

MORAVIA HIGH SCHOOL
BLUE DEVILS
2022-2023

STUDENT HANDBOOK

MORAVIA SENIOR HIGH SCHOOL
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MR. JEFFREY GREEN
PRINCIPAL

MR. TODD MULVANEY
ATHLETIC DIRECTOR/DEAN OF STUDENTS

MRS. SHANNON TAYLOR
COUNSELOR

MORAVIA CENTRAL SCHOOL DISTRICT

Mission:

Nurture, inspire and empower all students to discover their passions and achieve personal success.

Vision:

A world-class education rooted in our community's values.

Core beliefs:

- **All students learn.**
- **Character:** We are honest and act with integrity.
- **Work ethic:** We work hard with purpose.
- **Growth mindset:** Grit, perseverance and optimism are building blocks to success.
- **Innovation:** We innovate and creatively problem solve.
- **Personalized pathways:** A rich, diverse and challenging environment encourages multiple pathways to success.
- **Caring:** We embrace the dignity of all and respect diversity.
- **Safety:** We provide a safe learning environment for all.
- **Shared responsibility:** Student, home and community involvement is essential to learning.
- **Students are the priority.**

MORAVIA CENTRAL SCHOOL DISTRICT

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Mrs. Shelaina Pflug	School Social Worker
Mrs. Jerrica Schillawski	School Nurse (RN)
Mrs. Heather Edwards	School Nurse (LPN)

OFFICE PERSONNEL

Mrs. Sarah Crossgrove	High School Counseling Secretary
Mrs. Tracy Murphy	High School Secretary

I. ACADEMIC PROCEDURES AND PROGRAMS

ACADEMIC LETTER

The Academic Letter is designed to promote academic excellence. To earn this award, students in grades 9-12 must have been on the high honor roll for the first five marking periods of the school year. The award itself will be a Block Letter M. Once the student has earned his/her letter, a pin will be awarded in subsequent years. The award will be presented at the annual Honors Program.

AUDITING A COURSE

A student may be given permission to audit a course following a meeting with his/her school counselor, the course teacher, and the principal. At this meeting, guidelines will be established and a contract written.

CHEATING

1. When a student is detected as having cheated on any assignment, he/she should be notified of the detection as soon as convenient.
2. A report should be made to the main office within two days. It should contain the detection, the people involved, and the punishment carried out.

3. The student should be informed that he/she may receive a "0" for the assignment. This will be averaged with other grades to compute the marking period grade.
4. Informing the parents will be the responsibility of the teacher. A hearing may be set up at that time.
5. A discipline referral may also be submitted to the principal.

PLAGIARISM

A student who copies another student's assignment, directly from a book, or an internet source is committing a dishonest act. It is understood that, properly done, it is acceptable for students to quote and paraphrase from literature and research writings, as long as students properly and specifically identify such passages.

If a student plagiarizes from an author or a student, teachers may assign a "0" as a grade. Further disciplinary action may take place, depending on the extent of the plagiarism and the nature of the assignment. Also, any student who does an assignment for another student may receive a "0" and is likewise eligible for further disciplinary action. Any student caught cheating in an Advanced Placement course may be removed from the course. Students accused of cheating or plagiarism are entitled to due process and will be given the opportunity to meet with the principal to make satisfactory explanations.

COLLEGE COURSES FOR HIGH SCHOOL CREDIT

A student who wishes to attend college part-time and apply college credit toward a Moravia diploma must make a written request to the high school principal for permission at least one month before the start of the semester. If permission is granted and the student passes the agreed-upon course(s), high school credit will be granted.

A student who wishes to take all of his/her courses for a semester or year at a college while earning high school diploma requirements must submit a written request to the high school principal at least one month before the start of the semester. If permission is granted and the student passes the agreed-upon course(s), the student will be granted a Moravia diploma.

COMPLETION OF FAILED COURSE

A student who fails a full-year senior high course may:

1. repeat the course for an extra year.
2. earn a passing semester average, submit a satisfactory research paper if one is required for the semester not being repeated, stay within the attendance requirements for a half-year course, pass a Regents if used as the final exam or local final examination at the end of the semester and pass the required state examinations if applicable. The final mark will be determined by averaging each of the marking periods (September – January) and the final exam.
3. pass the Regents examination in August and earn a passing final mark when the six previous marking periods and the new Regents exam marks are averaged.
4. earn a passing mark in summer school and a passing grade on the required state examination if applicable.

A student who fails a one-semester senior high course must repeat the course for a full semester. In certain sequential courses, #2 of the policy does not apply.

Foreign Language must be repeated for a full year, except in the case of Spanish I. Mathematics courses must be repeated for a full year.

NOTE: Students will not be allowed to take more than two courses in a content area when repeating courses due to failure.

COURSES TO BE WEIGHTED

At the mid-year point, the weighting factor will be included in determining class rank. This will be done by the school counselor for the following courses:

AP Studio Art	AP Biology
AP Calculus AB	AP Literature and Composition
AP World History	AP United States History
New Visions Courses	AP ELearning
CCC and TC3 Courses	Adv. and Honors Courses

DROP/ADD COURSE PROCEDURE

If a course is to be added, it must be done within the first week of the new semester. The student is responsible for the completion of the drop/add form which must be signed by the parent, teacher, and school counselor.

If a course is to be dropped, it must be done within the first week of the new semester, and only if the school counselor can schedule the student into another course. (Note: Under extenuating circumstances, the latter may be waived by the building principal.) The student is responsible for the completion of the drop/add form, which must be signed by the parent, teacher, and school counselor.

If a student is permitted to drop a course mid-year, a WF (withdraw/fail) will be entered on the student transcript if he/she is failing, and a WP (withdraw/pass) will be entered on the student transcript if he/she is passing. The student is responsible for the completion of the drop/add form, which must be signed by the parent, teacher, and school counselor.

FINAL EXAM EXEMPTION

At the discretion of each classroom teacher, students have the option of being exempt from taking local final examinations if they have achieved an **overall course average** of 93% by the end of the final marking period and have not been absent more than 10 days for a full year course or 5 days for a half year course. (If the final exam is linked to a teacher SLO (Student Learning Objective) the student must take the final regardless of their class average.)

Note: Students in Advanced Placement and concurrent enrollment courses **MUST** take the exam associated with those courses as a pre-condition of enrolling in the course.

INDEPENDENT STUDY GUIDELINES

Independent study is designed for students who wish to study a subject not currently taught or who need to take a required course when there are extenuating circumstances.

General Guidelines:

1. Laboratory science courses are not possible for independent study.
2. Failed courses cannot be taken for independent study.
3. Independent study is not intended to be for the purpose of allowing for "free" time.
4. No more than one credit of independent study may be contracted for a student in any given semester.

Procedural Guidelines:

1. Students must submit a statement to the school counselor giving the reason for requesting an independent study.
2. The Independent Study Committee, consisting of a minimum of two teachers and the school counselor, will review the student's request and grant approval or denial.

