

2023-2024

5 - 12

**Clymer Central School
Student Handbook**



www.clymercsd.org

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MISSION STATEMENT

**We will provide all students
the opportunity to learn today
so they may contribute
to a better tomorrow.**

DISTRICT GOALS

- **GOAL 1**

Maximize academic performance and student success in a safe and respectful learning environment to ensure college and career ready students.

- **GOAL 2**

Cultivate a culture of respect that promotes the values of well-being, integrity, and character development of everyone in the community.

- **GOAL 3**

Engage and support collaborative partnerships that foster learning, communication, opportunities, and a positive culture in our school and in our community.

- **GOAL 4**

District operations and budget will be developed collaboratively, transparently, and with responsibility to provide adequate resources that support our academic goals and reflect the financial values of the community.

STUDENTS / TEACHERS / STAFF

1. Come to school with goals in mind.
2. Make a plan to accomplish these goals.
3. Take steps towards your goals every day.
4. Maintain a positive attitude.
5. Embrace change.
6. Celebrate learning.

PARENTS

Be our partners in the celebration of learning with your children.

Your thoughts to create a positive dynamic place for students to learn are always welcome.

ADMINISTRATION

Mrs. Beth Olson Superintendent
Mrs. Brianne Fadale UPK - 12 Principal

BOARD OF EDUCATION OFFICIALS

Mr. Edward Mulkearn, Board President
Mrs. Carole Siverling, Board Vice-President
Mr. Mike Schenck, Board Member
Mr. Mike Einink, Board Member
Mrs. Rachel Kinal, Board Member

DISTRICT OFFICE PERSONNEL

Mr. Jarrett Wiggers, Business Official
Mrs. Stephanie Leek, Personnel Specialist/District Clerk
Mrs. Alexandria Kitchen, Superintendent Secretary/District Treasurer

DISTRICT SUPERINTENDENT/BOCES SERVICES

Dr. David O'Rourke
District Superintendent
Erie 2-Chautauqua-Cattaraugus BOCES

8685 Erie Rd.
Angola, NY 14006
1-800-228-1184

LoGuidice Center

9520 Fredonia Stockton
Fredonia, NY 14063
1-800-344-9611

Clymer Central School
8672 E. Main St.
Clymer, NY 14724

Phone # (716) 355-4444
Fax # (716) 355-4467

CLYMER CENTRAL SCHOOL 2023-24 DIRECTORY OF FACULTY

Mrs. Daniele Anderson.....	Librarian
Mr. David Bodamer.....	Social Studies
Mrs. Alexis Bonetti.....	English
Mrs. Amber Brunco.....	English
Mr. Zachary Camarata.....	Social Studies
Mrs. Melissa Campbell.....	Grade K
Mrs. Bobbie Jo Carlson.....	Special Education
Ms. Hailey Crossley.....	Elementary Art
Mrs. Nichole Damcott.....	Social Worker
Ms. Lucy Evans.....	Chemistry /Science
Mrs. Heather Goree’.....	Pre-Kindergarten
Mrs. Samantha Hasbrouck.....	Special Education
Mrs. Julia Heiser.....	5th & 6th Science
Mr. Marc Heiser.....	Mathematics
Mr. Tim Johnson.....	Physics/Science
Mrs. Stacey Kerr.....	Mathematics
Mr. Irvin King.....	Elementary Physical Education
Mrs. Julia King.....	SEL
Ms. Elizabeth Kremer.....	School Psychologist
Mrs. Jeness Legters.....	5th & 6th Math
Ms. Jane Loewer.....	Special Education
Mrs. Trudy Malecki.....	Physical Education/Health
Mrs. Cheryl Mayott.....	7-12 Art
Mrs. Angela Mitchell.....	Grade 4
Mr. Scott Neckers.....	Earth Science
Mrs. Grace Odell.....	Grade 3
Mr. Daland Perry.....	Vocal Music

Mrs. Lisa Perry..... Business/Home Economics
 Mrs. Velvet Persons.....Kindergarten
 Mrs. Shantell Phelps..... Mathematics
 Mr. Corey Rhodes..... School Counselor
 Mrs. Sara Rodkey..... Special Education
 Mr. Tyler Sard..... 5th & 6th Social Studies/Dean of Students
 Mrs. Carrie Shampooe..... Spanish
 Mr. Ray Shrout.....Math Intervention
 Mr. Robert Slava II..... Agriculture/Technology Education
 Ms. Rachael Tanner..... Grade 2
 Mrs. Kelly Ulsh..... Reading Intervention
 Mr. Christopher Wakefield..... Instrumental Music
 Mrs. Katharine Whalen.....Grade 1
 Mr. Daniel White.....Physical Education
 Mrs. Abby Whitney.....5th & 6th English
 Mrs. Elizabeth Wiggers.....Special Education

2023-24 SUPPORT STAFF PERSONNEL

OFFICE PERSONNEL

Mrs. Teresa Lombardozzi	Main Office Secretary
Mrs. Connie Messenger	School Secretary/Attendance Officer
Mrs. Jennifer Nickerson	Student Services Secretary

TEACHER AIDES/ASSISTANTS

Ms. Tina Applebee	Mrs. Sinrae Goodwill
Mrs. Sabrina Pierce	Mrs. Bonnie Jackson
Mrs. Wendy Trisket	Ms. Kiaya Bensink
Mrs. Michelle Hodge	Mrs. Melissa Wassink
Mrs. Melanie Battaglia	Mrs. Amanda Paddleford

SCHOOL NURSE/DOCTOR

Mrs. Morgan Legters	Registered Nurse
Dr. Kurt Lund	Mead Avenue Family Practice

TECHNOLOGY AND COMMUNICATIONS

Erie 1 BOCES	Technology Coordinator
Mrs. Deb Jones	Technology Assistant

SCHOOL COUNSELOR

Mr. Corey Rhodes	School Counselor
Mrs. Nicole Damcott	Social Worker

SPECIAL SERVICES

Mrs. Brianne Fadale	Special Education Director
Mrs. Kristy Catanese	Speech Therapist/CSE Chair
Mrs. Jennifer Nickerson	504/CSE Secretary
Mrs. Kim Phillips	Occupational Therapist
Mrs. Sara Sullivan	Physical Therapist
Ms. Elizabeth Kremer	School Psychologist

CAFETERIA STAFF

Mrs. Sue Watrous, Manager	Mrs. Barb Howden
Mrs. Clarise Smith	Mrs. Melanie Battaglia
Mrs. Stephanie White	

TRANSPORTATION STAFF

Mr. Tracy TeWinkle	Mrs. Dawn Kin
Mrs. Anndrea Dunnewold	Mrs. Cathy Nyweide
Mrs. Connie Aikens	Mr. Mark Humes
Mr. Michael Watrous	Mr. Nathan Nickerson
Mr. Jeff Bemis	

CUSTODIAL STAFF

Mr. Richard Luke	Mr. Gordon Hodge
Mr. Robert DeStevens	Ms. Kris Neckers
Mr. Kurtis Messenger	Mr. Jacob Card
Mrs. Sarah Gurdak	

ACADEMIC INFORMATION

Summary of New York State Graduation Requirements 2023-2024

Course Requirements

Required Subjects	Required Credits
English	4 Credits
Social Studies	4 Credits
Mathematics	3 Credits
Science	3 Credits
Language Other Than English (LOTE)	1 Credit
Art and/or Music	1 Credit
Physical Education	2 Credits
Health	1/2 Credit
Computer Course (Local Requirement)	1/2 Credit
Electives (Minimum)	4 Credits
Total Minimum Credits Required	23 Credits

Regents Diploma—a score of 65% or higher on these 5 required exams:

Comprehensive English	Grade 11
Global History	Grade 10
US History	Grade 11
Mathematics (Any One)	Grade 9 or 10
Science (Any One)	Grade 9 or 10

Regents Diploma with Advanced Designation—a score of 65% on 8 exams:

Comprehensive English
Global History
US History
Science (2 Total) - one from life science and one from physical science
Mathematics (3 Total) - Algebra, Geometry, Algebra 2
Plus 3 years of LOTE, 5 credits art/music, or complete a CTE Program

Local Diploma Availability

The local diploma remains available for all student populations. For a complete description of safety net options, graduation pathways, appeals and other options, contact your guidance counselor or special education office.

For complete information in New York State Graduation Requirements visit: [www.p12.nysed.gov/part 100](http://www.p12.nysed.gov/part100)

GRADING SYSTEM

The grading system for grades 5-12 at Clymer Central School is a numerical range of 0 - 100%. Grades of 65% or higher are passing and grades 64% and below are considered failing. Students are assessed and assigned grades within this range. The first quarter of a year long or semester long class, students cannot earn less than a 50%. If students earn less than a 50% the students' earned grade will also be reported on the report card.

The average for a year in a particular class is the sum of 2 or 4 ten-week grades, divided by 2 or 4, depending on whether the course is a half-semester, or full-semester course.

