

# Granville Junior-Senior High School

## Student/Parent Handbook

2022-2023 School Year

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### "Golden Horde" Student & Parent Handbook

This handbook provides important information to students and parents that pertain to being a student at Granville Junior/Senior High School during the 2022-2023 school year. All students in grades 7 through 12 are responsible for knowing all of the rules, policies and procedures contained in this handbook. Parents and students are asked to review the contents of this handbook thoroughly. The handbook should be maintained and used as a reference during the school year as questions may arise. After receiving the handbook, all students will be required to sign and return a form as an acknowledgment that they have reviewed, and understand, the information contained within the handbook. Forms will be collected and maintained by the school administration. Any questions relating to the information contained in this handbook should be referred to the school administration.

SCHOOL COLORS  
Royal Blue and Gold

SCHOOL EMBLEM  
Mongol Warrior on Horseback

*Our school athletic teams are called **The Golden Horde.***

District Website: [www.granvillecsd.org](http://www.granvillecsd.org)  
CEEB-ACT Code: 332-165

*Please note: The contents of this handbook are in most cases arranged alphabetically by the general title or topic, though key words may be applicable under other topic headings.*

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## **ACADEMIC INTERVENTION (AIS) SERVICES/RESPONSE TO INTERVENTION (RTI)**

AIS services utilize both formative and summative data to inform and drive instruction for our students.

AIS services are provided to students who do not meet NYS Standards on Specific State Assessments and district benchmarking. Parents of students who require AIS Services will receive notification from the school.

## **ACADEMIC MISCONDUCT (Cheating and/or Plagiarism)**

Incidents of plagiarism (using another's work without giving credit to the source) or cheating on any project, assignment, portfolio, quiz or test are not acceptable, and are viewed as serious incidents by the school staff and administration. Academic misconduct also includes talking, taking or passing notes during a test or exam, looking at someone else's paper, permitting someone to look at your paper, plagiarism or the use of "crib sheets," or technology. All teachers will review this information with students at the beginning of the school year. Any incident where it is confirmed that a student has been involved in academic misconduct will result in academic consequences, and may also result in disciplinary consequences. If an incident is confirmed, the involved student(s) will receive a grade of zero for the work in question. This policy also applies to materials and/or information that students may find on the Internet, i.e. "cutting and pasting." The forging of any signature by a student will result in disciplinary consequences.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge. Unless an accident report is completed and filed at the time the injury occurs, the insurance carrier may refuse any further claim.

## **ADD/DROP POLICY**

Requests for schedule changes will only be considered when justified, and will be made only for sound educational reasons. Deadlines for the adding and dropping of courses will be communicated to students and parents.

## **AFTER SCHOOL REGULATIONS**

All students remaining in the building after the last bell must be involved in a school-approved, supervised activity. Students should report to those activities immediately after classes end. Any student, who is waiting for an activity to begin, or for a coach to arrive, must report to the cafeteria and remain there until the coach/advisor arrives. Students may not loiter (be in an unsupervised situation) in the school building after school. Students who violate these procedures may lose their right to participate and may also be assigned disciplinary consequences. At the conclusion of an activity, all participants will be expected to leave the building promptly. Violators will be sent home and will not be allowed to reenter the building.

Please Note: Teachers may require that students stay after school to complete required academic work for classes. Students who fail to report will be referred to the office for disciplinary consequences.

## **ANNOUNCEMENTS**

Morning announcements will take place on a daily basis. Because the announcements often contain critical information about school news and events, everyone should be listening carefully and respectfully to all public address announcements. There should be no talking during announcements. When necessary, announcements may be given during the remainder of the day. Any student who wishes to have an announcement read should have their message approved by an administrator a minimum of one day in advance. To minimize disruptions during the school day, please do not ask the office staff to make announcements at times other than the regular times. Students may not post or display written information in the school building or on school property unless administrative permission has been given in advance of the posting at least a minimum of one day.

**The Pledge of Allegiance:** All students need to be aware that the monuments erected on school grounds honor those who gave their lives so that our nation might always be free. We respect their dedication and honor their sacrifice. Please pledge allegiance each day with sincerity and pride. Granville students will lead us in the recitation of the Pledge. Any student who elects not to participate in the recitation of the Pledge is not required to stand, but should be quiet and respectful during its recitation.

## **ANNUAL AWARDS ASSEMBLY**

The Annual Academic Awards Assembly is held as the end of the school year approaches. Students are recognized for their accomplishments during the year. All students in the school have the opportunity to be recognized and/or honored. In addition to being honored at the assembly, students may also be awarded a certificate, pin, plaque, or trophy. Awards are given for scholarship, achievement, leadership, effort, improvement and other criteria, including attendance.

## **ATTENDANCE**

Regular and prompt attendance is the responsibility of the student and the parents. For learning to take place, regular attendance is required during the school year. Students are required to attend school on each day that school is in session therefore, it is critical that all students arrive on time for the beginning of school. The school does not expect students to attend if they are ill. ***If a student is absent from school, he/she is not allowed to participate in, or attend, any athletic or other activity of the school on that day.*** If a valid excuse is submitted to the Principal, permission to participate may be granted. We request that a parent/guardian call the school when a student is absent due to illness. Following an absence from school, the student must bring a note to the school office, written and signed by parent/guardian, noting the day(s) absent and stating the reason for the absence. Notes must be presented on the first day that a student returns from an absence. *Students who have chronic absences will be required to make up missed school days as arranged with administration at attendance hearings.* Students with chronic and/or excessive absences will be referred to the Washington County Truancy Program for consideration of possible sanctions. Parents and/or guardians of students who accrue excessive absences will be contacted by the school to arrange an attendance meeting to address absence issues. Students who find themselves at risk of losing credit will be scheduled, with their parents, for an Attendance Hearing with the School Administration.

**Tardiness to School/Class:** A student is considered tardy to school if he/she is not in their class at 7:50 a.m. *Students who are tardy unexcused to school or class will receive consequences.* Regular home visits to students excessively tardy will be conducted by school employees and may include the School Resource Officer. Students who arrive after 7:50 a.m. ***MUST*** sign in at the office as soon as they arrive. Students may not loiter or visit the cafeteria prior to signing in late. ***Students MUST arrive by 10:00 a.m. to be eligible to***

participate in any extracurricular activities. Administration has the right to deny participation in extracurricular activities if unexcused tardies become excessive.

- Early Dismissal:** When a student needs to be excused to leave school during the day, the following procedures must be followed:
- Upon arrival, but **before Period 1**, bring a note to the Main Office, signed by a parent/guardian, stating the reason for leaving early and the time the student needs to be excused, and obtain a signed Building Release slip to present to your teacher at the time to be excused. Parents may also call the Main Office and provide the above information prior to 9:00 a.m.
  - If a student becomes ill during the course of the school day, he/she **must report to the Health Office** and be seen by the school nurse. If conditions warrant, the school nurse will contact the parent/guardian, to see if they wish the student to go home. *If a student spends any part of the school day in the Nurse's Office due to illness, he/she will not be eligible to participate in any after school activity on that day.*
  - **Students making phone calls to parents for early dismissal are not permissible.**
  - Students wishing to leave the building for any reason during the school day must report to the office, receive permission from office personnel and sign out. Students must sign in upon their return.

**Leaving School Property:** Upon arrival, whether by bus, car, or on foot, students may not leave school property without a note from a parent or guardian and permission from the appropriate school personnel. If a student does leave school property without proper authorization, he/she may be subject to disciplinary consequences.

### **BEFORE/AFTER SCHOOL DIRECTIVES**

- Students who have before-school appointments with teachers must have a pre-signed pass and sign in on the clipboard in the cafeteria.
- No students are to be in the halls unsupervised before 7:45 a.m. or after 2:30 p.m.
- After School Detention (ASD) will be held Monday-Friday from 2:30 p.m. until 3:00 p.m.

### **BUS TRANSPORTATION**

Student transportation on our school buses is considered a privilege. It is the responsibility of everyone riding the bus to conduct themselves in a safe, courteous, and respectful manner. Student passengers are not allowed to disembark at any stop other than their own, unless they have a signed and dated note from their parent/guardian and the approval of the office staff. *Students must scan their student ID cards when getting on and off buses.*

**Bus Discipline:** Students will be issued a Bus Violation Notice when bus rules are not being followed. Some notices are issued as a result of incidents that are very serious in nature. Depending upon the severity of the incident, it may be necessary to suspend a student from riding the bus, suspend a student from school, and/or refer the incident to the Superintendent of Schools for further action. The school administration expects that students will follow all bus rules in accordance with Board of Education Policy. The bus driver is authorized to maintain discipline on the bus in order to preserve order and safety. In the event of a rule violation, or if a student refuses to accept the disciplinary authority of the driver, the driver will immediately report the student to the School Administration for disciplinary action. All rule violations will result in a written "Bus Violation Notice" being issued, and the parents/ guardians will be notified when a violation has occurred. The school administration may take any, or all of the following actions: issue a warning, assign disciplinary consequences, and/or suspend the student immediately from bus riding privileges for a period to be determined.

**BOCES Transportation:** **Under no circumstances will a student be allowed to drive/ride to BOCES other than on transportation provided by the School District, unless authorized to do so by a parent/guardian, BOCES and the school principal. Authorization to drive must be obtained at least one day in advance of the date for which you are seeking permission. BOCES will provide a form for this purpose, which must be presented to the office and signed. Students who violate this policy one or more times will be subject to disciplinary consequences. Under no circumstances may a student who is given permission to drive to or from BOCES transport a passenger!**

**"Late Bus" Procedures:** Granville Junior/Senior High School students must have a bus pass to board any late bus. Two different late buses are available for students who attend scheduled after-school activities. Students should obtain a late bus pass from the teacher, advisor or coach with whom they met. Secondary students attending after-school activities may take the late bus. The bus will pick up our students at GES. Secondary students attending After School Detention will be permitted to board the late bus by showing a pass. Students staying for an after-school activity who have requested a bus pass may not leave the building or school grounds prior to reporting to the room designated for their activity.

