in possession of outside food or drink beyond the 7:30 bell they will be required to discard it.

Attendance – The New York State law requires that each minor from six to sixteen years of age must attend school and remain in attendance through the end of the school year in which the students reaches 16 or graduation from High School.

Students are expected to be in school **on time** each day. The New York State Education Department guidelines that apply legal and illegal absences from school will also apply as guidelines to tardiness.

1x. A student is legally absent from school when:

- The parent has contacted the school to provide the legal reason for the absence. In cases of long term illness, a doctor's evaluation is required.
- **Legal reasons** are illness, a doctor's appointment, road test, college visit, court appointment, death in the family, funeral, internship, religious observance, counseling appointment, probation, military obligation, field trip or on a school approved trip such as college or workplace visit.

2x. A student is illegally absent from school when:

- The student does not attend school and no reason is provided to school.
- The student is on a trip with their parents.
- The parent keeps the student home for academic or safety reasons.
- A student is truant.

Procedures governing absences and tardiness –

1. If you are legally absent, the day you return to school you must bring a written excuse to the Attendance Office signed by your parent or guardian. If you are absent for five days or more, a doctor's certificate is necessary.
2. Anytime you are to be absent for other reasons, such as your parents taking you on a trip, the attendance aide should be notified.
3. APPOINTMENTS- Students being excused during school hours must bring their excuses to the nurse before first period for verification and sign-outs.
4. If at any time during the school day a student becomes ill, they must report to the nurse's office. At no time should the student leave the building and go home on their own. They must be cleared through the nurse's office. This is a matter of safety.
5. If a student is going to be absent from school, we recommend that the parent or guardian call the attendance office between 7:30 A.M. and 8:30 A.M. that day. If the call is not received, the school nurse or attendance aide will contact the parent or guardian.
6. Students are responsible for all work and/or assignments when absent.
7. Students must be in attendance for at least a half day for a **verified appointment** in order to attend extracurricular activities or functions on the day of the absence as a spectator or participant. This includes interscholastic athletics (practices and games), field trips, dances, concerts, club meetings, play rehearsals or any school-related activities etc.
8. Students who are late without an excused reason will not be able to participate in any extracurricular activities that day (ie: clubs, sports, theater/arts, etc..).
9. Students who exceed five unexcused absences, five lates, or a combination totaling more than five in a quarter may be withheld from school events (ex: dances, trips, prom, senior events)
10. Students attending a BOCES CTE or RediTech program who reach 20 absences will be removed from the program.

A student who does not return from lunch - If a student feels ill before leaving for lunch, they are expected to see the nurse before leaving for lunch and follow proper procedures for going home sick.

- If the student is not returning from lunch for any reason, then the student's parent is expected to immediately call the school and provide the reason. If a student is not able to get a hold of a parent immediately during lunch, then they are expected to call school themselves before the end of the lunch period and have their parent follow up with the complete absence procedure of calling the school, sending an email or sending a note. Failure to follow these procedures will result in discipline.
- Juniors or Seniors who fail to report back to school after lunch will be denied access to an open lunch for their first offense. If they fail to report back after lunch for a second time, students will be placed in In-School Suspension for a half day upon return to school.

If the school does not receive the proper call and documentation, the student will be considered truant and disciplined accordingly.

Tardiness – A pupil is expected to be in their 1st period class at 7:40 a.m. A parent excuse is required to verify that a legal reason exists for the student's tardiness. Excessive tardiness forces us to keep students after school to make up for lost time. If you are late for class, you must bring a pass from the teacher that detained you, or from the office. Stopping at your locker, getting a drink of water, etc. are poor excuses for being tardy and will not be tolerated.

Procedures when arriving late to school:

- If the student arrives to school after the 7:40 a.m. bell or any other time during the school day, they are to report to the attendance office for a late pass.
- If the parent has called, written a note, or sent an email providing a **legal** reason for the student to be arriving at school late, then they are issued a pass and the tardiness does not count against them. If a bus is late, those students will be issued a pass and it will not be counted against them.
- Some examples of illegal reasons are: oversleeping, poor weather conditions, car trouble, traffic, power outage, or stopping at a local eatery on your way to school. Even if the parent has called and/or written a note providing an illegal reason for the student to be arriving at school late, the student will be issued a pass and the tardiness counts as an illegal tardiness to school and appropriate progressive discipline will be issued. However, since the student and parent are exercising the responsibility to notify the school, the Attendance Clerk may take the extenuating circumstances into consideration and not issue disciplinary consequences. If a student does not agree with the decision, he or she may ask to have it referred to an administrator for further review.

Procedures when arriving late from lunch – When a student arrives back to school late from being off campus at lunch, they are demonstrating that they are not being responsible with the privilege to be able to leave and come back on time.

- If a student arrives back to school late from lunch, they are to immediately report to the attendance office to sign in and be issued a pass to class.
- A student who is late from lunch will be assigned a lunch restriction/detention for the following day.
- If the lateness continues, then it will be referred to the administration for increased discipline action, which may include a loss of the privilege to leave campus at lunch.
- If a student is late from lunch or fails to return after lunch and is a registered driver, they may lose driving privileges for up to one week.

IV. THE CODE OF CONDUCT

The intent of the Code of Conduct is to promote responsible behavior that creates a safe and orderly school environment. It is the belief of the Central Valley School District that everyone in our community must strive toward contributing to this goal. The administration reserves the right to review and interpret each case on an individual basis and administer consequences which are not limited to the specifics within the handbook.

Consequences – Consequences for students who do not follow the code of conduct will be imposed by staff in a consistent and fair manner. Students are expected to maintain respectful behavior when a staff member is dealing with a discipline issue with them. If a student disagrees with a staff member's discipline, they are to maintain respect and immediately comply with the instructions. A student who disagrees with a staff member's discipline is expected to arrange a private time to discuss the matter with the staff member before they appeal to an administrator.

A staff member may assign consequences for misbehavior that are reasonable for the offense and are progressive in nature. The consequences for a 1st offense will increase if a 2nd offense occurs, and further increase each time a student chooses to break a rule.

Consequences range from a reprimand, conference with the student, parental contact, movement of a student, separation from the class, removal from class, loss of a privilege, short detention, after school or lunch detention, and referral to the office for more serious consequences of office detention, In-School Suspension, Out-of-School Suspension, notification to law enforcement, and Superintendent's Hearing. A teacher will maintain communication with a student's parents as an issue increases in severity or frequency.

Teacher Detention – Teachers may detain a student for misbehavior or to address academic concerns. If a teacher keeps a student after class, the teacher will provide a student a pass to his/her next class upon their release. A teacher may keep a student during lunch as long as they make sure the student has enough time to get lunch in the school cafeteria. A teacher may keep a student after school until 3:00 to make up work, provide extra instruction or support, or detain due to misbehavior. If a teacher is keeping a student, they will communicate with the student's parent or guardian.

Office Detention – Students may be assigned lunch or after school detention by an administrator. They may also be assigned either detention by the attendance clerk or office staff due to tardiness. This is for those students with undesirable patterns of attendance, tardiness, or conduct that is repetitive and/or serious in nature.

Students assigned to detention are to report to Room # 1202 after school for the days assigned. Detention commences at 2:30 p.m. until 3:30 p.m. each day, Monday-Friday, and lunch detention at the beginning of lunch. Each student is to have sufficient materials and books to study for 60 minutes, and is to cooperate with the detention supervisor. Any student who does not abide by the regulations of the detention period may be placed in In-School Suspension or suspended from school.

A student who is assigned detention will not be eligible for extracurricular activities until the end of each day's detention, but will be eligible after 3:30 p.m. each day even if they are assigned multiple detentions. The student is expected to tell their coach or advisor that they had detention.

Loss of privilege – Student privileges may be suspended for misbehavior or as a progressively more severe consequence for violations of the code of conduct. This may include loss of the privilege to leave the school building at lunch.

In-School Suspension – In-School Suspension (ISS) is for students who have repeatedly and/or seriously violated the code of conduct below the level of out-of-school suspension. In-School Suspension is an effort to provide a safe and secure place for students to spend their time suspended out of class, working and behaving in strict accordance with the code of conduct. Any student who misbehaves in ISS will be immediately suspended from school. A student assigned ISS will report to Room # 1202 until 3:30 pm. Students are expected to:

1. Follow all simple instructions of the teacher.
2. Work quietly, stay awake and keep their head up, and not socialize.
3. Work on assignments provided by the student's teachers. If the student has no work, they may read or additional work will be assigned by the teacher.
4. Raise their hand if they have a question, and follow the teacher's directions without debate.
5. All phones are to be turned into the ISS teacher.

Suspension from school – Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, severely disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Any staff member may recommend to the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

A student who is suspended from school will not be academically penalized for work they missed while on suspension. It is, however, a student's responsibility upon return to see their teacher to determine what work needs to be made up and establish a timetable with the teacher for its completion.

