

**CHURCHVILLE-CHILI
SENIOR HIGH SCHOOL**



**2008 - 2009
PARENT HANDBOOK**

Message from the Principal

August 2008

Dear Parent:

We are committed to providing the best education and the best learning environment possible for our students. We need to know about any concerns you have! Here are four suggestions for sharing concerns with us at school:

Encourage your son or daughter to seek assistance from a caring school adult... a classroom teacher, school counselor, administrator. As we seek to build resiliency and communication skills, it is important to encourage adolescents to be self-advocates.

Share your concern with the adult at school most closely related to the issue. For example, if there's a homework problem in math, contact your son/daughter's classroom teacher. All staff have both voice mail and e-mail at the senior high school. Staff contact numbers and e-mail addresses are listed in this handbook. The child's school counselor or assistant principal will be pleased to assist you if the problem persists.

Contact your child's school counselor if there is a persistent, worrisome performance. School counselors are in-school advocates for students and can help identify individuals/processes that can help improve a student's success. Please keep the school counselor and assistant principal informed of significant circumstances that might impact your child's success at school.

Encourage your son or daughter to seek help from an assistant principal or from me if there is a situation occurring that is unsafe. **Unsafe behavior on a school bus, in the parking lot, in school hallways, or any other place on campus will not be tolerated!** We need to know there is a problem in order to correct it!

I look forward to an outstanding school year. Thank you in advance for your help and support of our senior high school.

Sincerely,

Mr. Bill Geraci
Executive Principal

Churchville-Chili Senior High School...Where learning leads to a lifetime of opportunities...

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CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

Central Office Administration, 293-1800

Dr. Pamela Kissel	Superintendent
Mr. Frank Nardone	Assistant Superintendent for Business Services
Ms. Loretta Orologio	Assistant Superintendent for Instruction
Mr. David Merges	Director of Pupil Services
Mr. Lawrence Vito	Assistant Superintendent for Human Resources
Mr. Neil Barton	Director of Health, P.E. and Athletics
Mr. David Hamilton	Director of Curriculum, Assessment and Professional Development

Board of Education

Mrs. Kathleen Dillon, Vice-President
Mr. Steve Grogan
Mr. Dusty Gutowski
Mr. Michael Iacucci
Mrs. Sheryl Johnson, President
Mr. Kenneth Milner
Mr. Kevin Naughton
Mrs. Cheryl Repass
Mr. Thomas Smithgall

Regular meetings of the Board of Education are held in the Board of Education Conference Room on the second and fourth Tuesdays of the month. All meetings begin at 7:00 and are open to the public.

High School Administration 293-4540

Mr. Bill Geraci, Executive Principal Ext. 2840
TBD, Secretary

Three assistant principals share responsibilities for the 10-12 student body.

		Grade 10	Grade 11	Grade 12
Mrs. Mary Leach	Ext. 2770	A-F	A-F	A-F
Ms. Susan Cerretto, Secretary				
Mrs. Karen Coykendall	Ext. 3130	G-N	G-N	G-N
Mrs. Cathie Williams, Secretary				
Mr. Jason Cline	Ext. 3060	O-Z	O-Z	O-Z
Mrs. Mary Julian, Secretary				

GUIDANCE DEPARTMENT

Located directly across from the main office, the Guidance Suite houses the offices of the guidance counselors and the school psychologist. Students are assigned to counselors alphabetically:

	Grade 10	Grade 11	Grade 12	
Miss M. Wallace	A - E	A - F	A - E	Ext. 2870
Mrs. Spiotta	F - L	G - Ma	F - L	Ext. 2940
Ms. K. Wallace	M - O	Mc - P	M - O	Ext. 2780
Mrs. Rudy	P - Z	Q - Z	P - Z	Ext. 2850

Churchville-Chili Central School 2008-2009 School Calendar

September

Tuesday	September 2	Faculty Orientation
Wednesday	September 3	School Opens: Full day session

October

Monday	October 13	Columbus Day Observed (No School)
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November

Tuesday	November 4	Superintendent's Conference Day (No school for students)
Friday	November 7	K-6 Parent/Teacher Conferences Grades K-6 – ½ day
Tuesday	November 11	Veteran's Day Observed (No School)
Wed.-Fri.	November 26-28	Thanksgiving Recess

December

Mon.-Wed.	December 22-31	Holiday Recess (No School)
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January

