

**FILLMORE CENTRAL SCHOOL HANDBOOK
2013-2014**

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A MESSAGE FROM THE PRINCIPAL

Welcome to the school year 2013-2014. This will be an exciting year for all of us at F.C.S. This handbook will supply you with basic information that you will need in order to successfully participate in the life of the school. Please read it carefully and do not hesitate to contact me or a teacher if you have questions. You should be aware of the fact that this handbook is not all-inclusive. There will be incidents that will occur that will not be covered in this document. However, we will do our best to be honest and understanding when dealing with every student at Fillmore Central.

Remember that much of what you accomplish this year is up to you. We will do everything possible to help you, but you need to take advantage of every opportunity that this school has to offer. Work hard to be a responsible and dedicated student.

Welcome back and have a great year.

Sincerely,

Kyle Faulkner
Principal

KF:mh

I. ATTENDANCE INFORMATION AND POLICIES

COMPREHENSIVE STUDENT ATTENDANCE POLICY

Statement of Overall Objectives

School attendance is both a right and a responsibility. Fillmore Central School is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because Fillmore Central recognizes that consistent school attendance, academic success and school completion have a positive correlation, Fillmore Central will develop and review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a) To increase school completion for all students;
- b) To improve student achievement and close gaps in student performance;
- c) To identify attendance patterns in order to design attendance improvement efforts;
- d) To know the whereabouts of every student for safety and other reasons;
- e) To verify that individual students are complying with education laws relating to compulsory attendance;
- f) To determine the District's average daily attendance for State aid purposes.

Description of Strategies to Meet Objectives

The School District will:

- a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b) Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c) Maintain accurate recordkeeping via a Register of Attendance to record attendance, tardiness or early departure of each student.
- d) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e) Develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures

Based upon our District's education and community needs, values and priorities, the District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

- a) **Excused:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the principal.
- b) **Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (examples: family vacation, hunting, babysitting, hair cut, oversleeping, etc.).

Student Attendance Recordkeeping/Data Collection

The record of each student's presence, absence, tardiness and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Commencing July 1, 2003, attendance shall be taken and recorded in accordance with the following:

- a) For students in non-departmentalized kindergarten through grade eight (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.) such student's presence or absence shall be recorded after the taking of attendance once per school day, provided that students are not dismissed from school grounds during a lunch period. Where students are dismissed for lunch, their presence or absence shall also be recorded after the taking of attendance a second time upon the student's return from lunch.
- b) For students in grades nine through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction except that where students do not change classrooms for each period of scheduled instruction, attendance shall be taken in accordance with paragraph "a" above.
- c) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.
- d) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness, or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Fillmore Central Senior High School Attendance Policy

Student Attendance Rationale

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional experience. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation.

Students who are absent from class due to their participation in a school sponsored activity are to arrange with their teachers to make up any work in a timely manner as determined by the student's teacher. Attendance at school sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments, and/or tests in accordance with the time schedule specified by the teacher.

STEP I

After 10 official absence or tardies from school (legal and/or illegal) an official letter will be sent from the principal and guidance director to the parent requesting a meeting. The meeting will be attended by the students, parent/guardian, principal, and guidance director.

Prior to the meeting the principal will meet with each teacher to discuss the student's progress to determine how the absences are affecting the grades.

At the meeting the student will be required to meet with all teachers to make arrangements to make up all necessary assignments.

STEP 2

After 20 official absences or tardies from school (excused and/or unexcused) an official letter will be sent from the Superintendent to the parents requesting a meeting. The meeting will be attended by the student, parent/guardian, the superintendent, the guidance director, and the principal. The importance of attendance and the expectations for our students would be discussed.

The principal will meet with the student on a weekly basis to check on his/her progress. Communication with the parents regarding these conferences would also take place.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent, tardy or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone, the staff member will provide such notification by mail. Further, the District's Attendance Policy will be mailed to the parent/person in parental relation to promote awareness and help ensure compliance with the policy.

It deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

Attendance Incentives

In order to encourage student attendance, the District will develop and implement grade-appropriate strategies and programs including, but not limited to:

- a) Attendance honor rolls to be posted in prominent places in the building and included in District newsletters and, with parent/person in parental relation consent, in community publications.
- b) Monthly drawings for prizes at each grade level to reward perfect attendance;
- c) Special events (e.g., assemblies, guest speakers, field days) scheduled on days that historically have high absenteeism (e.g., Mondays, Fridays, day before vacation);
- d) Grade-level rewards for best attendance;
- e) Classroom acknowledgment of the importance of good attendance (e.g., individual certificates, recognition chart, bulletin boards);
- f) Annual poster/essay contest on importance of good attendance;

- g) Assemblies collaboratively developed and promoted by student council, administration, and other community groups to promote good attendance.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions, as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, detention and denial of participation in interscholastic and extracurricular activities. Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

Intervention Strategy Process

In order to effectively intervene when an identified pattern of unexcused absences, tardiness or early departures occur, designated District personnel will pursue the following:

- a) Identify specific element(s) of the pattern (e.g., grade level, time frame, type of unexcused absences, tardiness or early departures);
- b) Contact the District staff most closely associated with the element. In specific cases where the pattern involves an individual student, the student and parent/person in parental relation will be contacted;
- c) Discuss strategies to directly intervene with specific element;
- d) Recommend intervention to Superintendent or his/her designee if it relates to change in District policy or procedure;
- e) Implement changes, as approved by appropriate administration;
- f) Utilize appropriate District and/or community resources to address and help remediate student unexcused absences, tardiness or early departures;
- g) Monitor and report short and long term, effects of intervention.