If a suspension is assigned to a student, the parents/guardians of the student will be notified by the Principal or Assistant Principal by phone and a letter home.

Restriction from school events – Restricting a student’s privilege to participate in an extracurricular event or activity, including sports, may be imposed by an administrator as either a progressively more severe punishment or as a consequence for misbehavior at a school event.

Corporal Punishment – Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. The student who believes that they have received corporal punishment is to report such a violation immediately to an administrator.

Teachers must report corporal punishment to the principal immediately following the incident. The district must file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner’s regulations.

Use of physical force by a staff member – In situations where alternative procedures and methods that do not involve the use of physical force cannot be reasonably used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.
4. Teachers must report the use of any physical force to the principal immediately following the incident.

Discipline of Students with Disabilities – Codes of Conduct will ensure that the rights of students with disabilities are protected under the Individuals with Disabilities Education Act. This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Notification of Code Violation

1. Parents, guardians, or the individual in parental relationship will be notified in person, phone, or letter of a violation and the consequences for any infraction involving any type of suspension. A student may call with the permission from the office to notify the parent or guardian.
2. The principal, in consultation with teachers and staff may make appropriate referrals to Human Service Agencies.

3. Code violations of a criminal nature will be referred to the proper law enforcement agencies.
4. Repeated code violations or violations of a criminal nature may result in criminal court complaints, juvenile delinquency petitions or Person in Need of Supervision (PINS) petitions.

School Visitors – Visitors are defined as individuals not employed by the school district or not enrolled in the school district they are visiting in the buildings or attending school functions, either on or off school grounds. All rules of the district code of conduct relative to dress, language, behavior and conduct will apply to all visitors. Visitors in violation of the code will be warned, asked to leave and/or removed from the premises. If necessary, law enforcement officials will be involved. School officials retain the right to ban individuals from future school events or prohibit individuals from being on school property as circumstances warrant.

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office upon arrival at the school. They will be required to provide their driver's license as a form of identification. They will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent/teacher organization meetings or public gatherings are not required to register/sign in.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) in consultation with the high school principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

Dress Code – All students are expected to give proper attention to personal appearance and to dress appropriately for the school day, as well as school-sponsored activities. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other 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 and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be permitted.

5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender (including gender identity or expression), sexual orientation, disability or weight.
6. Not promote and/or endorse the use of alcohol, tobacco, marijuana or illegal drugs and/or encourage other illegal, violent gang activities, or depict weapons.
7. Not conceal a student's identity or obscure or hide the face (e.g., sunglasses, masks, bandanas or hoods)
8. Not show the abdomen or chest.
9. Not include costumes of any sort. Dolls, stuffed animals, blankets and toys are not allowed as they have no place in a secondary setting.

If a student's dress or appearance in school is deemed questionable, a teacher and/or administrator will hold a personal private discussion with the student to advise the student of the potential violation. Students who violate the 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 individual who refuses to do so may be subject to discipline or removal from school grounds. Visitors are expected to abide by the school dress code; those who do not may be asked to leave the premises.

Student Misbehaviors and consequences

Absences/tardy –

- 5 unexcused absences, tardies, or a mix of the two totaling more than 5 in a quarter can be withheld from school events (ex: dances, prom, trips, senior events, etc..)
- A student who is late unexcused will not be able to participate in any clubs, sports, or arts related activity that day
- A student attending BOCES CTE or RediTech who reaches 20 absences will be removed from their program for the remainder of the school year

Alcohol – possession or sale of alcohol or use of in school or coming to school under the influence

1st Offense: 5 Days Suspension / notify police

2nd Offense: 5 Days Suspension / notify police / referral to outside services

3rd Offense: 5 Days Suspension / notify police / Request a Superintendent's Hearing

Bathroom Conduct – The number of students allowed in a bathroom at any time will be equal to the number of stalls available. No more than one person in a stall at one time will be allowed. Students found to be in violation will be subject to a search.

1st Offense: Detention

2nd Offense: Two Detentions

3rd Offense: Suspension

Bullying – an ongoing deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.

1st Offense: Meet with assigned school counselor / Detention (1-3 days)

2nd Offense: Suspension (1-2 days)/ DASA

3rd Offense: Suspension (3-5 days) /Superintendent's Hearing

Bus Conduct – The following are examples of unacceptable bus behavior: not staying in seat, throwing things, excessive loudness, distracting the bus driver, vaping. Please remember, the bus is an extension of the school, all school rules apply to the bus.

1st Offense: Conference with student

2nd Offense: Detention

3rd Offense: Detention/Suspension

Conduct Endangering the Safety, Morals, Health or Welfare of Others – (Severe levels of disrespect may result in an immediate suspension.)

Examples of such conduct include, but are not limited to:

- **Stealing** the property of other students, school personnel or any other person lawfully on school property or attending a school function;
- **Possession** of stolen property;
- **Defamation**, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
- **Discrimination**, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner;
- **Bullying** – threatening, stalking or seeking to coerce or compel a person to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, or disability;
- **Cyber-bullying** – a course of conduct or repeated acts of abusive behavior by communicating through electronic means, with a person anonymously or otherwise over a period of time committing such acts as, but not limited to, taunting, insulting, humiliating, harassing, menacing, sending hate mail or embarrassing photographs; This can and will warrant disciplinary action.
- **Harassment**, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning;
- **Intimidation**, which includes engaging in actions or statements that put an individual in fear of bodily harm. It should be noted that K-2 students that make threats to kill or bring weapons to school will be referred to the school social worker and/or

psychologist to determine the child's cognitive ability to understand the severity of the incident;

- **Hazing**, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team;
- **Taking pictures**, video taping, disseminating, selling, using or possessing obscene (sexual in nature) or inappropriate material, including, but not limited to acts of violence;
- **Using vulgar or abusive language**, cursing or swearing toward school personnel;
- **Smoking** a cigarette, cigar, pipe, vape, or using chewing or smokeless tobacco, and/or possession of incendiary devices including matches and lighters;
- **Gambling**, which is playing games of chance for money;
- **Negligent operation of a motor vehicle** on school grounds so as to endanger the property, safety, health, and/or welfare of others;
- **Spitting** (Gleeking).
- **Material deemed unnecessary/inappropriate** by a building administrator; i.e. bullet/bullet casing.

1st Offense: After-School Detention (1-3 days) / notify parents

2nd Offense: Suspension (1-2 days) / notify parents

3rd Offense: Suspension (3-5 days) / notify parents/ Superintendent's hearing

Disrespectful behavior toward a staff member – Using disrespectful words and/or tone of voice when a staff member is dealing with a student. ***(Severe levels of disrespect may result in an immediate suspension.)***

1st Offense: Detention and/or parent contact

2nd Offense: Suspension (1-3 days)

3rd Offense: Suspension, (Up to 5 days), parent conference

Disruptive Behavior – in the classroom or on school grounds (inappropriate behavior in class, leaving class without permission, failure to follow directions, disrupting the education of others)

1st Offense: Teacher warning and/or teacher detention and/or parent contact / Detention pending on severity

2nd Offense: Detention (1-3 days), Suspension pending severity

3rd Offense: Detention (3-5 days) / Suspension (1-3 days), parent conference

Dress – non-compliance with dress code

Consequence: asked to change the clothing, call parent for change of clothes if needed. Student may not return to class until clothing is changed and appropriate.

Drugs, Illegal, Paraphernalia – possession or sale of illegal drugs or use of in school or coming to school under the influence. Drug paraphernalia can include pipes, vapes, rolling papers, etc.

1st Offense: 5 Days Suspension /notify police
2nd Offense: 5 Days Suspension /notify police / referral to outside services
3rd Offense: 5 Days Suspension / notify police / request a Superintendent's Hearing

Drugs, prescription – (prescribed to you) and over the counter

1st Offense: After-School Detention (1-3 days) / notify parents
2nd Offense: 1 Day Suspension
3rd Offense: 3 Days Suspension

Cell Phone and Smart Devices – Cell phones, smartwatches and wireless earbuds should not be used during the school day. This includes: during instructional and non-instructional periods such as study hall or in between classes, or during lunch. Cell phones in classrooms are not allowed. Students have access to individual Chromebooks and therefore there is no need to access personal phones. If a student violates, a zero-tolerance policy will be followed as laid out below:

1st Offense: Student's phone/smartwatch/earbuds are confiscated until the end of the day/ parent pick up device.*
2nd Offense: Student's phone/smartwatch/earbuds are confiscated and will need to report to the Main Office every morning for 1 week to hand in cell phone/smart device to Administration. A parent will need to come pick up the phone on the day of the offense.*
3rd Offense: Student's phone/smartwatch/earbuds are confiscated and will need to report to the Main Office every morning for 2 weeks to hand in cell phone/smart device to Administration. A parent will need to come pick up the phone on the day of the offense.*

Students who refuse to follow the guidelines or consequences are subject to additional penalties for insubordination.