The final grade for a course is a School Final Mark (SFM.) This mark represents a combination of 4/5 average and 1/5 final exam. The final exam may be a local test and or summative project. Regents' courses are concluded with a Regents Examination which is required to graduate with a Regents or Advanced Regents Diploma. Each student, grades 7-12, must take and successfully pass all core subjects (English, Social Studies, Math and Science) at each grade level in order to be promoted to the next grade level.

PROMOTION/RETENTION Grades 7-8

Promotion of students to the next grade is based on progress and achievement from students as it relates to the subject content for that particular grade

CORE	SPECIAL
Social studies	Music/Band/Chorus
Mathematics	Health/PE
English	Art
Science	Electives
Spanish	

In general any student **failing two or more** core courses may be retained in their current grade. Students in grades 7-8 who need summer school to be passed to the next grade, must PASS the summer school course with a 65% or higher. The Principal reserves the right to make the final determination for retention/promotion. Summer school may be a prerequisite for a student to move to the next grade.

Any student in grades 9-12 who fails any of the core subjects and either does not attend summer school or attends summer school and fails that course, will repeat the course the following year. Students who do not attend summer school to make up a failed course risk their chances to graduate in the normal four-year time span.

*****This AIS assignment will be mandatory, not voluntary. AIS will be staffed by a certified***

teacher paid to diagnose deficiencies and provide AIS in the subject area.

There will be a committee composed of, at the minimum, the principal, the school counselor, the subject area teacher and a parent to review any cases that may warrant an exception to this policy. Exceptions could include age appropriateness, a handicapping condition, etc. Other personnel will be included on this committee as are needed to make an informed and educationally appropriate decision.

QUARTERLY HONOR ROLL

Students will be eligible for the Honor Roll based on the following:

Classification	Average
High Honor Roll	94.5-100
Honor Roll	89.5-94.49
Merit Roll	84.5-89.49

NATIONAL HONOR SOCIETY

Membership in the Clymer Honor Society is based upon excellence in four areas:

- Scholarship***
- Service***
- Leadership***
- Character***

Students who show distinguished performance in all four areas may be admitted to the Society. In accordance with the National Constitution, no single area is sufficient to assure election. Once a student becomes a member he/she is responsible to remain a member in good standing in all four of the areas listed. Selection to the Honor Society is determined by a faculty committee, which does not include the advisor, as determined by Honor Society policy guidelines. See the National Honor Society Handbook for guidelines.

HONOR SOCIETY SELECTION PROCESS

The NHS Advisor will provide a list of students meeting the academic requirement for membership to the members of the Faculty Advisory Council. **Students in grades 9 to 12 must be on the Honor or High Honor Roll for the first three quarters of the school year. The Council will also look at the fourth quarter from the previous year.**

After these criteria are met, the Faculty Advisory Council based on the standards of leadership, character, and service selects members. (See guidelines below). Membership will be determined by a majority vote by the Council. Present members are required to complete 10 hours of Community Service each year.

The student who exercises leadership:

- Demonstrates leadership in participating in and promoting a number of school activities.
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability

- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Has a good attendance record and minimal if any tardies.

The student who serves:

- Maintain a loyal school attitude. Participates in some outside activities
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Accepts committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers and students

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property and programs
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern and respect for others
- Actively helps rid the school of bad influences or environment

Transfer Students

To be considered for first and second honors, i.e. valedictorian and salutatorian, a transfer student must have been in attendance two consecutive years prior to graduation. A grade conversion chart shall be applied to grades of students who transfer from a school which uses an alternate marking method.

Early Graduation

The cumulative grade point average of those students who satisfy their graduation requirements in less than 8 semesters of HS study will be computed and assigned a class rank designation in accordance with this policy. Students who elect to pursue an accelerated program of studies shall not be discriminated against in the assignment of a rank in class and in the corresponding selection of valedictorian and salutatorian.

Valedictorian and Salutatorian

The Valedictorian will be selected after the first semester of the senior year. The student with the highest overall average will be valedictorian and will be asked to give the valedictorian speech at graduation. The Salutatorian will be selected after the first semester of the senior year. The student with the second highest overall average will be the Salutatorian and will be asked to give the salutatory address at graduation.

GPA

GPA's will be figured at the end of the junior year and again at the end of the third quarter of their senior year. All classes will be used in computing GPA final averages will be used based on the credit of the course.

Examples: A 90 in English (worth 1 credit) will be computed as a 90.
A 90 in Health (worth ½ credit) will be computed as a 45.
A 90 in Carpentry (a BOCES course worth 4 credits) will be used 4 times in computing GPA's.

A failed course will be computed based on the credit that would have been received if the course had been passed. Example: A 50 in Spanish 3 (would have been 1 credit if passed but worth 0 credits because it is below a 65) will be computed as a 50.

1. Only the highest average for courses retaken or courses where just exams were retaken will be used in computing GPA.
2. College and/or advanced placement (AP) courses will be weighted at a rate of 1.5.
Example: A 90 in Calculus (worth 3 college credits but one local credit) will be computed as a 103.5.
3. All GPA's will be computed to the nearest hundredth with rounding occurring only at the completion of all computation. In the case of a tie for valedictorian and/or salutatorian, no rounding will occur and the hundredth digit will be used to determine rank.

Physical Education classes will be granted ¼ credit per semester and used in GPA's. Drivers Theory will receive ¼ credit and used in GPA's and Behind the Wheel receive ¼ credit and used in GPA's.

NOTE: Students in eighth grade who pass both the course and proficiency in Spanish receive 1 high school credit, which is used in computing GPA's

Add/Drop Procedure

Once a student, 9-12th grade, has selected or been assigned to a class/course, that student is expected to complete that class/course and do all work necessary to fulfill all obligations associated with that class/course. If there is an acceptable reason for a student to drop a full semester class, this drop must be properly processed within two (2) weeks of the beginning of the class. In order to drop a half- semester class, the drop must be done within two (2) weeks of the start of the class.

In order to drop a class, written permission must be given from the parent, the teacher, the school counselor and the student. In some instances, the principal must also give written permission. If there is a request to add an additional class and the student has a study hall every day, has not dropped another class to make room for another class, and is doing acceptable work in current classes, the teacher, student and school counselor may agree to add this class at any time. If work needs to be made up, because of a late add, it is the student's responsibility to do as the teacher instructs.

ACADEMIC ELIGIBILITY POLICY

A student's academic progress is the primary reason for their attendance in school. This policy states that no student may participate in extracurricular activities or interscholastic athletics unless the student is demonstrating satisfactory academic progress. Participating athletes must be passing all classes.

Steps to Monitor Academic Eligibility

1. At the beginning of the activity or season, the advisor or coach shall formally set the academic expectations required for participation.
2. Academic performance will be continually evaluated by all classroom teachers. All teachers Grades 7-12 shall have their PowerSchool grades updated by the deadline stated by the Student Services Office.
3. The School Counselors shall review the names of students failing with the Principal to determine if there are any extenuating circumstances that should be considered regarding the placement of a student on the Ineligibility List.
4. Students failing two or more subjects at the beginning of the five-week marking period will be subject to five weeks of extracurricular suspension. Students are automatically ineligible for two weeks. They must attend Homework Club until progress is made.
 - a. Ineligibility means that the student cannot participate in competitions, including scrimmages.
 - b. However, the student may continue to practice, attend fundraising activities, meetings, etc. at the discretion of the coach/advisor AND submission of weekly progress report(s) to the Main Office.
5. Weekly progress reports will discuss the student's academic progress and their efforts to improve in the failing class over the course of the past week. This will be signed by the teacher of that particular course and submitted to the Main Office by 12:00 Friday.
 - a. This is the student's responsibility to have their weekly progress report completed.
 - b. If the weekly progress report is not completed nor submitted to the Main Office at the particular date and time, the administration will extend the ineligibility for another week.
6. Student may be removed from the Ineligibility list at any time during the five-week period by:
 - a. Raising and maintaining their grade point average to a passing mark.
 - b. Teacher verifying passing grade in writing to the Main Office.

MARKING PERIODS/REPORT CARDS/PROGRESS REPORTS

- 5 Week Marking Period ends on: 10/6/2023
- 10 Week Marking Period ends on: 11/10/2023
- 15 Week Marking Period ends on: 12/15/2023
- 20 Week Marking Period ends on: 1/26/2024
- 25 Week Marking Period ends on: 3/8/2024
- 30 Week Marking Period ends on: 4/12/2024
- 35 Week Marking Period ends on: 5/17/2024
- FINAL EXAM WEEK - 6/3 - 6/7/2024

MANDATORY REGENTS EXAMS 6/14 - 6/25/24

ACCIDENT INSURANCE

STUDENT ACCIDENT INSURANCE PROCEDURES:

The following is an outline of the insurance procedures, which you should follow if medical attention is required as the result of an accident.

1. If your parents carry health insurance, or if they are employed by a firm, which provides health insurance coverage for you, they should inform the attending doctor, hospital, or other health care agency of this coverage.
2. If your parents do not have any of the coverage described above or if your parents' coverage for the accident is not covered in full, you should notify the business office and request forms to file a claim through the school district's insurance.