Faculty Guidelines:

1. The cooperating teacher must present a course description to the Independent Study Committee. This description must consist of:
 - (a) course outline
 - (b) course requirements
 - (c) student expectations
 - (d) time requirements and schedule
 - (e) deadlines
 - (f) grading system
 - (g) credit proposal
2. For an independent study course to be granted 1 unit of credit, the following time requirement must be fulfilled:
 - at least one period per week
 - eight periods per month
 - forty weeks
3. For an independent study course to be granted 1/2 unit of credit, the following time requirement must be fulfilled:
 - at least one period per week
 - eight periods per month
 - twenty weeks
4. Every six weeks, the cooperating teacher must submit to the principal an Independent Study Progress Report - copies are available in the high school office.

Independent Study Committee Guidelines:

1. Request input from appropriate teachers.
2. Invite additional teachers to attend meetings as necessary.
3. The committee will notify the student of their decision.
 - (a) If the request is approved, the student will be notified that he/she must meet with the teacher and agree to the course guidelines.
 - (b) If the request is denied, the student will be notified of the denial and a statement of the reason for denial will be submitted to the high school principal.

MARKING PROCEDURES

Report Cards

Report Cards are issued six times per year and are mailed home.

Marking Period Ends

October 14, 2022

December 2, 2022

January 27, 2023

March 10, 2023

April 28, 2023

June 13, 2023

Report Cards Distributed

October 26, 2022

December 14, 2022

February 8, 2023

March 22, 2023

May 10, 2023

June 28, 2023

Marking Procedure

The minimum passing mark for all courses is a final mark of 65 percent. A student who passes a course and retakes the Regents exam without repeating the course will have a new final mark calculated if the new Regents mark is higher. The previous marking period grades and the new Regents mark will be used.

Honor Roll

The minimum average for the honor roll is 84.5%, and for the high honor roll, it is 89.5%. To be eligible, students must be taking at least six courses with numerical marks, including physical education. All numerical marks are included, with a BOCES mark weighted three times. Students who receive a failing grade or an incomplete do not qualify for the honor or high honor roll.

NATIONAL HONOR SOCIETY

Students interested in becoming a member of the National Honor Society should see their counselor for selection procedures and membership responsibilities.

AFTER-SCHOOL TUTORING PROGRAM

The After-School Tutoring Program provides an excellent opportunity for all students to get the extra help they need to be successful in school. The program is held Monday through Thursday from 3:00-5:00 in various teachers' classrooms. Students can get extra help and utilize a quiet place to study. Students are encouraged to take advantage of this opportunity.

PASS-FAIL OPTION

Seniors will be allowed the option of taking a course for credit on a Pass-Fail basis.

1. The student will discuss this option with the school counselor to determine which course, if any, he/she will take on a Pass-Fail basis. The student will take the permission slip, signed by the counselor, to the teacher. The teacher will sign the permission slip indicating his/her approval or denial of the request. If approved, the counselor will work with the student to obtain parental permission.
2. The student must submit the completed form to the guidance office by the end of the first marking period of the course.
3. The teacher will provide a written description of the requirements for passing the course to the student considering the Pass-Fail option and to the counseling office.
4. Students on Pass-Fail have the option of taking the Regents.
5. Senior averages, senior privilege, and eligibility status will not be affected by a course taken for pass-fail.
6. The student will not be considered for the honor roll unless he/she is taking physical education and at least five other courses with numerical marks.
7. If a student enrolled in a course on a Pass-Fail basis is granted permission to drop the course after the allowable time period, the student will be given a "WF" (withdrawal-failing, if failing at the time of drop) or a "WP" (withdrawal-passing, if passing at the time of drop). This WP or WF will be listed on the student's transcript.

PEER TUTORING PROGRAM

Peer tutoring is available to all students in grades 7-12. If you are having trouble in a class and would like some academic help, please ask the counselor about this program.

PROCEDURE FOR EARNING CREDIT WITHOUT COURSE COMPLETION

In order for a student to earn credit without completing a unit of study, the student must successfully complete each of the following steps **in the order listed**.

Required procedure:

1. The student will meet the school counselor to evaluate the feasibility of the request.
2. The student will have the Recommendations Form completed and submitted to the guidance office by:
 - February 10 for June State Exam
 - March 17 for August State Exam
3. The student and the appropriate staff member will discuss the required project.
4. To be admitted to the State Exam, the student will meet all of the criteria mentioned in C below.
5. When the student has successfully completed #1-4 above and has received at least 85% on the State Exam, they will earn course credit for the course.

Requirements

A. Criteria for consideration

- The student will have a minimum average of 90% in this particular subject area based on his/her final grade from the previous school year.
- The student may be required to take a pre-test and demonstrate successful performance on that test.
- The student will meet all State requirements set forth by the Commissioner.

B. Project requirements

- The student will complete a special project with a grade of at least 85% in order to be admitted to the State Exam.
- The student and the appropriate staff member will discuss the requirements for this project. A project contract stipulating the material to be completed and appropriate deadlines to be met will be signed by the student, staff member, and parent.
- The signed project contract will be submitted to the counseling office by the deadline given above. A copy will then be given to the principal and the parents.

C. Criteria for admission to the State Exam

- If the student is enrolled in the course in which he/she is challenging the State Exam, an average of at least 85% will be maintained in that course.
- The project will be completed by the agreed-upon deadline and earn at least 85%.
- All State requirements set forth by the Commissioner will be met.

PROGRAM REQUIREMENTS

Students in grades 9-12 will carry at least 7 periods of instruction each semester including physical education. Seniors will carry at least 6 periods of instruction each semester including physical education. No student will be allowed to carry more than two study halls per day in his/her schedule. These rules may be waived only by the principal.

REQUEST TO DOUBLE UP FOR ACADEMIC CHALLENGE

Doubling up is defined as the opportunity for a student to enroll in two courses in one subject area at the same time. In order to double up, students must meet pre-requisite requirements. In addition, scheduling of the additional course(s) must be possible.

Conditions:

Doubling up courses for academic challenge is a privilege granted to students and requires a student to work hard to be successful in all courses.

When doubling up, the following guidelines will be followed:

- The school counselor will distribute a list of students doubling up to the appropriate teachers.
- Each six-week marking period the student's progress will be checked by the school counselor.
- A student having difficulty in any course will meet with his/her counselor and be encouraged to bring all courses up to a passing grade. The student will be informed that failure to do so by the end of the first semester may result in removal from a course and jeopardize early graduation.

REQUEST TO DOUBLE UP COURSES DUE TO FAILURE

Doubling up is defined as the opportunity for a student to enroll in two courses in one subject area at the same time. In order to double up, students must meet pre-requisite requirements.

Conditions:

Doubling up courses following a failure is a privilege granted to students and requires a student to work hard to make up for the deficiency created by the failed class. As a general rule, a student will be allowed to double up in one subject area at a time with the approval of an advisory committee. Any exception to this rule must be approved by the principal.

When doubling up, the following guidelines will be followed:

- The school counselor will distribute a list of students doubling up to the appropriate teachers.
- The school counselor will monitor the student's progress each marking period for the purpose of determining continued enrollment in both courses.
- A student having difficulty in one or both courses will meet with his/her counselor and be encouraged to bring both courses up to a passing grade. The student will be informed that failure to do so by the end of the first semester will result in removal from one of the doubled courses. Students doubling up in English courses may be removed from one of the failing courses at the conclusion of the first marking period.

SENIOR PRIVILEGE AREA

Any senior entitled to senior privileges **must be academically eligible**. Seniors earning this privilege may sign out of study hall and report to the senior privilege area.