Appeal Process

A parent/person in parental relation may request a building level review of their child's attendance record.

Building Review of Attendance Records

Commencing with the 2003-2004 school year, the building principal will work in conjunction with the attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

Annual Review by the Board of Education

The Board of Education shall annually review the building level student attendance records and if such records show a decline in student attendance, the Board shall make any revisions to the Policy and plan deemed necessary to improve student attendance.

Community Awareness

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- a) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- b) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- c) Providing copies of the policy to any other member of the community upon request.

C. ATTENDANCE POLICY FOR STUDENTS ATTENDING THE BOCES OCCUPATIONAL CENTER

Rationale

Student attendance is a necessary and vital ingredient in the learning process. This attendance program is being introduced to promote good attendance at the Occupational Education Center and at the home school. Absenteeism on the part of BOCES Occupational Education students is a concern for many reasons.

1. The ability to learn a trade or skill is severely limited if the student is not present to receive instruction and, more importantly, to experience working with the necessary tools and/or equipment.
2. Employers value on-the-job attendance and punctuality. Students will become aware of the importance of a good attendance record, and therefore enhance their employability.
3. The home school makes a substantial financial commitment to send each student to the BOCES Center. An attendance requirement will identify any students who choose to waste this opportunity. An effort to channel resources where they show maximum educational benefits is an answer to the public's cry for accountability.

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the direction of a competent teacher are vital to the learning process. Since a school cannot teach students who are not present, a student's classroom attendance record will be a factor in determining whether credit is to be granted or denied.

I. Policy

Anytime a student is absent from the Vo/Tech Center, he/she must obtain an absence report form from the Main Office upon his/her return to school. A copy must be given to the instructor for re-admittance to class.

Attendance is taken and reported to the home school daily. In some courses, absence deducts from the hours needed to accumulate for licensing. In all courses, excessive absence may cause a student to be issued an incomplete or be dismissed from the BOCES program.

At the beginning of the school year all students will be advised of the necessity of good attendance. A copy of the BOCES attendance policy will be signed by each student and their parent/guardian verifying their understanding of this policy.

1. When a student is absent three (3) days in one quarter, the teacher will meet with him/her individually to discuss the cause of absenteeism. A phone call to the parent/guardian will be made by the teacher at this time. An absentee report will be sent to the parent/guardian, home school and a copy will be placed in the student folder.
2. When the student reaches five (5) days absent on one quarter, the BOCES counselor will conduct a formal meeting with the student to discuss the causes of absenteeism and to explain the consequences of excessive absenteeism. A phone call to the student's parent/guardian will be placed by the counselor at this time. An absentee report will be sent to the parent/guardian, home school and a copy will be placed in the student folder.

Excessive absence shall be determined as seven (7) or more days in any one quarter and/or twenty (20) or more days for a single school year and forty (40) over a two (2) year program. In the event that absences continue, these procedures will be followed:

1. A student with seven (7) or more days absent in one quarter will be placed on Attendance Probation due to excessive absence. The student will remain on the attendance probation list until the student conforms to the BOCES attendance policy.
2. A student with twenty (20) or more days absence in one school year will be subject to an incomplete for the year. The student's incomplete for that year may be made up in the first quarter of the following year when the student conforms to the BOCES attendance policy of less than six (6) days absence in the quarter following the incomplete and less than forty (40) days over a two(2) year program.
Example. A student who is absent twenty nine (29) days in the first year of a program will only be allowed eleven (11) days in the second year for a total of forty (40).
3. A student who has excessive absences in a first or second year of a program will have the opportunity to attend optional make up days. The make up days Will not exceed five (5) per year and will be scheduled at the convenience of the Vo-Tech staff.
4. A student with forty (40) or more days absences in a two (2) year program will be issued an incomplete and no credit will be awarded.
5. In the event of a student's unforeseen circumstances with medical or personal, the application of this policy may be reviewed by a committee composed of two (2) teachers, and the BOCES administrator. If so desired, a CSO or his/her designee may be part of this committee. A parent may be requested to be at this conference. This committee shall have the power to adopt provisions for additional make up days when circumstances warrant.

D. DAILY SCHEDULE

8:13	Warning Bell		
8:15 - 9:09	Period 1 - announcements, Pledge of Allegiance		
9:13 - 9:57	Period 2		
10:01 - 10:45	Period 3		
10:49 - 11:33	Period 4		
	Grades 7, 8		Grades 9, 10, 11, 12
11:33 - 12:03	5 th lunch	11:36 - 12:20	Period 5
12:06 - 12:50	Period 6	12:20 - 12:50	Period 6 lunch
12:53 - 1:37	Period 7		
1:41 - 2:25	Period 8		
2:29 - 3:13	Period 9		

Comments:

1. Periods are 44 minutes long (5 minutes added to first period for announcements, flag salute and moment of silence).
2. Lunch is 30 minutes.
3. 4 minutes for passing time between classes.

