Contents

MS/HS Directory  Page 3
Helpful Phone Numbers  Page 3
Principal’s Message  Page 4
2018-2019 Bell Schedule  Page 5
After School Rules  Page 6
Assemblies  Page 6
Attendance and Absences  Page 6
Tardy Procedures When Late To Class  Page 6
Tardy Procedures When Late To School  Page 7
Announcements  Page 7
Bus Passes  Page 7
Care Of Our School  Page 7
Cheating/Plagiarism  Page 7
Code Of Conduct  Page 8
Computer Access Rules  Page 8
Detention  Page 8-9
Dress Code  Page 9
Drug-Free School Zones  Page 9
Eating In Class  Page 10
Eligibility/Extra Curricular Code Of Conduct  Page 10
Emergency Drills  Page 10
Extra Help  Page 10
Extracurricular Participation  Page 10
Fighting  Page 11
Gambling  Page 11
## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance/Counseling Services</td>
<td>11</td>
</tr>
<tr>
<td>ISS (in-school suspension)</td>
<td>11</td>
</tr>
<tr>
<td>Library/Media Center</td>
<td>11</td>
</tr>
<tr>
<td>Lockers</td>
<td>11</td>
</tr>
<tr>
<td>Medication</td>
<td>12</td>
</tr>
<tr>
<td>Procedure For Being Excused During School</td>
<td>12</td>
</tr>
<tr>
<td>Public Display Of Affection</td>
<td>12</td>
</tr>
<tr>
<td>Report Cards/Mid-Marking Period Grades</td>
<td>12</td>
</tr>
<tr>
<td>School Inappropriate Items</td>
<td>13</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>13</td>
</tr>
<tr>
<td>Smoking</td>
<td>13</td>
</tr>
<tr>
<td>Student Driving</td>
<td>13</td>
</tr>
<tr>
<td>Students Leaving The Classroom</td>
<td>14</td>
</tr>
<tr>
<td>Study Halls</td>
<td>14</td>
</tr>
<tr>
<td>Suspension From Instruction</td>
<td>14</td>
</tr>
<tr>
<td>Truancy</td>
<td>15</td>
</tr>
<tr>
<td>Visitors</td>
<td>15</td>
</tr>
<tr>
<td>Vulgar Language</td>
<td>15</td>
</tr>
<tr>
<td>Weapons</td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal From A Course</td>
<td>15</td>
</tr>
</tbody>
</table>
MS/HS School Directory
Call 962-8581 and follow the menu prompts

Middle/High School Principal  Mr. Scot Stutzman
Assistant Principal          Mr. Christopher Rusco
Secretary                   Mrs. Deb Ulrich

School Counselors           Mrs. Heather Nocero
                           Mrs. Amy Raynor
Guidance Secretary          Mrs. Nicole Warsitz

School Psychologist         Mrs. Catherine DeVore

School Social Worker        Mr. Ryan Smith

HELPFUL PHONE NUMBERS

Drug and Alcohol Treatment Referral National Hotline 1-800-662-4357
Chautauqua Alcoholism and Substance Abuse Council 664-3608
Chautauqua Co. Crisis Hotline 1-800-724-0461
Chautauqua Co. Health Dept. 1-866-604-6789
Chautauqua Co. Mental Health Clinic 661-8330 or 363-3550
Chautauqua County Sheriff’s Dept. 753-4231 or 911
Crisis Services Kids’ Helpline 1-877-543-7400
Hospice of Chautauqua County 338-0033
National Runaway Switchboard 1-800-RUNAWAY
National Suicide Prevention Lifeline 1-800-273-8255
NYS Domestic and Sexual Violence 24 hr. Hotline 1-800-942-6906
UPMC Chautauqua WCA 487-0141
WCA Crisis Line 487-0141
Sinclairville Elementary School 962-5195
CVCS Bus Garage 962-5185
Welcome to all of our new and returning students. It is a pleasure to serve as your principal. I look forward to the new school year as we prepare to learn and grow together.