### **CAFETERIA**

1. MUST be courteous and follow ALL directives from cafeteria staff and monitors.
2. Use of inappropriate language/ behavior will not be tolerated and will result in disciplinary action.
3. Wait patiently for service at the end of lunch lines.
4. Use of electronic devices is NOT allowed while waiting in the food/checkout line.
5. Do not wander through the halls and the lobby.
6. Do not throw food or other debris.
7. Keep all food, beverages and snacks in the cafeteria at all times.
8. After eating, pick up after yourself.
9. Must have a pre-signed pass by a Teacher or Administrator to leave to an alternate location.
10. Must sign in and out and obtain a pass when using the restroom.
11. Seniors ONLY at the booth near windows.
12. Juniors ONLY at Cafe style high top tables.
13. Stay in the designated area or in the cafeteria until the bell rings. Do not crowd the cafeteria exits and/or lobby.

### **CLOSING OF SCHOOL**

If it is necessary to close school because of weather conditions, our automated system will be used to send a telephone message from the Superintendent directly to parents. Announcements will also be made over the following area radio and TV stations at 6:30 a.m.: 810 AM, 99.5 FM, 87.7 FM, 95.5 FM, 107.7 FM, 1460 AM, 104.5 FM, 101.3 FM, 1160 AM, 102.7 FM, 100.3 FM, 1450 AM, 98.5 FM, 95.9 FM, 101.7 FM, 105.7 FM, 1380 AM, 1340 AM, 94.1 FM., WRGB-Channel 6, WTEN-Channel 10, WNYT-Channel 13

Please DO NOT call the school office, faculty members or administrators. Telephones must be kept open for emergency calls.

### **COMPUTER USE BY STUDENTS**

As a part of the course of studies at Granville Junior-Senior High School, students are given access to school-provided computers and other information technology. Computers, Chromebooks or any other school-provided device may be used *only* for the completion of academic tasks that are assigned by teachers, and may be *only* used during times authorized by the school staff. Students may be given access to the Internet during the school day to complete academic tasks assigned by school staff. Students are required to complete the Acceptable Use Agreement *before* computer privileges are given - All students will be provided a username to login into their school provided Google account which is to be used for academic purposes only. The student is responsible for keeping their username and password secure. It is not to be shared with another student or adult unless authorized by the school administration. NOTE: when accessing the ANY web services, using the provided username, on ANY device, including a personal device, all activity can and will be monitored by the district.

Student use of school maintained computers and Chromebooks *must* take place with the understanding that the technology is to be used solely for the purpose of assisting with academic work. The school will monitor the student's use of technology at all times. Any abuses of this policy (visiting inappropriate websites or chat rooms, writing, printing, reading or sharing inappropriate communications, such as e-mails, the downloading or copying of music, pictures or other material, creating or accessing personal websites, or other unapproved uses) may result in academic and/or disciplinary consequences, including the loss of privileges for a period of time to be determined by the school administration. Teachers will review appropriate procedures for computer use, and also for the proper citing of Internet sources. (See Academic Misconduct section for additional information) Students wishing to use technology must read and sign the Appropriate Use Policy, and they will be given a user name and a password which must be kept confidential. *Any student who shares usernames or passwords, who misuses, tampers with, or vandalizes any computer hardware or software, will be assigned disciplinary consequences and may be required to pay restitution for any damages caused. Students who deliberately attempt to bypass blocks on websites will lose computer privileges and will be assigned disciplinary consequences.*

### **CONDUCT AT SCHOOL EVENTS**

When attending concerts, plays, performances of any type, awards assemblies, etc., all students are expected to conduct themselves in an appropriate manner. Please remember that respectful audience behavior is expected. Excessive or loud conversation, abusive language and/or gestures, or any attempts to disrupt an event will result in the disruptive individual(s) being removed from the activity. While it can be embarrassing to ask disruptive individuals to leave an activity, chaperones and/or administrators will take this action if it is deemed necessary. Disciplinary consequences may also be assigned. During public events, audience members are requested to turn off all electronic devices so as not to disrupt the event taking place.

### **RULES FOR THE GRANVILLE JUNIOR PROM**

- Only 9-12 graders, plus students one year out may attend the prom and MUST be invited by a Granville junior or senior.
- No one will be allowed to leave early without a parent/guardian signing his/her student out or speaking to a chaperone over the phone. (Sign-out upon approval).
- If a student leaves early, he/she MAY NOT come back in and must leave the premises.
- A guest is defined as a high school age student (Grades 9-12) who is currently in a high school other than Granville. Home-schooled students may attend with a permission slip filled out by their parent/guardian. HS Graduates and GED students (that completed their GED that are only one year out of school, and were in good standing, may attend if approved by administration. No one age 21 or older may attend regardless of his or her graduation year.
- A guest can only enter the event with the Granville School Student who is his or her escort. At the door, the host student must introduce his or her guest to the Principal or Assistant Principal.
- All guests are to adhere to the Granville CSD Code of Conduct. Host students and their families are responsible for the actions of guests. Violations of the Code of Conduct may result in removal from the event and a possible call to the police.
- All guests are subject to Administrative approval. Background checks will be conducted by Granville Administration. All of a student's discipline records will be reviewed.
- The Monday prior to the event, ALL guests must have a permission slip faxed from their school, signed, including guardian contact information. Without this slip, guests will not be allowed into the event. The Principal reserves the right to refuse guest permission to our event. One guest per GHS student.
- Chaperones will search all bags prior to the student entering the event.
- No food or drinks from the outside will be permitted through the door. Anything brought in will be thrown away at the door.
- A student *must* be in good academic standing to attend prom.
- Students who are arrested are not allowed to attend during the academic year.
- Students with a Stage 2 attendance or higher may not be permitted to attend.

### **RULES FOR ALL OTHER GRANVILLE DANCES**

- No one will be allowed into a dance after the designated start time without a parent/guardian signing their student in or speaking to a chaperone over the phone.
- No one will be allowed to leave early without a parent/guardian signing their student out or speaking to a chaperone over the phone. (Sign-out upon approval)
- If a student leaves early, they MAY NOT come back in and must leave the school grounds.
- A guest is defined as a high school age student (grades 7-12) who is currently in a high school other than Granville. Home-schooled students may attend with a permission slip filled out by their parent/guardian. HS Graduates and GED students (that completed their GED that are only one year out of school, and were in good standing, may attend if approved by administration. No one age 21 or older may attend regardless of his or her graduation year.
- A guest can only enter the event with the Granville School Student who is their "host". At the door, the host student must introduce their guest to the Principal or Vice Principal.
- All guests are to adhere to the Granville CSD Code of Conduct. Host students and their families are responsible for the actions of guests. Violations of the Code of Conduct may result in removal from the event and a possible call to the police.
- All guests are subject to Administrative approval. Background checks will be conducted by Granville administration. All of a student's discipline records will be reviewed.

- At least a day prior to the event, ALL guests must have a permission slip faxed from their school, signed, including guardian contact information. Without this slip, guests will not be allowed into the event. The Principal reserves the right to refuse guest permission to our event. One guest per GHS student.
- All bags/backpacks must be left in the lobby. Chaperones will search all bags prior to the student entering the event.
- No food or drinks from the outside will be permitted through the door. Anything brought in will be thrown away at the door.
- Junior High dances are for 7-8 grades only. Senior High dances are for 9-12 grades only (except for the "one year" out rule).
- Students with a Stage 2 attendance level or higher may not be permitted to attend.

### **CONDUCT AT ATHLETIC EVENTS**

The Granville Central School District is concerned with instances of unacceptable conduct displayed at school events, especially during athletic contests. Since attendance at all high school activities and athletic contests for students and fans is a privilege and not a right, any display of conduct that is deemed to be unacceptable may warrant removal of the offending individual from the event taking place and, if warranted, from some or all future school events. Decisions will rest with the responsible official, coach, teacher or administrator present, and if appropriate, the police. Students whose conduct at activities and/or athletic contests is deemed to be inappropriate may be subject to disciplinary action by the school. There are three major areas of concern:

1. The display of unacceptable language, gestures and/or other disrespectful behavior.
2. Spectators, for any reason, who were going onto the playing field or court.
3. Criticism of officials, opponents, coaches or players that disrupts the event in progress.

Any displays of unacceptable behavior at a school event will be dealt with promptly. Spectators at our athletic events are reminded that they are subject to the NYSPHSAA Section II Code of Behavior for Spectators. We are asking for your assistance to help us maintain high standards of behavior at our school events.

### **DISCIPLINARY GUIDELINES**

The Granville Central School District is committed to maintaining schools that provide students and staff with safe, productive, satisfying and wholesome learning environments. Essentially, this means that a climate will be in place where students can learn and teachers can teach. Such an environment should allow students to learn proper behavior patterns that will enable them to be responsible, contributing members of society.

In order to teach students how to develop as responsible citizens within society, the school must clearly define the values and ideas by which personal and group conduct is judged. Toward this end, the school will foster a disciplined environment, which will guide each individual in developing a code of moral conduct and a respect for other people. The School District will not permit students to engage in any conduct intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any District-sponsored or approved activity. Non-enrolled students (guests) can be removed from school based upon violation of the Code of Conduct. Consequences for any inappropriate behavior may include but are not limited to removal from the event, and or prohibition from attending events on campus.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

**Disciplinary Referrals:** Disregarding school rules may result in a student being written up on a disciplinary referral form. Any staff member may write a referral for any behavior that is prohibited or which they deem to be inappropriate. Staff members who write the referral will contact the child parent or guardian to discuss the matter. If necessary, a student may be sent to the Main Office and referred to an administrator. Students will be warned about behaviors that are objectionable, and offenders will be assigned consequences, which may include verbal warning, lunch detention, After-School Detention, assignment to the Alternative Learning Center (ALC), or an out of school suspension. If a student is issued a disciplinary referral, it will note the details of the incident and the consequences, if any, that have been assigned by an administrator. As a general rule, discipline will be progressive, unless the behavior poses a serious threat or endangerment. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of our Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Consequences for disciplinary referrals are outlined in the chart below.