E. SCHOOL CALENDAR 2013-2014

August	26	Staff Development Day
	27	Staff Development Day
	28	Staff Development Day
September	2	Labor Day Recess
	3	First Day of Student Attendance
October	4	Staff Development Day
	14	Columbus Day
	17	Open House
November	11	Veterans Day Recess
	25-26	Parent/Teacher Conferences
	27-29	Thanksgiving Recess
December	23-31	Christmas Recess
January	1-3	Christmas Recess
	20	Martin Luther King's Birthday
	31	Semester Ends
February	17-21	Mid-Winter Recess
March	14	Staff Development Day
April	14-21	Easter/Spring Recess
May	23&26	Memorial Day Recess
June	17-25	Regents Exams
	26	Semester Ends

END OF PERIODS

5 WEEKS.....	OCTOBER 4
10 WEEKS.....	NOVEMBER 8
15 WEEKS.....	DECEMBER 13
20 WEEKS.....	JANUARY 31
25 WEEKS.....	MARCH 7
30 WEEKS.....	APRIL 11
35 WEEKS.....	MAY 22
40 WEEKS.....	JUNE 26

EARLY STUDENT DISMISSALS

***THURS.	OCT.17	PK-12	2:00
**FRI.	NOV. 8	PK-12	12:30
FRI.	DEC. 20	PK-12	2:00
**FRI.	JAN. 31	PK-12	12:30
FRI.	FEB. 14	PK-12	2:00
FRI.	APR. 11	PK-12	2:00
**FRI.	MAY 9	PK-12	12:30
THURS.	MAY 22	PK-12	2:00

**STAFF DEVELOPMENT DAY

***REQUIRED GO HOME EARLY DRILL

II. ACADEMIC- INFORMATION

1. COURSE OF STUDY

CLASSIFICATION OF HIGH SCHOOL PUPILS

Freshman	- completion of 8th grade
Sophomore	- completion of a total of 4 units
Junior	- completion of a total of 9 units
Senior	- completion of a minimum of 13 1/2 units and/or whose program includes necessary units and courses for graduation, and has passed RCT examinations.

UNITS OF WORK

1. Students 9-12 are required to carry 5 units of credit a year. The principal will determine any exceptions to this policy.
2. It is not the Intention to excuse seniors from study halls and then return to class. The only condition under which this will be allowed is for those who take a class at a college.
3. Students will be permitted to add or drop a course only after consultation with, and upon approval, of the guidance counselor and with parental permission. Before coming to the Guidance Office to drop a course, students are encouraged to discuss their decision with the teacher.

COURSE CREDIT SEQUENCE

- A. All courses for grades 9-12 are on a 1/2 unit basis.
- B. There will be final exams at the end of each semester for all courses, except physical education which is at the instructor's discretion.
- C. In Regents courses, the first semester grade will be the average of the first quarter, second quarter and final semester exam marks. The second semester grade will be the average of the third quarter, fourth quarter, and final exam grade (either the Regents exam or a local exam may be used at the option of the teacher)
- D. In those non-Regents courses which have been considered full-unit~t courses, such as English and social studies, failure in either semester means the loss of 1/2 unit of credit. The exam in June will not enable a student to receive credit for the failing first semester mark. The only exception to this is for those courses, that have a regents exam covering the full year's work such as math or science
- E. All Regents and required courses must be taken in semester sequence.
- F. Fillmore Central School does not provide any courses or carry out any of its education program or activities on the basis of sex. Our courses and activities are open to all students.

G. Other ways to earn high school credits

Credits may be earned through independent study and college courses.

Independent study must be in conjunction with a sponsoring teacher and must be approved before starting the independent study. The approval process starts in the Guidance Office. Independent study credits cannot be used toward the major sequence which is needed for graduation. A student may apply up to one unit of credit toward graduation with a local diploma.

Seniors may enroll in regular college courses and earn credit toward a local diploma. Upon passing the course, three credit hours of college credit will be equivalent to one-half high-school credit. Up to two credits earned through college courses may be applied the local diploma. Houghton College offers a unique opportunity for seniors who are interested in taking courses. Students may enroll at 25% of the regular tuition.

Any credits earned through independent study or college course work will have no bearing on the overall average or rank in class. For more information about earning these credits, see your Guidance Counselor.

B. **Requirements for Graduation at Fillmore Central Beginning with Class of 2005.**

All students will graduate with a Regents Diploma. A total of 22 credits must be earned. The minimum number of credits for each subject is listed below:

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Spanish	1 credit
Art and/or Music	1 credit
Health	½ credit
Physical Education	2 credits

In addition to these credit requirements students must also pass five Regents Exams in the following subjects: English, Math, Science, Global Studies, and American History (65 is passing).

Students also have the option of obtaining a Regents diploma with Advanced Designation. To do this they must pass the following Regents Exams: English, Global Studies, American History, Math A, Math B, Living Environment and one from Earth Science, Physics, or Chemistry. Students choosing to obtain a Regents Diploma with Advance Designation must also choose between either getting 3 credits of Spanish and passing the Spanish Regents or taking a five credit sequence in either career and technical education or the arts.

C. PROMOTION

1. Middle School - Grade placement for students in 7th and 8th grades who have failed 2 or more subjects is determined by a promotional Committee made up of teachers, administrators, remedial & special education personnel, and the school psychologist.
2. Grades 9-12 - There is no promotional committee for grade placement. It is determined entirely by the courses passed and the number of credits earned.

To be a sophomore, you must have 4 credits. (included in these 4 credits must be three (3) of the four (4) required freshman credits - English 9, social studies 9, science and math)

To be a junior, you must have nine credits. (Included in these nine credits must be the four required freshman credits and two of the four required sophomore credits - English 10, Social Studies 10, and second credits of mathematics and science)

To be a senior, you must have fourteen credits. (Included in these fourteen credits must be the required freshman and sophomore credits and one of the two required junior credits-English 11 and Social Studies 11). A student also must be progressing Satisfactorily toward completion of the sequence(s) requirement. A student must be able to complete fully the sequence(s) requirement by the end of the second semester of the senior year.

D. SENIOR CERTIFICATION

All students are required to take all exams and pass all required courses before being allowed to graduate. At the close of all examinations, a list of those seniors graduating will be posted; no senior may participate in Commencement who is deficient in credit for graduation or has not completed all other graduation requirements such as competency or proficiency exams requirements.