Please take time to review this student handbook which will keep you well informed regarding school policies. We empower you to know the rules and expectations for appropriate behaviors and will do our very best to use every opportunity to educate you according to appropriate conduct.

I want to remind all of you that we are here to support you as you develop academically and social-emotionally. Our entire staff is here to assist if you have any questions along the way.

Please remember that to be successful you have to give your very best each day which includes working hard in the classroom, completing homework assignments, and studying for quizzes and tests. After school support is available three times per week where you will have access to every teacher for additional support as needed on Monday, Tuesday and Thursday from 2:20pm-3:00pm. Please take advantage of this resource to assist with your education.

We also want to encourage you to get involved with as many activities as you can during your middle and high school years. We offer numerous clubs, sports and after school events that will fit almost every interest. You can ask any staff member for direction if you are looking to get involved with any of our after school programs or events.

Please know that Mr. Rusco and I, as well as the entire staff, are available to support you as needed.

Let’s make this a great year.

Mr. Scot Stutzman
MS/HS Principal
## 2018-2019 Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:41</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>7:44-7:48</td>
<td>Homeroom</td>
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<tr>
<td></td>
<td>(4 Minutes)</td>
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<tr>
<td>7:51-8:31</td>
<td>Period 1</td>
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<tr>
<td></td>
<td>(40 minutes)</td>
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<tr>
<td>8:35-9:15</td>
<td>Period 2</td>
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<tr>
<td></td>
<td>(40 minutes)</td>
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<tr>
<td>9:19-9:59</td>
<td>Period 3</td>
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<td></td>
<td>(40 minutes)</td>
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<tr>
<td>10:03-10:43</td>
<td>Period 4</td>
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<tr>
<td></td>
<td>(40 minutes)</td>
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<tr>
<td>10:43-11:07</td>
<td>A-Mod</td>
</tr>
<tr>
<td>11:07-11:31</td>
<td>B-Mod</td>
</tr>
<tr>
<td>11:31-11:55</td>
<td>C-Mod</td>
</tr>
<tr>
<td>11:55-12:19</td>
<td>D-Mod</td>
</tr>
<tr>
<td>12:19-12:43</td>
<td>E-Mod</td>
</tr>
<tr>
<td>12:46-1:26</td>
<td>Period 7</td>
</tr>
<tr>
<td></td>
<td>(40 minutes)</td>
</tr>
<tr>
<td>1:30-2:10</td>
<td>Period 8</td>
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<td></td>
<td>(40 minutes)</td>
</tr>
<tr>
<td>2:20-3:00</td>
<td>After School Help</td>
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<tr>
<td></td>
<td>(40 minutes)</td>
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</tbody>
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Student Guidelines

AFTER SCHOOL RULES
- After 2:20pm, NO student should be in the hallways (including the fitness center hallway), locker rooms, bathrooms or cafeteria without a pass.
- Students who are failing any courses should be staying after for extra help with a teacher from a class that they are failing.
- Students failing ANY class will not be allowed to stay in the MPR or weight room during after school support (2:20pm-3:00pm) unless approved by the high school office or for the purpose of making up any physical education requirements which would be arranged by the physical education teacher in advance.
- Athletes will be allowed to leave 15 minutes in advance of practices/games in order to prepare.
- NO student should be in the building unsupervised after 3:00pm.