**If a parent can't pick up the device it will be held at the school and returned to the student at the end of the next school day.*

False Identification – *Examples of false identification include, but are not limited to:*

- Refusing to identify one's self when asked by school personnel
- Using another person's identification or false identification to any school official with the intent to deceive school personnel
- Using another person's identification or false identification to obtain money or property
- Claiming to be someone you are not and using their name/identity maliciously in any way

1st Offense: Suspension (1-5 days)/ notify police depending on seriousness. Serious matters may also require a Superintendent's Hearing.

Fighting/Physical Confrontation – Minor altercation

1st Offense: Suspension (3 days)

2nd Offense: Suspension (5 days) / Referral to outside services

3rd Offense: Suspension (5 days) / Superintendent's Hearing

Forging / Altering a Note or Pass

1st Offense: Detention / Notify parents

2nd Offense: Detention / Suspension / Notify parents

Harassment – [Sexual, Racial, Physical, Verbal] The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.

1st Offense: Detention (1-3 days) / Suspension, depending on severity

2nd Offense: Suspension (1-2 days) / DASA form filed

3rd Offense: Suspension (3-5 days) / Superintendent's Hearing

Insubordination – Not following the reasonable direction of a staff member. A repeated refusal to comply in a manner that jeopardizes the safety of a classroom.

1st Offense: Detention (1-3 days) / Suspension, depending on severity

2nd Offense: Suspension (1-3 days)

3rd Offense: Suspension (3-5 days)

Littering

1st Offense: Made to clean up the mess / warning

2nd Offense: Made to clean up the mess / Restitution (1-2 weeks)

3rd Offense: Suspension (1-3 days)

Locker Misuse

1st Offense: Warning

2nd Offense: 1 day Detention

3rd Offense: 1-3 days Detention

Marijuana – possession or sale of marijuana or use of in school or coming to school under the influence.

1st Offense: 5 Days Suspension / notify police

2nd Offense: 5 Days Suspension / notify police / referral to outside services

3rd Offense: 5 Days Suspension / notify police / Request a Superintendent's Hearing

Misbehavior outside of school – The school will primarily concern itself with the enforcement of the code of conduct in school. However, issues do not always happen in the vacuum of school without moving into the wider community and the internet. Off-campus

misconduct that endangers the health and safety of students or staff within the school or can reasonably be forecast to substantially disrupt the educational process is prohibited. Examples of such misconduct include, but is not limited to:

- Cyber-bullying (i.e., inflicting willful and repeated harm through the use of electronic text/images)
- Threatening or harassing students or school personnel over the phone or other electronic medium

Conflicts or violations that begin or continue outside of school and continue to cause conflict or violations in school will be dealt with at a higher level. Text messages, emails, and instant message conversations that bully, threaten, or intimidate will not be tolerated.

1st Offense: Detention (1-3 days), Suspension depending on severity

2nd Offense: Suspension (1-2 days)

3rd Offense: Suspension (3-5 days) / Superintendent's hearing

Misuse of pass or leaving class without permission – Using a pass for a purpose different from what it was intended for, using another student's pass, going somewhere without a pass when one was expected.

1st Offense: Staff warning and/or staff detention and/or parent contact

2nd Offense: Referral to the office / Detention (1-3 days)

3rd Offense: Detention (3-5 days) / Suspension

Missing assigned detentions

1st Offense: Double assigned detentions

2nd Offense: In-School Suspension

Plagiarism – Plagiarism and/or cheating is not permitted. The definition of plagiarism is to use someone else's work and presenting it as your own. Cheating or copying someone else's homework/assignments or tests/quizzes is prohibited. No Credit Received until the student's original work is submitted. (A reduced score could be imposed). There may be unique circumstances that present themselves in the realm of plagiarism within the school setting beyond classwork. These will be investigated and handled on an individual basis. Consequences under these circumstances may differ.

1st Offense: Suspension / Opportunity to do a new assignment in person

2nd Offense: Suspension (1-3 days) / Zero as a grade

3rd Offense: Suspension (3-5 days)

Profanity and Language misuse – All members of the school community are expected to use appropriate and acceptable language in their relationship to others. Unacceptable and inappropriate language would include, but not be limited to directing profanity, vulgar language, and obscene gestures toward other students, school personnel, or visitors to the school, use of sexually suggestive language, excessive arguing, and hate speech. In addition, engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory

statements addressed publicly to others that precipitate disruptions of the school program or incite violence are also inappropriate and unacceptable. Repeated negative language directed toward another may also constitute harassment.

1st Offense: Warning or detention by staff member, depending on degree suspension is possible.

2nd Offense: Detention (1-3 days) / Suspension

Public Displays of Affection (PDA) – kissing, inappropriate touching

1st Offense: Warning

2nd Offense: Detention (1 day) / notify parents

3rd Offense: Detention (2-3 days) / notify parents

Tardy to Class

1st Offense: Warning and/or teacher detention

2nd Offense: Detention

Technology, Use of – *See also the Acceptable Use of Technology Agreement under District Wide Policies*

Use of technology/electronic devices are not allowed during the school day unless being used for educational purposes and is teacher directed for full class instruction. Devices may be used in the main entrance or outside the building only. Items should be turned off and stored in lockers, clothing or purses. A student that possesses an item does so at their own risk and the school is not responsible if they are broken, lost or stolen.

Examples of technology/electronic devices include, but are not limited to:

Cell/smart phones, Smart Watches, iPods, Mp3 players, laptops, iPads, tablets, e-readers, cameras, video devices, video games, pagers, laser pointers, cd/tape players, earbuds and headphones, fit-bits, etc.

1st Offense: Detention (1day), confiscation of phone

2nd Offense: Detention (1-3 days), confiscation of phone

3rd Offense: Suspension

Theft

Consequences: (Dependent upon severity)

Detention / Suspension / Notify Police

Tobacco – use or possession of tobacco and/or use or possession of vapor/electronic cigarettes of all forms (JUULS) [includes chewing/powdered] in school setting

1st Offense: Suspension (2 day)

2nd Offense: Suspension (3 days) / referral to outside services

3rd Offense: Suspension (5 days) / Superintendent meeting

Trespassing – Students are not permitted in any school building other than the one they are registered to, without permission from the administrator in charge of that building. Students

should not be at school or on school grounds outside of school hours unless they are here for extra help, participation or attendance at an extracurricular event or other approved purpose. Students suspended from school are not allowed anywhere on school grounds without the express permission from an administrator, and failure to keep off of school grounds may constitute a charge of Trespassing being filed with the police.

1st Offense: Suspension / possible police contact

2nd Offense: Suspension / police contact / Superintendent's Hearing

Truancy – cutting class or skipping school, leaving school without permission, or not returning from lunch without a parent contacting school by the end of lunch.

1st Offense: Detention / Suspension (depending on severity). If student is a Junior or Senior and does not return from lunch, open lunch will be denied the following day as well and student will eat in cafeteria

2nd Offense: Suspension (1-2 days). If student has open campus, this will be revoked for the remainder of the marking period.

3rd Offense: Suspension (2-4 days). If student has open campus, this will be revoked for the remainder of the school year.

Unlawful behavior – Any behavior which is against the law, including initiating a report of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher, intentional damage to school property, unlicensed driving, etc.

1st Offense: Suspension (1-5 days)/ notify police depending on seriousness.

Serious matters may also require a Superintendent's Hearing.

Vandalism – destruction or defacing of school property

1st Offense: Warning /student must pay for damages / Suspension (1 day) / call police depending on severity

2nd Offense: Student must pay for damages / Suspension (2-3 days)/ notify police depending on severity

3rd Offense: Student must pay for damages / Suspension (3-5 days) / notify police depending on severity / Superintendent's Hearing

Violent and Disruptive Incident Report (VADIR) Data

Incident Categories

1. Homicide
2. Sexual Offenses
 - a. Forcible Sex Offenses
 - b. Other Sex Offenses
3. Assault
 - a. Physical Injury
 - b. Serious Physical Injury
4. Weapons Possession:

- a. Routine Security Check
 - b. Other
- 5. Material Incidents of Discrimination, Harassment, and Bullying
 - a. All Excluding Cyberbullying
 - b. Cyberbullying
- 6. Bomb Threat
- 7. False Alarm
- 8. Use, Possession or Sale of Drugs
- 9. Use, Possession, or Sale of Alcohol

Consequences: Out of School Suspension / notify parents / Superintendent's Hearing / notify police

V. SAFE SCHOOL LEGISLATION (SAVE)

Suspension of Disruptive Students from the Classroom by a teacher

A. Disruptive Student

For the purposes of this section, a disruptive student is an elementary or secondary student under twenty-one years of age who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain and restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain their composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from the class applies to the class of the removing teacher only. Consideration for this length of time of removal should be related to the student's age or developmental level.