III. SERVICES AND SAFETY PROCEDURES

A. CAFETERIA

1. Students must be reasonably quiet while in the lunch room. Students will walk to the cafeteria.
2. There are two cafeteria serving lines. Students will select the shorter line. No cutting in.
3. No student is to wait until late in the lunch period to obtain his or her lunch. The cafeteria staff will be asked not to feed students who deliberately arrive late. This is necessary because of the closeness of our schedule with grades following immediately after the high- school line. Students should go to lunch first and then to the gym or designated area and remain there unless they have downtown permission.
4. Throwing food or destroying property will result in disciplinary action including the possibility of being banned from the cafeteria or not served food.

B. HEALTH SERVICES

The Health Office is staffed by a School Nurse (NYS registered nurse) The nurse attends to students' health needs, assessing whether problems may be handled at school, or whether student should be sent home or to a medical professional for care.

Students are referred to parent/guardian (or temporary caregiver) for medical complaints including:

- a) fever of 100 or above
- b) vomiting, diarrhea
- c) symptoms of potentially communicable diseases, (such as 'pink eye" and rashes) are referable for professional medical diagnosis/treatment/advice. These should be kept at home until medically cleared: that is, a) symptoms gone, or b) Doctor's written clearance (permission)
- d) injury requiring medical attention that is unavailable at school
- e) head lice - students sent home with head lice are not to return to classroom until first being brought by parent/guardian to nurse for hair-check approval.

The school health office is concerned with helping students' well-being, which allows them to function as successfully as possible. Routine health screenings are done periodically throughout the school years to identify normal/abnormal conditions including the following:

- a) height/weight/vision/hearing
- b) routine physical exams by the School Doctor (grades 1, 3, 7, 10, and yearly for HS

- sports)
- c) body mass index exams
 - c) student or teacher-referred concerns, requesting evaluation
 - d) abnormalities are referred, to assist students' health improvement, and/or to reduced contagious spreading
- Health records on all students are maintained at the Health Office

MEDICATIONS

NY State law requires that medication brought by student to school is to be kept at the nurse's office for administration by nurse (or designated substitute)

OTC Medicines sent to school are to be in the original container with the correct label. OTC medicines require a written permission from a parent or guardian which includes:

1. Students names, age, wt.
2. Name and strength
3. Reason for medication
4. Dosage - how much and when
5. Start date and stop date
6. Parent or guardian signature

Prescribed medicines are to be in the labeled prescription container with the prescription label information. Prescribed medicines require a Dr. 's signed medication permission form along with the prescription label. It must include:

1. Student name
2. Medication name and strength
3. Reason for medication
4. Dosage - how much and when
5. Start date and stop date
6. Dr.'s signature - parent guardian signature

Remembering to take medication is the responsibility of the individual student. The school is not legally obliged to enforce a student's taking of medication. Younger children's parents may help the child and teacher to remember taking medication by pinning a note with the requested time on it to child's shirt.

Medicine supplies left at school at the end of the school year are discarded. New permission notes (for ongoing medication needs) are required each year.

IMMUNIZATIONS:

NY State requires all public school students to have on file at school a record of the minimum mandated immunizations for enrollment at school.

These are the minimum mandated immunizations for enrollment:

- 1) Polio - minimum of (3) Total series of 4 recommended
- 2) Diphtheria (and Tetanus and whooping Cough -i.e. Pertussis = "DPT") three (3) (Total

- series for 5 DPT's recommended)
- 3) Mumps/Measles/Rubella (MMR) - Two (2) required (if born since 1985)
 - 4) Hepatitis B - series of 3 if born since 1992
 - 5) Tetanus, Diphtheria and Pertussis Booster (Tdap) 1 dose – (Students entering grade 6 or a comparable age-level special education program who are 11 years or older. 10 year old students entering 6th grade must be flagged, tracked and immunized when they turn 11 years old.)
 - 6) Varicella – 1 dose

Above requirements will result in suspension from school (NY State law) unless you have a written medical or religious exemption. Students' shot records can be kept updated if the nurse is informed of any boosters for immunizations received.

C. PUPIL PERSONNEL SERVICES

The Guidance Services assist the students in discovering and better utilizing the abilities and opportunities they have or may develop. In fact, every effort is made to carry out the meaning of the motto of the State University of New York: "Let Each Become All He is Capable of Being." In striving toward their goal, each student is helped to know and understand himself better through a discussion of the results achieved on aptitude and interest tests he has taken, and in the opinions of his teachers concerning his abilities and personality traits. With this knowledge and additional information about the various fields of work in which his/her particular abilities might be utilized and the training facilities available, the student is in a much sounder position to make wise educational and vocational choices.

Each student is welcomed and encouraged to come to the Guidance Office to discuss any problem he/she may have, whether it has to do with the course of study, educational or vocational plans for the future, or purely of a personal nature.. Any personal problem a student discusses with a counselor is always treated in the strictest confidence. Parents are also welcomed and encouraged to telephone or visit the counselor at school. Adults who are unable to come during the school day may call the Guidance Office to discuss alternative arrangements.

SCHOOL PSYCHOLOGICAL SERVICES.

The school psychologist provides services to students to enable them to meet their learning, personal, and interpersonal needs. Many students at one time or another face difficult problems as they attempt to reach their educational goals. These challenges can be in learning, in demonstrating knowledge, in choosing appropriate behaviors, in getting along with peers or adults, or in dealing with stress and life situations.