ASSEMBLIES
Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

ATTENDANCE AND ABSENCES
1. Students are expected to regularly attend school and be on time for all classes.
2. Students with twenty-nine (29) absences from a full-year course, or fifteen (15) absences from a half-year course will have failed to meet attendance requirements, resulting in a course failure. Students are still expected to participate in all classroom activities, assignments and assessments until a final attendance determination has been made from the appeal process.
3. An appeal process will take place for students who exceed the allowable number of absences for a course and, if it is found that the student has still exceeded the number of allowable days (no days are given back), all remaining assignments will be counted as “zeroes” and will be averaged into the final course grade. The final course grade will appear on the student's report card and transcript and will be calculated into his/her overall GPA.
4. A written excuse from a parent or guardian must be submitted for each absence or tardy to school within (3) days of the initial absence.
5. For all absences, with the exception of truancy, students will have (2) days to make up the assignments unless other arrangements have been made with the teacher. It is the student’s responsibility to see his/her teachers to obtain missed assignments and due dates. For students with extended absences (exceeding five days), a meeting will be held with the student’s school counselor, teachers or parents to determine the best academic course for re-entry.

TARDY PROCEDURES WHEN LATE TO CLASS
1. Tardiness between classes is unexcused. It will be excused only upon presentation of a pass from the teacher who has detained the student.
2. Unexcused tardiness of more than 15 minutes of a class will be considered an absence.
3. Passes will not be issued by the attendance clerk or main office unless the student was there.
4. Students who report to class late will be subject to an after school detention. Classroom teachers have the right to keep any student after school as deemed appropriate.
TARDY PROCEDURES WHEN LATE TO SCHOOL
1. Any student absent from homeroom without an excuse will be recorded as being absent.
2. Students arriving late to school and failing to check in at the MS/HS office may be subject to disciplinary action.
3. If a student is late to school anytime during the day, the student MUST report to the main office with a written excuse upon arrival. Students who are late more than (3) times per semester will receive a detention for each late arrival that follows.

ANNOUNCEMENTS
To preserve instructional time, announcements over the P.A. system and/or video announcements will be kept to a minimum and will be made in the morning during the homeroom period. Only critical announcements will be made during the school day or in the afternoon after 2:08pm. Guidance and scholarship information will be posted outside the guidance office.

BUS PASSES
Students who must ride a bus other than their regular bus must have written permission from a parent in order to obtain a bus pass from the middle/high school office. These notes should be dropped off prior to homeroom. Passes will be issued to these students and can be picked up at the main office prior to the end of the day. Individual teachers will only issue bus passes for students who have stayed after school with them for the entire 40 minute period.

CARE OF OUR SCHOOL
Students should not mark school lockers, school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. Please use the trash containers to dispose of papers and food wrappers. Do not tamper with the fire alarms, fire extinguishers, AEDs, or any electrical systems. Any student who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will receive disciplinary action and/or a referral to the proper law enforcement agency.

CHEATING/PLAGIARISM
The CVCS District insists upon academic honesty. The teaching staff also wants to educate students concerning the facts of plagiarism and furthermore wishes to prevent students from committing plagiarism out of ignorance. To this end, all teachers will review and clarify various types of plagiarism on a consistent basis in the educational process. Cheating is defined as the act of obtaining answers for any test, quiz or homework that does not come directly from the student’s recall of information. This includes plagiarism. Plagiarism is defined as the act of passing off someone else’s work, in part or as a whole, paraphrased or verbatim, as one’s own. Students caught cheating and/or plagiarizing will receive a zero for the assignment pertaining to the cheating/plagiarizing incident. The teacher will write up the incident and will also communicate the incident to the parent/guardian, which will result in a disciplinary action for the student. The administration and staff reserve the right to use computer-based resources to assist in detecting plagiarized material.
CODE OF CONDUCT
Please refer to the District Code of Conduct, available at the MS/HS and District Offices, or on the CVCS website.