The senior area includes:

- the outside picnic table area in the courtyard
- the hall area adjacent to the high school gym

General guidelines relative to the senior area are:

- seniors must first report to study hall and sign out to the senior area
- seniors are to remain in the area; seniors will **not be allowed to roam the halls or go to their lockers**
- **the area must be kept clean at all times**
- noise must be kept at a level that does not disturb anyone in the surrounding areas
- seniors are not allowed to enter or pass through cafeteria study halls
- underclassmen are not allowed
- only tables games/quiet games are allowed to be played
- Materials need to be put away at the end of the day (ie: Ping pong equipment, chairs, etc.)

The **senior privilege may be revoked** by the administration at any time.

STUDY HALL PROCEDURES

All students must first report to study hall. Once attendance is taken, pre-signed and other passes will be issued. It is expected that you will bring all necessary books and study materials to study hall. Study hall is for completing assignments; it is not to be considered a socializing period. A study hall is considered to be a class in regard to expected attendance and behavior. Only a designated number of students will have passes signed to go to the library. One male and one female at a time may be allowed to leave the study hall to go to the lavatories.

Permission to talk or other privileges are to be granted at the discretion of the teacher in charge. If you should disagree with the direction or decision of a study hall teacher, it is important that you do not argue during the study hall period. At the end of the period, ask to discuss the situation with the teacher, in private.

II. AREA OCCUPATIONAL CENTER PROCEDURES

AREA OCCUPATIONAL CENTER (BOCES)

Students are expected to be in attendance at the Area Occupational Center every day that school is in session unless excused by Moravia. To do well and learn the skills of a particular trade, students need to have good attendance.

Students attending morning BOCES classes are **to report to their assigned first period for attendance** and will be dismissed to board the bus from there. The bus will leave promptly at 8:15 a.m. and will not wait for late arrivals. Upon return to the Moravia High School campus, students are to report directly to the cafeteria for lunch.

Afternoon Occupational Center students are to eat lunch after fourth period and board the bus after attendance has been taken. **Students may only drive to BOCES if given permission by the principal. Those desiring regular/frequent permission (i.e. for a job, etc.) should use the appropriate form in the HS office to request consideration. One-time approvals (i.e. for an appointment, etc.) should be done via a note from a parent/guardian being brought to the HS office. If you are driving to BOCES you may not leave until attendance has been taken.** Students missing the bus without sufficient reasons may face disciplinary consequences.

III. ATTENDANCE PROCEDURES

ATTENDANCE POLICY AND COURSE CREDIT

Definition of "Absence"

An absence is recorded for each and every occasion that a student is not present for a scheduled class. Not included are cases where the class was not held for reasons such as school assembly programs. Students serving in-school suspension are not to be counted absent for the purpose of this policy.

Excused Absences

Education Law in the State of New York requires all children between the ages of 7 and 16 to be in attendance whenever school is in session. The only excused absences or reasons for tardiness are:

1. Sickness of student
2. Sickness or death in the family
3. Impassable roads or severe weather conditions
4. Religious observance
5. Required court appearance
6. Approved educational internships
7. Attendance at a health clinic
8. Approved college visit
9. Military obligation

Unexcused Absences

All reasons other than the ones noted above are considered unexcused and must be so noted on the student's attendance record. Regular attendance is imperative to the academic progress of each student. A student who is excessively absent fails to meet appropriate scholastic goals.

*** Excused or unexcused, a student should always check with their teacher when they return for work they have missed.**

Receiving Course Credit

A. To receive credit for a course in grades 9-12, a student must have a passing final average and take a final exam or submit a final project (unless the class does not require one).

B. Students must attend a minimum of 85% of the scheduled class/program times.

For class/programs meeting for one full year, a student **may** be denied course credit if the absences number **twenty (20) or more days**.

For classes/programs meeting for one-half year, a student **may** be denied course credit if the absences number **ten (10) or more days**.

For classes/programs meeting other than the above, a student **may** be denied course credit if the absences exceed the number computed on a prorated basis.

For students entering a class/program twenty or more minutes late, an absence will be counted for that class.

For students leaving a class/program twenty or more minutes early, an absence will be counted for that class.

C. Students engaged in an alternative education program (e.g. home or hospital instruction) will be considered in attendance.

D. Opportunities to make up absences will be determined by the teacher on an individual basis. It is expected that teachers will provide opportunities for class make-ups. All class make-ups will be decided by the teacher who may consult with the principal in appropriate circumstances. Students must arrange to make up a missed class within one (1) week of the absence. Failure to do so **may** make it impossible for the student to get attendance credit for the missed class.

E. The records of the teacher for the class/program will be the official attendance record.

F. The teachers will inform the principal of students who may be in violation of the attendance policy.

G. Students and their parents/guardians will be informed of

ongoing patterns of absences which may result in violation of the attendance policy.

- H. Students with an unexcused absence will be prohibited from participating in extra-curricular activities on days of such absence.
- I. A student may appeal to the building principal his/her denial of admission to take a final examination due to absences in excess of the maximum allowed for a course. This appeal must be in writing and received by the building principal at least three (3) days prior to the final examination date.
- J. Students within the compulsory attendance age, given the warning process and whose absences have been determined to be unexcused, will be referred to Family Court.

Students over the compulsory attendance age may be dropped from enrollment in this school district, given two considerations:

1. A minimum of twenty (20) consecutive days has been accumulated.
2. The student and parent/guardian have been notified, in writing, to attend an informal conference with the principal or the superintendent. This conference will attempt to determine the reason(s) for the absences and identify reasonable adjustments to the educational program.

Given the failure to attend the conference, the student may be dropped from enrollment. Written notice will be provided regarding the student's right to re-enter.

General Attendance - Students cannot take full advantage of the programs available at Moravia High School if they are not present in school. Regular attendance is a condition for the successful completion of all courses.

Compulsory Attendance - All New York State children between the ages of 6 and 16 in proper mental and physical condition shall receive full-time instruction in a public, private, or parochial school. An exception is a student who finishes a four-year high school course of study prior to being 16. A person over 5 and under 21 is entitled to attend school in the district in which he/she lives.

Truancy - Truancy is the willful violation by a student of the Compulsory Education Law. A student who is truant from school will be subject to school discipline. He or she may also be referred to Family Court, if under the age of 16.

The following guidelines shall be used relating to attendance of all students registered in Moravia Central School:

1. The laws regarding attendance shall be enforced.
2. The parents of any student absent for ten days or more, with no indication of illness, shall be notified by letter of the future action to be carried out by the school.
3. A parent conference with the principal is recommended for any student absent more than ten (10) times for reasons other than illness.
4. All students under 16 years of age who are absent more than 20 times with intentional disregard for academic responsibilities shall be referred to Family Court.

5. A doctor's statement for permission to return to school shall be required of any student who is absent for more than seven consecutive days for medical reasons.

Upon returning to school from an absence, a student should bring a written excuse to the counseling/attendance office. The excuse should include:

1. Dates of absence
2. Reason for absence
3. Signature of a parent/guardian

Written excuses are expected on the day of return to school. Board of Education policy outlines minimum attendance requirements for all students pursuing units of credits and/or involved in programs at the secondary level.

Attendance, the presence of the student in school full time on days listed in the school calendar, is important. In order for the educators employed by the district to fulfill their responsibilities to teach and support the students, and for students to fulfill their responsibility to participate in the learning process, it is essential that attendance be ongoing.