## DISCIPLINE and CONSEQUENCES GUIDE

*This chart is being used as a guide for Disciplinary Interventions in the MS/HS. The administration reserves the right to use its discretion in the application of the following interventions.*

*Parents are contacted by the administrator after each infraction. Teachers will also need to make parent contact where noted.*

Class Cuts	Detention Cut / ISS Cut	Dress Code	Electronic Devices (See Handbook)	Inappropriate Language/PDA
After School Detention	Two times original assigned	Change / Cover	Warning by Teacher and Call Home.	Warning by Teacher and Call Home
ALC	ALC	If refused, treat as Insubordination	Referral to the office.	Referral to the office
Loss of Privileges (sports, clubs, and/or events)	Loss of Privileges (sports, clubs, and/or events)	ALC / Parent Contact	Hold phone in office until end of the day.	Warning and other consequences to be assigned.
Plan / Parent Conference	OSS / Parent Conference	OSS / Parent Conference	Confiscation and Parent must retrieve the item.	ALC / Parent Conference
<b>Insubordination</b>	<b>Throwing Food In Cafe</b>	<b>Drugs/Alcohol</b>	<b>Vandalism</b>	<b>Fighting</b>
Detention	Clean Cafe	5 Day Suspension	ALC / Pay for Damage	3-5 Day Suspension
ALC / Parent Contact	Lunch Detention	Counseling	SRO Involvement	5 Day OSS
OSS / Parent Conference	ALC / Parent Conference	Superintendent Hearing		Superintendent Hearing
<b>False Fire Alarm or 911</b>	<b>Smoking/Vaping</b>	<b>Sexual Harassment</b>	<b>Truancy / Leaving School Grounds</b>	<b>Threats/Bullying/DASA</b>
Parent Contact / SRO Involvement	ALC	Prevention Training	ALC	DASA guidelines followed
Superintendent Hearing / OSS	Completion of Vape Educate Program	ALC or OSS	Loss of Privileges (sports, clubs, and/or events)	Administrator Decision
	3-5 Day Suspension	SRO Involvement		Loss of Privileges (sports, clubs, and/or events)
<b>Minor Class Disruptions</b>	<b>Late To School</b>	<b>Plagiarism/Academic Dishonesty</b>	<b>Threat of Violence</b>	<b>Theft</b>
Warning by Teacher and Call Home.	Lunch Detention	Assignment is graded a zero, Call Home	ALC or OSS	Detention / Pay for Item
Lunch Detention / Detention with Teacher, Call Home	After School Detention	Document in esd, Parent Contact	Behavior Plan	OSS, Parent Conference
Referral to the office.	Parent Conference	Repeat infractions referred to Principal	SRO Involvement	Restitution / SRO Involvement
	Loss of Privileges (sports, clubs, and/or events)		Loss of Privileges (sports, clubs, and/or events)	Superintendent Hearing
Bus Misbehavior: Warning, Assigned Seat, Bus Suspension, ALC / OSS			Superintendent Hearing	
<b>Teacher Managed</b> : Lunch Detention with Teacher, Teacher Assigned Detention, Send to office with work to finish class period and Call Home.				

**Lunch Detention:** Students will pick up their lunch from the cafeteria and take it to the designated lunch detention room. They must bring work with them and keep busy all period, or work will then be provided. **No cell phones or electronic devices may be used during lunch detention.**

**Teacher Assigned Detention:** In cases where students do not complete assigned work, the teacher will contact parent/guardian informing them the student will need to stay after school to complete their work. This is an opportunity for students to get their work completed and stay current. Students who are assigned to Teacher-Assigned Detention are expected to report as scheduled. Students who fail to attend as scheduled will be assigned regular After-School Detention.

**After-School Detention:** After-School Detention (ASD) may be assigned for violations of school rules. Detention will be held on Monday through Friday from 2:30-3:00 p.m. in the room designated. Students may not leave the building before ASD begins. Students assigned to detention are expected to work quietly during the detention period. Students attending After-School Detention are issued a pass to ride the 3:00 p.m. late bus. Students who are assigned to After-School Detention may attend extra help if they secure a pre-signed pass from their teacher. However, at the conclusion of extra help, students are expected to complete their detention obligations by returning to the ASD room. **No cell phones or electronic devices may be used during After-School Detention.**

Any student, who, in the opinion of the supervising staff member, is disruptive during detention, will be assigned additional disciplinary consequences. Any student who is present in school, but fails to serve a scheduled detention, will be assigned additional disciplinary consequences, which may include additional ASD, assignment to ALC or out-of-school suspension. The school administration may, in some cases, allow students to serve Lunch Detentions in place of After-School Detentions. Any student who has an excusable conflict on the date of a scheduled detention must notify the Office.

**Alternative Learning Center (ALC):** If a student is sent to the office and the Principal or Assistant Principal are not available, the student may be sent to the ALC, with supervision. Any student who is sent to the ALC is expected to report, remain quiet, and complete assigned work. Students are expected to adhere to the posted rules of the ALC. Students may be assigned to the ALC for a variety of offenses. If you are assigned to ALC, assignments will be sent down for completion. Students are responsible for all work missed during

ALC. Homework completed during ALC will be returned to teachers. If you are absent or tardy, you must make up the time when you return to school. **Students may not use cell phones or electronic devices in ALC.**

**Out-of-School Suspensions:** Students who are insubordinate, violent, disruptive, disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others, may be suspended from school for a period not to exceed five (5) school days. Suspensions may be assigned for any of the following reasons; including but not limited to:

1. Fighting and/or rough, physical or intimidating behavior.
2. Disrespect and/or displays of profanity, obscene gestures, the use of abusive, threatening or obscene language that is directed at any staff member, substitute, student or guest.
3. Failure to identify oneself to a staff member, the use of a false name, or claiming to be someone else.
4. Use, possession, distribution, offering for sale, offering to purchase, or the sale of, alcohol, vapes, tobacco or drugs. (See next page)
5. Vandalism or theft of school property, or vandalism or theft of property belonging to others.
6. Insubordination--The failure to follow any staff member's reasonable request.
7. Leaving school grounds without permission.
8. Possession of firearms, explosives (including fireworks), or weapons of any type.
9. The use of any object as a weapon.
10. Making any false oral or written report of an emergency, i.e. a bomb or other threat.

*Other types of student behavior that are prohibited:*

1. Spoken or written ridicule, slurs, derogatory action or remarks.
2. Threats of harm or intimidation, including, but not limited to verbal, written, e-mailed or physical threats.
3. Offensive jokes.
4. Unwelcome sexual advances, gestures, comments or contact.
5. Reprisals or retaliation towards an individual who makes a good faith report of harassment.

**False Reports of Emergencies:** Legislation makes it a Class E felony for anyone to issue a bomb threat directed toward a school in the State of New York. Current related legislation permits restitution for the costs associated with responses to a bomb threat on school grounds in amounts up to \$10,000 for an individual and up to \$5,000, to be paid by the parents of a student who knowingly makes a false report. In addition to the legal consequences, school disciplinary consequences will also be assigned for any confirmed incident. Other types of false reports will also be prosecuted, and school disciplinary consequences will also be assigned.

**Tobacco, Alcohol or Drugs:** The Board of Education, in compliance with state and federal law, prohibits the use of tobacco, including Vapes, electronic nicotine delivery systems and e-cigarettes on school grounds, and in any school owned or leased vehicles. See Board Policy 7320 for more information. Your support and cooperation in carrying out this policy is appreciated. Students are not permitted, at any time, to vape, smoke, chew, or possess tobacco products, possess alcoholic beverages or drugs in any part of the school building, on or off school grounds. Drug and alcohol suspensions for athletes are subject to The Athletic Code. This will also include being under the influence of drugs. Any violations of law will result in a referral to law enforcement authorities.

**Vandalism:** Any student who intentionally damages or vandalizes school property or property belonging to others will be required to provide restitution and disciplinary consequences may be assigned.

**Weapons:** The sale, use, or possession of weapons, fireworks, or other dangerous instruments or contraband is strictly prohibited on school premises or elsewhere when relating to a school activity or function. Violation of this policy may result in suspension or other disciplinary action. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building Principal, the Principal's designee or the Superintendent. See BOE Policy #7360 for more details. Law enforcement authorities will also be notified.

All students subject to a suspension will be entitled to an administrative hearing in which she/he will be apprised of the suspension and the reasons for the disciplinary action taken. Whenever possible, this will be preceded by a telephone call to the home. Parents/guardians may be invited to attend a conference at school to help resolve the problem.

Students suspended for any part of the school day will be prohibited from participating in any extra-curricular activity for that day. During the period that a suspension is in effect, a suspended student may not attend school or any school function, extra-curricular function, or be present on school property. **Board of Education policy requires that any student returning from an out of school suspension must attend a re-entry meeting with a parent/guardian and the Principal or the Principal's designee.**

### **FIRE AND SAFETY DRILLS**

In accordance with the law, fire drills will be held 8 evacuation drills and 4 lockdown drills. Eight of the 12 drills must occur between 9/1 and 12/31. The remaining 4 are conducted before the end of the school year. Drills give everyone in the school building practice in responding quickly and intelligently during the time of an emergency. Each room is provided with instructions, procedures and an evacuation map that is posted next to each classroom doorway. Learn what to do when the alarm bell sounds or a PA announcement is made. Assume that each alert is the real thing!