COMPUTER ACCESS RULES
1. Students are to use electronic information resources only for course-related work or for school authorized/supervised activities.
2. Students are not to install software of any type on any computer or the network servers without permission.
3. Students are not to change control panel or other software settings without permission.
4. Software, which has the potential to damage the integrity and/or security of the network, will not be used on any computers, nor will it be stored in student-accessible space on any of the file servers.
5. Students will not use the CVCS computer network to obtain, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, or abusive.
6. Students will not damage, disable, or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
7. Students will not change, copy, rename, delete, read or otherwise access files not created by the student.
8. Students will not use the network for commercial purposes (e.g. selling or buying goods or services).
9. Students will not install, upload, or download materials, which infringe on the rights of others, including but not limited to software programs, music, designs, and all kinds of literary and artistic works, nor will they use software not provided by the CVCS District.
10. Students will not disclose their passwords to others or use the passwords of others.
11. Students using the network will not use obscene or vulgar language, harass, insult, or attack others.
12. Students will not give personal information such as their address or phone number to those with whom they correspond via electronic mail.
13. Students will not attempt to obtain unauthorized access to any account or network function or access level other than those specifically provided for their use.
14. Students are not to use mobile routers at any time on CVCS grounds.
15. Students are prohibited from using district computers to access any social networking site, including, but not limited to, chat rooms, Twitter, Face Book, Instant Messaging, etc.

DETENTION (Monday, Tuesday, Wednesday from 2:20pm-4:30pm)
- Detention will begin at 2:20pm and last until 4:30pm. Skipping a detention will result in an additional detention being assigned.
- Students must be in the assigned detention room by 2:20pm. Students who are late will not get credit for serving their detention, resulting in an additional day.
The detention monitor will give students an assigned seat for the period.

Students may not sign-out of the detention room.

Students may not leave school property and return to detention.

Students must bring all necessary supplies and may not leave to go to a locker.

Students must be working, reading, or writing during the entire detention period. Students who do not bring work will not receive credit for serving detention, resulting in an additional day.

No hats, food, drink, electronic devices, sleeping or talking will be permitted.

If students have a question, they must raise their hand and wait for the monitor to assist.

Use of cell phones and/or other personal electronic devices are not permitted during detention.

Failure to adhere to the above rules will result in not receiving credit for the detention. A new detention will be assigned.

DRESS CODE
Students in MS/HS are expected to dress in attire which is neat, comfortable, and conducive to learning. New York State Law mandates that schools monitor clothing to be certain that it does not threaten health or safety, is not lewd, offensive, nor disruptive to the educational process. The following dress code should be followed for all school activities:

Unacceptable dress may include, but is not limited to the following:
- Any/all head coverings (including hats, or bandanas) with the exception of religious headwear during school hours and during all school-sponsored activities such as concerts, musicals, awards ceremonies, etc.
- Bare midriffs or backs, low-cut/plunging necklines, strapless, thin strapped or spaghetti strapped tops and excessively tight-fitting clothing
- Underwear not completely covered by outer clothing
- Clothing that promotes alcohol, tobacco, drugs, sex, bigotry or weapons
- Clothing with inappropriate content/language, double meanings or vulgar messages
- Jackets worn during the school day without permission
- Chains of any kind on clothing
- Shorts and skirts of inappropriate length
- Carrying backpacks, duffle bags, and oversized purses/handbags is not allowed. Draw-string bags may be used to and from the gym only, these will be supplied by the school as needed
- Sunglasses
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.

For additional information please refer to the District Code of Conduct available in the MS/HS and District Office or the CVCS website.

DRUG-FREE SCHOOL ZONES
CVCS property is a Drug-Free School Zone. This school does not tolerate the use of drugs or alcohol by any of its students. Any student apprehended using, in possession of, or selling drugs or alcohol, or in possession of drug paraphernalia will be disciplined in accordance with the District Code of Conduct. Disciplinary action is applicable for violation of the above
mentioned in school, on school buses, on district property, during school-sponsored field trips, at any school-sponsored activity, and from the time of departure for school until arrival at home including school activities on weekends and/or evenings.

**EATING IN CLASS**
Eating in class is at the discretion of the classroom teacher. Waste should be disposed of properly. Some rooms and areas of the building may be food “free” for safety purposes. There may be “peanut free” zones throughout the middle/high school. In order to maintain student safety these zones cannot be compromised.