The school psychologist is able to provide assessment of learning skills, behavioral problems, and educational needs of students. This professional is also a counselor, working with students both individually and in groups. Counseling is provided for students in crisis as well as for students needing less intensive support. The school psychologist consults with school staff and parents when appropriate to help students solve problems and achieve school success.

The school psychologist also works to organize and arrange primary prevention programs. These provide experiences and training for students which help them to develop healthy decision-making and life skills.

The school psychologist's office is in the Guidance Office. Any student can arrange to see the psychologist by contacting that person or the Guidance secretary.

D. FIRE DRILL

Observe these general safety rules in fire drills regardless of your location in the building.

1. There must be COMPLETE SILENCE in lines as you walk and stand outside so that you can hear any instructions given by teachers or principals.
2. Students may walk in double file as soon as they go out the door of the room in which they are located.
3. Walk at a brisk pace; do not run or stroll along.
4. Watch out for small children. If you find a small child Out of place and bewildered, take him/her by the hand and lead him out with you.
5. When you get out of the building, stay in line and move to what would be a safe distance from the building. All students must stay with their teacher.

IV. EXTRA-CURRICULAR AND SOCIAL ACTIVITIES

A. Extra-Curricular Activities - Coordinator - 5-12 Principal

1. Any group desiring to operate a fund-raising activity must first request permission from the 5-12 Principal, naming a faculty advisor and a student treasurer. Upon approval of the request, contact should be made with the Business Manager to establish an account and to receive the proper materials for recording, depositing, and withdrawing funds.

Any class monies that remain in the class treasury after the class graduates shall be distributed into one or both of the following special accounts; Scholarship, Memorial.

2. All extra-curricular funds shall be deposited at least weekly or when the amount collected exceeds \$50.00.
3. All clubs shall be sponsored by a faculty advisor and are to have on file in the 5-12 office a copy of their by-laws. A list of club members and officers shall be submitted to the 5-12 principal by October first of each school year.
4. In order to participate in an extra-curricular activity, a student must attend school on the day of that activity unless permission is received from the principal. For Saturday activities a student must be in school Friday.

5. All extra-curricular and social activities sponsored by classes or clubs must submit a Request for Activities' form to the 5-12 office at least 1 week in advance of the activity.
 - A. Students may use only the area of the building they requested.
 - B. Activities held on a night preceding a school day are not recommended and may be held only after special permission has been granted. Closing time for such activities is 10.00 p.m.
6. There should not be any school-sponsored social activities, parties, etc. during the month of June. June is examination time and students should be preparing for exams. Exceptions to this must be approved by the principal.
7. Field Day occurs in May and consists of field events and any additional activities such as checkers, chess, etc. as set up by the Student Council. A list of field events will be distributed by the Student Council prior to the day.
8. To participate in athletics, students must be enrolled in 3 full time academic courses plus physical education.

B. INELIGIBILITY LIST

1. Category 1 - 1 class with an overall average of 64 or lower.
 1. No corridor passes permitted
 2. Pre-signed passes to a classroom teacher, Media Center, Guidance Office, or School Nurse will be honored
 3. Students should not be allowed to leave study halls or classes for the purpose of obtaining pre-signed passes.
2. Category 2 - two or more classes with an overall average of 64 or below with an unsatisfactory comment for each subject:
 1. Same as Category 1 in reference to passes etc.
 2. No extra-curricular activities for a period of five weeks. Including practices.
3. A student may be removed from the category list in the following ways:
 1. If the student is on Category I (failing 1 subject) they may be removed from the list by obtaining the signature of the teacher who placed them on category stating that significant progress is being made towards passing the class.
 2. A student may be removed from Category 2 (failing 2 or more subjects) by obtaining the signatures of the teachers who placed them on category stating that significant progress is being made towards passing the class. If a student drops a class, a teacher may still put that student on Category. There is no way to be removed from Category by dropping a class. The signing for removal from category is entirely at the discretion of the teachers who placed the student on the category list.

C. HONOR ASSEMBLY

Together with awards for participation in academic and music organizations, the following awards are presented.

1. Standard Bearer - This award is presented to two juniors who show excellence in scholarship, character, cooperation, and citizenship. The selection is made by the faculty and is one of the highest honors awarded to students. The Standard Bearers care for the flag throughout their senior year, and lead the Pledge of Allegiance at all assemblies. In addition, they serve as ushers for the senior class at Commencement.
2. "I Dare You" Award - The Danforth Foundation presents this award to two junior students who excel in the physical, mental, spiritual, and social areas. They are selected by the faculty.
3. Girls' and Boys' State - These are awarded in conjunction with the American Legion, and juniors with an average of 80 percent or higher who show good school citizenship are eligible. This program is sponsored by the American Legion with financial assistance provided by the Rotary. This award may not be available every year.
4. Babe Ruth Sportsmanship Award - This award is given to two senior students who, in the opinion of their fellow students, have made the greatest contribution to the spirit of sportsmanship and fair play during the year. They will be selected by written vote of grades 9-12.
5. Paul S. Hatch Memorial Award - This award shall be given to a senior or seniors at the Awards Assembly. It is not necessarily given every year. Varsity coaches determine the recipient(s) based on excellence in the student's Fillmore Central School sports career. Good citizenship and sportsmanship are also emphasized.
6. Student Council Citizenship Award - This award is given to two senior students who have participated in student government and who exhibit outstanding school citizenship qualities. Selection is made by a Student Council Committee.
7. F.F.A. Scholarship This award is presented to an outstanding senior agriculture student who is continuing his/her agriculture.