### **GRADING POLICY**

Final course grades for year-long courses are usually determined in the following manner:

Final average = 10-week grade + 20-week grade + 30-week grade + 40 week grade + final exam, divided by 5.

Final course grades for a one semester course are determined in the following manner:

Final average = 10-week grade (x2) + 20-week grade (x2) + final exam, divided by 5.

Please note that some semester-length or full-year classes may not require a final exam. Teachers will determine whether a final exam will be offered, and if not offered, how the final grade will be determined.

**Progress Reports:** Teachers constantly assess and evaluate a student's performance and achievement in a course. All students will receive progress reports at mid-quarter (five weeks), which will inform students and parents of a student's progress in each of his/her individual subjects.

If a student's performance starts to fall below a satisfactory level, or the student seems likely to fail a course, teachers are required to notify students and parents. However, teachers will also contact parents in the event of problems with course work or behavior issues.

**Report Cards:** Parents will receive report cards every ten weeks, which are mailed home and posted on the eSchoolData Parent and Student Portals. Report cards contain information about grades, attendance and the teacher's perception of a student's effort or



performance for that marking period. Effort and performance will be reflected through teacher comments. In the event that a Report Card is not received, please contact the Counseling Office.

**On-Line Grade Access:** Parents may obtain information regarding their student's grades on-line via the eSchoolData Parent Portal.

**Incomplete Grades:** "Incompletes" given on report cards should be made up within ten school days of the end of the marking period. Exceptions for extended illness may be made at the instructor's discretion. Work not made up during this time will receive no credit.

Full-year courses: circle 50's will be given to students for the first 2 quarters if their grade is below a 50, for the 3<sup>rd</sup> and 4<sup>th</sup> quarter, teachers will give the grade the student earns for the quarter. If a student requires hospitalization during any marking period for more than a week, with medical documentation provided to the Principal, 50 will also be used as the lowest report card grade to be assigned. Half-year courses: students would have the opportunity of a circle 50 for the first quarter and then get whatever they earn for the second.

### **GRADUATION REQUIREMENTS**

In order to graduate from Granville Junior-Senior High School, a student must meet the criteria established by New York State and the Granville Central School District. The following information will help you understand the testing and course work requirements that must be completed successfully for a student entering 9<sup>th</sup> grade in 2011, or thereafter to earn a high school diploma. However, please keep in mind that New York State may change these requirements at any time. Please call the Senior High Counseling Office at Ext. 2311 with any follow-up questions.

#### **Basic Requirements**

1. Graduation requirements are "set in stone" according to the year a student entered any 9<sup>th</sup> grade program. If a student repeats a grade because of lack of credits, they still follow that class's requirements and may catch up by senior year.
2. Types of diplomas available to general education students are the Regents and Advanced Regents Diplomas. The chart that follows explains the requirements.
3. "LOTE" refers to Language Other Than English on the following chart.

#### **General Education Graduation Requirements**

Regents Diploma		Adv. Designation	
Content Area	Credits	Content Area	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
LOTE	1	LOTE	3**
Art/Music	1	Art/Music	1
Health	0.5	Health	0.5
Phys. Ed.	2	Phys. Ed.	2
Electives	3.5	Electives	1.5
<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>

- A *Regents Diploma with Honors* may be attained by meeting Regents Diploma requirements with an overall average of 90 or better on the five required Regents Exams taken.
- An *Advanced Regents Diploma with Honors* may be attained by meeting Advanced Diploma requirements with an overall average of 90 on the nine required Regents Exams taken.
- An *Advanced Regents Diploma with Mastery in Math and/or Science* may be attained by completing all course and testing requirements and by passing with a score of 85 or better, three commencement level Regents Exams in Math and/or three commencement level Regents Exams in Science.

\*\*Students acquiring 5 units in Art/ Music or Career & Technical Education (CTE) may be exempt from the LOTE requirement for the Advanced Regents

**NOTE:**

In the 2022-2023 school year, Granville CSD will be participating in the NYSED pilot for the Individual Arts Assessment pathway. **The Individual Arts Assessment Pathway (IAAP) is anticipated to be a graduation pathway** option in which students demonstrate, through a collection of creative works, growth over time (and documented by **digital portfolio**) that meets the Accomplished Level in the New York State Learning Standards for the Arts. *Students in this pathway will pursue 3 additional credits in Visual Arts after taking 1 credit of Studio Art.* If you are interested in learning more about this option, please contact your school counselor and/or Mrs. Monroe or Mr. Houston, Art Teachers.

**REQUIRED EXAMS**

	<b>REGENTS DIPLOMA</b>	<b>ADVANCED DESIGNATION</b>
	<i>(Passing Score of 65 and Above)</i>	<i>(Passing Score of 65 and Above)</i>
	English Language Arts	English Language Arts
	Math	Integrated Algebra Geometry      Algebra 2
	Science	Global History Regents
	Social Studies	U.S. History Regents
	Pathway	(2) Science Regents: (1) Life Science & (1) Physical Science
		Foreign Lang. Exam**

Special education students have additional diploma types and credential types available. Contact your child’s counselor for more information.

**Pathways to Graduation 4+1 Option**

Under the new “4+1” pathway assessment option, students who first enter grade nine in September 2011 and thereafter, or who are otherwise eligible to graduate in June 2015 or thereafter, have the following options available in order to meet the assessment requirements leading to a Regents or Local diploma:

**Required four (4):** ELA Regents exam, 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam (or a Department Approved Alternative for any of the four required exams)

**Plus any one(1) of the following assessments:**

- Additional math Regents exam in a different course or Department Approved Alternative; or
- Additional science Regents exam in a different course or Department Approved Alternative; or
- Additional social studies Regents exam in a different course or Department Approved Alternative; or
- Additional English assessment in a different course selected from the Department Approved Alternative list; or
- A Department approved CTE pathway assessment, following successful completion of an approved CTE program
- A Department approved pathway assessment in the Arts
- A Department approved pathway assessment in a Language other than English (LOTE)

For more information, go to <http://www.p12.nysed.gov/ciai/multiple-pathways/>.

**Appeal to Graduate with a Lower Score on a Regents Examination**

Students seeking to appeal with required Regents Examination scores between 60 and 64 and students with disabilities seeking a local diploma using the low pass safety net, with required Regents examination scores between 52 and 54 must meet the following criteria to demonstrate that they meet the State Learning Standards:

- i. Have taken the Regents examination under appeal at least two times;
- ii. Have at least one score on the Regents examination under appeal within the score band stated above;
- iii. Present evidence that the student has taken advantage of academic help provided by the school in the subject tested by the Regents examination under appeal;
- iv. Have a course average in the subject under appeal (as evidenced in the official transcript that records grades achieved by the student that meets or exceeds the required passing grade by the school); and
- v. Be recommended for an exemption to the graduation requirement by the student’s teacher or Department chairperson in the subject of the Regents examination under appeal.

Complete details on the appeals process can be found at:  
<http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf>

**SAFETY NET FOR STUDENTS WITH DISABILITIES**

The safety net for students with disabilities allows IEP and approved 504 students the option of earning a Local diploma by earning a 55-64 on the required Regents exams. The Compensatory Option allows students with disabilities who score 45-54 on one or more of the required Regent examinations (English and Math scores must be a score of 55 or higher) to graduate with a Local diploma if they compensate with scores higher than 65 on other Regents exams.

**Promotion**

**7th to 8th Grade:** Students must pass a minimum of three core subjects (English, Math, Science, Social Studies) for the year in order to be promoted to Grade 8. Students with multiple failures will have their grades reviewed by the administration on a case-by-case basis to make determinations.

**8th to 9th Grade:** Students must pass a minimum of three core courses. A student who fails a core class may be required to repeat the class during their 9th grade year. Students who fail the introductory level of foreign language must repeat that class in 9th Grade. Students with multiple failures will have their grades reviewed by the administration on a case-by-case basis to make determinations.

Parents will be notified in the event of a failure, and summer school information will be provided.

**A minimum of 22 credits are required to graduate.**

Credits needed to move from 9 <sup>th</sup> to 10 <sup>th</sup> Grade	5.5
Credits needed to move from 10 <sup>th</sup> to 11 <sup>th</sup> Grade	11.0
Credits needed to move from 11 <sup>th</sup> to 12 <sup>th</sup> Grade	16.0

- In each case you must pass at least English or Social Studies on grade level.
- Doubling up in English or Social Studies is not approved until 12<sup>th</sup> grade and only if you can be scheduled for all requirements to graduate.
- Summer School is available to earn up to two credits by repeating courses you failed during the year.
- Academic Intervention Services (AIS) are available in academic core subjects.
- All students must be enrolled in a minimum of 6 classes to be considered full-time students.

**Transfers:** Parents/guardians of students moving out of the District should notify the student’s School Counselor of the date that their children are leaving. A school termination form must be obtained from the Counseling Office. All of the student’s teachers must sign the form to prove the student has returned all books and equipment, and this form must be returned to the Counseling Office.

**GUIDANCE SERVICES**

Guidance in schools should assist the student at any level in an environment conducive and appropriate to individual needs. Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped through counseling with a competent person. Students may drop by the Junior High Counseling Office or the Senior High Counseling Office during study hall, or they may make a special appointment. All students are encouraged to speak with a member of the guidance staff if a problem or question arises, or if they just wish to seek advice from a helpful adult.

**HARASSMENT**

The school staff and administration intend to provide all students with a safe, respectful school environment. Harassment of any kind (verbal, written, emailed, or physical) is a very serious matter, and complaints of harassment by students will be thoroughly investigated by school administrators. Any harassing behaviors that are confirmed to have taken place will result in contact with the offender’s parent or guardian, possible meetings, and may result in the assignment of disciplinary consequences and/or a referral to law enforcement authorities.