Based on the knowledge of the importance of attendance, this district enacts this policy for all students pursuing units of credit and/or are involved in programs at the secondary level.

Attendance record-keeping

College admissions offices and future employers use attendance records as means of determining an applicant's dependability and good citizenship. The school attempts to have students build good attendance patterns for the future. Good attendance is also a major factor for a student to keep up with his/her studies and not fall behind.

Students must report to the cafeteria if they arrive before 7:47 a.m. Do not go to your lockers before the 7:47 a.m. bell. Students must report to homeroom by 7:50 a.m.

Leaving school grounds

A student who must leave school because of illness must report to the nurse. If the nurse is not available, report to the High School Office. Students who leave school without such notification will be subject to disciplinary action.

If a student must be excused from part of the school day, he/she must present a written request (**telephone requests of any type will only be honored in emergency situations**) to the counseling/attendance office upon arrival at school.

The request should specify:

- name
- date
- time to be excused
- reason for leaving
- means of travel from school
- a telephone number by which the above information may be confirmed (parent, doctor, dentist, etc.)

Students who leave school without proper authorization may not be allowed back on the grounds and may be denied school transportation in addition to other consequences. **Once students arrive on school property they must enter and remain in the building.**

Tardiness to school

Students are expected to be punctual to school and class at all times. Students who arrive at school after 7:50 a.m. must sign in at the counseling/attendance office and submit a note signed by a parent explaining the reason. The secretary will record the tardy and reason and issue a pass to class.

Homework for the absent student

When a student is absent for a few days, due to illness or other reasons, the student should make his/her own arrangements with friends to get books and homework assignments. The school should not be asked to round up make-up assignments. Homework is the student's responsibility. If, however, there is no one who can bring the assignments to your home, contact the High School Office.

IV. COMPUTER USAGE

Computers are for educational use only. All use of computers must fall within the guidelines of the school district's policy. All files, folders, and accounts are property of the Moravia Central School District. Inappropriate use will result in loss of access and possible disciplinary action.

Internet Rules

The Internet is for educational use. Students are expected to exercise the same good behavior on school computer networks as they are in the classroom or hallway. Since communications on the network are often public in nature, general school rules for behavior and communications apply.

This access is a privilege, not a right, and entails certain responsibilities. Users of the Internet should understand that network storage areas may be treated much like school lockers. Network administrators may review files and communications to maintain system integrity. The following activities are not permitted on the Moravia Schools' network:

- Displaying offensive pictures or messages ("Offensive" is not a negotiable term: If a staff member says it is offensive, it is automatically so.)
- Damaging equipment, systems, or networks.
- Intentionally wasting limited time or resources.
- Using the online system for purposes such as gambling, fantasy sports, etc.
- Requesting unnecessary and lengthy material that ties up system resources.
- Violating copyright laws, whether intentionally or without intent.

In addition, in instances of two-way communication, it is unacceptable to:

- use obscene language, harass, insult, attack, or intimidate others.
- trespass in another's work or resources.
- use another's account or password.
- reveal your personal address and telephone number or those of others
- use the school's system to purchase items for personal use.

V. COUNSELING SERVICES

Counseling services are an important part of the educational system and are planned to help students make appropriate choices both academically and personally. Counselors help students to solve immediate problems and to make decisions about their future.

Good high school planning is essential for students who want to make the best use of their high school years. At the end of eighth grade, students, with their parents or guardian and counselor, will make out a four-year plan. Each year the student and counselor will review the four-year plan while completing scheduling.

Planning for the post-high school years is another important aspect of counseling. Students should begin to explore post-secondary options early in their junior year and continue to investigate until a decision has been made. Students are strongly encouraged to plan further education or training after high school. Counselors are available to help students at any time. The counseling office also has a tremendous amount of information on careers and higher education.

Counselors help students with academic, emotional, and social problems. Poor grades, difficulties in getting along with others, poor study habits, and problems in adjusting to school requirements are just a few of the reasons for coming to the counseling center for help.

Students who want to talk with a counselor may come in during any study hall. If the counselor is busy, make an appointment with the counseling office secretary.

The goal of the counseling office is to assist all students in becoming responsible and successful adults. Counselors help you to help yourself in finding personal and educational growth.

Working Papers

State law requires that any student under 18 years of age who is interested in working outside of school must have working papers. See the Counseling Center to obtain these papers and necessary information.

VI. DISCIPLINE

Prohibited Student Conduct

The Moravia School District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, personnel, and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. The Moravia District School, however, recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Discipline may be imposed on students who engage in the following:

A. Disorderly Conduct

Examples of disorderly conduct include:

- Running and/or wandering in the hallways.
- Making unreasonable noise, including playing music in speakers rather than earphones
- Using language or gestures that are profane, lewd, vulgar, discriminatory, or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community, including disrupting classes/teachers.
- Trespassing and unlawful entry: being on school property or in a school building at a time when not authorized to do so
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the Moravia School District acceptable use policy.
- Bringing to school or having in his/her possession any item considered a nuisance, dangerous or immoral (firearms, weapons, chains, sharp objects, firecrackers, pornographic material, etc.)
- Parking on school grounds during the instructional day without permission.
- Driving or riding to and from off-campus activities without permission.
- Public display of affection beyond reasonable good taste.

B. Insubordinate Conduct

Examples of insubordinate conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect, whether verbally, through gestures, or otherwise.
- Lateness for, missing or leaving a class or school building/school grounds without permission.
- Refusing to leave any classroom or the building after being directed to do so by Moravia School District authorized personnel.
- Skipping any disciplinary consequences assigned by staff.

C. Disruptive Conduct

Examples of disruptive conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.
- Physically restrain or detain any other person or remove such person from any place where he/she has authority to remain.
- Obstruct the free movement of persons and vehicles in any place where such movement is authorized or permitted.

D. Violent Conduct

Examples of violent conduct include:

- Committing an act of violence (such as hitting, kicking, punching, scratching, spitting, or biting – this is not an exhaustive list) upon a teacher, administrator, or other school employee or attempting to do so.
- Committing an act of violence (such as hitting, kicking, punching, scratching, spitting, or biting – this is not an exhaustive list) upon another student or any other person lawfully on school property or attempting to do so.

- Possessing a firearm, ammunition, or weapon. Authorized law enforcement officials are the only persons permitted to have a firearm or weapon in their possession while on school property or at a school function.
- Displaying what appears to be a firearm, ammunition, or weapon.
- Threatening to use any firearm or weapon.
- Intentionally damaging, tampering with, or destroying the personal property of a student, teacher, administrator, other employees, or any person lawfully on school property, including graffiti or arson. This includes entering the vehicle of someone else without permission.
- Intentionally damaging or destroying school property.