At commencement the following senior awards are presented:

1. Bausch and Lomb - This is presented to the student with the highest average in science for two and a half years.

2. Hannah Findlay Memorial Award -Cash awards are made in the three areas of English: classroom achievement, speaking and drama. The awards may go to three different seniors, two awards may go to the same senior, or one senior may be eligible to receive all three.
3. Rotary Bond - Each year the Rotary Club of Fillmore presents a Savings Bond to a Fillmore Central School senior. This award is based on the highest accumulative average for grades 9-12 in the course of citizenship education
4. Mathematics Award - This award is presented to the senior with the highest average in four full years of math.
5. Arion Music Awards for Band and Chorus - This award is given to seniors for exceptional contribution to the school music program.
6. Ann Marie Colombo Scholarship Award - This award is given to a Senior by the Student Council in memory of Ann Marie Colombo, a student at Fillmore Central who died of kidney disease at the age of fourteen. The recipient of this scholarship must have demonstrated academic proficiency, involvement in extra-curricular activities, citizenship, leadership, task commitment and organization.

D. MIDDLE SCHOOL AWARDS ASSEMBLY

Each year an awards assembly will be held for Middle School students. Awards will be presented for outstanding achievement, most improvement in each of the subject areas, school citizenship and participation in extra-curricular activities.

E. NATIONAL HONOR SOCIETY

- 1 Membership in this society is based on scholarship, service, leadership, and character. Membership is determined by a majority vote of the faculty council.
2. To be eligible, students must be at least in the 11th grade. 11^h grade students must have an average of 90 percent or better to be eligible. 12th grade students must also have an average of 90 percent or better to be eligible. All students must have been in attendance at the school the equivalent of one semester.
3. A student can be dropped at any time by the faculty council for failure to maintain satisfactory standards in any of the four required areas. In the event the faculty council cancels a student's Honor Society membership, the student and/or the student's parents have a right to appeal the council's decision.
4. All candidates will be given a supplemental form to submit for the committee to consider. This will allow the candidates the opportunity to provide references and highlight aspects of their lives that the committee might be unaware of.

F. HONOR ROLL

An honor roll will be compiled in the Guidance Office at the end of each of the ten week periods. The criteria are:

Principal's Honor Roll: Overall average of 95 or above with no class average lower than 90.

High Honor: Overall average of 90-94 with no class lower than 85.

Honor Roll: Overall average of 85-89 and no class average lower than 80.

V. STUDENT REGULATIONS

A. DANCE REGULATIONS - ALL DANCES ARE CLOSED

DANCES WILL NOT BE ADVERTISED OUTSIDE THE SCHOOL BY RADIO, POSTERS, ETC.

1. There will be a sign-up sheet, prior to the dance for all persons desiring to bring one or two guests. The person signing will be responsible for his/her guest's behavior.
2. The chaperones will include:
 - a) 2 teachers - plus advisors
 - 3) 3 parents
3. No admittance for students on Category II or absence lists.
4. No admittance for elementary students.
5. No admittance to any students after the first 90 minutes of the dance, unless administrative permission has been granted
6. Once a student leaves, there is to be no re-entry.

B. DOWNTOWN PERMITS

1. Pupils who come to school by bus shall not be permitted to go downtown anytime without a written request from home. This includes both before and after school each day. This request may be of two types:
 - a) Students in grade 12 may pick up a special form in the 5-12 office to be filled out and signed by their parents or guardian. This pass is for lunch time only.
 - b) A parent may write such a request for a specific day. Students must bring

this request to the 5-12 office before 8:25. All other students are to eat lunch in the cafeteria.

2. Student with such request shall sign the downtown sheet before leaving the school and cross off their name personally in the 5-12 office upon return.
3. All students are asked to exit the school from the front center doors and follow the main sidewalk to Main Street. Students are to re-enter school by the same route. For reasons of safety and courtesy to the community, students are requested not to use Lowell Street during lunch time.
4. Any student failing to sign out or cross his/her name off upon returning will have his/her downtown permit revoked.
5. Students are expected to return on time for classes. If early, report either to the gym or out-of-doors to monitors in charge of the program. Students are not to go upstairs or to the wings until the bell has rung. Abuse of this procedure shall be sufficient reason to withdraw permission.
6. A student who leaves the school ground during lunch without signing out and/or without written parental permission will be subject to disciplinary action.

C. MEDIA CENTER RULES

1. A desk attendant will check all passes of students entering the library. The time signed by the study hall teacher will be noted and the failure list checked.
2. The Media Center will be for study and reference work, leisure reading, and obtaining materials and information.
3. Reference work must be done for a specific subject and is not to be used as an excuse to go to the Media Center several times a day.
4. There are no lavatory sign outs in the Media Center.
5. Desk attendants are expected to maintain a quiet atmosphere for study. No partiality will be shown toward any student. The attendants are to be at the desk to sign passes, unless excused by the librarian. No corridor passes are to be signed by the student attendant. Students are not to use the Media Center as a lounge.
6. Students who show poor Media Center citizenship shall have the privilege of using the room taken away for a period of time, as determined by the librarian and the principal.
7. The best use of the school Media Center can be attained only if each student realizes his responsibility as a good citizen in the Media Center by books being returned on time, magazines returned to their proper places, chairs carefully replaced upon leaving the library, special care taken in moving about the room and working quietly.

D. SCHOOL BUSES

In order to ensure the physical safety of all students the following procedures are necessary.