A student who believes she/he has been subjected to harassment of any type is encouraged to report the incident to a teacher, her/his school counselor or an administrator.

**HEALTH SERVICES**

All students in Grades 7 and 11 will have an annual vision and hearing screening as well as a height, weight and blood pressure check. Female students in 7th grade and male students in 9th grade are checked for Scoliosis (spinal curvature). Students in grades 7,9 and 11 will be required to have a yearly physical and their BMI (Body Mass Index) be reported to the school nurse by their health care provider.

Physical examinations are required of all 7, 9 and 11th graders; any student participating in an interscholastic sport, any student applying for working papers, and any student entering the District for the first time. These examinations can be provided by the school physicians and may also be done by a student’s private physician. Parents who wish their students to have physical examinations completed by their private physician should advise the school nurse of this fact. Private physician reports for 7, 9 and 11th graders must be submitted before October 15.

Following physical examinations or any screening procedures, parents/guardians are notified in writing of any significant findings which may require professional attention.

Health Office Identification/Emergency Information Cards are distributed to students on the first day of school. It is very important that the school has accurate health and emergency contact information. Cards must be completed accurately with current information and returned to the school, signed by a parent, within the first two weeks of school. Students who exceed the two-week deadline may face disciplinary consequences. Any changes to home or emergency contact telephone numbers, or addresses, which may occur during the school year, should be reported to the school at the time of the change.

**Medications:**

1. Any medication for a student must be delivered to the school nurse by the parent, guardian, or parental designee in a properly labeled, original container. Students may not self-medicate or carry medication on their person unless authorized to do so by the School Nurse.
2. All medications must be delivered directly to the school nurse and will be kept in the Health Office, in a locked box, and dispensed according to the medication policy.
3. No medication may be given to a student by a teacher. Students may not give other students medication.
4. The school nurse will administer internal medication.
5. The school nurse must have a written request on file from the parent and the doctor to administer any medication.
6. The school nurse must have on file, a written request from the family physician indicating dosage, frequency and route of medication.

**For a complete copy of the Medication Policy (#7513), please check with the District Office.**

**Emergency Information:** Parents/guardians must provide the school with telephone numbers, for both home and employment, and the number of an alternate person to notify in the event of an emergency. Please make sure this information is updated and accurate.

**Immunizations:** New York State Public Health laws mandate immunization for diphtheria, rubella, mumps, tetanus, pertussis, chicken pox, measles, polio, meningitis, and hepatitis B prior to admittance to school. **Please note: The Granville Central School**

**will not allow a child to enter or continue in school without the proper immunization certificate required by law.** Parents of Vermont students should ensure that all immunizations required by New York State are up to date.

### **HIGH HONOR ROLL & MERIT HONOR ROLL**

**High Honor Roll:** To qualify for High Honor Roll, a student is required to have grades in subjects that produce an average of 89.50% or better. Physical Education marks are not included in determining this average. To be included on the High Honor Roll, a student can have no failing or incomplete grades in any subject.

**Merit Honor Roll.** To qualify for the Merit Honor Roll, a student is required to have grades in subjects that produce an average of between 84.50% and 89.49%. Physical Education marks are not included in determining this average. To be included on the Merit Honor Roll, a student can have no failing or incomplete grades in any subject.

### **HOMEWORK**

#### **SUBJECT: ASSIGNMENT OF HOMEWORK**

In the 2020-2021 school year, a district homework committee was convened to develop guidelines for homework. The intention of this document is to provide a common language and understanding around homework for the entire Granville CSD school community.

#### **Purpose of Homework**

The ultimate goal of assigning and completing homework is to help students realize academic success and improve their understanding of course content. Homework should be a vehicle through which students practice skills introduced in the classroom, prepare for assignments and learn to extend and connect new skills and concepts:

- **Practice and Review:** Practice assignments reinforce newly acquired or previously mastered skills or knowledge. Homework practice and review shall not be assigned until the student has enough familiarity with the content to practice with few, if any, errors.
- **Preparation:** Preparation assignments are intended to provide background information for content, which will soon be introduced in class and may include readings, library or online research, collection of materials, or any other activity that will engage student interest and prepare the student for effective learning. Students should begin the assignment with a clear understanding of its purpose and how it should be completed. (This type of homework should only occur at the secondary levels.)

In addition, the district homework committee agrees:

- Homework must not be assigned as a punishment.
- Homework assignments should increase knowledge and/or understanding of content and concepts.
- Homework shall not substantially interfere with the student's health and well-being.
- Students need free time after school for other reasons than homework.

#### **Assignment and Feedback**

Teachers, students, and parents should communicate about homework assignments in the same way they do about in-class assignments, as well as about indirect factors that may impact homework completion. Teachers will provide parents general resources to use at every grade level to help support homework completion at home. This policy will also be rewritten in parent friendly language and posted on the website and included on the district calendar for families to reference.

The assignment of homework shall serve to extend student learning by reinforcing content and skills already taught in school. Homework shall provide for extra practice based on previous lessons and/or prepare for future lessons (e.g., flipped classroom). At the secondary level, in a flipped classroom where the instruction is the homework (a video explanation), the assignment becomes classwork. This means the viewing of the video or a similar activity would count as homework. Assignments must be age-appropriate and differentiated to reflect the individual needs of students.

All homework assignments must be directly related to the stated learning objectives for the course. Homework assignments shall be consistently posted in areas accessible by students, including but not limited to the SIS portal, classroom websites, or other effective means, allowing for parental awareness and support of homework completion. Directions for homework must be clear and students should be able to complete the work on their own. Students will be given ample opportunity to make up assignments due to an absence(s) or other approved reasons. Under such circumstances, alternative but substantially equivalent assignments may be determined by the student's teacher(s).

Students should receive timely feedback on work completed to ensure they are realizing an achievement benefit from the experience. The use of simple rules such as "the amount of time for a teacher to provide feedback will generally not exceed twice the amount of time students were allowed to complete the assignment" is encouraged. This feedback could include many different forms including, but not limited to, individual grading, specific comments and correct answers, teacher's review of each student's homework and correct responses as a whole class, and auto-grading features within digital platforms to facilitate improved understanding.

Grading criteria shall be clearly communicated as part of the directions for the assignment. The grading of completed homework assignments shall not be weighted or counted in such a manner to markedly skew a course grade, recognizing that there are different ways of doing so. At the secondary level, homework may not account for more than 10% of a student's grade and should be considered formative in nature. Classwork that requires some investment of time by the students "at home" (e.g. projects, essays) would be considered summative and weighted heavier than homework alone.

Homework grades are not intended to replace in-class grades, but instead to complement in-class grades as homework is an extension of the learning process. Similarly, a decision to not grade homework shall not translate to the administration of additional quizzes, tests etc., aimed at simply accumulating marks for a composite grade.

**Time Guidelines**

A careful, consistent and balanced approach to assigning homework is necessary, recognizing that excessive homework can be detrimental to students and may lead to diminishing returns for learning and decreased motivation for school. These time guidelines serve to:

- promote time balance and are based on uninterrupted, intensive-focus working times, encourage students to commit an adequate amount of time to complete assignments, recognizing various learning levels and academic needs, and
- allow for the exercising of reasonable discretion by students in exceeding the time parameters while studying or completing homework assignments, when necessary.

The quality of the homework assignment shall be the driving factor versus the quantity of assignments. The time guidelines, based on the best practice recommendation of 10 minutes of homework per grade-level across all subjects, are recommended to facilitate time balance, allowing ample time for the completion of homework assignments and for student participation in extracurricular and family activities while ensuring proper rest and downtime.

These recommended time guidelines are not intended to limit the amount of time students spend studying or preclude independent enrichment activities or instrument practice. These recommended time guidelines do not preclude or discourage students from engaging in additional work for enhancement and the realization of an achievement benefit.

- Grade K-1 - 10 minutes
- Grade 2 - 20 minutes
- Grade 3 - 30 minutes
- Grade 4 - 40 minutes
- Grade 5 - 50 minutes
- Grade 6 - 60 minutes
- Grade 7 - 70 minutes
- Grade 8 - 80 minutes
- Grade 9 - 90 minutes
- Grade 10 - 100 minutes
- Grade 11 - 100 minutes
- Grade 12 - 100 minutes

*\*Students in grades K and 1 may be asked to read an additional five minutes in total, beyond the 10 minutes.*

Teachers shall also recognize that students work at a different pace, hence the assignment of homework may be differentiated to reflect the individual needs of students. This may include but not limited to; reduction in the number of questions, extended time for completion of assignments, differentiation of assignments (modality of presentation of assignments for completion) for individual students.

Due to the breadth and depth of content required in Advanced Placement honors and college level courses, students may at times have homework that exceeds the recommended time guidelines. Recognizing the rigorous demands associated with these courses, teacher lessons shall be planned such that students are provided advanced notice and extended time to complete homework assignments ensuring that a student’s workload is balanced and can be maintained across all other courses.