E. Endangering The Safety, Morals, Health, Or Welfare Of Others

Examples of such conduct include:

- Lying to school personnel.
- Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.
- Selling, using, or possessing obscene material.
- Using vulgar or abusive language, cursing, or swearing.
- Possessing, smoking, or sharing a cigarette, e-cigarette (a device that operates electronically by “vaporizing,” or aerosolizing, a liquid solution. The aerosol or vapor is then inhaled by the user.), cigar, or pipe/smoking paraphernalia or possessing, using, or sharing smokeless tobacco on school grounds or at any school-sponsored activity.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic marijuana or synthetic cannabinoids, and any substances commonly referred to as “designer” or “look-alike” drugs, as well as paraphernalia for use of the above.
- Inappropriately possessing, using, selling, or sharing prescription and over-the-counter drugs. Any drug taken in accordance with a current prescription signed by a physician is to be deposited with and administered through the nurse’s office.
- Gambling.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- “Sexting,” which includes the sending, receiving, possession, requesting, or sharing of sexually explicit messages, photographs, or images by electronic devices.
- Cyberbullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing

another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

- Initiating a report warning of fire or other catastrophes without valid cause, misuse of 911, tampering with or discharging a fire extinguisher.
- Engage in any act which is in violation of an established Moravia School District rules or policy, willfully incite others to commit any of the acts herein, or engage in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest standards
- Videotaping, photographing, or audio recording anyone on school campus without their knowledge and consent in situations where privacy exists (i.e. locker room, private conversation in cafeteria, etc.). Sharing or posting such material is also prohibited.
- Sexual activity of any kind, including inappropriate touching.
- Failure to follow other rules/protocols set forth in building-level handbooks, technology agreements, permission slips, teacher course syllabi, etc.
- Engaging in any criminal violation.

F. Students Who Engage In Misconduct On A School Bus

It is crucial for students to behave appropriately while riding on buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for behavior laid out in this Code, building-level handbooks, transportation handbooks, and by bus drivers to their riders.

G. Off-Campus Speech

The Moravia School District may take disciplinary action pursuant to this Code of Conduct against students for off-campus speech, which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, website postings (including but not limited to Facebook, YouTube, Snapchat, Instagram, Twitter, etc.), instant messages, text messages, digital pictures or images, digital video, and digital audio.

H. Disciplinary Penalties and Procedures

Any pupil who violates any of the rules of the code of conduct shall be subject to immediate and appropriate disciplinary action. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers, and/or others, as appropriate
- Other extenuating circumstances.

Penalties

Students who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination. Staff identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Oral warning – any member of the staff
- Written warning– bus drivers, aides and monitors, counselors, teachers, principal, superintendent
- Written notification to parent – counselors, teachers, principal, superintendent
- Detention/Lunch Detention – teachers, principal, superintendent
- After-school Detention (3 pm-5 pm time window)-principal, superintendent
(signing the signature sheet at the end denotes permission to assign this to your child unless you otherwise note a lack of permission; the District is responsible for transportation home for students from such a detention)
- Suspension from clubs, social or extracurricular activities – activity director, principal, superintendent
- Suspension of other privileges – principal, superintendent
- In-school suspension – principal, superintendent
- Removal from the classroom – teachers, principal, superintendent
- Short-term (five days or less) suspension from school – principal, superintendent, board of education.
- Long-term (more than five days) suspension from school – superintendent, board of education.
- Permanent suspension from school – superintendent, board of education.

The Building Principal is authorized to suspend pupils for a period of time not to exceed five days for any one incident. The superintendent and board of education may impose long-term suspensions in accordance with Education Law §3214.

Additional forms of penalty/consequence that may be assigned to students include:

- Referral to the legal system, including FAST
- Transportation suspensions
- Referral to counseling programs
- Mediation
- Principal's Hearing
- Restitution
- Formal apology
- Research activity/project/presentation aimed at teaching the student about the infraction
- Behavioral management plans
- Loss of credit for an assignment (in the case of academic misconduct)
- Loss of device privileges (in the case of device violations and/or related bullying)

I. Alternative Instruction

A student that is placed on out-of-school suspension will be offered the opportunity to attend the alternative instruction program from 3:00-5:00 p.m. Students planning to attend these session(s) must communicate their intentions to do so to the High School Secretary by 9:00 a.m. on the day(s) they plan to attend. A student will be given credit for attending classes if they report on time and remain until 5:00. Failure to report will result in a recorded absence.

J. Due Process

Under the 14th Amendment to the Constitution, you are guaranteed "due process" or fair treatment. In practice, this means that except in certain emergencies, prior to suspension or other substantial disciplinary measures you will be informed of the wrongdoing you are accused of, and be given the chance to tell your side of the story.

In a Superintendent's Hearing, you will have the right to other due process procedures including the right to present your own witnesses and the right to have an advocate represent you.

K In-School Suspension

The following are rules and regulations for the in-school suspension room:

- A student serving in-school suspension for the day will report to the in-school suspension room before the 7:55 bell.
- Students may not talk, get out of their assigned seats, or communicate with any other person without permission. **Cell phones off and put away.**
- Students must work on their lessons, in-school suspension assignments, and regular class work assignments. Release from in-school suspension will be based on the completion of all assignments. Students who do not complete the ISS assignments will be required to return to ISS the following day. Failure to adhere to ISS room rules may lead to further consequences, including potential OSS time.
- Students will eat lunch in the in-school suspension room.
- Students on in-school suspension will not be allowed to participate in school activities occurring during the regular school day, such as assemblies, pep rallies, and field trips, or any after-school activities which occur on that day, including athletic practice, games, and dances that occur on and off the grounds of the Moravia Central School District.

L Laser Lights

Laser lights, when used incorrectly, have the potential to harm another individual's eyesight. Therefore, laser lights are prohibited on school property. School property includes school buses. Students in possession of a laser light will have the light confiscated and be suspended from school.

M Public Displays of Affection

Since Moravia Central School is a public facility, certain personal or intimate relations have no place in the school buildings or on school property. Students refusing to comply with this directive are subject to disciplinary action.

N Sale of Items in School

Students are not to conduct private sales on school property or on school buses. Any items being sold may be confiscated.

O Search and Seizure

Students are protected by the Constitution from unreasonable search and seizure. The key word is "unreasonable" as a student may be searched and contraband seized when there is a reason to believe the student is engaging in illegal activity. Lockers are provided by the school for student use and the administration has the right to search a locker when there is reasonable cause. These rules apply to vehicles parked on school grounds as well.

P Superintendent's Hearing

The Board of Education and the Superintendent of Schools are authorized to suspend a student for periods in excess of five school days (Education Law, section 3214). Following a Superintendent's Hearing, the superintendent may take whatever action deemed appropriate including indefinite suspension from school. The student may bring a parent with him/her to the hearing. The student has the right to be represented by an attorney, the right to present witnesses and other evidence on his/her own behalf, and the right to cross-examine witnesses against him/her.

According to Education Law, section 3214, students may be suspended from required attendance for the following reasons:

1. A student who is insubordinate or disorderly or whose conduct otherwise endangers the safety or morals of him/herself or others.
2. A student whose physical or mental condition endangers the health, safety, or morals of him/herself or others.

VII. DRESS CODE

Please note that no dress code can be all-inclusive. The school reserves the right to request that a student modify his/her appearance when certain articles of clothing are deemed contrary to the mission and values of the school district

Students who violate the dress code shall be required to modify their appearance by changing into appropriate clothing. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline up to and including out-of-school suspension. The dress code for extra-curricular activities and for special days (ie: Spirit Week) may vary but is still subject to the discretion of the principal and chaperones.