1. Do not attempt to board a bus or leave your seat until the bus has come to a full stop.
2. Get on and off the bus in single file; do not crowd. This should be done in a quiet, orderly fashion.
3. The bus driver or school administrator may assign bus seats. The youngest children should have seat preference if there is a situation where students have to stand.
4. When crossing the road to board or leave a bus, always pass in front of the bus.
5. Keep head, hands, and feet inside the bus.
6. As soon as students are dismissed from school, they are to go directly to their buses. Do not push or crowd getting on the bus or to seats within the bus.
7. Do not move to another seat. Remain in your seat until you get to the stop where your home is.
8. Do not smoke, be destructive or throw any objects in or outside the bus.
9. Students who will not be returning home on their regular bus should bring a note to that effect. These notes should be turned in to the 5-12 Office so that permission may be given for that day or whatever time is indicated by the note from the parent/guardian.
10. All students are to use the side entrances when leaving or arriving at school. The central entrance is to be used by handicapped students only.
11. Make room for others to sit in your seat. When there is room, put your books in your lap and hold onto them instead of leaving them on the seat if someone needs to sit down.
12. Cooperate with the bus driver.
13. The bus driver may give other directions as necessary.
14. Violation of these rules will result in disciplinary action, possibly jeopardizing a student's privilege of riding the bus.

E. SCHOOL BUS FOR EVENTS

1. School buses may be used for sports, press and agriculture conferences, music festivals, home economics trips, and other sanctioned school activities. Written parental permission is required.
2. All members of FCS athletic teams and cheerleaders shall be transported to athletic events outside of FCS district by means of transportation furnished by the school district. If a member of a team plans to ride home with his/her parents or friend's parents, written permission from the parents must be given to the athletic advisor or verbal permission granted from parents at the game.
3. Students who wish to ride home with another student's parents or legal guardian must have written permission from their own parent or legal guardian. Verbal permission may only be obtained from student's parent or legal guardian.
4. When buses are used for school affairs, they are to be considered the only means of transportation for the group. All students going must ride on the bus or they are not considered part of the activity.
5. Students riding buses to games and other activities are to return on the same bus, except as noted in #2.

SCHOOL BUS BAGGAGE

The NYS Department of Transportation requires certain regulations concerning items which may be transported on our school buses. We want to comply with these regulations while permitting students to carry necessary items on the school bus whenever possible.

Generally, baggage may be carried on the bus which can be held comfortably on the student's lap. Most items that are too big and bulky to be carried on the lap may be tied down under the seat or secured by other means. No items may be permitted which protrude into the aisle hampering normal or emergency exiting.

Of course, there are some items which may not be carried on our school buses such as glass containers, flammable products, aerosol cans, firearms, tobacco, alcohol, etc

F. REGULATIONS FOR STUDENT PARKING

The following regulations will govern the use of cars by students driving to school. It is important to remember that driving to school is a privilege.

1. Generally, only seniors will be granted driving privileges. Any exceptions must have explicit administrative approval.
2. A permit signed by the student and parent shall be on file in the 5-12 Office.
3. The student shall not drive in excess of 10 miles per hour on school property.
4. The student shall park his/her car upon arrival at school and leave it parked until afternoon dismissal. No student shall use his/her car during the noon hour without explicit permission received by the administration from the parent for that particular day. When such permission is received there should be no other student riding in the car without explicit administration permission.
5. Students shall not loiter in their cars at anytime. They are to lock the car doors when leaving their cars.
6. A student parking lot located to the East of Lowell Street, thence South and West to the power pole, is available only for students with a student car permit. Students will not be allowed to park in the school staff parking lot, or in the school driveways.
7. Abuse of parking lot rules and driving privileges are subject to disciplinary action and may result in loss of driving privileges.

G. STUDY HALL RULES AND CORRIDOR PASSES

1. Only one girl and one boy may have lavatory permission at one time. Students should write the time on the sign-out sheet.
2. Corridor and library passes may be issued to any student not on the ineligibility list. They must be personally returned at the end of the period to the teacher of the class from which they were borrowed. Failure to do so or unnecessary loitering will result in the loss of the pass privilege.
 - a) Students may not leave the cafeteria for the purpose of obtaining a presigned pass to be used later in the day.
3. A corridor pass is required of all students in the hall during class periods. A student should not visit a teacher unless he has been given a presigned pass.

These passes must be obtained from the teacher whom the student wished to visit PRIOR to the time of the visit.

4. The public telephone is available for student use. Telephone calls should be made only during the lunch periods, before and after school or by special permission from a study hall teacher during the school hours.
5. Lockers should not have to be visited during study hall period. Every student should come to study hall prepared for study. Students should try to limit their visit of lockers between each period.
6. Students should be able to plan their work sufficiently to carry books and supplies for several periods at a time. This would help to eliminate some confusion during the passing of classes.
7. Study halls are to be quiet so that studying can be done.
8. Study halls are NOT for playing cards or coin tossing.

H. VISITORS

1. Former students shall not be allowed to visit the school for social purposes during the school hours.
2. Student visitors are not to be brought to school at anytime except as follows.

A student who is an out-of-the-area guest at the home of a Fillmore student may come to school as a visitor provided the host receives permission from the principal one day prior to the visit. A maximum of one day visitation is allowed. Young children should not be brought into the building, other than when approved for special class purposes.

3. All persons coming to school must sign in at the District Office, giving the date and destination. They will write their name on the tag provided and wear it so that it is visible.