**Parent Guidelines**

- Provide a quiet space and basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Ensure that your information is kept up to date in our student management system by submitting new address, phone or email information when it changes. (Submit changes to Registrar or HS Guidance).
- Monitor time management and productivity.
- Review school-provided materials (for example class handouts, and/or online resources).
- **Communicate with teachers at the earliest possible opportunity once the child has demonstrated an inconsistent ability to complete homework.** If necessary, parents shall attempt to reach an accommodation with their child’s teachers regarding homework.
- Provide teachers enough time to grade late assignments. When an assignment is turned in late teachers will grade and return the late assignment on the same timeline as outlined previously for an assignment that was submitted on time - *"the amount of time for a teacher to provide feedback will generally not exceed twice the amount of time students were allowed to complete the assignment"*

Elementary	Secondary
If a concern, review information sent by the teacher for guidance/support	If concern, student contacts teacher
If not resolved, contact the teacher to establish a plan for completion of homework.	If not resolved, parent can contact teacher
If not resolved, parent or teacher can contact Principal	If not resolved, parent or teacher can contact

- Students and parents should be encouraged to engage the teacher in conversation or vice versa when recurring instances of homework completion have exhausted the above-mentioned time guidelines.
- Parents and students should monitor work completion for each class on a weekly level at least. This can be done through the parent portal and/or google classroom.
- If a teacher finds a student is not meeting course requirements over a one week period during any time in a marking period, the teacher will refer to the school counselor follow up.
- Teachers will contact the parents of all students who have not completed homework (in their particular course) after week 3 and week 8 of each marking period. This can be done by phone or email but must directly to the parent. (If a parent has signed up for Google Classroom as a guardian, those reports can also suffice).

### **Amount of Homework**

At the secondary level, recognizing that students have homework loads spanning multiple courses, advanced notice and extended completion periods shall be provided. **Teachers are encouraged to give students several days to complete homework.**

Due to the breadth and depth of content required in Advanced Placement honors and college level courses, students may at times have homework that exceeds the recommended time guidelines. Recognizing the rigorous demands associated with these courses, teacher lessons shall be planned such that students are provided advanced notice and extended time to complete homework assignments ensuring that a student's workload is balanced and can be maintained across all other courses.

Extended projects assigned as homework should be rare and when assigned, teachers will build in benchmarks to monitor student progress within the established timeline, give feedback, and provide support, as needed. Extended projects should be provided in-class time to work directly with the teacher on the assignment as well.

Assignments over vacation periods should be rare and limited to projects that began in advance of the break period and extend beyond the break period.

Projects may be assigned well in advance of a school break with a deadline several days (or weeks) after the conclusion of a school break where students might prefer to use some time over the break to complete some of the project.

For the few advanced level courses requiring summer assignments (reading), due diligence must be exercised by the teacher to ensure assignments do not translate into self-teaching and instead serve as preparatory exposure.

### **LIBRARY MEDIA CENTER**

The Library Media Center serves the school by providing resource materials needed for class-work, pleasure-reading, research, school projects, classroom reading materials, and for teachers' professional research. A quiet atmosphere will be maintained for reading, doing homework, or for teachers during their prep periods. It is also equipped as a classroom for providing lessons in researching and information literacy. The Media Center's hours are from 7:35 a.m. to at least 2:50 p.m. each and every school day unless otherwise notified.

Books and audiobooks may be checked out of the library for a two-week period and may be renewed. A large selection of magazines and newspapers are available to be read in the library. It is expected that if any resources are damaged or lost by students or staff, they either be paid for or replaced. To that end, quarterly notices will be sent out as reminders to anyone who has overdue materials owed to the library, and it is expected that these resources will either be returned promptly or renewed in the library. If a student or staff member has overdue notices on their account, they will not be allowed to take out any other materials from the library until their account is cleared.

### **LOCK & LOCKER POLICY**

All students will be assigned hall lockers and locks by the school administration. Lockers are the property of the Granville Central School District and are subject to searches as needed. To reduce the possibility of the theft of belongings, students are required to keep their lockers locked at all times when not in use. Students *MUST* use only the locker that is assigned to them. If the school issued lock is lost, the student will be charged a replacement fee of \$5.00. Students may only use school issued locks on their school lockers. Please note: Lockers are jointly maintained by the school and the student and must be kept locked. *School officials reserve the right to open and search student lockers at any time that it is deemed necessary.* Lockers are subject to supervision and inspection on a daily basis and will be checked to make sure that they are kept closed and locked. Students should keep their lockers neat and orderly, and the doors should be closed and locked properly. Students should not ask other students to store any items in their lockers that do not belong to them, and a student should not offer to store items that belong to another student. *Every student is responsible, at all times, for the items stored in their lockers.* Students who experience problems with their lock or locker should report to the Main Office for assistance. Students should not give out the combination to their locks.

Students in Physical Education classes will be issued a lock by the Physical Education department. If a lock is lost, a replacement fee of \$5.00 is charged. *Locks assigned by the Physical Education Department may not be used on hall lockers and may not be taken off the premises.* Students are required to keep their Physical Educational lockers locked at all times when they are not being accessed.

Any lock found on a hall or physical education locker that is not school issued, or school authorized, will be removed by the school administration.

## **NATIONAL JUNIOR HONOR SOCIETY & NATIONAL HONOR SOCIETY**

Membership in the National Junior Honor Society and National Honor Society is both an honor and a responsibility. Students may not apply for membership. No student has a right to belong to the National Honor Society; it is an honor bestowed by the faculty. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character and citizenship.

### **National Junior Honor Society - Selection Process**

1. The Junior High Counseling Office gives the advisor a list of students in the 7<sup>th</sup> and 8<sup>th</sup> grade classes who have achieved a cumulative average of 89.5% or higher.
2. A sheet listing all eligible students is distributed to all Junior High School faculty members. They are asked to comment, pro or con, on the students. These signed comment sheets are returned to the advisor.
3. All eligible students fill out an activity form detailing their involvement in school and community activities along with any awards received while in grades 7 and/or 8.
4. The Faculty Council, comprised of five teachers, will meet. The Assistant Principal and Principal are not permitted to attend. The advisor reads comments from faculty along with students' activity sheets. Members consider the characteristics of character, leadership, and service. A student with a majority of "yes" votes will be selected for membership.
5. The advisor notifies those students not selected. The Principal notifies those selected with an invitation letter to parents. Students must return the permission slip to the advisor. **Note:** Appeals should only be made for technical reasons such as a miscalculation of an average or the omission of a student's name.
6. A special tapping ceremony, conducted by the current membership, is held.
7. Upon selection students must maintain a cumulative average of 89.5% or higher. Students whose averages fall below this point will be notified, by mail, that they have been granted a probationary period. If the cumulative average of 89.5% is not achieved by the end of the probationary period, they will not be able to participate in any Chapter activities, including the tapping ceremony and will no longer be considered a member.

### **National Honor Society - Selection Process**

1. The Senior High Counseling Office gives the advisor a list of students in the Junior and Senior classes who have achieved a cumulative average of 89.5% or higher.
2. A sheet listing all eligible students is distributed to all High School faculty members. They are asked to comment, pro or con, on the students. These signed comment sheets are returned to the advisor.
3. All eligible students fill out an activity form detailing involvement in school and community activities along with awards received while in Grades 9 through 12.
4. The Faculty Council, comprised of five teachers, will meet. The Assistant Principal and Principal are not permitted to attend. The advisor reads comments from faculty along with students' activity sheets. Members consider the characteristics of character, leadership, and service. A student with a majority of "yes" votes will be selected for membership.
5. The advisor notifies those students not selected. The Principal notifies those selected with an invitation letter to parents. Students must return the permission slip to the advisor. **Note:** Appeals should only be made for technical reasons such as a miscalculation of an average or the omission of a student's name.
6. A special tapping ceremony, conducted by the current membership, is held.
7. Upon selection students must maintain a cumulative average of 89.5% or higher. Students whose averages fall below this point will be notified, by mail, that they have been granted a probationary period. If the cumulative average of 89.5% is not achieved by the end of the probationary period, they will not be able to wear the official insignia at graduation and will no longer be considered a member.

### **NON-EDUCATIONAL MATERIALS**

Students are to leave all toys, Bluetooth speakers, fidgets and non-academic gadgets at home, unless specifically listed on a child's IEP/504 Plan. Any items deemed unnecessary will be stored in the main office for pick up by the student at the end of the day. Students who refuse to turn over the item will be subject to school discipline.

### **PARTICIPATION IN PHYSICAL EDUCATION**

1. Physical education is required by New York State for four years. Therefore, all students must participate in some manner according to their physical abilities.
2. Students who are unable to participate in the entire program will have their activities modified to meet and/or improve their condition.
3. Legal excuses from gym participation must be secured from a physician.
4. Physician's orders will always be followed for students with injuries and limitations, but the student must report to the physical education teacher at the assigned class period for an alternate assignment.
5. Students desiring to return to physical education participation after a period of medically excused non-participation must have written clearance from a physician.
6. Every student will be provided with a Physical Education locker and combination lock. They are to wear appropriate clothes to each gym class. **Jean shorts are not acceptable attire.** Athletic socks and sneakers are required. Sneakers must be tied firmly.
7. All jewelry, unneeded glasses, watches, money, etc., should be removed before the start of physical education class. These items should be stored in a locked gym or hall locker. Granville Junior/Senior High School is not responsible for damaged or lost personal valuables. **The wearing of earrings and any visible body piercing, including tongue rings, will not be permitted during Physical Education class. Physical Education exemptions/contracts for piercing may be allowed. Any missed time from class participation must be made up to receive credit.**
8. Students must participate in PE class in order to be eligible for interscholastic athletic participation.

Students may only enter locker rooms during their scheduled Physical Education class period. Admittance to locker rooms is not permitted at other times, unless authorized by a member of the Physical Education department. Students found to be in locker room facilities when not authorized, may be subject to disciplinary action.

### **PHYSICAL CONTACT DURING SCHOOL**

Displays of affection (PDA's), such as hugging, kissing, hand holding or other types of physical contact are not appropriate at school. In cases where these behaviors are observed, students will receive an initial warning. Repeat offenders may be assigned disciplinary consequences. All students are responsible at all times for their personal behavior, and appropriate, respectful behavior is expected from students at all times.

### **PLANNING A SCHOOL FUNCTION**

Any class, club or other properly organized and approved group, may sponsor a school event. You must follow certain procedures and a Building Use Form may be required. Please consult the Principal, who will guide you in these matters and who must approve any and all school sponsored affairs.