Students will dress and groom themselves in clothes that are appropriate for school activities. Dress that is distracting to the learning process is prohibited. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other personnel shall exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress shall:

- Not include items that are vulgar, obscene, libelous, or denigrate and/or insult others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not display foul language or insinuated foul language.
- Not promote and/or endorse the use of alcohol, tobacco, or other drugs.
- Not promote and/or encourage illegal or violent activities.
- Not include chains, choke collars, collars with spikes, and other related items that may be considered dangerous.
- Not include open-back shirts/blouses, tube tops, sports bras, or tops with large cutouts on the side.
- Not include items that cause or have the potential to cause a disruption to the learning environment (including, but not limited to, flags being worn as capes, headgear, etc).
- Not include pants/shorts or other articles of clothing with holes in the seat or crotch or any other place deemed inappropriate.
- Include footwear at all times.

- Ensure that underwear/undergarments are completely covered and that the buttocks, breasts, and genital areas are properly covered (See-through clothing items should not violate the spirit of this item).
- Shirts must be long enough to cover the majority of the abdomen and provide adequate coverage at the neckline.
- Not include sunglasses, unless approved by the nurse for a medical reason.
- Not include bulky coats/trench coats that could be used to conceal a weapon.
- Not include costume apparel - with the exception of special events.

Hats, bandanas, hoods, visors, all other headgear:

- Students may wear headgear in the hallways, in the cafeteria, and when outside for PE class.
- Teachers will have discretion over if specific types of headgear may be worn in their classroom or not and not following their rule may have disciplinary consequences.
- The auditorium will be considered a “classroom space,” so depending on the activity, headgear may or may not be allowed (for example, NHS induction and award ceremonies will not allow headgear).
- Headgear that is distracting, obnoxiously-sized, advocating items against district policy (ie: drugs, alcohol, etc.), or in any way take away from the safety and productivity of the learning environment may be requested by staff members to be removed.

VIII. ELIGIBILITY POLICY

The primary goal of Moravia Central School is to educate the whole student, first by stimulating the student academically and then by offering a number of experiences designed to develop the social, emotional, physical, and ethical development of the individual.

Extracurricular programs are designed to provide such experiences and are, therefore, considered an integral part of our educational program. These programs are, however, a privilege, and a student must maintain a good academic standing in order to earn the right to participate in these programs.

Elements and Procedures for Eligibility:

1. Eligibility includes all extracurricular activities. These shall include, but not be limited to, the following activities:
 - ◆ all Interscholastic sports
 - ◆ class committee meetings
 - ◆ Drama Club
 - ◆ FFA activities not required for a course
 - ◆ intramurals
 - ◆ musical activities not required for a course
 - ◆ National Honor Society
 - ◆ Odyssey of the Mind
 - ◆ SADD
 - ◆ school dances
 - ◆ senior class picnic (may be asked to stay behind until 12:00 to make up work)
 - ◆ Student Council
2. Eligibility does not affect juniors attending the Junior Prom, seniors attending the Senior Dinner Dance.

3. A middle school student participating in any high school activity will be required to follow the high school eligibility policy.
4. A senior who is ineligible has no senior privileges.
5. An ineligible student may participate in tryouts at the beginning of the season or the activity. Upon completion of the tryouts, the student may not participate in that activity in any capacity until eligibility has been restored.

Eligibility Requirements:

An in-eligibility list will be generated each Wednesday, at noon, and will be in effect from Wednesday through Tuesday.

What is the purpose of the weekly in-eligible list shared through Google-

- The weekly list will be able to provide up-to-date communication with all staff
- The weekly list will be able to offer the students every opportunity to grow and improve in order to be a part of the extra-curricular activities Moravia High School offers.

What are the responsibilities of the teachers-

- Teachers will update the list with any student who is failing by Wednesday at Noon:
-Name, subject, and grade
- Teachers will communicate with both the students and parents to inform them about being ineligible for the week for any extra-curricular activity.

What are the responsibilities of the students-

- Students who are failing one subject will be able to participate in the extra-curricular activity and should continue to show improvement in the failing class.
- Students who are failing more than one subject will not be able to participate in the extra-curricular activity, but may be in attendance.
- Students should utilize period 10, lunch, and teacher resources in order to improve their grades and be removed from the in-eligible list the following Wednesday.

How to remove a student from the in-eligible list-

- Each Wednesday, teachers should visit the in-eligible list document and add or delete students from the list accordingly.
- Teachers should continue to communicate with both the student and parent/guardian to inform them about the student being eligible once removed.

What if a student improved a grade but is still failing-

- If a student has improved and is just below the cut-off for passing one class, the teacher can add rationale, adjacent to the grade, explaining why the student should be eligible for the week.

What happens when Wednesday is a Holiday and there is no school-

- The new list will be in effect the next school day.
- Ultimately, the student is responsible for being up-to-date and should want to be removed from the list in advance.

Missing assignments

Staff may require students to make up missed work during a study hall or lunch period, including assigning them to the ISS room or the teacher's room. Not following this directive can result in a discipline referral.

Staff may also, with parent/guardian permission, require a student to stay for the after-school program in the library to make up late work and/or receive extra help.

Seniors may lose their 10th-period early release privilege if they are not making up work as requested by staff.

Incompletes on a report card must be made up within 5 days after report cards are mailed home. ISS time may be assigned to ensure the making up of necessary work.

IX. EMERGENCY CLOSING INFORMATION

Emergency closing of schools within the district may be necessary during the school year particularly due to ice or snowstorms. Such information will be posted on the district website and communicated via phone through the district's school messenger system.

X. EXTRA-CURRICULAR ACTIVITIES

DANCE RULES/PROCEDURES

Attendance Restrictions:

1. Dances will be restricted to Moravia students in grades 9-12 and guests.
Guests:
 - All guests must be enrolled in a high school at the time of the dance
 - No one over the age of 21 will be permitted to dances
 - All guests must be signed up by whatever deadline is set before the dance to allow time for the High School Office to contact the schools those guests come from.
 - The administration will make the determination of guest approval.
2. No one may enter a dance after 8:00 p.m. Any exceptions to this must be approved in advance by the principal.
3. A student must be in attendance for at least four (4) hours of the school day in order to attend a dance. For a Saturday dance, a student must be in attendance for at least four (4) hours of the last scheduled day prior to the activity.

Dances will be held between the hours of 7:00 p.m. and 10:00 p.m. and are to be scheduled only when there is no school the next day unless special permission is given by the principal.

The Class/Organization sponsoring a dance should see the high school secretary for a list of items that must be done prior to the dance's final approval.

EXTRA-CURRICULAR PARTICIPATION

A student must be in attendance for at least four (4) hours of the school day in order to participate in any extra-curricular activity. The only exception to this is with permission from the principal; appointments may be verified. For weekend activities, a student must be in attendance for at least four (4) hours of the last scheduled day prior to the activity. Students will not be allowed to participate in any extracurricular activity taking place on a day they are absent from school.

* **Athletes will refer to the Athletic Code of Conduct and Incomplete Policy.**

POSTERS

Any posters placed in the school building are to be approved by the principal. If a poster announces a date for an event, the poster must be removed by the individual/organization within 24 hours after the event has occurred.

SCHEDULING ACTIVITIES/FUNDRAISERS

All extra-curricular activities must be scheduled through the High School Office. A group wishing to schedule an activity/fundraiser should see the secretary for a list of items that must be done prior to the principal's approval.

XI. FOOD SERVICES

BREAKFAST PROGRAM

Each morning breakfast will be available for students to purchase. Breakfast will be served from 7:30 a.m. to 7:55 a.m.