ATHLETICS

Athletic Review: All suspensions and dismissals are subject to review by the Athletic Director, the Principal, the Superintendent of Schools, Board of Education and Commissioner of Education upon request of the student's parents. **For more specific information please see the Athletics Handbook and the District Code of Conduct.**

ATHLETIC EVENTS – CONDUCT

Students are to display courteous and sportsmanlike behavior at all athletic events. While at an event, students should remain in the area of the event. Students 6th grade and under need to be with an adult. If there is a need for additional seating, only students in grades 9-12 will be permitted on the stage during home basketball games.

ATTENDANCE POLICY

Each student's attendance record is very important. College admission offices and future employers will carefully evaluate attendance records. Excessive absences or tardiness will adversely affect a student's ability to do well in class. **Any student absent unexcused more than 10% of the scheduled classes for a course may not receive credit for the course. A 1/2 year course carries a maximum of 10 days unexcused, and a full year course would be a maximum of 18 days unexcused.**

The compulsory education law of New York requires the attendance of every pupil between the ages of 6 and 16. A pupil not of compulsory school age who chooses to attend school is subject to the laws and regulations requiring attendance (see 3211 Ed. Law).

As required by NYS, the **only excused reasons** for being absent, tardy or early dismissal are: personal illness, illness or death in the family, impassable roads, religious observance, quarantine, required court appearances, appointments at health clinics, dental appointments, approved college visits, approved cooperative work programs, impassable roads, road test, military obligations, emergency situations considered case by case by the principal.

Absences, tardiness or early dismissal are considered unexcused if the reason does not fall into the above categories. Unexcused absences include but are not limited to, unreported absences, truancies, family vacation, hunting, babysitting, hair appointments, obtaining learner's permit, oversleeping, class skip day, car problems.

ATTENDANCE PROCEDURES

In order to streamline attendance record keeping, we have initiated a call-in procedure for grades UPK-12. Parents who have students who are ill or will be absent can call-in at any hour, day or night and let us know. The number is 355-2011. You can leave the student's name, grade, parent contact number and reason for absence. If you do not contact the attendance office to let them know of your student's absence, you will get an automated call. **You will still need to send in a written excuse** when the student returns to school. **The student will continue to be marked as unexcused until a note is returned** for the dates and specific reason of absence. Excuses may also be emailed to the attendance office: cmessenger@clymercsd.org

Follow-up after an absence

If a student is absent for 3 consecutive days and school personnel have not been notified as to the reason for the absence, the attendance officer will contact the parent or guardian to determine the cause of the absence. Any absence of **5 days or more** requires a doctor's note as to the nature of the illness. In the event of excessive or questionable absences, the guidance office will schedule a conference with the parent, principal, nurse, and counselor to discuss attendance concerns.

** The principal or his designee may file a "Persons in Need of Supervision (PINS) Petition" with the Chautauqua County Probation Department if necessary.*

Attendance at Extracurricular Functions

A student must be in attendance a half day to be able to participate in practice, sporting events, dances, extracurricular, etc. on the same afternoon or evening. Students absent for legally excused reasons may participate. Every effort should be made to schedule appointments after school hours.

ATTENDANCE APPEAL PROCESS

The student and the student's parent or legal guardian will be notified in writing when the student has not been in attendance in school or class, or has been illegally tardy. The student and/or parent or legal guardian may appeal to the Attendance Appeal Committee, which may include the high school principal, guidance counselor, athletic director, the school nurse and the attendance officer. The appeal will be in writing and shall state what the student feels are extenuating circumstances meriting consideration to justify absences or tardiness and waiving of any or all of the penalties provided. The Attendance Appeal Committee will consider the appeal and will notify the student as soon as is practical.

TRUANCY

Per NY State education law, all students between the ages of 6 and 17 are required to receive full-time instruction at school. Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of NY State law and is subject to disciplinary measures imposed both by the school and Family Court.

TARDINESS

Students arriving late to school, after 8:33 AM, must sign in at the Main Office for attendance purposes. If arriving late, a valid parent/guardian excuse must be presented at the time of the student's arrival for the tardy to be excused. Oversleeping and/or missing the bus, etc. are not valid excuses and notes written by parents or guardians excusing students for these reasons will not be accepted. Students who acquire two (2) unexcused tardies in a five (5) day period will be assigned a consequence. For each unexcused tardy a student acquires in addition to the original two(2) unexcused tardies, the student will not be eligible to participate in

extracurricular activities or attend extracurricular events the day s/he was tardy.

All absences (excused or unexcused, including suspensions) count in the total sessions missed. The District retains the discretion to evaluate a student's attendance, in light of academic performance and other indicators, in deciding whether credit shall be denied. Students on home instruction will be given credit for attendance.

A student who has an unexcused tardy to class exceeding 15 minutes will be considered absent from that class. A student who has three (3) tardies less than 15 minutes in a particular class will be considered to have one (1) absence. Classroom teachers will handle the discipline for unexcused tardies to class (under 15 minutes) prior to the referral, which will be written upon the third instance of tardiness.

Students who are unable to attend a class due to their participation in a school sponsored activity (i.e. music lessons, field trip) shall, upon the completion of any make-up work assigned, be given credit for class participation for the day/class period missed. This also applies to any student who is absent from school due to illness who receives home instruction from the district.

EARLY DISMISSAL

Upon arrival at school, the student brings a note from home which states specifically the date of the early dismissal, the exact time the student is to be dismissed, and the specific reason for dismissal. Reasons for early dismissal are the same as those for excused absences. The note must be signed by the parent/guardian and parents may be called to confirm validity and details. Students must sign out in the Main Office prior to leaving the building.

Students needing to go home sick **MUST** be seen by the school nurse, who will contact a parent, if necessary. Students are NOT to call parents for transportation home due to illness before being seen by the nurse. Students who fail to follow this procedure will be considered truant from school.

MAKE-UP WORK

All work missed during any absence must be made up. The responsibility for all make-up work *will rest with the student*. Subject matter teachers should be sure that the make-up work is in progress and check to see that it is completed satisfactorily prior to the end of a marking period. All make-up work should be graded and credit given prior to the end of a marking period.

BEVERAGES

All beverages must be in a spill proof container. NO student should have caffeinated beverages, also including pop/soda and energy drinks as this goes against our Wellness Policy!! Only seniors who have earned this through their Senior Privilege will be allowed to have caffeinated beverages.

BOOK/HAND BAGS/BRIEF CASE

Students will be allowed to carry backpacks during the school day, although they are encouraged to use their lockers to reduce clutter and space in the classrooms. If there are safety concerns or issues arise, this may be revoked and students may be required to put their backpacks in their lockers.

BUS RULES

Good order on school buses is a necessity. Poor behavior can distract the bus driver's attention and cause a serious accident or injury to other students. The school bus is considered an extension of the school. Our school believes all students should behave appropriately and safely while riding on Clymer Central School's buses. Riding the school bus is a privilege afforded to students by the district.

TO ALL BUS STUDENTS AND PARENTS:

The school bus is provided for students who, because of the distance between their home and school, must be transported to and from the school, which they attend (STATE LAW.) All students will respect school property (the buses), the drivers and all others who ride the buses. All students are responsible for their behavior on the buses. There are certain responsibilities that all must assume when we enjoy the privilege of transportation.

1. Know the bus schedule and cooperate by being at the bus stop on time. All students will be expected to be at the road when the bus arrives.
2. Always cross 10 (ten) feet in front of the bus where the driver can see you and use caution when crossing the highway after leaving your bus.
3. Return home on the same bus you take to school unless you have a note from your parents that also has been signed by the principal. (only 1 other stop will be considered besides the home for the school year)

DON'T LOSE YOUR RIDING PRIVILEGE! BUS RULES ARE:

- 1) Observe the same conduct as in the classroom.
- 2) Be courteous, use no profane language.
- 3) Do not eat or drink on the bus.
- 4) Keep the bus clean.
- 5) Cooperate with the driver.
- 6) Do not be destructive.
- 7) Stay in your seat.
- 8) Keep your head, hands and feet inside the bus.
- 9) Bus drivers are authorized to assign seats.
- 10) No animals, or pets of any kind are allowed on the bus.

Transportation will be refused to any student who exhibits unsafe behavior. Below is the process that will be followed if a student exhibits behaviors that are unsafe or defy the code of conduct:

1st Violation - Verbal warning and explanation by the driver. The driver will issue an assigned seat. The driver will report the incident to the Dean of Students and/or Principal.

2nd Violation - Driver detains and speaks to student. Driver will make a discipline referral to the Principal, Dean of Students or the Transportation Supervisor. The driver will submit a Behavior Incident Report to the Dean of Students or Principal. Administration will notify parents, driver and Transportation Department of the resolution of the problem.