B. Violent Student

For the purposes of this section, a violent pupil is an elementary or secondary student under twenty-one years of age who:

1. Commits an act of violence upon a teacher, administrator, or other school employee;
2. Commits, while on school district property, an act of violence upon another student or any other person lawfully upon said property;
3. Possesses, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;
4. Displays, while on school district property, what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
5. Threatens, while on school district property, to use any instrument that appears capable of causing physical injury or death;
6. Knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee, or any person lawfully upon school district property; or
7. Knowingly and intentionally damages or destroys school district property.

C. Removal of Disruptive Students from the Classroom and School Property

A disruptive student is an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom. A teacher could remove a substantially disruptive student from the classroom. A student who is removed from the classroom temporarily because a teacher is exercising good classroom management techniques more than two times in a semester for being disruptive may be removed from the same class for the entire period for up to two (2) class periods. The removal from a class for the entire period is considered more severe than a temporary removal like a time out situation or a trip to the guidance counselor to discuss one's behavior. The following actions will be considered substantially disruptive, including, but not limited to:

1. Insubordination – not submitting to authority, disobedient
2. Defiance - bold resistance to authority or opposition
3. Disrespect - to show lack of respect, discourtesy
4. Rudeness - lack of consideration for others
5. Discourteous behavior – bad manners, rude, impoliteness
6. Vulgar language

7. Obscene gestures
8. Refusal to comply with teacher's direction
9. Excessive arguing with teacher
10. Consistent talking
11. Verbal, physical or sexual harassment or any action which threatens the physical well-being of any member of the school community
12. Possession or use of illegal substances
13. Possession, use or threat of the use of weapons or any dangerous instrument that is capable of causing physical injury or death
14. Violation of any individual's civil rights

D. Removal of a Disruptive Student by a Teacher

TEACHER'S RESPONSIBILITIES

1. Before removing, privately explain basis of removal to the student and allow student to informally present their version of relevant events;
2. Inform principal of reasons for removal in writing as soon as possible, as well as contacting the parent/guardian. If the student poses a continuing danger, or an ongoing threat of disruption to the academic process, provide the principal with a detailed basis for the removal in writing and allow informal opportunity to be heard within 24 hours.
3. A program of continued education by the disciplining teacher is mandatory as soon as a student is removed from class
4. Attend the disciplinary conference with parent and/or student as arranged by the principal
5. Student removal will not exceed two (2) class periods
6. Student removal for elementary students will not exceed two (2) class periods. A class period is defined as an allotment of time that is given to teach a particular subject. For example, if a student were giving the teacher a difficult time while teaching English, this would mean that the student is removed when the teacher teaches English.
7. Each teacher must keep a complete log for all cases of removal of students from their class.

PRINCIPAL'S RESPONSIBILITIES

1. Within 24 hours of removal, the principal or designee, must inform parent of reasons for removal based on the referral of the teacher doing the removal.
2. On request, student/parent must be given an opportunity to discuss reasons with principal and teacher at an informal conference.
3. If student denies the charges, student/parent must be given explanation of basis for removal and an opportunity to present their version. This meeting must take place

- within 48 hours of removal and must include the student, teacher, parent/guardian(s), and principal.
4. Principal must decide, by the close of business on the day following the opportunity to be heard by the principal, whether the discipline will be set aside. Principal may only set aside discipline if:
 - a. The charges against the student are not supported by substantial evidence
 - b. The student's removal is in violation of the law
 - c. The conduct warrants suspension and a suspension will be imposed.
 5. The principal will ensure that a student's education will continue if a student is removed from class or if a student under the mandatory age of attendance is suspended from school.
 6. The principal will follow procedures outlined in Educational Law 3214 for suspensions longer than (5) days that may require a Superintendent's Hearing.
 7. The principal must keep a log of all removals of students from class.

VI. THE DIGNITY FOR ALL STUDENTS ACT

Chapter 482 of the Laws of 2010 added article # 2 to the Education Law that prohibits discrimination against, and harassment of, students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on the school property or at a school function.

Dignity Act statutory definitions:

- **School Property** means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).
- **School Bus** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
- **School Function** means a school sponsored extracurricular event or activity (Education §11[2]).
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to

disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- **Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
- **Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that 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 wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Scope

As discussed above, the Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.

Essential Partners

The Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike. Therefore, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff and other school personnel have particularly important roles to play in its implementation. See The Role of School Community Members.

VII. INTERSCHOLASTIC ATHLETIC CODE

Philosophy – Our athletic policy is aligned with our academic philosophy. To that end we use athletics to encourage our students to become productive, responsible citizens in their community. Interscholastic athletics offer the opportunity to teach our students skills and desirable character traits in a setting apart from the traditional classroom. Our students can learn to be lifetime achievers by practicing self-discipline, loyalty, responsibility, respect for a healthy lifestyle, and commitment to team and others in a competitive setting. Our entire community of students, parents, coaches, teachers and administrators will work together to produce in our students an appreciation for those values, principles, and goals, which produce a student athlete who is prepared for the challenges of today and tomorrow.

I. Player Responsibility

Athletic participation is a privilege, not a right, extended to all students. In accepting this privilege, our student athletes must assume certain responsibilities. We expect student athletes to show their appreciation by their appearance and their conduct. Only those students capable of assuming these responsibilities will be permitted to share this privilege.

Application of this Code: The following prohibitions and penalties deal with students involved in athletics and pertain to the entire sports season; provided, however, that a student athlete may be disciplined for out-of-season conduct that (1) is a criminal offense, or (2) causes such adverse notoriety and is of such a nature that it has, in the judgment of the District, the potential to negatively impact the educational program and unless addressed, to create the impression among other students that it is condoned by the District. In either of these events, the administration may impose such penalty, as it deems appropriate under the circumstances.

1. Citizenship Standards

Good behavior is expected. Rude or disruptive behavior will not be tolerated. Any insubordinate or disorderly behavior that endangers the health, safety, rights or property of others is prohibited. Criminal behavior is totally unacceptable year round. Student athletes engaging in such activities are subject to suspension, and the case will be referred to the principal and director of athletics for further action.

- a. A student athlete may be dismissed from a team by the coach if that player is affecting the morale of the team adversely, is uncooperative, is skipping practice or is continually reporting late for practice.
- b. Any student athlete who steals personal or school equipment will be suspended from a team. The case will be referred to the principal and director of athletics for further action.
- c. A student who receives a criminal summons, appearance ticket or is arrested must notify the athletic director within 48 hours.

d. Any student charged with a felony will be suspended from a team.

2. Sportsmanship Standards

a. A student must show respect for opponents, officials and coaches and maintain self-control at all times.

b. If a student athlete is cut from a team, they may go out for another sport in the same season. However, after a cut is made and a student “quits” the sport, they will become ineligible for the remainder of that sport season.

3. Training Standards

a. A student athlete shall not use, consume, possess, buy, sell or give away alcohol, tobacco, performance enhancing substances, or any controlled substance. (It is not a violation for a student athlete to be in possession of a legally defined drug specifically prescribed for the student athlete’s own use by their doctor).

b. A student athlete shall not host gatherings where alcohol, tobacco, performance enhancing substances, or any controlled substances are present and/or used, NOR remain at gatherings where such illegal activities are taking place.

4). Academic Standards

A student athlete is eligible to play if they are a bona fide student of Central Valley Central School District.

a. If a student is failing one subject, the guidance counselor, teacher, student, parent & coach will review their case and develop an academic program for improvement. The student athlete will have a two-week probationary period to improve their grade. During this two-week period, said student athlete will continue practicing & playing in contests. If after the two-week period, they have failed to improve their standing in the class; they are suspended from contests until the teacher has signed off allowing the athlete to participate in contests.

b. If a student athlete is failing two or more subjects, they will be suspended from contests until all teachers have signed off stating they can return to play in contests. All athletes are expected to attend practice after seeing a teacher for help each day.

c. If an athlete has all classes signed off except one; a committee of coach, athletic director, principal & teacher will decide if the player is eligible to compete on a day by day basis.

The counselors will provide the coaches with a failure list at both the five and ten week intervals. The committee will make evaluations periodically.

Attendance Standards

a. In order to protect the health, well-being and safety of the students participating in the interscholastic program (in addition to encouraging and maintaining promptness in attendance in school at all times) the following policy is in effect:

b. A team member must be in school prior to the tardy bell for the morning school session in order to be eligible to practice or compete in interscholastic sports for that day. Illness, oversleeping, illegal absence and truancy exclude a student from practicing or playing on that day. Examples of acceptable excuses are dental/doctor appointments, funerals and college visitations. Legal excuses signed by the parent and approved by the A.D. and principal will be accepted.

VIII. THEATRE PARTICIPATION CODE

Section 1 – Philosophy

Our theatre policy is aligned with our academic philosophy. To that end, we use theatre to encourage our students to become productive, responsible citizens in their community. Students in our productions will experience how theatre is run professionally from the beginning audition process to the final curtain call.