FOOD AND BEVERAGES

Teachers have the authority to determine a food and drink policy for their own room and students should respect whatever it is. School personnel reserve the right to inspect and confiscate the contents of any opened container for any reason. Students are not to have food/drink items delivered to the school (i.e. no pizza deliveries at lunch, etc.).

Students will be excused for lunch according to their class schedule. Students are not to leave campus to get lunch from any off-campus site. Students are expected to:

- WALK quietly and in an orderly manner to the cafeteria.
- Be orderly while standing in the cafeteria line.
- "Cutting" ahead of other students in line will not be tolerated.
- Consume all food and beverage items inside the cafeteria.
- Take their lunch trays to the return window and dispose of their refuse in the appropriate containers when they are finished eating. **Plates and trays should be stacked neatly in separate piles.**
- Remain in a supervised area. There are to be no students loitering in the corridors. Students wishing to go to another location should have a pre-signed pass to do so. Students should sign out with the cafeteria supervisors before leaving, even to visit the restroom/water fountain.

- **Every student at a table is responsible for making sure the table is picked up before leaving.**

XII. **HEALTH SERVICES**

ACCIDENTS

All accidents must be reported at the time they occur to the teacher or coach in charge. A record of such accidents, no matter how minor, must be filed in the nurse's office.

EYE PROTECTION

Students are required by law to wear protective eye devices in hazardous situations. These include boiling liquids, using reactive chemicals, working with shop equipment, etc. - and any time when directed to do so by the teacher. This rule is for your own safety and should be observed very carefully.

HEALTH SERVICES

The school nurse provides emergency first-aid and plans a program of preventive health measures. Students are given eye and ear tests and helped individually to develop good health habits.

The following guidelines relative to the health other/service are to be followed:

1. All physical education excuses must be brought to the nurse's office.
2. During the school day, a PASS signed by the classroom teacher is required to come to the health office. **DO NOT REPORT TO THE NURSE'S OFFICE BETWEEN BELLS.** If you come to the health office without a pass **YOU WILL BE SENT BACK TO YOUR CLASS.**
3. **MEDICATION, OVER-THE-COUNTER, AND PRESCRIPTION AND NUTRITIONAL SUPPLEMENTS** - The nurse is prohibited by law from dispensing medicine except by a doctor's prescription and directions to the nurse. New York State Law requires all medicine must be kept locked in the health office. Students who need to have access to medication in school are to adhere to the following guidelines:
 - Have a written request from your physician indicating the medicine that must be given at school.
 - This note should include the child's name, dosage, and the time the medication is to be administered.
 - The parent must send a note asking the nurse to give the medication as indicated by the doctor.
 - The parent brings the medicine directly to the nurse upon entering school.
 - Students should not bring medications on the bus.
 - The medication should be in the original container.

Students who are in the possession of internal medication, but have not followed the directions described above shall be warned for the first offense. For succeeding offenses he/she will be disciplined according to normal school disciplinary policies. Students who distribute such medication to others will be considered distributing drugs illegally.
4. It is important that all injuries and/or accidents that occur on school property be reported immediately to the health office. A report must be filed with the insurance company.
5. You cannot expect to lie down in the health office because you are tired or out of study hall. All students who will be allowed to stay out of class will be screened very carefully.
6. Telephone in health office is not available for student use.

The school doctor gives physical examinations to students. These exams are used for sports and working papers as well as for the general welfare of students.

STUDENT ACCIDENT INSURANCE

The school carries insurance on all students. The coverage is limited to usual, reasonable, and customary (URC). The Pupil Benefit Program insures all students for a portion of the expense for injuries incurred while attending school or participating in a school-sponsored activity. If a student is injured it is necessary first for the parent to file a claim with their own medical insurance.

The school nurse has further information and claims forms.

XIII. LIBRARY RULES/PROCEDURES

A. Library Materials

1. The library attempts to provide materials of varying reading levels on a wide range of subjects. Its primary responsibility in selecting materials is to support the school's curriculum; its secondary responsibility is to provide for the leisure reading of students and faculty.
2. Books may be borrowed except for reference books and books placed on reserve by a faculty member. There is no limit to the number of times a book may be renewed unless it is needed by someone else or the school year is ending. A student with overdue materials may not take out additional materials and may be denied library study hall privileges until the materials are returned or renewed.
3. If a student loses a book, he/she will be required to pay the original cost of the book by the end of the school year. Students should notify the librarian of a loss as soon as it is noticed.
4. Library materials exist for the use of the entire school community. Vandalism and theft of library materials are serious matters.

B. Using the Library

1. The library is open to students every morning by 7:45 a.m. and every afternoon until 3:00.
2. **Students must first report to study hall.** Passes are required while classes are in session. Access to the library may be restricted at times through required pre-signed passes, library suspension, and at the discretion of the library staff.

XV. PARKING REGULATIONS

1. All automobiles parked on school grounds must be registered with the school and **must** display the school parking permit.
2. Parking is strictly limited to the student parking area.
3. Students are **NOT** allowed to park in the North parking lot during school hours.
4. All students must be licensed and covered by insurance. **A COPY OF THE STUDENT'S VALID LICENSE MUST ACCOMPANY THE APPLICATION.** The school is not responsible for the automobile or its contents.
5. There is to be no loitering in the parking lot, cars, or visitation of same.
6. There will be no driving over **10 MPH** or any form of **reckless driving** on the school grounds.
7. Parking regulations are strictly enforced. To park on school grounds is a **PRIVILEGE** that can be revoked for a time or permanently.
8. **Student drivers are not to use the back driveway leading to Park Street.**
9. **Suspension of driving privileges and/or suspension from school** may occur when a violation of any of these regulations occurs.

ALSO, ILLEGALLY PARKED VEHICLES MAY BE TOWED AT THE OWNER'S EXPENSE

10. Students are to report license number or vehicle changes to the office.
11. Parking privileges may be forfeited if a student does not have a passing academic average, is excessively tardy to school displays poor school citizenship (i.e. violates the Code of Conduct elsewhere), or drives unsafely.
12. Cars that are leaking fluids must be removed until repairs have been made.
13. The parking permit is to be used only by the person to whom it is issued. Unauthorized use of this permit will result in its being revoked.

Any vehicle parked on school grounds is subject to be searched if there is reasonable suspicion to believe that it may contain items not permitted on school grounds.

XVI. OTHER ITEMS OF IMPORTANCE

BUS PASSES

Students requesting to change their bus transportation on a given day must bring a parental permission slip to the secretary in the High School Office prior to 2:00 p.m. A bus pass will be issued - no changes in transportation will be permitted without a pass.

FIRE DRILLS

1. All fire alarms should be taken very seriously.
2. Become familiar with instructions posted in rooms you use.
3. Students nearest open windows should close them when the alarm sounds.
4. Watch for a blocked exit. If blocked, go to the nearest alternative exit.
5. The last person to leave a room should close the door.
6. Keep moving outside the building to keep exits clear.
7. Students observed "fooling around" or not strictly following directions during a fire drill will be subject to disciplinary action.

LOCKERS

Lockers will be assigned to each student and may not be changed without permission. The locker assigned to you is the property of the school. Keep your locker clean and neat.

Students must use only their assigned locker unless approval through the office has been given for a locker change.