3rd Violation - Driver submits a Behavior Incident Report. The student is referred to the appropriate school administrator. Parents are notified by the administrator of the impending action. Students may be denied transportation. A parental conference will be requested before to discuss and change any negative behavior. Students may be given a bus suspension from transportation for 1 to 5 days. Students may be assigned after school detention if deemed necessary by the principal or Dean of Students.

Major Violation - Immediate referral to administration. Driver will submit a Behavior Incident Report. Parents will be notified and students may be denied transportation for up to five (5) or more days. A parental conference will be held.

ANY STUDENT COMMITTING ANY FORM OF VANDALISM WILL PAY IN FULL FOR ALL REPAIRS INCLUDING LABOR. FAILURE ON THE PART OF ANY STUDENT TO FOLLOW BUS REGULATIONS MAY RESULT IN THE SCHOOL REFUSING TRANSPORTATION TO THAT STUDENT IN ADDITION TO OTHER DISCIPLINARY MEASURES.

ELECTRONIC DEVICES:

Unauthorized use of cell phones, PDA's, iPods, electronic game devices will result in: the first infraction, students will be given a warning. Only after the first infraction can the student be subject to Level 1 responses. On the second infraction, a parent notification must occur. School leadership may implement practices which encourage safety in the school: to create systems to collect cell phones from students upon entering learning environment and then returning them to students at the end of class or day.

Cell phones should NEVER be used in :

- LOCKER ROOMS
- RESTROOMS
- FIRE DRILLS
- ISS
- OFFICES
- DESIGNATED CLASS ROOMS
- LOCKDOWNS

Should a student be found to repeatedly violate this policy, the device shall be confiscated and delivered to the Main Office. The parent/guardian must make arrangements to pick up the item. Students may be subject to discipline in accordance with the Code of Conduct. Violation of the Portable Electronic Device Policy warrants either a Level I or Level 2 response; students should not be suspended or otherwise removed from their educational program because of a portable electronic violation.

PLEASE NOTE THAT PHOTOS AND VIDEOS ARE PROHIBITED AT ALL TIMES!

7th-12th CLASS TIME SCHEDULE

This will be our schedule, unless we have a special schedule.

Period	Time	
Arrival/Breakfast	8:00-8:15	Switch 8:15- 8:30
Homeroom	8:30-8:40	Tardy 8:33
1st Period	8:43-9:23	
2nd Period	9:26-10:06	
3rd Period	10:09-10:49	
4L HS	10:52-11:12	
4th Period	11:15-11:32	
5L HS	11:35-12:05	
6th Period	12:08-12:25	
6L HS	12:28-12:48	
7th Period	12:51-1:31	
8th Period	1:34-2:14	
9th Period	2:17-2:57	

Morning Assembly Schedule

8:30 - 8:40 Homeroom
 8:43 - 9:23 Assembly
 9:26 - 9:52 Period 1
 9:55 -10:21 Period 2

Afternoon Assembly Schedule

12:51 - 1:17 Period 7
 1:20 - 1:46 Period 8
 1:49 - 2:14 Period 9
 2:17 - 2:57 Assembly

LUNCH SCHEDULES

UPK	10:40 - 11:10
4L HS	10:52 - 11:12
K	11:20 - 11:50
5L HS	11:35 - 12:05
3rd & 4th	11:45 - 12:15
5th & 6th	12:18 - 12:48
1st & 2nd	12:15 - 12:45
6L HS	12:28 - 12:48

CODE OF CONDUCT/MATRIX

LEVELS OF INTERVENTIONS AND RESPONSES

Examples of Classroom Interventions and Responses These interventions aim to teach correct and alternative behavior so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Teachers should use these responses in a graduated fashion .		
LEVEL 1	<ul style="list-style-type: none"> Establish relationship with students Contact parent via telephone, email or text Verbal correction Reminders and redirection (e.g. role play) Written reflection or apology Seat change Parent or guardian conference Detention 	<ul style="list-style-type: none"> Parent or guardian accompany student to school Daily progress sheet on behavior In-class time out Establish buddy teacher system Loss of classroom privileges Teacher or student conference Guidance Conference
	Examples of Student Support Team Interventions and Responses These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and change the conditions that contribute to the student's inappropriate or disruptive behavior, staff should use these responses in a graduated fashion .	
	<ul style="list-style-type: none"> Parent or guardian notification Community conferencing Mentoring program Peer mentoring Referral to school-based health or mental health clinic Referral to community organization Short-term behavioral progress report 	<ul style="list-style-type: none"> Referral to after-school program Service to school Conflict resolution Restorative Justice Community mediation Guidance Conference
LEVEL 2	Examples of Administrative Interventions and Responses These interventions can involve the school administrator and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Staff should use these responses in a graduated fashion .	
	<ul style="list-style-type: none"> Parent or guardian notification Restorative Justice strategies, including school and community service. Loss of privilege Restitution Detention Conflict resolution Guidance Conference 	<ul style="list-style-type: none"> Reprimand by appropriate administrator Referral to Student Support Team (SST) for consideration of necessary intervention Revision to IEP (for students with disabilities) Community conferencing Assignment of work projects Mentoring FBA/BSP
LEVEL 3	Examples of Suspension and Referral Responses These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior. Staff should use these responses in a graduated fashion .	
	<ul style="list-style-type: none"> Parent or guardian notification In-school suspension Short-term suspension (one to five days) Referral to SST Referral to substance abuse counseling Referral to the Credit Recovery Program Guidance Conference Restorative Justice strategies, including school and community service 	<ul style="list-style-type: none"> Referral to IEP team (students with disabilities) Revision to IEP as needed (student with disabilities) Develop Functional Behavioral Assessment and Behavior Intervention Plan (FBA/BIP) Referral to community organizations, including community conferencing and community mediation
LEVEL 4	Example of Extended Suspension and Referral Responses These interventions involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Staff should use these responses in a graduated fashion .	
	<ul style="list-style-type: none"> Parent or guardian notification Extended suspension Functional Behavioral Assessment Community conferencing Referral to community organizations Expulsion (serious behavioral infractions) Referral to IEP team (students with disabilities) for Manifestation determination 	<ul style="list-style-type: none"> Alternative education placement by the Central Processing Office Behavioral Intervention Plan Community mediation Referral to substance abuse counseling Permanent expulsion Restorative Justice strategies, including school and community service

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE					
KEY: USE LOWEST LEVEL INDICATED FIRST					
Level 1. <i>Classroom Support and Student Support Team:</i> May be appropriate when student has no prior incidents and interventions have not been put in place	Level 2. <i>Appropriate Administration:</i> May be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively affect the learning of the students and others		Level 3. <i>Short Term Suspension:</i> May be appropriate when interventions and supports have been put in place but the behavior is repeated and escalating		Level 4. <i>Request for Long Term Suspension:</i> May be appropriate when student's behavior seriously affects the safety of others in the school
INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE/APPROPRIATE AGENCY
#1. ABSENCES					
• Unexcused absence from school	•				
• Persistent or excessive absence from school	•	•			
• Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 20 percent of any marking period, quarter, or year)	•	•			
#2. ACADEMIC DISHONESTY					
• Cheating or Plagiarism (PreK-8)	•	•			
• Cheating or Plagiarism (9-12)	•	•	•		
#3. ALCOHOL					
• Under the influence		•	•	•	•
• Using or possessing		•	•	•	•
• Distributing or selling				•	•
#4. ATTACK ON STUDENT (including hitting, kicking, or punching another student without warning or provocation)					
• No injury (no visual, physical injuries; includes incidents of domestic violence or relationship disputes)		•	•		
• Bodily injury for PreK to grade 4		•	•	•	
• Bodily injury for grades 5 to 12			•	•	•
#5. BOMB THREAT					
• PreK to grade 4		•	•	•	•
• Grades 5 to 12				•	•
#6. BULLYING (including cyber-bullying and gang-related incidents)					
• Intentional conduct (including verbal, physical, or written conduct) or electronic communication that is threatening or seriously intimidating and substantially disrupts the orderly operation of a school	•	•	•		
• Serious bullying (i.e., repeatedly over time engaging in intentional negative behaviors that adversely affect another student's ability to participate in or benefit from a school's education or extra-curricular programs)		•	•	•	•
#7. BUS VIOLATION					
• Minor disruption on the bus (including eating, drinking, being too loud, standing)	•	•			
• Serious disruption on the bus (including fighting, throwing objects, distracting the bus driver, opening emergency exits)		•	•	•	•
#8. CLASS CUTTING					
• Repeated, intentional failure to appear or attend a scheduled class	•	•			