**ELIGIBILITY GUIDELINES/ EXTRACURRICULAR CODE OF CONDUCT**
The Board of Education affirms its belief that a student’s academic progress is the primary reason for his/her attendance in school. The policy states that no student may participate in extracurricular activities or interscholastic athletics unless he or she is demonstrating satisfactory academic progress as noted in the CVCS extracurricular code of conduct. A copy of this code can be acquired at the MS/HS office or on the CVCS website.

**EMERGENCY DRILLS**
When an alarm sounds, put down all work and face the teacher - no talking.

**Building Evacuation (for example, Fire Drill)**
- When instructed, students will immediately leave the classroom and building without talking.
- When outside, students are to line up in order according to the “Line up Procedure” as noted by the teacher/monitor.
- Students will stand in line without talking, and wait for the all-clear signal.
- After the all-clear signal, students will re-enter the building and immediately return to respective classrooms.

**Tornado Drill Evacuation**
- When instructed, students will immediately leave the classroom and go to the designated safe area without talking.
- Teachers/monitors will provide additional instructions.

**Lockdown**
The signal for a lockdown will be given over the PA system.
- Students are to remain in classrooms
- Teachers/monitors will provide additional instructions during lockdown

**EXTRA HELP (Monday, Tuesday, Thursday, from 2:20pm-3:00pm)**
Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and/or class discussions. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help students make academic progress.

**EXTRACURRICULAR PARTICIPATION**
In order to be eligible for extracurricular participation, students must be in school by 8:10am, and remain for the duration of the day in order to participate in the day’s activities. A student leaving school for illness is ineligible to participate. Pre-planned excused absences must be approved by the Middle/High School Principal or his/her designee. A note from a healthcare professional or other appropriate official must be presented when arriving late in order to be eligible to participate. Students can also find a detailed description of these requirements in the CVCS extracurricular code of conduct available in the MS/HS office or on the CVCS website.
FIGHTING
Physical aggression will not be tolerated. Students involved in any show of force or physical violence will be subject to in-school and/or out-of-school suspension and possible law enforcement contact.

GAMBLING
The flipping and matching of coins, the playing of cards or dice, pitching of money, or gambling of any kind is not permitted in school.

GUIDANCE/COUNSELING SERVICES
The purpose of guidance/counseling services is to help each student in his/her social, emotional, educational, vocational, and personal development.

The counselor may assist the student:
1. In recommending materials that the student may use to improve his/her study habits
2. In planning his/her schedule and school program
3. In making realistic curriculum selections and suitable plans for the future
4. In offering counsel with addressing academic and/or social emotional problems

ISS (7:44am-3:00pm)
Students assigned to ISS (In-School Suspension) must relinquish their cell phones when they enter the MS/HS office. For additional privacy students may power down or remove the battery prior to relinquishing their phones. While in ISS, students must do assignments and may not sleep at any time. Sleeping or failure to do assignments while in ISS will result in one additional day being added to his/her disciplinary plan.

LIBRARY/MEDIA CENTER (Grades 6-12)
The library/media center is a place for research and/or studying; it will be used as such. It is the place where students can work quietly and be minimally distracted. Students may attend the library/media center by securing a pre-signed pass from a classroom teacher or study hall monitor.

There are certain rules which must be followed:
1. No unnecessary talking is allowed.
2. Books and resources can be signed-out as per library policy.
3. Students disturbing others will be suspended from the library/media center.
4. It is the student’s responsibility to replace all lost books.

LOCKERS
Lockers are provided for the convenience of students. While students may have the exclusive use of an assigned locker, the locker remains the exclusive property of the school. As such, lockers are subject to inspection by school authorities without prior warning or permission. Students are permitted to decorate the interior of the lockers tastefully with non-permanent materials. Students will be held responsible to restore lockers to the original condition. Students should remember to never share lockers or locker combination with others. Lockers should be shut and locked at all times following their use.
MEDICATION
Only those medications necessary to be given during school hours will be distributed as noted in the following:

1. All medications, including nonprescription over the counter drugs (OTC), given in school must be prescribed by a licensed prescriber. A written order from the doctor must include the student’s name, name of medication, frequency, time, dose, route of administration, and the prescriber’s name and phone number.

2. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the physician is required.

3. The medication should be delivered directly to the Health Office in a properly labeled original pharmacy container. OTC medications must be in the original manufacturer’s packaging. Medications should NOT be transported daily by students to and from the school. The pharmacy label DOES NOT CONSTITUTE A WRITTEN ORDER and CANNOT be used in lieu of a written order.

4. All medications will be kept in a locked cabinet in the Health Office, and under no circumstance should they be stored in lockers, personally carried or shared with others.

PROCEDURE FOR BEING EXCUSED DURING SCHOOL
1. Students must bring a written excuse and present it to the MS/HS office during homeroom. This excuse must include student’s name, grade, date, time, and specific reason for being excused. No student will be excused without a written request except in cases of emergency.

2. The attendance secretary will give students a pass to leave the building. Students must present this pass to the teacher if it involves leaving in the middle of a class.

3. When/If students return to school, they must sign in at the MS/HS office.

4. In case of illness, the nurse will make arrangements for students to go home. Under no circumstances should students leave the building without permission.

5. Leaving the school grounds during school hours is not permitted unless students are excused as scheduled, in the event of an emergency, or with the permission of the middle/high school office.

6. Students taking college courses, attending BOCES and/or work-based learning programs should sign in or out accordingly at the MS/HS office.

7. Any other procedure followed to leave school is considered truancy.

PUBLIC DISPLAY OF AFFECTION
Students are expected to conduct themselves as responsible young adults. Public displays of affection are inappropriate in an educational setting and will result in disciplinary action.

REPORT CARDS/MID-MARKING PERIOD GRADES
1. Report cards are issued to students in homerooms 3 times a year at the end of each ten week marking period. The fourth/final report card is mailed home in June.

2. Progress report grades will be issued to all students at the end of 5, 15, 25, and 35 weeks of school.
SCHOOL INAPPROPRIATE ITEMS (Updated 7/2017)
During the school day (7:44am-2:10pm) items used or carried by students must be school appropriate.
- Inappropriate items/personal electronics must be turned off and should be in students’ lockers from 7:44am - 2:10pm. Inappropriate items include but are not limited to: hats, electronic listening devices (such as MP3 Players, iPods), audio and video recording devices, backpacks, laser pointers, etc.
- Earbuds/headphones may be used before and after school in the hallways only. Use of these items from 7:44am-2:10pm will result in disciplinary action.
- Cell phones can be used during transitions between classes and during lunches ONLY, otherwise they should remain off during all classes (including study-halls).
- The use of recording devices, audio and video, is strictly prohibited in locker rooms and rest rooms at all times.

SEXUAL HARASSMENT
It is the policy of the CVCS District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment.
Sexual Harassment may include, but is not limited to:
1. verbal harassment or abuse
2. subtle pressure for sexual activity
3. inappropriate patting or touching
4. intentional brushing against another’s body
5. demanding sexual favors
6. any sexually motivated unwelcome touching

Any person who believes that he or she has been the victim of sexual harassment should report the alleged acts to the building Principal, Assistant Principal or Counselor.

SMOKING
Smoking or the possession of cigarettes and/or e-cigarettes is prohibited on school property. Students found smoking in the school building or on school grounds will receive disciplinary action and may be referred to the Chautauqua County Department of Health Division of Environmental Health Services for appropriate action. Smoking in a municipal building is a violation of Article XXIV, Section 2(C) of the Sanitary Code of Chautauqua County Health Department and Article 13E of the NYS Public Health Law and violators will be sent to Chautauqua County for review and possible legal action. All tobacco products, e-cigarettes, lighters and/or matches will be confiscated.