### **SCHOOL DRESS EXPECTATIONS**

The following expectations and procedures reflect the Granville Central School District's goal of preparing students for success in today's working world.

All students are expected to give proper attention to personal cleanliness and are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for maintaining student dress and appearance that adheres to the Granville Junior-Senior High School's dress expectations. Teachers and all other District personnel should exemplify, model and reinforce acceptable student dress, and help students develop an understanding of appropriate appearance in the school setting by adhering to the following dress code:

#### **Shorts, Skorts, Skirts and Dresses**

Follow the "fingertip rule." For example, the length of skirts, skorts, shorts and dresses must extend below the student's fingertips when the student's arms are extended at his/her sides and must be worn above the hips with undergarments covered at all times.

#### **Tank Tops and Off-Shoulder Shirts**

Spaghetti straps, strapless tops, muscle shirts and off-shoulder shirts are not allowed. The "two fingers width" of coverage on the shoulder applies for all students and abdominal sides must be covered.

#### **No Vulgarity**

No vulgar or obscene words or graphics on clothing. This is defined as apparel that depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, gang affiliation or which degrade the integrity of individual groups.

#### **No Bare Midriffs**

Bare midriffs are NOT allowed. All parts of the stomach, sides and back must be fully covered without pulling or tugging. No see through or mesh clothing.

A student's dress, grooming and appearance, jewelry, make-up and nails, and accessories, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Fit properly and adequately cover the body.
3. No hoods. No sunglasses inside the building.
4. Hats are allowed unless deemed to be an educational distraction.
5. Ensure that underwear is completely covered with outer clothing at all times.
6. Include appropriate footwear at all times. Footwear that is deemed to be a safety hazard will not be allowed.
7. Not include items that are deemed to be vulgar, obscene, and/or libelous or denigrate others on account of race, color, religion, creed, national origin, gender, body type, sexual orientation or disability in an expressed or implied manner.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs (or symbols denoting the same) and/or encourage other illegal or violent activities.
9. Not denote or represent gang affiliation.
10. Not be worn which may be considered hazardous, damaging or threatening. This includes, but is not limited to, gloves, spikes, spiked rings, fish hooks on hats or necklaces, and chains that are 10 inches in length or longer (regardless of material).
11. The Administration reserves the right to expand upon these expectations as necessary.

#### **Other Dress Guidelines**

- Faces may not be covered at any time; exceptions to be made for religious requirements.
- Students are expected to remove hoods and sunglasses upon entering the building.
- Student attire should be appropriate for the season and weather.
- Swimwear and/or pajamas may not be worn to school.
- Items that do not have the primary function of clothing may not be worn as such. Examples would be but are not limited to blankets, flags or capes.
- Students may not write on themselves or others.

Each Building Principal, or his or her designee, shall be responsible for informing all teachers, students and their parents of the Student Dress Code at the beginning of the school year. Teachers, students and parents will also be informed of any revisions made to dress procedures during the school year.



Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. This includes hairstyles. The CROWN Act, which stands for Creating a Respectful and Open World for Natural Hair, prohibits racial discrimination based on hair texture and protective hairstyles. While DASA already protects the right of all students to learn in schools free of discrimination, harassment, and bullying, it is now clarified that those rights include self-expression through hairstyle the CROWN Act protects students' rights to wear or treat their hair however they desire, without the threat of racial discrimination or loss of access to school, participation in activities, and inclusion in opportunities inside and beyond typical classrooms. School administrators can work to create a culturally responsive and sustaining school environment that reflects the diversity of its students, including their hairstyles, and supports student self-expression.

Students will only be removed from spaces, hallways or classrooms as a result of dress code violations listed above (1-11):

- a. Students will be asked to put on their own alternative clothing, if already available at school, in order to conform to the clothing policy for the remainder of the day.
- b. Students will be provided with clean temporary school clothing in order to meet the requirements of the clothing policy for the remainder of the day.
- c. If a student is unwilling to comply with a request, the incident will be referred to the office to make a determination.

Students will not be shamed or required to display their body in front of others (students, parents, or staff) in school. All discussions regarding student attire will be done in a confidential manner. Conversations will NOT take place in public places or group settings.

"Shaming" includes, but is not limited to:

- Asking students to account for their attire in the classroom or hallways in front of others;
- Calling out students in spaces, in hallways or in classrooms about perceived clothing policy violations in front of others;
- Accusing students of "distracting" other students with their clothing.

Students who feel they have been subject to discriminatory enforcement of the clothing policy should contact an Administrator.

Any student who repeatedly fails to comply with the Student Dress Code shall be subject to further disciplinary action, up to and including multiple days of out-of-school suspension.

#### **SCHOOL SPIRIT**

School spirit means expressing loyalty to the functions of the school. Loyal students support their school and do their utmost to keep scholastic and activity standards at the highest possible level. The following characteristics are encouraged:

- Courtesy - toward staff members, fellow students, chaperones, officials and opponents during school activities and athletic events.
- Pride - in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship - the ability to win and lose gracefully.

#### **SCHOOL SUPPLIES**

All students are expected to provide these basic supplies for their own use: notebooks, paper, pens, pencils, erasers, clothes and sneakers for gym class. Students who desire to shower must provide their own towels for showers.

#### **SENIOR PASS**

Senior Passes commence at the beginning of each school year and are for seniors only. Thereafter, performance from the previous quarter will determine whether a pass is issued. **To Qualify For A Senior Pass:**

- A. A student must not have received any failing grades or "Must Improve Effort/Shows No Effort" comments during the previous marking period.
- B. A student must not have been assigned any detentions, suspensions, or have been found guilty of academic misconduct during the previous marking period
- C. A student may not have accrued more than 1 unexcused tardy or have more than 6 absences.
- D. A student must have earned grades to be eligible for the merit or honor roll for the previous marking period.
- E. Students must have an excellent effort.
- F. Students must sign out of rooms.
- G. Students are not allowed to sit in hallways.

#### **Privileges:**

- A. Are in effect during lunch periods and study halls.
- B. Students may work without immediate supervision (this does not mean activities in which immediate supervision would be necessary; for example, unsupervised use of the weight machine).
- C. Students may go to the library, guidance office, outside courtyard, cafeteria, computer room, or to work with a teacher or advisor. This is assuming that these areas are not overcrowded.
- D. Students do not need a regular hall pass.
- E. Students with Senior Passes are expected **NOT** to roam aimlessly, visit uninvited or distract classes, be in the parking lot or in motor vehicles, or congregate in the halls. Students should not use their lockers during classes.
- F. Students may go outside to eat their lunches as long as trays, utensils, garbage, etc., are properly taken care of, and students must get to their next class on time. **Students must sign out on the cafeteria and office sign-out sheets.**
- G. Students may go to lunch off campus every Thursday. The parent permission slip must be returned to the office prior to that date. The student must sign out in the office at the beginning of his/her lunch period and must sign in prior to the end of the period. If a student fails to sign in prior to the end of his/her lunch period, the student will lose off campus lunch privileges for the remainder of the academic quarter.
- H. School needs to be attended on a regular basis.

#### **Revocation of a Senior Pass:**

Appropriate behavior of students with Senior Passes is expected at all times. Senior Pass privileges may be revoked if academic, behavioral or attendance expectations are not met. Students who receive a Stage 1, 2 or 3 attendance letter will lose their senior privileges.

**Regular Passes:** All students must be in possession of a pass at all times when they are in the hallway during class time.

### **SPORTS**

Schedules for each individual sport are posted online and on bulletin boards throughout the building. "Day-of" cancellations will be announced on the Public Address system and online.

### **STUDENT AGENDA & PLANNER**

At the beginning of the school year, all 7th and 8th grade students will be given a Student Agenda to help with organizational skills. The Student Agenda contains a calendar for the entire school year and each day contains spaces for each class where students can write down information for assignments, due dates, upcoming events, etc. Students will be issued written individual passes to permit transit to Counseling Offices, the Main Office or the Nurse. Students needing to use the bathroom during class periods must receive permission, sign out on the room sign out sheet and have a pass from the instructor or supervisor in the room. All students are expected to have a pass with them at all times. One pass per student. All students are to sign out before utilizing their pass.

### **STUDENT ITEMS & POSSESSIONS**

Students are strongly advised not to bring valuable items to school. If it is absolutely necessary to carry money or other items of value, they may be left in the main office and picked up at the end of the school day. Students who elect to store valuables in their hall lockers do so at their own risk. The school will not be responsible for these items. Laser pointers and bluetooth speakers are not permitted and will be confiscated. Students who possess and/or use these items will have the item confiscated on a first offense.

### **STUDENT PARKING PRIVILEGES**

Driving to school and parking at school is a privilege. Any licensed student who wishes to drive to and from school and park on school grounds **must have a parking permit** which must be affixed to his/her vehicle. To request a parking permit from the office, a student must present a valid driver's license along with a permission form completely filled out for the vehicle that they will bring onto school grounds and park during the school day. A parking permit sticker or tag will be issued and must be displayed in a visible location on the vehicle at all times. Students parking on school grounds may only park in the areas designated as "student parking". *Students who park in staff, visitor, or other non-designated areas may have their parking privileges suspended or revoked, and may also be assigned disciplinary consequences.*

Parking applicants and their Parents/Guardians must read and agree to all of the terms and conditions outlined below. Failure to follow these rules and regulations may result in the loss of parking privileges and possible further disciplinary action. Students are expected to adhere to all NYS Department of Motor Vehicles laws pertaining to the operation of vehicles while at Granville High School. Failure to do so will result in the loss of permission to operate and/or park a vehicle on school property, citations, and disciplinary consequences. These rules and regulations have been developed to maintain the safe and orderly flow of traffic on the Granville High School campus. Completed applications are to be turned into the Main Office so that a parking permit can be issued.