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE

KEY: USE LOWEST LEVEL INDICATED FIRST

Level 1. Classroom Support and Student Support Team: May be appropriate when student has no prior incidents and interventions have not been put in place		Level 2. Appropriate Administration: May be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively affect the learning of the students and others		Level 3. Short Term Suspension: May be appropriate when interventions and supports have been put in place but the behavior is repeated and escalating		Level 4. Request for Long Term Suspension: May be appropriate when student's behavior seriously affects the safety of others in the school
INAPPROPRIATE OR DISRUPTIVE BEHAVIOR		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE/COMMUNITY AGENCY
#9. CLASSROOM DISRUPTION						
• Talking out in class or talking out of turn; throwing objects; picking-on; bothering or teasing other students; and other behavior that distracts from student learning		•	•			
#10. DEFIANCE OF AUTHORITY AND/OR INSUBORDINATION						
• Failure to follow directions		•	•			
• Failure to follow respond to school staff questions or requests		•	•			
• Failure to follow directions that leads to a potential threat or harm to self or another person		•	•	•		
• Failure to follow directions that directly leads to the harm of self or others		•	•	•		
#11. DISRESPECTFUL BEHAVIOR						
• Making inappropriate gestures, symbols, or comments, or using profane or offensive language		•	•			
• Using verbal insults or put-downs, or lying to, misleading, or giving false information to school staff		•	•	•		
• Using verbal insults or put-downs, or lying to, misleading, or giving false information to school staff that leads to emotional or physical harm to another person		•	•	•	•	•
#12. DRESS CODE						
• Refer to dress code standards on page 29		•	•			
#13. DRUGS OR CONTROLLED SUBSTANCE(S) (at school, school sponsored activities or when involved in incidents affecting the safety or welfare of the school community)						
• Under the influence			•	•	•	•
• Using or possessing			•	•	•	•
• Distributing or selling					•	•
#14. ELOPEMENT						
• Leaving school grounds or wandering through school hallways, etc. without permission		•	•			
#15. EXTORTION/COERCION (i.e., taking or attempting to take from another (money or property) by threat of force, expressed or implied)						
• PreK to grade 4			•	•		
• Grades 5 to 12				•	•	•
#16. FALSE ACTIVATION OF A FIRE ALARM						
• PreK to grade 4			•	•	•	•
• Grades 5 to 12			•	•	•	•
#17. FIGHTING						
• Physical aggression with another student (i.e., shoving or pushing)		•	•	•		
• Minor fighting (may include incidents resulting in minor injuries)			•	•		

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE					
KEY: USE LOWEST LEVEL INDICATED FIRST					
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INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE/COMMUNITY AGENCY
#18. FIRE SETTING/ARSON					
• Deliberately starting fire; destruction of property as a result of starting a fire			•	•	•
#19. GAMBLING					
• Requiring the use of money or exchangeable goods	•	•	•		
#20. HALLWAY MISBEHAVIOR					
• Running, making excessive noise, or loitering	•	•			
#21. HARRASSMENT BASED ON RACE, ETHNICITY, GENDER, SEXUAL ORIENTATION, DISABILITY, OR RELIGION (including cyber-harassment against member of the school community)					
• Minor harassment	•	•			
• Serious harassment (i.e., persistent, or long-term harassment)		•	•	•	•
#22. HATE CRIME					
• A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation, including hate speech	•	•	•	•	•
#23. INCITING OR PARTICIPATING IN DISTURBANCE					
• Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning, outside of general classroom. Disruption (cafeteria, hallway, library, bus stop, etc.)		•	•	•	•
• Using a personal communication device to attract others to initiate a disturbance		•	•	•	•
#24. INHALANTS					
• Under the influence – medical personnel must be immediately notified if a student is found to be under the influence or using an inhalant		•	•	•	•
• Using or possessing		•	•	•	•
• Distributing or selling				•	•
#25. PHYSICAL CONTACT WITH SCHOOL PERSONNEL/NON-BPS ADULT (Including school visitors, community partners, before or after school providers)					
• Unintentional incidental physical contact with school personnel	•	•			
• Attack against school personnel; physical attacking an employee of the Buffalo Public Schools or other adult, including striking a staff member who is intervening in a fight or other disruptive activity		•	•	•	•

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE

KEY: USE LOWEST LEVEL INDICATED FIRST

Level 1. Classroom Support and Student Support Team: May be appropriate when student has no prior incidents and interventions have not been put in place	Level 2. Appropriate Administration: May be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively affect the learning of the students and others		Level 3. Short Term Suspension: May be appropriate when interventions and supports have been put in place but the behavior is repeated and escalating		Level 4. Request for Long Term Suspension: May be appropriate when student's behavior seriously affects the safety of others in the school
INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE/COMMUNITY AGENCY
#26. PORTABLE ELECTRONIC DEVICES					
<ul style="list-style-type: none">Use of cell phones, PDAs, iPods, electronic game devices at unauthorized times. On the first infraction, students must only be given a warning. Only after the first infraction can the student be subject to Level 1 responses. On the second infraction, a parent notification must occur. School Leadership may implement practices which encourage safety in the school: to create systems to collect cell phones from students upon entering schools and then returning them to students at the end of the school day.	•	•			
<ul style="list-style-type: none">Use of electronic devices for which it is determined that such use leads to or directly causes physical or emotional harm to another person		•	•	•	•
#27. PROPERTY DAMAGE, INCLUDING GRAFFITI					
<ul style="list-style-type: none">Minor or accidental damage (less than \$50)	•	•			
<ul style="list-style-type: none">Damage to another person's or school property		•	•	•	•
#28. SCHOOL EQUIPMENT USE WITHOUT PERMISSION					
<ul style="list-style-type: none">Use of computers, fax machines, phones, etc.	•	•			
#29. SERIOUS BODILY INJURY					
<ul style="list-style-type: none">Causing substantial risk of death or causing permanent or serious disfigurement, loss of function of any part of the body or impairment of the function of any part of the body				•	•
#30. SEXUAL ASSAULT OR OFFENSE					
<ul style="list-style-type: none">Forced sexual act – School staff is required to contact Buffalo Police immediately for any sexual assault				•	•
#31. SEXUALLY BASED INFRACTION					
<ul style="list-style-type: none">Sexual harassment (i.e., unwelcome sexual advances, requests for sexual favors; other inappropriate verbal, written or physical conduct of a sexual nature)		•	•	•	•
<ul style="list-style-type: none">Sexual activity or sexual misconduct (i.e., indecent exposure, engaging in sexual activity, etc.) (PreK to grade 4)	•	•	•	•	•
<ul style="list-style-type: none">Sexual activity or sexual misconduct (grades 5 to 12)		•	•	•	•
#32. TARDINESS					
<ul style="list-style-type: none">Persistent or excessive tardiness to class or school	•	•			
#33. TECHNOLOGY ACCEPTABLE USE POLICY VIOLATION					
<ul style="list-style-type: none">Refer to page 19 of these Standards for details	•	•			
#34. THREAT AGAINST SCHOOL PERSONNEL (Physical Gesturing, Written Threat, or Verbal Threat)					
<ul style="list-style-type: none">PreK to grade 4	•	•	•	•	•
<ul style="list-style-type: none">Grades 5 to 12		•	•	•	•
#35. THEFT					
<ul style="list-style-type: none">Less than \$500		•	•	•	
<ul style="list-style-type: none">Greater than \$500 (it is recommended that police not be contacted for students in PreK or kindergarten)			•	•	•

INAPPROPRIATE AND DISRUPTIVE BEHAVIORS AND LEVELS OF RESPONSE					
KEY: USE LOWEST LEVEL INDICATED FIRST					
Level 1. Classroom Support and Student Support Team: May be appropriate when student has no prior incidents and interventions have not been put in place	Level 2. Appropriate Administration: May be appropriate when supports have been put in place in the classroom to address behavior but the behavior has continued to negatively affect the learning of the students and others	Level 3. Short Term Suspension: May be appropriate when interventions and supports have been put in place but the behavior is repeated and escalating		Level 4. Request for Long Term Suspension: May be appropriate when student's behavior seriously affects the safety of others in the school	
INAPPROPRIATE OR DISRUPTIVE BEHAVIOR	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	MAY BE REFERRED TO POLICE/COMMUNITY AGENCY
#36. TOBACCO/VAPE POSSESSION OR USE					
• School staff is requested to refer students to appropriate substance abuse counseling		•	•	•	
#37 Trespassing					
• Being on school property without permission, including while suspended or expelled; includes breaking and entering		•	•	•	•
#38. UNAUTHORIZED SALE OR DISTRIBUTION (i.e., unauthorized or unapproved selling or distributing of goods not otherwise included in this code)					
• Items with little monetary value (under \$50)	•	•			
• Items with significant monetary value		•	•		
#39. Verbal or Physical Threat to Student					
• Threatening or aggressive language or gestures directed toward another student	•	•	•		
#40. Weapons, Firearms and Explosives					
• Explosives (possession, sale, distribution, detonation, or threat of detonation of any incendiary or explosive material or device including firecrackers, smoke bombs. Flares or any combustible or explosive substances or combination of substance or articles, other than a firearm)			•	•	• MUST be Referred to Police
• Firearms (possession of a firearm as defined in 18 USC 921 of the federal code – i.e., handguns, rifles, shotguns, and bombs)				•	• MUST be Referred to Police
• Other guns (possession of any gun, of any kind, loaded or unloaded, operable or inoperable, including any object that is a look-alike of a gun, other than a firearm-i.e., bb guns, pellet guns, water guns, etc.)			•	•	•
• Other weapons (possession of any implement which could cause bodily harm, other firearm, or other gun). Expulsion for no less than one calendar year is mandated by state law for firearms violation, but can be modified on a case-by-case basis by Clymer Central School			•	•	• MUST be Referred to Police
• Explosives (possession, sale, distribution, detonation, or threat of detonation of any incendiary or explosive material or device including firecrackers, smoke bombs. Flares or any combustible or explosive substances or combination of substance or articles, other than a firearm)			•	•	• MUST be Referred to Police

CONFIDENTIALITY

Students' Rights to Confidentiality & School Personnel Responsibilities

Students will, occasionally, approach a school counselor, school nurse, school psychologist, principals with concerns such as HIV, pregnancy testing, birth control issues, suicide thoughts, etc. School personnel will always urge the student(s) to speak with parents or guardians and try to get their support and help.