Theatre offers the opportunity to teach our students desirable 21st Century skills, including character and working traits setting apart from the traditional classroom. Our students can learn to be lifetime achievers by practicing self-discipline, loyalty, responsibility, commitment to a group effort, as well as develop self-esteem through public performance. Our entire community of students, parents, directors, teachers and administrators will work together to produce in our students an appreciation for those values, principles, and goals which produce a student performer who is prepared for the challenges of today and tomorrow.

Section 2 – Student Responsibility

A. Participation

Theatre participation is a privilege, not a right, extended to all students. In accepting this privilege, our student performers must assume certain responsibilities. We expect student performers to show their appreciation by their appearance and conduct. Only those students capable of assuming these responsibilities will be permitted to share this privilege.

B. Attendance Requirements

In order to protect the well-being and safety of the students and produce a good show, the following policy is in effect:

1. Any theatre participant must be in school for half a day in order to be eligible to practice or perform on that day. Examples of acceptable excuses are dental/doctor appointments, funerals and college visitations.
2. Students must attend rehearsals on time. To be on time is to be at least 5 minutes early! If an emergency prevents your attendance, you or your parent/guardian must contact the director immediately.
3. Students must attend all practices. Absences from school due to illness, an athletic competition, or other valid school approved activities will be considered legal absences, however the student should give the director a list of conflicts prior to the beginning of the rehearsal process.
4. All students must be present at every rehearsal for the last two weeks of production. Exceptions must be discussed with the director 1 month in advance.
5. Repeated absences and tardiness may lead to discipline actions, including non-participation in certain scenes, musical numbers, or dance numbers or removal from your part.

C. Equipment

All student theatre participants are responsible for any equipment used during a production. The following policies are in effect regarding equipment:

1. All student issued scripts and vocal parts must be returned to the director by the final performance of the show. Failure to return rented materials will result in the student being billed for the missing materials (most cost approximately \$40.00 each).
2. All costumes and props must be returned to the director following the final performance before the student greets the public. If a costume or prop is lost or damaged through the student's negligence, he/she must pay for it. (These costs can range from \$25.00-\$300.00)
3. Students are responsible for supplying their own shoes and make-up. Information regarding these requirements will be given to participants at the initial rehearsal/information meeting. Fundraising opportunities exist for those who need it.

D. Injuries

All injuries must be reported to the director and parent or guardian immediately.

1. The director will fill out an insurance form. (If no insurance form is filled out – payment for medical treatment will not be made).
2. The insurance form will be sent to the parent/guardian with instructions on how to complete it.
3. The student performer may go to the school or family physician for treatment.
4. The school will accept the responsibility within the limits of legal liability and the insurance being carried.
5. Questions regarding insurance should be directed to the school nurse.

E. Academic Requirements

A student performer is eligible to participate if they are a bona-fide student of Central Valley Academy. Due to the uniqueness of theatre, details on Academic eligibility are spelled out in the Performing Arts Extra-Curricular code. Evaluations will be made periodically by the committee.

F. Citizenship Requirements

Good behavior is expected. Rude or disruptive behavior will not be tolerated on or off the stage. Any insubordinate or disorderly behavior that endangers the health, safety, rights or property of others is prohibited. Students engaging in such activities are subject to suspension, and the case will be referred to the principal for further action.

1. Students must dress in the appropriate attire as directed by the director.
2. A student may be dismissed from the production by the director if he/she is affecting the morale of the production adversely, is uncooperative, skipping rehearsal or continually reporting late to rehearsal.
3. Any student who steals or defaces personal or school equipment will be asked to quit the production. The case will be referred to the principal for further action.
4. A student performer shall not host parties where alcohol, tobacco, vapes, Juuls or any controlled substance are present and/or used, NOR remain at parties where such illegal activities are taking place.
5. Students must not post negative remarks or comments on social media.

Section 3 – Parent/Guardian Responsibility

1. Prior to the start of a production, parents/guardians and students must meet with the director and school officials to review the entire participation code and expectations. The student will be ineligible to participate until such a meeting takes place.
2. Parents / Guardians must be knowledgeable of the rules and regulations their child has committed to as a student theatre performer and community member and must know the consequences of any violation of the rules and regulations and assist in their enforcement.

3. Parents/Guardians must be supportive and encourage their son/daughter to demonstrate appropriate behavior while representing Central Valley on stage.
4. Parents/Guardians must hold their child accountable for his/her their actions and help guide him/her in making proper decisions.
5. Parents/Guardians must be knowledgeable of the director's theatre philosophy and expectations and address concerns regarding their child or the child's program to the director.
6. Parents /Guardians must be knowledgeable of theatre etiquette and be role models for good citizenship. They should applaud our success, encourage our efforts and respect and understand the director's wishes and intentions.
7. Parent/Guardian volunteer work is welcomed upon the director's request, however, all decisions and directions must go through the director of production (a hired school official) first, before they are passed on to the students.
8. The directors assigned to our theatre program are well trained and educated. Each of them performs a necessary and difficult task. We could not run a quality theatre program without them. Even when a parent may disagree with a director's decision, casting or direction, they should remember that these individuals are human beings and deserve respect.

Section 4 – Director Responsibility

1. A director must keep foremost in mind the safety and welfare of all participants at all times.
2. A director must be educated in elements of theatre production and teach all performers the correct rules, skills, tactics and strategies.
3. A director must respect and gain respect of all performers, control the performer's behavior in a positive manner, and have good communication with all student participants.
4. A director must be able to meet and work with parents/guardians effectively.
5. A director must control their emotions and actions in order to set a positive example for performers and continue to direct during complications.
6. A director must understand and cooperate in carrying out and state policies, procedures, rules and regulations as they pertain to theatre and extracurricular activities.
7. A director must place directing and theatre production in their proper perspective.
8. A director must monitor closely the taking of attendance and the updated afternoon attendance roster of their participants.
9. The director will develop a system to communicate with participants if there is an emergency.
10. If the director needs to make any changes in student participation, he or she will notify the student(s) and parent(s)/guardian(s) prior to making an announcement to the cast.
11. A director should continue to stress the importance of professionalism, good academic work and attendance.

Section 5 – Consent

The Consent Form duly signed shall be required of every student participant qualifying for any production. A Parent/Guardian and student must attend a required information night.

Section 6 – Code Application

The Performing Arts Theatre Participation Code and the entire Central Valley School District Code of Conduct applies to all persons addressed in Part V of this code.

IX. THE CAFETERIA

Rules and Regulations

- A. All students will enter the cafeteria and proceed to line up in order to purchase full lunch or food items. Students should remain in line after entering the cafeteria. Students should not “cut” in line.
- B. All students will return food containers and/or trays to the lunch room collection window.
- C. All students will clean the area where they have eaten.
- D. No food will be taken from the cafeteria that is served in the cafeteria lines during breakfast or lunch. Students are not allowed to eat in the classroom unless under the supervision of a teacher during designated lunch periods.
- E. Alternatives available after students have completed their lunch:
 - 1. Leave the school grounds (students should bring coats in anticipation of leaving the school grounds. They will not be able to return to their lockers.) – only for students in grades 11 and 12
 - 2. Students may go to the gymnasium.
 - 3. There will be absolutely no loitering in the cafeteria, hallways or corridors.
 - 4. Students are not permitted in the cemetery area.

Consequences and Disciplinary Action When Regulations are violated in the Cafeteria

Disciplinary action will occur if a student is reprimanded and reported to the administration for misbehavior in the cafeteria.

Free Breakfast/Lunch

Be sure to check your eligibility for free or reduced price breakfast/lunch. Remember, your previous eligibility remains in effect only until September 30th of the current year. Your parents or guardian must reapply each year in September. If you have a question about this, check with the cafeteria management. The district currently qualifies for free breakfast and lunch for all students. Eligibility forms **MUST** still be collected.

The cafeteria opens for breakfast at 7 a.m. and closes at 7:30 am sharp. This will allow students to eat and get to class in a timely manner. It will open again at 10:45 am (5th period) for the first lunch period and close for the day at 12:12 pm (end of 6th period).

X. LIBRARY PROCEDURES AND SERVICES

Central Valley Academy has an outstanding 9 –12 Library. It opens at 7:30 A.M. and remains open until 3:30 P.M., Monday – Friday. Students may select books using the on-line catalog, borrow and return books, as well as use on-line databases and internet resources. Students are encouraged to use the Library before school, during Study Hall, during their lunch period, and after school. Library passes are required during the school day and library passes are issued by library staff ONLY.

The role of the library staff is to help students improve their research strategies, enable them to become independent learners, and to simply help in finding a good book.

Circulation

Books may be borrowed for up to four weeks. Books may be renewed upon request. All material should be returned on time. Overdue notices are sent to 1st period teachers to remind students of overdue materials. Failure to return materials may result in the loss of library privileges. If library materials are lost or damaged, students will be expected to pay for them so that they can be replaced.