Our campus provides parking spaces for Students. Permits are the property of Granville High School. Lost or stolen permits are the responsibility of the student. Replacement permits will NOT be issued. Parking permits may not be transferred to another student. If a student withdraws from Granville High School, the permit must be returned to the Assistant Principal's Office. Any vehicle(s) not registered will be viewed as a security risk and treated as such.

#### **Procedures for Parking at Granville High School:**

- Students must park in the assigned student parking lots only. ***For students that is the front lot next to Potter Avenue and behind the school near the athletic field/track, see parking map***
- If a different car is brought to school other than the one registered, the student must report to the Assistant Principal's Office immediately upon arrival at school.
- If you are driving a new vehicle or get a new license plate, you must report the new information (along with paperwork) to the Assistant Principal immediately.
- All student vehicles on campus must possess a current parking permit. The permit must be displayed and easily visible. All parking permits will be numbered to identify student vehicles.
- It is highly recommended that parents use discretion in terms of allowing students to drive to school in inclement weather.
- Students who park illegally: in Fire Lanes, designated Handicapped Parking Spots, Staff Lot, or Visitor Parking Area will result in suspension of parking privilege and/or disciplinary consequences.
- If a vehicle is not registered with the office it will be subject to being towed at the owner's expense.
- ALL regulations must be followed or the vehicle will be subject to being towed at the owner's expense.

#### **Student Parking Rules and Regulations:**

In addition to the Granville Central School District Code of Conduct, students with parking privileges at Granville High School are expected to abide by the Student Parking Rules and Regulations that are outlined below.

- Be on time to school and all classes: Unexcused late arrivals to school will be considered a violation of the parking guidelines and each consecutive tardy will be considered an additional violation.

- Practice safe driving on campus at all times: Behaviors including exceeding campus speed limits, passing a school bus while its flashers are engaged, driving the wrong way through the parking lot, and reckless or unsafe driving or “peeling out” are violations.
- Students are to drive and park only in designated/assigned locations: Driving or parking on the grass or parking in faculty lot is prohibited. Vandalism, or destroying school property or grass is also a violation. A student may also be required to pay for any property damaged.
- Students are not allowed to leave school grounds without proper authorization: Leaving school grounds without following established school procedures is a violation. Leaving campus without permission may also result in additional disciplinary consequences such as after-school detention, in-school and/or out-of-school suspension.
- Students are not allowed to go to their cars during the school day without Administrative approval: If approval is given, the student must exit and re-enter through that main office entrance.
- Vehicles are to be parked within the applicable painted lines: Students are not to park across lines, diagonally, or in any way which occupies more than one parking space. A progressive disciplinary approach will be used when dealing with students who do not adhere to the school’s expectations and parking regulations. The following steps will be taken if a student violates the parking guidelines while in possession of a valid parking permit:

**First violation:** Parking privileges will be *suspended for 5 school days* and parents will be notified.

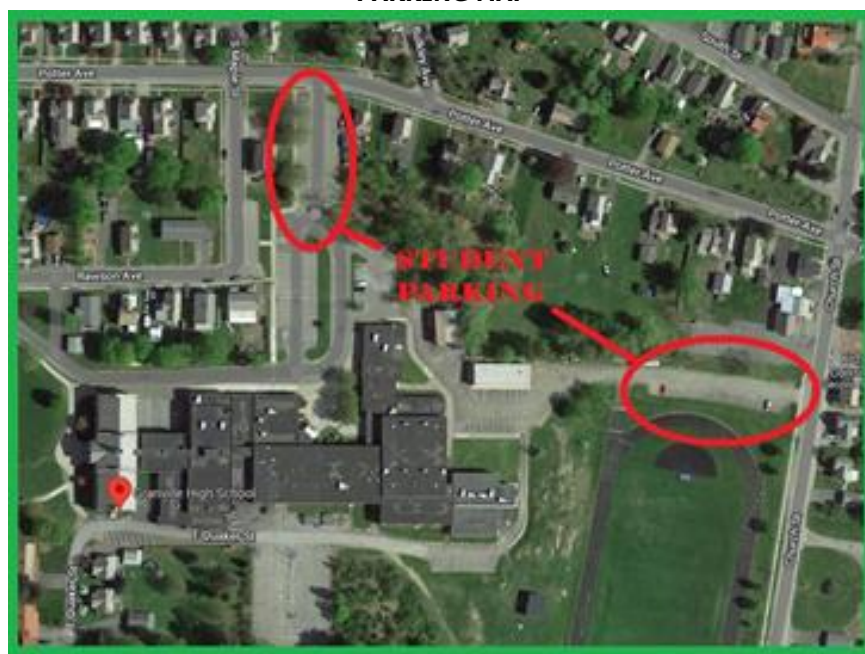
**Second violation:** Suspension of privileges (time determined by the Principal), the student will spend the remainder of the day in the in-school room, and parents will be notified.

**Third violation:** Loss of parking privileges, further disciplinary action, and parental contact.

Granville High School and Granville Central School District are not responsible or liable for any damage to or loss of vehicle or personal property. Students must keep their vehicles locked with windows closed at all times while parked on campus. By signing this form, we acknowledge that we have read and understand all the information contained within this document and agree to abide by the Code of Conduct and Student Parking Rules and Regulations of Granville High School. By submitting the application for a parking permit, the student and parent(s) give their consent to canine-sniff searches of the vehicles when parked on and/or located on District Property.

1. A student may not allow another student to use his/her permit. Permits are not transferable.
2. The speed limit on the Granville High School campus must be obeyed at all times.
3. Students must follow painted traffic patterns. Cutting across open parking spaces or driving on or across the grass is not allowed.
4. Students are to be respectful to staff members assigned to the parking lot.
5. Students are not to move cars during the school day, except to leave campus legitimately.
6. Students are not to use vehicles to leave campus unexcused.
7. Students are not allowed to drive to field trips.
8. Students are not allowed to drive other students without written, parental permission from all parties involved.
9. Students are requested to be very alert for pedestrians.
10. Students are reminded that all textbooks and school-related materials should be removed from vehicles before homeroom. Student vehicles should be locked with windows up.
11. Only emergency repairs are to be done in the parking lot.

### PARKING MAP



### **STUDENT PRIVACY**

At the beginning of the school year, all students will be photographed. Photographs are maintained by the school administration for identification purposes. During the school year, school staff members may take pictures of students, and pictures may be published in the newspaper or in school publications.

The Family Rights and Privacy Act (FERPA) maintains that schools need to keep a student's educational records confidential. The federal act broadly defines "educational records" as all records, files, documents and other materials which contain information that directly relates to a student and is maintained by an educational institution.

### **STUDY HALLS**

Students assigned to study halls must use their time wisely. Students are expected to bring work or something to read with them. The following are expectations and consequences:

ALL STUDENTS MUST be in their assigned seats and working when the bell rings or students are counted tardy.

HAVE ALL your books, notebooks, writing utensils available and ready.

ALL STUDENTS MUST bring work to study hall.

NO comic books, catalogs or inappropriate magazines will be allowed in study hall or school at any time. If such literature is found, it will be confiscated immediately.

NO talking without permission. No sleeping. No food/drink, except for water.

IN order to work together, a pre-signed pass is needed from the teacher who assigned the group work. The Study Hall Monitor will phone the teacher to verify the pass.

ANY STUDENT who received a failing grade at the 5-week or quarter marking period will not be allowed to leave the study hall unless it is for that class. Students must have a pre-signed pass from that teacher.

ANY STUDENT wishing to go to another teacher's classroom must have a pre-signed pass from the receiving teacher.

ONLY one male or one female will be given permission to leave the study hall at any one time to go to the restroom or locker.

FOUR is the maximum number of students who can check out to the Media Center – one student per pass.

### **TELEPHONE USE**

In general, school office phones and classroom phones are for the use of school personnel only. Under certain circumstances, staff members may allow students to use school office phones.

**Use of cell phones or other electronic devices by students during school hours is not allowed during the instructional day, at any time.** Cell phones and earbuds must be away and powered off in all classrooms including lunch and study hall. Smart watches are also not to be used for communication or internet purposes in classrooms.

#### **Policy Violations:**

**During a class period:** The teacher will ask the student to power off the device and turn it over to the teacher. The student may receive the device at the end of the period. If students refuse to turn over such devices, or if they are repeatedly in violation of the outlined policy: *First warning:* call home by teacher. *Second warning:* confiscation - device will be held in the office until the end of the day. *Third warning:* confiscation of device and *parent must retrieve the device from the office.*

### **TEXTBOOKS**

Students will be issued textbooks. Each text is inspected by the teacher who records its number and condition when issued. Students are obligated to return it in a condition, which, in the teacher's opinion, indicates reasonable wear and tear. If a student loses or damages a book, he or she will be required to pay a fee based on the cost and condition of the book when issued. The cost of replacement or damage is as follows:

1st issue (new)	75% or 3/4 of cost
2nd issue	50% or 1/2 of cost
3rd issue	33.3 % or 1/3 cost
4th or more	Estimate

### **VISITORS**

All visitors **MUST** report and sign in at the high school office for permission to visit anyone or any room in the building. State law requires visitors to public schools to have the necessary clearance in accordance with signs posted at the entrance doors. Visitor badges obtained in the office must be worn at all times while in the school building or on school property. Badges should be returned at the end of the visit, and visitors must sign out. Returning students who wish to visit a teacher must wait until the end of the school day.

**The Granville CSD policy manual contains specific policies about the student conduct topics referenced within this document. They are also cross linked here for your reference.**

**STUDENT CONDUCT**

3.1 School Conduct and Discipline

3.1.1 Loss or Destruction of District Property or Resources.....7311

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3.1.4 Students Presumed to Have a Disability for Discipline Purposes.....7314

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