School personnel will inform the student(s) clearly that we will do all we can to assist in confidentiality as well as keep our responsibilities to health and safety and ethics intact.

School authorities will clearly inform the student(s) that, if there is a threat to the student or other persons, we are obligated to tell other authorities and do all we can to assure the health and safety of all. School personnel will keep "need-to-know" persons informed of such matters. These will be the principals, nurse, school counselor and school psychologist.

To assure continuity a singular communication and decision-making procedure, all such situations will be discussed beforehand with the superintendent of schools.

If teachers or other personnel ask for clarification, regarding attendance, the person(s) questioned will simply state that the student is "legally absent" and that we are not able to specify further.

We are bound by confidentiality. Students and others often tell many other persons about their problems, tests, etc. If other students or persons ask us questions, our response will be that we are not about to speak to the issue and it is not their concern.

A student(s) requesting assistance will be expected to make their appointments and, then, inform school personnel of specifics in a timely way.

Designated adults (i.e., the school counselor, school nurse and school psychologist) will:

- Verify specific appointments (day, time, place) made by students, when appropriate
- In some instances, assist student(s) to make appointments
- Be certified as drivers via proper District channels
- Drive designated students to and from destinations

Drive only the student(s) with appointments to and from destination(s) if asked by parents/guardians about an issue, assure them that:

- There was/is no intention on the part of school authorities to usurp their parental authority

We were/are acting in accordance with responsibilities to assist students and maintain confidentiality

- We urge them to speak with their son/daughter in an open manner to see whether or not any information can be shared
- Politely yet firmly note that we desire to work with them and their child (our student) within the limits of our responsibilities and existing laws.

DRESS CODE

At the Secondary level, a significant goal of our learning environment is to prepare students to become functioning members of the workforce and society. The dress code guides students and parents as to appropriate attire for school, as well as, help students learn a skill required for success in obtaining and maintaining employment. In addition, New York State Law mandates that schools monitor clothing to be certain that it does not threaten health or safety, is not lewd, offensive nor disruptive to the educational process.

When on school property or at a school function, a person's dress, grooming and appearance must:

- Be safe, appropriate to a professional learning environment, and not disrupt or interfere with the educational process.
- Cover all undergarments with appropriate outer garments, including wearing pants at waist level. All styles of shirts must cover the chest, cleavage, back, midriff, navel or wasteline. Tube tops and muscle style shirts are not permitted. All styles of shorts, skirts, and pants must cover the hips, midriff, backside, and the lower back. This includes ripped skirts, shorts, and pants.
- Include safe and appropriate footwear. Inappropriate footwear includes but is not limited to backless shoes (i.e., flip flops, bedroom slippers). Exceptions will only apply to documented medical conditions.
- Hats such as baseball, beanies, winter, are permissible. HOWEVER, hoodies and other hats that obscure the face are NOT allowed. Hats must not violate our code of conduct.
- Not be lewd, vulgar, obscene, and libelous or denigrate others, or cause a disruption to the school that impedes the educational program.
- Not promote and / or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Sweatshirts with hoods (or hoodies) can be worn, BUT hoods must always remain down inside of the building.
- Not include jewelry that may be deemed a weapon. This includes, but is not limited to, a ring/piece of jewelry covering multiple fingers, spiked necklaces or belts, belts with large buckles, chain-like neckwear, or ninja-type star jewelry. Belts must be buckled.
- Not include clothing that is associated with or identifiable as a symbol of gang membership.

Dress code violation should warrant either a Level 1 or 2 response; students should not be removed from their educational program because of a dress code violation. Dress code lead to disparities in educational opportunities by gender.

DRILLS

Fire drill rules are placed in all rooms and students should become familiar with them. Students should also know where all fire drill exits are. Students are to walk **QUIETLY** and **QUICKLY**, but not to run to the designated exits during fire drills.

Several short rings on the bell system or an announcement from the main office, will announce a natural weather event, shelter drill or any other drill needed in any given circumstance. Specific directions are stated in the red emergency binder in every classroom or office of the building.

DRIVING TO SCHOOL - PARKING & TRAFFIC

1. Student drivers are to park on the north end of the parking lot near the football field and *enter through the SPC doors*.
2. It is the responsibility of the student to refrain from blocking entrances, exits, lanes or parking in "No Parking" areas.
3. It is the responsibility of the student to observe the speed limit in and around campus. Excessive speed over 5 miles per hour or other improper actions endangering others will necessitate the loss of parking/driving privileges and/or police action.
4. Driving to school is a privilege and not a right! Students who do not follow these directives will be given one warning by the Principal, followed by removal of driving privileges up to and possibly including the remainder of the school year and suspension for insubordination.

DRIVING TO VO-TECH - BOCES

Students are expected to use bus transportation both to and from Vo-Tech. Students are not allowed to either drive or ride to Vo-Tech. In exceptional, individual situations for a single day only a driver's pass or rider's pass may be permitted. In order to receive such a pass, a student must report to the Student Services office and acquire an application to drive or ride at least one day prior to driving or riding to Vo-Tech. Once the student has received the application, they must do the following:

1. Have it signed by a parent or guardian.
2. Signed by the Vo-Tech teacher and BOCES principal.
3. Signed by the CCS principal and have a copy made of the completed pass and return the original to the attendance office.

EMPLOYMENT (WORKING) PAPERS

Working papers are issued in the Student Services office to students who wish to take part in part-time unemployment. Labor and education laws govern the issuance of working papers. The labor laws are enforced by the State and Federal Labor Agencies. Before working papers are issued, application forms must be secured and completed by parents and the school. A certificate of physical fitness must be secured and can be completed during the regular scheduled athletic physicals for school physicals. Other physicals will be at your expense. No child can work at any time when his attendance in school is required.

There are several types of working papers:

1. **FARM WORK PERMITS** – For minors, 12 and 13 years old may pick berries, fruit, etc.; 14 and 15 year olds must have these when working away from home. Not needed over the age of 16.
2. **STUDENT NON-FACTORY CERTIFICATES** – Issued to 14 or 15 year olds to work during vacation, before and after school and on weekends for jobs other than factory, farm work, etc.
3. **STANDARD EMPLOYMENT CERTIFICATES** – Two types issued to 16 and 17 year olds: those attending school and those not in school.
4. **NEWSPAPER PERMITS** - required between ages 12 and 18.
5. **BABYSITTERS** - do not need.

GYM LOCKERS

All students are assigned a gym locker to keep their street clothes as safe as possible when participating in gym classes. It cannot be too strongly stressed that each student assumes the responsibility of locking his/her own locker. Do not give out your locker combination to anyone.

HALL PASSES

A student must have a pass in his/her possession, *pre-signed by a teacher* requesting his/her presence whenever he/she is not at his/her **assigned** location. Teachers are not to issue passes to leave study hall or class to go to another room. A student must have a pre-signed pass requesting his/her presence already in his/her possession. All passes are to be countersigned and returned to the study hall or classroom teacher unless it is indicated **on the pass** that the student is to remain all period. Passes are not to be pre-arranged for a class where teaching is in progress unless pre-approved by an administrator. If a teacher keeps a student after class, he/she is to get a pass from that teacher and turn it into the teacher of his/her next class.

Passing to Class—a bell rings at the beginning and the end of each class period. Students pass from one class to the next *only when dismissed by the teacher*. No student is to be late to a class because of unexcused tardiness.

Bathroom—Sufficient time is provided between classes for use of bathroom facilities. Only one student at a time is to be excused from study hall or class to use the bathroom. Semester long passes are not permitted, see the school counselor to make adjustments in daily class schedule if needed to accommodate this change. A pass is required to visit the attendance/nurse/student services/counselor or main office.

LIBRARY

Students are encouraged to use the library as much as possible. The library houses over 10,000 print and non-print materials including books, magazines, ebooks, and audiobooks. We also subscribe to several online databases, and have a large variety of audio/visual materials. We welcome you to use these resources for research and recreational purposes.