STUDENT DRIVING
Student driving is a privilege for students. Parking permits will be distributed by priority with seniors being first and then juniors, etc. Students finding it necessary to drive to school MUST obtain a parking permit. Cars must be parked in the correct fashion and in the assigned lot. Once students arrive on school grounds they are to immediately vacate their vehicles and enter the building. Students should not return to their vehicles during the school day without permission from the middle/high school office. Continued tardiness to school, leaving school without permission, and/or behavior issues will result in the loss of driving privileges for a minimum of two weeks for the first offense and for the remainder of the year for the second offense. Students parking without an assigned permit will be towed at the owner’s expense. Students sharing their parking permits with other students may have their permit revoked.
STUDENTS LEAVING THE CLASSROOM
When signing out of a classroom for the lavatory or drinking fountain, students shall adhere to the following guidelines:

- students must legibly complete the sign-out log listing the name, date, destination and time
- take the lanyard or placard when leaving the classroom
- upon return, sign in accordingly and return the lanyard or placard

When leaving the classroom for one of the following destinations: health office, attendance office, guidance office, main office, locker or to visit a teacher under a pre-signed status, the following guidelines should be adhered to:

- a paper pass must be used and filled in completely and legibly, signed by the teacher/monitor
- this pass must be signed again if student is returning to the original destination
- students must complete the classroom sign-out log when leaving and returning
- passes should be returned to the classroom teacher/monitor for their records

STUDY HALLS
Study halls are scheduled for studying and completing school assignments. Study hall supervisors have discretion over seating and privileges allowed in the study hall. Students are expected to come prepared to study and do work for academic classes for the entire period. Students are not permitted to sleep during study halls.

SUSPENSION FROM INSTRUCTION
A student may be suspended from instruction according to the rules and regulations of the Commissioner of Education of the State of New York. When a student is suspended from instruction, the following procedures will be used:

1. The reason(s) for the suspension from instruction will be discussed with the student. The student will be offered an opportunity to respond to the reason(s).
2. A parent or guardian will be contacted by phone and mail.
3. Based upon the infraction, a student may receive out-of-school or in-school suspension
4. Suspension ends at the beginning of the school day following the end of the suspension period.
5. Students receiving ISS are still required to serve all previously scheduled detentions

Students placed on in-school suspension (ISS) will be assigned to the in-school suspension room for the duration of the suspension. The student is not permitted to leave the assigned area without permission. Assignments for the period of suspension will be gathered and the student will be expected to complete the assignments while on suspension.

Students placed on out-of-school suspension (OSS) will not be permitted on CVCS grounds except to pick up assignments in the middle/high school office after 3:00pm each day of the suspension. The student will be considered a trespasser if he/she appears on school grounds at any other time without permission.

A student who is on in-school suspension (ISS) or out-of-school suspension (OSS) is not permitted to PARTICIPATE IN, OR ATTEND any school related activities which meet outside the regular school hours during the time of suspension, including vacations and holidays.
TRUANCY
A student who is out of class without permission is considered to be truant. If it has been
determined that a student is, or has been truant for all or part of the day, the parents will be
informed as soon as possible. This will result in disciplinary action and loss of credit for
assignments and/or tests for that day.

VISITORS
School policy is to accept only visitors who have legitimate business at the school. Students from
local schools may not visit unless they are part of a formal exchange program.

VULGAR LANGUAGE
The use of vulgar or obscene language will not be tolerated. Whether direct or indirect, it is not
acceptable in the school and disciplinary measures will be taken. Please refer to the District Code
of Conduct available at the MS/HS Office or on the CVCS website.

WEAPONS
Carrying or displaying any instrument which may cause bodily harm will result in severe
discipline. Please refer to the District Code of Conduct available at the MS/HS office.

WITHDRAWAL FROM A COURSE
A full or 1/2 year course dropped before the official drop date listed in the school calendar will
not be shown on a student’s record. A full or 1/2 year course dropped after the official drop date
will require the approval of the principal and will be denoted on the student’s official high school
transcript as “WP” withdraw pass or “WF” withdraw fail.