Students are not permitted to attach obscene posters or pictures to their lockers (inside or outside). They are not to write on the inside or outside of their lockers and not to attach any other items to the locker deemed inappropriate by the principal.

Students are encouraged to lock their lockers. Memorize your combination and **DO NOT** give it to anyone or share your locker with anyone. This will help prevent theft. **Always lock your valuables in your PE lockers during PE class! Students in study halls are not allowed to use the locker room bathrooms!**

LOST AND FOUND - Items lost or found should be reported to the high school office.

MATERIALS LOANED TO STUDENTS

While you are a student at Moravia Central School, you will be loaned textbooks and other school materials. These materials will be your responsibility and are to be well taken care of until you return them at the end of the school year. You will be billed for lost or damaged materials.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, radios, or cameras to school, and if they wear glasses, to keep track of them at all times. Students, not the school, are responsible for their personal property. Do not leave money in your locker.

VISITORS

All visitors are required to stop at the High School Office to sign in and obtain a visitor's pass to be in the building.

ELECTRONIC DEVICE POLICY

The Moravia School District recognizes there is value to students in possessing and using electronic devices in the school setting, including for educational pursuits, important communication, etc. The use of electronic devices can, however, be disruptive to the educational process and are items that are frequently lost or stolen. The Moravia School District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the Moravia School District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

“Electronic device(s)” means a privately owned device that is used for voice, audio, video, or text communication or any other type of computer or computer-like instrument which includes, but are not limited to, cell phones, smart watches, iPods, iPads, headphones, portable game consoles, cameras, and laptop computers.

All electronic devices district-wide, will not be permitted at any point during the instructional day. This includes classrooms, hallways, and bathrooms.

Student cell phones and other personal electronic devices should be stored in lockers or backpacks during the instructional day. Students will be allowed to use their personal electronic devices during their lunch period. Seniors will be permitted to use their personal electronic devices in the senior lounge.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

Students shall not use electronic devices at any time or place for: (a) activities that disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities, including, but not limited to, sexting; (e) activities which threaten, humiliate, harass, or intimidate others; (f) activities in violation of Moravia School District policies and procedures relating to student conduct and harassment; or (g) activities which invade the privacy of others. Such student misuses may result in

appropriate disciplinary action, including, but not limited to, suspension from school in accordance with this code of conduct.

Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

Depending upon the nature of the violation, consequences **will include** a relinquishment of the electronic device to the school administration and may yield suspension from school for repeated violations.

DASA—HARASSMENT OF OTHERS/DISCRIMINATION

The Moravia Central School District is committed to safeguarding the rights of all students to learn in an environment that is free from all forms of harassment and prohibits such misconduct. If you believe you have been harassed you should immediately report the incident to the principal. The principal will take the appropriate action which may include contacting the district's Section 504 Compliance Officer, Christopher Fisher.

***Harassment and Discrimination (Dignity for All Students Act)**

Definitions:

1. **School property** shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.
2. **School function** shall mean a school-sponsored extra-curricular event or activity.
3. **Disability** shall mean: (a) a physical, mental, or medical impairment resulting from anatomical, physiological, genetic, or neurological conditions which prevents the exercise of a normal bodily function or are demonstrable by medically accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.
4. **Employee** shall mean employee as defined in subdivision three of section eleven hundred twenty-five of this title.
5. **Sexual orientation** shall mean actual or perceived heterosexuality, homosexuality, or bisexuality.
6. **Gender** shall mean actual or perceived sex and shall include a person's gender identity or expression.
7. **Harassment** shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color,

weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

8. **Sexual harassment** violates State and Federal law. The Moravia Central School is committed to safeguarding the rights of all students to learn in an environment that is free from all forms of sexual harassment and prohibits such misconduct. If you believe you have been sexually harassed, you should immediately report the incident to the principal.

Prohibition of Harassment and Discrimination:

Moravia Central School prohibits discrimination or harassment against any student, by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation, or abuse, of such a severe nature that:

1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

Such conduct shall include all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Moravia Central School will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the school finds that this code of conduct has been violated, corrective action will be taken in accordance with School policies and regulations, this code of conduct, and all appropriate federal or state laws.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Moravia Central School prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of any complaint of discrimination, harassment, or violation of this code of conduct.

Dignity Act Coordinator (DAC)

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex (Education Law §13[3]). This staff member is Mr. Patrick Catanzarite (School Psychologist) and Tammy Austin (Middle School Guidance Counselor).

XVII. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student's Bill of Rights

In accordance with Section 100.2(l) of the Commissioner's Regulation, this code will be followed on the Moravia School District grounds, in buildings, on buses and at any function or on any work site sponsored by Moravia School District.

- Students have the right to pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
- Students have the right to pursue a particular course of study which best meets their educational needs.
- Students have the right to be respected on the merits of their attributes as individuals.
- Students have the right to procedural due process guaranteed by the United States Constitution and New York State Education Law prior to disciplinary action taken against them.
- Students have the right to freedom of speech and expression which do not interfere with the educational process or infringe upon the rights of others.
- Students have the right to freedom from discrimination relative to participation in curriculum offerings and extra-curricular activities.
- Students have the right to have rules clearly stated, explained and distributed at the beginning of every school year or at the start of enrollment in the Moravia School District.
- Students have the right to freedom from unreasonable search and seizure. The key word is "unreasonable", as a student and/or his or her possessions which include but are not limited to a school locker, backpack or vehicle parked on school grounds may be searched and contraband seized when there is reason to believe the student is engaging in an illegal activity or an activity in violation of Moravia School District rules or policy.
- Students with handicapping conditions have the right to have their behavior evaluated on the basis of their handicapping condition.

B. Student's Bill of Responsibilities

- Students will conduct themselves with respect toward self, fellow students, teachers, and others.
- Students will strive to achieve their potential in all areas.
- Students will follow the directions of the faculty and administration.
- Students will fulfill all classroom obligations.
- Students will show respect for Moravia School District property and for the property of others.
- Students will know the behavioral rules and discipline procedures
- Students will take responsibility for their actions
- Students will seek help in solving problems that might lead to disciplinary problems
- Students will strive to demonstrate good conduct and a positive attitude at all times in all Moravia School District activities.

- Students will dress and groom themselves neatly in clothes that are suitable for school activities in accordance with the dress code contained within this code. Clothing that is not compatible with safety or which interferes with the ability to engage in the activities involved in the classroom, shop, or lab is prohibited, as is dress that is so distracting as to interfere with the learning process.
- Students will be held financially responsible for texts, tools, locks, or any other Moravia School District equipment assigned to them. Students will also be held responsible for property they damage.

2022-2023 BELL SCHEDULE

HOMEROOM	7:50-8:05
PERIOD 1	8:08-8:48
PERIOD 2	8:51-9:31
PERIOD 3	9:34-10:14
PERIOD 4	10:17-10:57
PERIOD 5	11:00-11:40
PERIOD 6	11:43-12:24
	<u>6L-1</u> -11:43-12:02
	<u>6L-2</u> -12:03-12:24
PERIOD 7	12:27-1:07
	<u>7L-1</u> -12:27-12:46
	<u>7L-2</u> -12:47-1:07
PERIOD 8	1:10-1:49
PERIOD 9	1:52-2:31
PERIOD 10	2:34-2:55