LIBRARY USE:

- Elementary classes have scheduled library classes each week. Students will be able to check out books each class. Magazines will also be available for check out for 3rd grade and up. Check outs are limited to one (1) book for Kindergarten and 1st grade, and two (2) books for 2nd grade and up. Check outs can be 2 books or 1 book + 1 magazine (older kids). They may not check out two books from the same series nor two graphic novels at one time. Students will receive a notice telling them how many materials they have already prior to checking out during class time. These notices

serve as information for the student and for me letting us know how many books they are allowed to check out that day. Students will be bringing home more information about these printed notices. Students are encouraged to exchange their library books throughout the week. They are not required to wait for library class to check out new books.

- Junior and Senior High classes are encouraged to come into the library for instruction or research purposes. Teachers should schedule these classes in advance and (if necessary) the library will close during these periods. Teachers may also send individual students to the library any time the library is open for research purposes. These students should get a research pass from the teacher.
- Students who are assigned to study hall but have class-related library work should obtain a research pass from the teacher who assigned the work. The student will report to study hall and sign out on the library pass.
- Students assigned to study hall who (a) wish to use the library facilities to do their work, (b) wish to read magazines, newspapers, or other literature which cannot be taken out, or (c) wish to check out library books for personal use should sign out on the library pass. Students are encouraged to frequent the library whenever possible.

LIBRARY LENDING RULES:

- BOOKS – Books may be taken out for 2 weeks and can be renewed as often as necessary.
- MAGAZINES – Magazines may be taken out for 1 week and cannot be renewed.
- REFERENCE BOOKS & RESERVED BOOKS – Reference books and books on reserve for class projects may be taken out overnight beginning the last period of the school day. These books must be returned by 8 AM on the next school day. They may also be used in the library during the school day.

PASSES:

- RESEARCH PASS- Research Passes should be given to students from the teacher who assigned the work. Students should bring what they need to the library with them when they come. Students will not be allowed to go to their lockers/classroom to get what they need once they arrive at the library.
- LIBRARY PASS – Library passes will be available to study hall teachers. Two

students per study hall will be permitted to come to the library to use the library facilities. Research passes should be given priority. Students on the library pass are expected to be working or reading the entire time they are in the library or they will be sent back to their study hall.

- INDIVIDUAL PASS – Students who want to come to the library can come on individual passes and will have up to 10 minutes to find and check out.
- Students going to another classroom from the library MUST have a pre-signed pass from the teacher that they are going to.
- Students on the failing list may not come to the library on a library pass.

LIBRARY COURTESY:

It is only courteous to be quiet in the library so that others may not be disturbed as they read or conduct their research. Whispering is allowed when necessary, but should be kept to a minimum. Students requiring disciplinary action, after due warning has been given, will be suspended from the library for such a period as the librarian deems justifiable.

LOCKERS

Lockers are provided for all students. Students should keep all clothing within the locker and see that the doors are closed and locked at all times. **Student will be issued a padlock at the beginning of the year for those lockers that do not have a lock on them. You are responsible for that padlock. At the end of the school year, you must turn in the padlock or be charged.** If the padlock is not locked, or is jammed in some way, its function is lost and responsibility for contents is lost. All problems should be reported to the Student Services. You will receive your padlock and combination on the first day of school. Please memorize the combination and guard its secrecy. Money or other valuable articles should never be left in lockers. Either leave the items in the main office or on yourself. Due to the congestion in the upper halls, students should avoid going to lockers as much as possible. The time to go to lockers should be confined to before school and at lunch time.

Do not share your combinations with anyone else. Students and parents need to know that school insurance does not cover theft from school lockers.

Students have exclusive use of lockers assigned to them only "as far as other students are concerned." A student does "not have exclusivity over the locker as against the school authorities." Lockers, desks and other storage spaces remain the exclusive property of the school. Students should have no expectation of privacy with respect to these areas. Lockers, desks, storage spaces may and will be searched by school officials, if there is "reasonable suspicion" to believe that such a search will result in evidence that a student violated the law or a school rule.

LOST AND FOUND

Lost and found articles will be placed between the coach's offices by the Student Performance Center. Jewelry, electronic items, and glasses will be held in the main office to be identified by the student. When it comes time to empty the container, an announcement will be made to all students at the beginning of the week of the disposal.

MEDICATION

PROCEDURES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICATIONS:

All students needing to take medication during the regular school day or while participating in school-sponsored activities must comply with all procedures. All medications, given in school, must be prescribed by a licensed practitioner. Written orders for prescription and over-the-counter medications (OTC) must be given to the nurse. Written parental permission is required for the administration of any medication. Medications should not be transported daily to and from school. The parent/guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. Forms for parental and medical permission can be obtained from the nurse.

OTC medications must be in the original manufacturer's container with the student's name affixed to the container. OTC medications may be given with a parental note, but a faxed or written doctor order must be requested and sent to the nurse within 48 hours by the parent. Requests received from parents or healthcare providers to permit students to carry and self-administer their medications will be considered on an individual basis by the school nurse.

****Students needing to go home sick MUST be seen by the school nurse, who will contact a parent or guardian, if necessary. Students are NOT to call or text parents for transportation home due to illness before being seen by the nurse.**

SCHOOL CLOSINGS

If school has to close for any reason, the notice will be broadcast from the following stations: RADIO – WJTN, WWSE, and TELEVISION – WIVB, WKBW, WGRZ and WICU and One Call Now. Every effort will be made to get the information to the stations by 6:30 AM. Please **do not call the school** but listen to your local station. School will be held the following day unless information to the contrary is issued.

SCHOOL LUNCH/BREAKFAST PROGRAM

The Clymer Central School District is affiliated with the National School Lunch Program. The school is able to offer the Free and Reduced Payment Program. Much of the emphasis on the National School Lunch Program is focused on this area. Our program here in the Clymer District is helped greatly by the number of people who take advantage of this part of the program. Our allocations of the surplus food, our eligibility for various grants, and the financial aid we receive from the State and Federal Governments are depending on our percentage of overall participation with an increased emphasis on the Free and Reduced participant numbers.

We encourage all families to apply for the free or reduced meal program. Any family that qualifies for the free or reduced lunch also receives free or reduced breakfast. The same meal application is used to determine if a family qualifies for both meals. Also, if your family does not qualify at the start of a school year and your financial situation or family dynamics should change, you can submit a new application at any time throughout the school year.

Forms for free and reduced lunch/breakfast will be available to you in the school calendar. Permission slip and Eligibility forms will be handed out on the first day of school. For your convenience, the form is also available on our website: www.clymercsd.org. A permission slip will be included that affords you the opportunity to choose the purchase options you will allow your child/children to use their meal account money to buy on a daily basis. If you do not return the form, your child/children will be allowed to purchase **only lunch and breakfast**, until the form is signed and returned to the cafeteria. If questions arise concerning the lunch program, call the district office at 355-4444 ext. 2014 or email: swatrous@clymercsd.org.

The Clymer Central School District offers at least 5 lunch selections each day: 1 main entrée, 2 cold sandwich selections, an ala carte hot entrée, and a fresh salad choice. The ala carte and salad selections are only available to students in grades 5-12. Each meal choice contains the components of protein, bread, vegetable, fruit and milk of which your child can refuse up to two of the components with the exception of the fruit or vegetable which they are required by the National School Lunch guideline to take.

Breakfast will consist of a protein, grain, fruit or vegetable choice and milk. This year a student may refuse any one of the listed breakfast components except the fruit/vegetable component. This year the National School Lunch Program requires that all students take a full fruit/vegetable serving for breakfast.

The Clymer Central School District has in place a Pre-Payment System for breakfast, lunch, milk break and snacks. All children, kindergarten through twelfth grade students are **REQUIRED to PRE-PAY** for all purchases made through the cafeteria, including milk break and snacks. This ensures student's good wholesome meal choices that are already paid for and eliminates the need for students to carry cash each day.

For the first time, you will be able to monitor your child/children's meal accounts through our new Power School System. The balance will be updated daily. We will also send home bi-weekly negative/low balance account balance letters with your children. Please stay current on your accounts. If an account accrues a negative \$10.00 balance, the student will only receive an alternative Type A Meal Lunch which consists of a peanut butter and jelly sandwich, vegetable, fruit, and milk. A Type A Meal Breakfast consisting of toast, protein, fruit/vegetable, and milk. If your child is placed on a Type A Meal pattern, they will be restricted from purchasing milk break, extras, and snacks, even if they have cash, until their account is paid in full and there are sufficient funds on the account to support additional purchases.

SENIOR PRIVILEGES - GENERAL

Seniors are leaders within the school.

These privileges will be discussed with the principal, advisors and class officers during the school year and the principal will email faculty/staff as to privileges granted. The privileges earned by one class will not, necessarily, be the same ones had by subsequent classes.

The seniors will be responsible for assuring that agreed upon privileges and

responsibilities are faithfully and consistently kept. Privileges given will be lost, if abused.