Online and Network Resources

Student use of the network is determined by the terms established in our district's Acceptable Use of Technology Agreement signed by all students and their parent/guardian. Students may access the library's web page to find information to help them with their research projects. All database and digital resources are accessible to students from school computers, home or hand-held devices.

XI. SERVICES

Guidance and Counseling Services

The school counselor assists students, teachers, parents and administrators. The role of the counselor is to help students as they seek to identify and achieve personal, academic, career and social goals, assume rights and responsibilities in various life roles at each developmental stage. Important functions of the guidance department include:

- Academic Improvement and planning
- Personal/Social Growth
- Crisis Intervention Services
- Transitional Services
- Parent Support
- Teacher Support
- Career/Life Planning
- Consultant to other professionals and/or agencies
- Creation of 9-12 Developmental Counseling Program
- Contribute to Effective Operation of the School

- Pursue Continuous Professional Growth

The Guidance Office is open every school day for students or parents who wish to browse in the college catalog. A reference shelf for parents is also available. It contains various books and pamphlets to assist parents in financial aid planning, and in maximizing their relationship with their teenager(s).

Detailed information can be found in the “Course of Study” books available in the Guidance Office and the library regarding:

- Sequences
- Courses Offered
- Graduation Requirements
- Required Courses
- Course Description

The Guidance Office prepares and distributes grade level newsletters for students. These contain important information and should be shared with parents. Counselors also have lists of important dates for juniors and seniors regarding College Board Testing, financial aid forms, and scholarships.

Psychological Services

In addition to the Guidance staff, we have a school psychologist and a school social worker to assist students with learning problems or personal problems, which interfere with their school success.

Students may make an appointment to either of these people on their own, or the school staff, parents or other agencies with which the students may have contact may refer them. ALL REFERRALS AND CONTACTS ARE KEPT IN COMPLETE CONFIDENCE.

We also have the Committee on Special Education (CSE) to serve students with any kind of disability, which may affect school performance.

Health Services

One of the most important functions of school is our health program. Students in grade seven and ten are given an annual health appraisal, which would include the following:

1. A complete physical screening by our school physician.
2. A vision examination by school nurse.
3. A hearing examination by school nurse (Audiometer used).
4. All required immunization will be enforced through the nurse.

All members of our athletic teams are kept under constant supervision by the health department. The school nurse takes charge of any sickness or other emergency situation

that might occur in school. The school nurse also works with the attendance officer in determining reasons for a student's absence. The school nurse arranges clinics for students that might be beneficial to the child's health (immunization or orthopedic clinics would be an example).

Prescription Medicine

It is the recommendation of the N.Y. State Bureau of Health Service that no internal medication be dispensed or administered to any child by school personnel. Under certain unusual circumstances, when it is necessary for a student to take medication during school hours, the school nurse may administer the medication if the parent submits a written request and it is accompanied by written request from a physician in whom he/she indicates the frequency and dosage of prescribed medication. Such medication is to be brought to the school health office in its original container by the parent or guardian.

XII. DISTRICT WIDE POLICIES

The Central Valley School District Board of Education hereby advises students, parents, employees and the general public that offers:

AIDS Policy

Students and Central Valley employees are covered under a district AIDS policy which indicates personal health safety, confidentiality and required New York State Education components to instruction, as well as procedures. The policy is available in each school library and the guidance office. Copies may be reviewed in those areas.

Drug-Free School Policy

Students and Central Valley employees are covered under district policy on substance use/abuse regulations as outlined in New York and federal regulations under the Drug Free Schools Act.

This policy covers the use/abuse of substances as well as required instruction. Also outlined procedures and steps for intervention. This policy is available in each school library, guidance office and the health office. Copies may be reviewed in these areas.

Inquiries regarding these policies may be directed to Director of Student Services and/or Principal, Central Valley Academy, 111 Fredrick Street, Ilion, New York. Telephone (315) 894-3210.

Sexual Harassment Policy

The Board of Education is committed to safeguarding the right of all employees and students within the school district to a work/learning environment that is free from all forms of sexual harassment.

Sexual harassment can originate from a person of either sex against a person of the opposite or same sex; it can originate in the employee ranks, in the student population, and/or within any group in the school community. Sexual harassment does not only depend on the offender's intentions; it also can be defined by how the target of the sexual harassment perceives the behavior or is affected by it.

Therefore, the Board of Education condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a condition of employment or affects a student in their status in the educational program; or which has the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also strongly opposes any retaliatory behavior against complainants or witnesses.

Any employee or student who believes that he/she has been subjected to sexual harassment should report the alleged misconduct immediately to their supervisor, so that an appropriate, corrective action, up to and including discharge of the offender and/or criminal charges, may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The superintendent of schools will develop and implement specific procedures on reporting, investigating and remedying all allegations of sexual harassment.

A copy of this policy and accompanying regulations is available in each school library, the guidance office, health office and principal's office. Copies of the policy may be reviewed in these areas. Each teacher and employee has a copy of the policy.

Smoking and Other Tobacco Products Policy

In accordance with the Pro-Children Act of 1994, New York State Public Health Law Article 13-E and New York State Education Law, the Central Valley School District shall not permit tobacco use or smoking within any indoor facility or on the District for provisions of routine or regular Kindergarten, elementary or secondary education or library services to children.

For purposes of this policy, the term "indoor facility" shall mean a building that is enclosed. The term "grounds" shall mean any outdoor property or surrounding outdoor grounds contained within the school district legally defined property boundaries and any vehicle used to transport children.

Computer Network for Education Policy

The Central Valley School District supports the use of computer technology and network facilities for its staff and students. The Central Valley School District is a part of a local and wide area network with other schools and groups in our region and throughout the state. The Mohawk Valley Regional Information Center is the provider of these shared educational

resources which are intended to provide and assist with collaborative information exchanges between schools, offices, the State Education Department and other State and educational institutions. The goal is to provide quality, equitable, efficient access to technology for educational purposes.

As part of the network it is imperative that all participants conduct themselves in a responsible, decent, ethical and polite manner while using the network. Any use of the network and/or other technology for illegal, inappropriate, obscene purposes, or sexual harassment, or in support of such activities is prohibited. The district's technology and network shall be used only for educational purposes consistent with the district's missions and goals.

All users of the network must sign and abide by the Acceptable Use policy stated below. Please see the building Information Technology Department for a copy of this policy, if you need one.

Acceptable Use of Technology Agreement

Access to the computer network is available to students, teachers and staff at the Central Valley School District. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The safe and efficient operation of the network relies upon the proper conduct of the end users who must adhere to the guidelines listed below.

In general, this requires efficient, ethical and legal utilization of the network resources. If a Central Valley School District user violates any of these provisions, their account may be terminated and future access could be denied. **This policy provides no expectation of privacy on the part of the user and Central Valley School may authorize files and/or computer use to be reviewed at any time.**

Computer network and Internet - Terms and Conditions of Use

Acceptable Use – The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Central Valley School District. The use of the Internet must comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Protection Act (NCIPA). Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material and threatening or obscene material.

Privileges – The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Administrators, teachers and staff will have access to the

Internet, school installed software and a school email account. Users of email should be aware that there is no expectation of privacy when using electronic mail. Students will have access to school installed software. Student access to the Internet and e-mail is only with the permission of a supervising staff member. Student e-mail is for educational purposes only.

Sanctions – Determination of inappropriate use will be made by the District Computer Technology Coordinator and school administration.

Violations may result in the loss of computer access and closure of the network account. Users involved or suspected of involvement in Internet or network violations will be informed of the nature of these violations, and will have the opportunity to respond to them. Additional sanctions that is possible:

- a. Users may be required to make full financial restitution.
- b. When applicable, law enforcement agencies will be involved.

Network Safety & Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Use no abusive language when communicating with other
- Do not swear, use vulgarities or name files using inappropriate language
- Do not reveal your name, personal address or phone number while on the Internet
- Do not access another person's computer account or files
- Do not use the network in such a way that you would disrupt the use of the network by other users.

Security – Security on any computer system is a high priority, especially when the system involves many users. If a student user can identify a security problem on the Internet or network, he/she is to notify whoever is supervising the activity. The supervisor should make the District Computer Technology Coordinator aware of the problem. The student should NOT demonstrate the problem to other users. Additionally:

- A user may not use another individual's account
- Attempts to bypass any computer or network security feature or login as a system administrator will result in cancellation of user privileges
- Any user identified as a security risk or having a history of computer violations may be denied access to the Internet and network.
- All users of the computer network agree to read and follow the Acceptable Use Agreement. This agreement is formalized through signatures on page 3 of the form.