I. SCHOOL CLOSING

There are times during the year that school may have to be closed or delayed in opening because of inclement weather and road conditions, mechanical malfunctions in the school building, etc. Such announcements will be carried by the following radio stations:

WellsvilleWLSV, WJQZ
Rochester..... WHAM
OleanWHDL, WPIG
Buffalo.....Channel 7, WBEN & WGR
HoughtonWJSL

J. OTHER INFORMATION AND REGULATIONS

1. All student organizations distributing posters or flyers must have approval by the faculty advisor of the organization and the 5-12 principal.
2. **TEXTBOOKS MUST BE KEPT COVERED.** This is a student obligation. Textbooks are too expensive. Lost or damaged books will be paid for by the person to whom the book is originally assigned regardless of whether he or she damaged or lost the book.
3. High school students are not to leave the building at any time during school hours without permission from the principal.
4. **NO** students are allowed in the building after school unless supervised by a faculty or staff member.
5. The faculty room is off limits to all students.
6. To use the homemaking room for repair of clothing, a student must first obtain the approval of the principal.
- 7.. The use of snow mobiles, motor bikes, roller blades and skate boards is prohibited on all Fillmore Central School properties unless special permission is granted from the administration.
- 8.. At 8:15 students are to be in their first period class for the Pledge of Allegiance, attendance, announcements and a moment of silence.
9. Students will be assigned lockers for storing coats, textbooks, and other school supplies. Personal items of monetary value should be kept in the District Office safe, not in one's locker. It will be assumed that if any student is found opening or tampering with another student's locker, then the purpose is theft. Lockers shall not be marred or written on. The school is not responsible for lost or stolen items left in lockers. The student may wish to put a personal lock on his or her locker. If so, combination or an extra key should be provided to the 5-12 Office.
- 10.. Students in grades 7-12 will not be in designated elementary school areas without permission from the office.
11. Students are not to use tobacco products on school grounds.

VI. SEXUAL HARASSMENT OF STUDENTS

In recent years we have all become more aware of what sexual harassment is and the devastating effect this behavior may have on the victim. The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. As a result there is a Board policy designed to provide students with a means for bringing the harassment to an end and the harassers to be held accountable for their actions. Copies of this policy are available to students in both the District and 5-12 office.

In plain language if you feel that you are the victim of some form of sexual harassment please report it immediately to teachers, staff, or administration. . All complaints will be investigated and appropriate action taken.

VII. MESSAGE TO PARENTS

Although this handbook is designed primarily for the student's use, it is important that parents are also aware of the rules, policies, and procedures of the school. Parents may then be able to reinforce the appropriate attitudes and behavior of their son or daughter. The administration and faculty of Fillmore Central School want to keep the communication lines open to parents in order to minimize misunderstandings. Parents are encouraged to talk with their son or daughter about the day-to-day activities. At dinnertime a check of students problems, projects, and attitudes keeps the parents constantly informed.

We welcome any questions or concerns on the part of the parents. Many times a telephone call can quickly dispel unwarranted rumors or clear up a misunderstanding. To facilitate this parent-school communication, a directory is made available. The areas of responsibility are noted to help parents contact the appropriate school authority.

FILLMORE CENTRAL SCHOOL PHONE NUMBERS

Ravo Root, Superintendent	567-2251
Kyle Faulkner, Principal.....	567-2289
William Kelley , Guidance Counselor.....	567-2270
Thomas Ricketts , Business Manager....	567-2259
Stacy Parmenter, School Nurse	567-8584
Debbie Woltag, School Psychologist.....	567-2270

VIII. DISTRICT POLICY REGARDING ALCOHOL, DRUGS AND OTHER SUBSTANCES

1. MISSION

The Board of Education recognizes that the misuse of drug and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Through the collaborative effort of staff, students, parents/legal guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol other substances to include the following elements:

- a) An age-appropriate drug and alcohol prevention education program for students in all grades from early childhood through grade 12;
- b) Intervention, to eliminate any existing use/abuse and provide support services to all students from early childhood level through grade 12 considered to be at risk for use/abuse;
- c) Standards of conduct and appropriate disciplinary measures for both students and staff within the framework of the District discipline policy and applicable New York State Law;
- d) Ongoing training of District staff about the components of an effective program,
- e) Implementation, dissemination and monitoring of District policy and regulation of Alcohol and Other Substances.

2. IMPLEMENTATION

A. The School District has established the following regulations to implement Board of Education policy on Alcohol and Other Substances.

1. Training School personnel and parents/legal guardians to reinforce the components of the policy through inservice and community education programs with up-to-date factual information and materials;
2. An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/alcohol-free special events service projects and extracurricular activities that will develop a positive peer influence.

B. Intervention and Counseling

School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

1. Counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose:
2. Referring students to community or other outside agencies such as Allegany Area Council on Alcoholism and Substance Abuse, Inc. when their use/abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
3. Providing a support school environment designed to continue the recovery process for students returning from treatment.
4. Ensuring confidentiality as required by state and federal law.

C. Disciplinary Measures (Students and School Personnel)

1. School Personnel - The Board of Education, recognizing that students are often influenced by teachers and other members of a schools staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board will therefore not permit the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs may impair an employees job performance. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties, (consistent with local, state and federal law), up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Counseling is available to adults with drug and alcohol abuse problems through the Allegany Area Council on Alcoholism and Substance Abuse, Inc.

Additionally, confidentiality shall be insured as required by state and federal law.

2. Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcohol beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's policy on Student Rights and Responsibilities (#5501) and Interscholastic Athletics (#5139.1).

D. Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

E. Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol and other substances Board policy and administrative regulation by collaboration with school personnel, students, parents/legal guardians and the community at large.

Additionally, copies of Board policy and this regulation shall be disseminated to District staff, parents/legal guardians and community members. The Superintendent shall review annually the policy and regulation and suggest appropriate modifications, as needed.

Drug-Free Schools and Communities Act Amendment of 1989 Public Law 101-226)

Originated July 1990
Revised June 2003
Reviewed June 2004
Revised June 2010
Reviewed June 2011
Revised August 2012