SENIOR TRIP

The **senior trip is a privilege** offered to students in grade 12 who are in good standing, in and out of school, during the senior year and at the time of the trip in the spring. "Good standing" includes, but is not limited to, regular and good attendance at school and in classes, a serious attempt to do school work and submit this on time, following the school's disciplinary policies, cooperation with school personnel, positive school citizenship and positive behavior outside of school.

Once a student pays his/her fee for the senior trip, that fee is not refundable.

Students who are not in "Good Standing" will not be allowed to go on the senior trip. A hearing may be called if warranted which would include the principal, advisors and other applicable personnel.

STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Each class elects two members to the Student Council.

CODE OF ETHICS:

We, the members of the Student Council of Clymer Central School, feel a need for the students to become aware of the importance of self-control in and out of school. Most students know right from wrong. However, there are those who need to be reminded of a few rules concerning our moral and ethical standards of conduct.

Students are expected to practice good citizenship at all times. We are expected to be loyal to the school, its teams and organizations, by complying with the training rules and other regulations. We are expected to study to the limit of our abilities by completing all assigned work on time, by cooperating and by paying strict attention to the teacher at all times. Students are expected to regard education as a privilege, not as an absolute right.

STUDENT OBLIGATIONS

TEXTBOOKS, ELECTRONIC DEVICES and MATERIALS

You are responsible for textbooks and other school properties loaned to you during the year. Your parents and the community make these materials for learning available to you on a loan basis. Fines will be assessed for loss or misuse, which must be paid before you can be credited with completion of courses or graduation. You are responsible for these items at all times. It is your responsibility to know where they are and have them when needed for class purposes.

IPad and Chrome book Accidental Damage vs. Negligence

Students are responsible for the general care of their school-issued iPad or Chromebook. If their school-issued device fails to work properly, is damaged, lost, or missing, a student must report this to the IT Department promptly for an evaluation/investigation of the equipment. This includes but is not limited to: operating system, battery issues, loss of Internet connectivity, failure of apps to launch, etc....

After investigation by school administration, if the iPad/Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement and a loaner will not be provided. The administration reserves the right to charge for damage that is determined not to be caused by an accident.

<i>A report must be made immediately to administration for any damage, loss, or theft of Chromebook & iPads</i>	
Incident	Cost
Accidental Damage (1 st Incident)	\$0
Accidental Damage (2 nd Incident)	99 Student may not be permitted to take the device home. Administration has the right to pursue disciplinary action.
Accidental Damage (3 rd Incident)	Cost of repair up or replacement of device (\$250 avg.)* Student may not be permitted to take the device home. Administration has the right to pursue disciplinary action.
Negligence	Cost of repair up or replacement of device (\$250 avg.)* Student may not be permitted to take the device home. Administration has the right to pursue disciplinary action.
Loss of Power Cord	\$35
Case	\$50

STUDY HALLS

Study halls are places where students are assigned for the purpose of studying. If a student doesn't have homework assignments, he/she is still expected to work quietly or read so that other students around him/her may complete their assignments. Students are not to talk or move from their seats unless they have permission from the study hall teacher. Students wishing to go to the library *must* first report to the study hall at the beginning of the period.

The following procedures apply to all study halls, regardless of location:

1. Each student will have an **assigned seat** for attendance purposes.
2. Each student is to be in his/her assigned seat at the beginning of each period with suitable material to work on for the entire period.
3. Attendance will be taken at the beginning of each period. cards playing, radios, personal iPods/iPads (school issued iPads are acceptable), MP3 players, cassettes or CD players and etc. will not be permitted.

4. If a student has a pre-signed pass from a teacher, he/she may be permitted to sign out of study hall, on the date of the pass, for the purpose of obtaining extra help, or otherwise working with the teacher who signed the pass. *****EVEN THOUGH A STUDENT MAY HAVE A PASS FROM A TEACHER, HE/SHE MUST FIRST REPORT TO THE STUDY HALL AND REMAIN UNTIL THE ATTENDANCE TAKING IS COMPLETED BEFORE SIGNING OUT FOR THAT PERIOD.***
5. After attendance has been taken, a student with a pass, may be permitted to sign out for the remainder of the period. The number of people permitted to go to the library are subject to limitations of available space in the library. The continuance of this privilege is contingent upon the proper behavior of the individual student in the halls, classroom, and library as well as in the study hall.
6. Students who sign out to the library should remain the entire period unless they return with a pass to study hall. Students may be sent back to study hall for disciplinary reasons.

All study halls are to be QUIET-WORKING study halls.

Students are to do individual work. At the discretion of the study hall teacher, permission MAY be granted for a short conference with another student to discuss an assignment.

Common courtesy and reasonable behavior are expected at all times. Students who abuse study hall sign out privileges will have those privileges withdrawn.

SUPERVISION – DURING NONSCHOOL HOURS

Students are not to be in the building when school is not in session, unless they are under the supervision of a faculty member or someone authorized by school administration. The school is open to students from **7:40 am to 2:57 pm** on school days.

TELEPHONE USE

There is a public telephone for student use in the main lobby of the Student Performance Center and the main office to contact parents or guardians. Its use is primarily for students to call home for transportation and such other emergencies. Students will not be excused from class or study hall to make telephone calls unless it is absolutely necessary. Abuse of this privilege will result in the loss of the privilege to use the courtesy phone.

Telephone messages received on the school telephone will be transmitted to students, if they are urgent or requested by the parents or guardians. Please do not ask someone to call you at school. You will not be called from a class unless it is an extreme emergency. **Using classroom phones is prohibited.**

VISITORS/GUESTS AT SCHOOL OR SCHOOL-RELATED ACTIVITIES OR EVENTS

Visitors/guests may be allowed to visit school and/or come to school-related activities. If a student at Clymer wishes to bring a guest to school or to a school-related event, the student must make this request from his/her principal at least four (4) days before the day of the visit. The principal will make the decision to allow or not allow visitors/guests.

No visitors will be permitted on a day before or after vacation or on a test day. A visitor will be permitted only if the visitor's school is closed that day.

NO STUDENT VISITORS will be permitted after May 31st.

The principal will call the school the visitor attends to determine whether or not that person follows the rules of his/her home school. The principal will, then, inform the student requesting a visitor whether or not the visitor request will be honored.

If the request is honored, the host student must receive signed permission from each of his/her teachers allowing that person to come to class for the designated day. On the day of the visit, the host student will introduce his/her guest to the principal, in the morning. The guest will sign the visitor's sheet and receive (and wear) a visitor's pass for the day. The guest will sign out at the end of the day. **The student hosting a guest will be with that guest all day and will be responsible for the guest's behavior while at school or school-related activities.**

VISITOR'S BADGE

All visitors must obtain a visitor's permit from the main office before visiting any class or part of the building. Visitors will sign in and out at the main office and be issued a visitor's badge, which must be worn during the time spent in the building. Past students wishing to visit teachers/staff must have prior approval to come in during the school day.

Parents/guardians picking up an ill child during school hours must check in at the main office and they in turn will call for your child to be brought out to you to be taken home.

WEAPONS IN SCHOOL, ON SCHOOL PROPERTY OR AT SCHOOL-RELATED OR SCHOOL-SPONSORED EVENTS

Weapons of any kind are strictly forbidden in school, on school property, at any school-related or school-sponsored events. In accordance with both State and Federal Law, any public school pupil who is determined to have brought a weapon to school may be suspended for a period of not less than one calendar year following a thorough investigation. This suspension requirement applies to students who bring weapons to any setting that is under the control and supervision of the school district.

For purposes of Federal Law, a weapon means a firearm as defined in Section 921 of Title 18 of the United States Code. ***Clymer Central School has determined, in accordance with U.S. Department of Education Guidance concerning State and Local Responsibilities under the Gun-Free Schools Act of 1994, to broaden the definition to include knives.***

Students under the age of 16 who have been determined to have brought a weapon to school will be referred to an agency for a juvenile delinquency procedure. Students 16 years of age or older will be referred to the appropriate law enforcement officials.

School authorities have the right and responsibility to take weapons from students and to inform the appropriate police authorities and parents immediately. School authorities have the right to search a student based on a "reasonable suspicion" that he/she has a weapon. School authorities may search a student's belongings while in attendance at school, if the authority has a "reasonable suspicion" to believe that a search of that student will result in evidence that the student has violated the law or a school rule. Factors to be considered in making such a search, include the child's age, the child's school record, the seriousness of the problem in the school to which the search is directed and the need to make the search without delay.

School lockers are provided for the school for student use and the administration has the right to search lockers. A student may have exclusive use of a locker as far as other students are concerned but he/she does not have exclusivity over the locker as against the school authorities

ALMA MATER

**Mid the hills of old
Chautauqua In a
valley green
The gleaming walls of
Clymer Central Plainly
may be seen.**

**Central School, we
come to you When we
are weak and small
Send us forth from out your
portals
Sturdy, brave and tall.**

**When the snows of old
Chautauqua Turn the
valley white
Still the walls of
Clymer Central
Gleam with warmth
and light.**

**Larger grown in mind
and spirit With a
broader view;
Send us forth to solve life's
problems With wisdom
gained from you.**