Vandalism — Vandalism of any computer equipment will result in cancellation of privileges. Vandalism is defined as any malicious attempt to damage equipment, or to harm or to

destroy data of another user. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

Computer & Network Rules

- I will use only licensed software provided by Central Valley School on the computer equipment
- I will create files and file names that are not vulgar, obscene or bigoted
- I will use supplies such as paper, ribbons, and ink efficiently and will not use unnecessarily large amounts of file server disk space and processing time
- I will use my account only for file storage and Internet access
- I will only access Internet areas that are educationally appropriate
- I will not copy or distribute copyrighted software from the system
- I will not attempt to gain unauthorized access to system programs or computer equipment
- I will not use computer programs to harass other users, infiltrate computer systems, and/or damage software or equipment
- I will adhere to District Policy stating that only authorized district systems operators (SYSOPS) will install software for use on district computers
- I will not transmit files or any material that may be construed as vulgar, bigoted, culturally offensive, or educationally inappropriate
- I will not use district computers or connections to advertise, conduct or promote any business or political venture that is not related to a classroom project or assignment
- I will use email for educational purposes only with permission of a supervising staff member (students only)
- I will not download or install anything from the Internet

I have reviewed the rules for using the computer facilities at Central Valley School. I realize that access to any file on the Internet, including those that are indecent and/or inappropriate, is technologically possible from Central Valley School even with Internet filtering on machines. I understand that accessing inappropriate material will not be tolerated and will result in immediate loss of privilege to access the Internet from school facilities. I will abide by the rules of conduct regarding computer use at Central Valley School.

XIII. ACADEMICS

Student Evaluation Procedures

Five-Week Notices – At the midpoint of each 10-week marking period, all students receive a written report of status. The five-week notices are mailed directly to the home from the school. If your parents receive a letter indicating that you are doing unsatisfactory work, they should contact your teacher to find out what can be done to correct this situation.

Report Cards – Report cards are distributed every ten weeks to notify students and parents of a student's progress. The grades are printed and mailed home. The cards are property of the students and are not returned to the school. The final report card in June will also be mailed home.

Honors

Honor Roll – To be eligible for Honor Roll, students must earn an 85 average for the marking period. For High Honor Roll a 90 average is required. For Principal Honor Roll, students must earn a 95 average. Grades are not rounded; i.e. an 84.9 average does not make the honor roll. All credit bearing courses, except Physical Education, are counted for honor roll. These honor rolls are posted in the high school and are published on the district website. Also, students must be taking three classes in order to be on Honor Roll.

Academic Honor C – The Academic Honor C is an academic award given to those students who have maintained an overall average of 90 or above during the previous academic school year. Students in grades 9-12 are eligible.

Doubling Policy – “Doubling” is defined as taking two required courses at the same time when the child has failed the course the previous year. Students can only be considered for doubling in English and Social Studies. Students will be permitted to “double” only upon the recommendation of the counselor and teacher with the approval of the principal and permission of the parent. This decision will be based, in part, on the initiative of the student in their attempts to correct the deficiency (i.e. tutoring; summer school, after school help, etc.).

College Level Courses Taken by High School Students

1. Approval by home school is required prior to enrollment.
2. Students will be awarded a number grade and a 1/2 unit of credit for a semester-long college course if it is required for high school graduation. This information will be recorded on the student's high school transcript. A number grade will be assigned.

A+ = 98	B+ = 88	C+ = 78	D = 65
A = 95	B = 85	C = 75	
A- = 92	B- = 82	C- = 72	

Grades will not be used for honor roll or Academic Honor C purposes. Final grades earned in the course will be used to figure final rank and average for graduation. It is the responsibility of the student to submit their grade to the guidance office.

3. Other courses taken will be recorded as letter grades, and 1/2 unit of credit will be awarded, but grades earned will not be used to determine rank and average of honor roll. These courses will be recorded as a letter grade on the student's permanent record card.

4. Students are encouraged to take college level courses when appropriate. Credits earned may be recognized by other colleges and the enrichment of one's program will be looked at favorably by college admissions personnel. See your guidance counselor for the form called: Application for College Credit.

Class Rank and Average Policy

A student's rank and average are determined by using all credit-bearing courses taken during grades 9, 10, 11, first through third quarters grade 12, and any credit-bearing courses in grade 7 and 8 which are granted numerical grades. Final school grade (F.S.G.) will be used to calculate the high school class rank and average. Full one-credit courses count twice as much as one-half credit courses.

1. 1. If a student repeats a course during the full academic year, then the highest final school grade will be used.
2. 2. If a student repeats a course during the summer session, then the summer school grading policy is in effect.
3. 3. If a student is permitted to "double" as defined in the Student Planner, then the grade used for class rank is the average of the previous final school grade for the course and the final school grade from the twenty-week double session.

Graduation Requirements

Course Requirements for Graduation

Course	Credits
English	4
Social Studies	4
Math	3
Science	3
LOTE	1
Health	1/2
Art/Music	1
Electives	3.5
Physical Education	2
TOTAL UNITS	<u>22</u>

Diploma	Requirements
Regents	5 Assessments
	Score of 65 or greater on: <ul style="list-style-type: none"> • 1 ELA Regents • 1 Science Regents • 1 Social Studies Regents • 1 Math Regents • 1 other Regents or Department Approved Assessment

Diploma	Requirements
Regents With Honors	5 Assessments
	Score of 90 or greater on: <ul style="list-style-type: none"> • 1 ELA Regents • 1 Science Regents • 1 Social Studies Regents • 1 Math Regents • 1 other Regents or Department Approved Assessment

Diploma	Requirements			
Regents With Advanced Designation	8 Assessments (Any one of the following pathways below)			
	Traditional	Pathway	STEM Math	STEM Science
	<ul style="list-style-type: none"> • 1 ELA Regents • Global History & Geography • US History & Government • 3 Math • 2 Science Regents (1 must be life science and 1 must be physical science) 	<ul style="list-style-type: none"> • 1 ELA Regents • 1 Social Studies • 3 Math • 2 Science Regents (1 must be life science and 1 must be physical science) • 1 other Math or Science Regents 	<ul style="list-style-type: none"> • 1 ELA Regents • 1 Social Studies • 4 Math (3 NYS Regents + 1 District-Approved Assessment) • 2 Science Regents (1 must be life science and 1 must be physical science) 	<ul style="list-style-type: none"> • 1 ELA Regents • 1 Social Studies • 3 Math • 3 Science Regents (1 must be life science and 1 must be physical science)
	<ul style="list-style-type: none"> • <i>In addition, a student must earn an additional 2 LOTE credits or a 5-unit sequence in the arts or CTE.</i> 	<ul style="list-style-type: none"> • <i>In addition, a student must pass either a locally-developed checkpoint B LOTE examination or complete a 5-unit sequence in the arts or CTE.</i> • <i>For a Regents with Advanced Designation with Honors with a computed average score of 90 or better (no more than 2 department-approved alternatives may be substituted and will not count in the computed average)</i> 		

** May substitute 5 credits of Art, Music or career and technical courses

Students identified as having handicapping conditions may be exempt from the second language requirement for the Regents diploma if the students I.E.P. states that the requirement is not appropriate.

All students' grades 9-12 are required to carry 6 credits each school year, not including Physical Education.

Dropping Course Procedure

If a student wishes to drop a course once this year begins, the student and their parents must discuss this with both the teacher and counselor. Students are allowed to change courses until the end of the first full week of school each semester. Once the drop period passes at the start of the school year, a student may not add or drop a course until the midyear point. Once that period passes at the second semester, a student **MUST** complete the course. If a student changes courses at the midyear, his report card will be marked DP (Drop Passing) or DF (Drop Failing). Scheduling changes are made on the recommendation of the teacher in consultation with the student, parent and/or counselor.

Other Information

1. Students scoring below passing on required Regents Exams will be scheduled for Academic Intervention Service (AIS).
2. A student may follow an alternative high school equivalency education program toward a high school equivalency diploma or return to a local diploma option.
3. A student with a handicapping condition as defined by New York State Law and the Committee on Special Education (CSE) may be awarded a local certificate as delineated on that student's IEP. Whenever possible, a handicapped student is given every opportunity to earn a regular school diploma.
4. Students, based on recommendations from classroom teachers and guidance counselors, may accelerate in their eighth grade year in one or more areas. Areas of acceleration are: music, art, Regents mathematics, Regents science, social studies, English and second language.
5. "Credit by examination" as defined by New York State, is a privilege designated for exceptional students. Please see your counselor for information.
6. Foreign Exchange Students may not be eligible to earn Regents diplomas.

XIV. SUMMER SCHOOL POLICY

Each year, Central Valley Academy participates in a regional summer school program. If a student attends summer school to repeat a course, in order to receive course credit, the student must achieve a passing grade derived from an average of the following four (4) sources:

1. **Final school average.**

2. **First 15-day average for summer school.**
3. **Second 15-day average for summer school.**
4. **Final test given in summer school.**

#1

To be eligible to attend summer school in Grades 9-12 a student's final class average for the failed course which he/she wishes to retake MUST be 50 or above.

2

A student in grades 9-12 may not take a full year, one credit course for the first time in summer school.

XV. SCHOOL PUBLICATIONS

Yearbook

One of the most important and challenging high school activities is the publication of the yearbook. This activity is open to members of the sophomore, junior and senior classes. The staff is chosen during the spring semester.

While the format, content and coverage of the Yearbook is determined by the senior editor staff, all staff-members work on all parts of the annual. From photography, layout and writing, to selling advertisements and books, each staff member has equal responsibilities. Central Valley Academy can be proud of its Yearbook, which is larger in scope and size than those of most schools of its size.

The Student Newspaper

Periodically during the school year, a student newspaper has been published under the direction of a faculty advisor. All of the news is gathered by student reporters in Grades 9-12 who write articles under the leadership of a student editor. Participation in this activity has been one which students have found enjoyable and rewarding.

XVI. PHYSICAL EDUCATION/ATHLETIC DEPARTMENT REGULATIONS

Physical Education Class Policy

The following policy pertaining to Physical Education Requirements at Central Valley Academy is in effect at the present time. All students must participate in physical education grades 9-12. Exceptions to participating in class are as follows:

1. Written doctor's excuse
2. Illness verified in writing by parent or nurse
3. Injury which is obvious or verified by doctor in writing

Participation means:

1. Comes to class
2. Dress in gym clothes and rubber soled shoes
3. Take part actively in class activity

A student will receive a number grade or an incomplete.

Failure to participate constitutes an incomplete grade and a student will make up that class (classes) or fail to complete the requirements in physical education. Physical Education is a half credit per year for four years. Students must have 2 credits to graduate.

For the sake of health, sanitation, and personal hygiene, a shower may be required of all students who participate in regular physical education classes.

Temporary, as well as permanent, excuses for physical education classes should come through the school nurse.

The use of skill and knowledge tests is encouraged and will be used to help determine individual grades at report card period.

Students are not allowed in the gymnasium at any time unless a teacher is in attendance.

The physical education department does not prescribe treatment other than first aid for injuries, illness, or orthopedic defects except upon direction of a physician.

Athletics (Interscholastic and Intramural)

The department of physical education is in charge of all interscholastic and intramural athletics. As a member of New York State Public High School Athletic Association, all competition is regulated by that organization.

Interscholastic Athletics - All boys and girls are eligible for interscholastic activities provided they meet the state requirements. Information may be obtained by referring to the interscholastic athletic code.

Sportsmanship and Courtesy

Visiting teams are our guests. We should be courteous hosts to players, coaches, and supporters. When playing away from home, we should leave the best possible impression regardless of the outcome of the game. Long years of friendly rivalry are desirable for many reasons. Each should do his part to promote such a condition.

Officials running the game are performing a necessary service. They are competent individuals who know most about the rules. It is always poor sportsmanship to make uncomplimentary remarks in public or resort to that pinnacle of poor sportsmanship, booing.

Team Membership Tryouts

Tryouts will be held during each sports season in those areas where it is necessary to limit the size of the respective team. Eligibility, team membership and other criteria for selection will be announced in accordance with regulations and policy developed by the Director of Athletics.

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XVII. PERFORMING ARTS DEPARTMENT

Major Music Performing Groups

(Credit-Bearing) Membership and participation earn 1/2 credit per year. The numerical grades for these groups are used when computing class rank and average for Honor Roll.

- CVA Concert Choir
- CVA Orchestra
- CVA Symphonic Band

Extracurricular Performing Groups

The music department offers the following extracurricular performing ensembles:

- CVA Chamber Choir
- CVA Chamber Singers
- CVA Chamber Strings
- CVA Jazz Ensemble
- CVA Pep Band

All of the above ensembles are optional performing opportunities offered by the Music Department. These select ensembles specialize in a variety of styles of music. All ensembles perform often throughout the year both at school and elsewhere in the community. All performances are mandatory and quality work is expected, but fun is also an important ingredient. Rehearsals may be held during and/or after school. No credit or grades are awarded. Please contact any member of the music department for detailed information and policies.

Extracurricular Theatre Opportunities

The Fine Arts department offers the following extracurricular theatre opportunities:

- CVA Drama Club
- CVA Fall Cabaret (featuring Drama Club and CVA Chamber Music Ensembles)
- CVA Spring Musical

Classroom

We offer the following classes: Complete descriptions are found in the Guidance Department Course list.

- College Now Music Appreciation (every other year)

College Now/AP Music Theory (every other year)
College Now Music Theatre (every other year)
College Now Performance Theatre (every other year)
Guitar
Piano 1 and 2

Any College Now class or Piano 1 and Guitar (or Piano 1 and 2) satisfies the Senior High graduation requirements for the Fine Arts.

For students wishing to receive a five-credit Fine Arts Sequence in Music, they must take 4 years of a Performing Ensemble, College Now Music Appreciation, College Now/AP Music Theory, Piano 1 and 2 or Piano 1 and Guitar.

For students wishing to receive a five-credit Fine Arts Sequence in Theatre, they must take 4 years of CVA Concert Choir, College Now Music Theatre, College Now Performance Theatre, Piano 1 and 2 or Piano 1 and Guitar

Music Lesson Policy

All music lessons are scheduled on a rotation basis. The lesson rotation will cause a student to miss an individual class as seldom as possible.

Students are instructed to personally see their classroom teachers before attending each lesson. Students are responsible for all work and/or homework that are assigned during the class that day.

Students should strive for 35 points of lessons each marking period. Each lesson is worth up to 5 points. On average, there is an opportunity for students to attend 10-11 lessons a marking period to achieve this goal.

Students who have a test or lab during a scheduled lesson should be allowed to attend their class once they have notified their music teacher.

Make-up lessons may be granted at the discretion of the music teacher. All Make-up lessons should take place during the student's free time (before school, study halls, lunch, or after school). If this is not possible, the music teacher will make arrangements with the teacher of the class the students will miss in advance of the make-up.

Performance Attendance Policy

The most educationally fulfilling aspects of enrollment in a music performing group are participation in the various concerts and performances throughout the year. As a result, the music department enforces the following policy with regards to performance attendance.

Students who are absent from a performance and unexcused by the director will receive a zero for the participation portion of their grades for the marking period in which the concert

occurred. This makes 80% the highest grade possible for the marking period. The director will consider excuses no later than two weeks prior to the performances. Only unavoidable legitimate conflicts will be accepted as excuses. All excuses must be written and signed by a parent/guardian. Excuses for unforeseen emergencies will be considered at any time.

Students who receive a Pass/Fail grade will receive a failing grade for any marking period(s) during which they have not participated in a performance and were unexcused.

It is the responsibility of each child and their parents/guardians to be aware of the performance schedule and provide excuses that are necessary in a timely fashion. All participants will be issued a calendar at the beginning of the school year. All performances are also on the Central Valley CSD School website.

Other

We will also encourage students to audition for All-County, Area All-State and Conference All State as well as attend NYSSMA solo festivals each spring. We also attend music festivals and perform on other occasions each year.

XVIII. CLUBS AND ORGANIZATIONS

The Student Council

The Student Council is the student self-governing body.

The Student Council is not only an advantage to the students because it gives each student a chance to voice their opinions on school happenings, but it also gives the choice students a chance to convert their potential leadership qualifications into productive and significant work, which helps to benefit themselves, their school, and their community.

Throughout the school year, the Student Council sponsors or helps coordinate many projects, events, fund-raisers, etc. The members of the Student Council prepare the Homecoming Weekend for the Central Valley Alumni. Numerous other events are scheduled to benefit the student body and school community.

Senior National Honor Society

The five precepts of the National Honor Society are (1) character, (2) service, (3) leadership, (4) scholarship, and (5) citizenship. They hold high the ideal of helping to raise scholarship; stimulate a desire to render service; promote leadership; and to develop character in the students of American secondary schools. Members of the sophomore, junior and senior classes meeting the standards set forth in the five precepts are eligible for election to membership.

Students are eligible for election to the Society; they must have maintained an average of 85% from grades 9 through the first semester of the current year. In addition to the scholarship requirement, a student must meet the standards of the other precepts.

Spanish Club

Open to all students in grades 9-12 who are presently enrolled in Spanish. Activities will include trips to Spanish restaurants and additional field trips related to culture.

Student Foreign Exchange Program

We receive students from foreign countries under several exchange programs. We encourage Central Valley students to participate in such foreign exchanges.

Key Club

The purpose of this club is to develop and initiate leadership, provide experience in living and working together, and serve the school and community. Throughout the year, Key Club members hold meetings every two weeks and volunteer at various community service functions. The emphasis in Key Club is promoting initiative within members and fostering dedication to service among its young adults. Through involvement with Key Club, students have the opportunity to serve the school and community while enjoying the benefit of social interaction with peers. In doing so, student members learn a great deal of responsibility. Any student in grades 9-12 is eligible for membership. Attendance at meetings and participation in Key Club service functions are required for continued membership. Membership dues, paid at the beginning of the academic year, are \$13 per member.