Th.-Fri.	January 1-2	New Year's Day Observed (No School)
Monday	January 5	School Reopens
Monday	January 19	Martin Luther King, Jr. Day (No School)
Tues.-Fri.	January 27-30	9-12 Mid-Year Assessments (K-8 students attend Jan. 27-30)

February

Monday	February 2	K-12 Conference Day (No school)
Mon.-Fri.	February 16-20	Presidents' Week Winter Recess

March

Friday	March 13	K-6 Parent/Teacher Conferences Gr. K-6 - 1/2 day
Monday	March 30	K-12 Conference Day (No school)

April

Friday	April 10	Good Friday (No School)
Mon.-Fri.	April 20-24	Spring Recess (No School)

May

Monday	May 25	Memorial Day Observed (No School)
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June

Tues.-Fri.	June 16-19	Regents Exams (School in Session)
Mon.-Thurs.	June 22-25	Regents Exams (School in Session (Last Day for Students)
Friday	June 26	Regents Examination Rating Day (Last Day for Staff)
Mon.-Thurs.	June 22-25	Half days for Grades K-6

Saturday

June 27	Graduation
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Churchville-Chili Central School District
2008-09 District Goals

*The Churchville-Chili Central School District, within its community
to include our Board of Education, Superintendent, staff, families
and students will strive to:*

1. Increase student achievement incrementally on local/state/federal assessments, striving for mastery and 100% graduation through teaching and learning district curriculum.
2. Develop civic-minded, responsible, well-rounded, goal-oriented graduates who strive to be life-long learners.
3. Sustain a safe school environment and incorporate both prevention of and no tolerance for harmful behavior.
4. Communicate effectively with stakeholders, emphasizing quality and service.
5. Promote cost effectiveness; develop and manage a budget that provides a quality education in a fiscally responsible manner.
6. Provide quality facilities that are well maintained.
7. Integrate and utilize technological resources to enhance and improve learning, communication, and efficiency.

Volunteering at the SHS

12 Ways you can volunteer in our Senior High School:

- Serve on the School Improvement Team
- Volunteer one day a week as a greeter
- Volunteer as a literacy tutor
- Volunteer in our library or guidance office
- Volunteer as a “Copier” aide: mass production of copies
- Volunteer as a “Tech” specialist
- Volunteer as a guest speaker in your career area (contact STC Coordinator at 2860)
- Volunteer as a School Store Aide
- Volunteer as a Senior High School Survey Specialist
- Help Plan the Awards Ceremony
- Volunteer to chaperone events: dances, homecoming events, Springapalooza, etc.
- Be a part of a classroom “audience” – participate in our community service education projects

Do you have other suggestions about how you would like to volunteer? Please call the Senior High School Principal, Mr. Bill Geraci @ 293-4540 extension 2840.

***Daily Announcements are updated Monday-Friday on the district website www.cccsd.org while school is in session.**

***Subscribe to e-News:** e-News is a service that allows Parents, Students, Faculty/Staff and Community Members to sign up to receive e-mails on school related information. To become a member go to <http://www.cccsd.org/emailsignup.cfm?master=12&subpage=806>.

Daily Time Schedule

BLOCK 1 7:25 AM – 8:55 AM

Period 1A	7:25 AM – 8:10 AM
Period 1B	8:15 AM – 8:55 AM

BLOCK 2 9:00 AM – 10:25 AM

Period 2A	9:00 AM – 9:40 AM
Period 2B	9:45 AM – 10:25 AM

BLOCK 3 10:30 AM – 12:30 PM

First Lunch	10:30 AM – 11:00 PM
Double Block	11:05 AM – 12:30 PM
Single Blocks	11:05 AM – 11:45 AM
	11:50 AM – 12:30 PM

Second Lunch	11:15 AM – 11:45 AM
Double Block	10:30 AM – 11:13 AM
	11:48 AM – 12:30 PM

Third Lunch	12:00 PM – 12:30 PM
Double Block	10:30 AM – 11:55 AM
Single Blocks	10:30 AM – 11:10 AM
	11:15 AM – 11:55 AM

BLOCK 4 12:35 PM – 2:00 PM

Period 4A	12:35 PM – 1:15 PM
Period 4B	1:20 PM – 2:00 PM

LUNCH TIME

Students are assigned a thirty-minute lunch period that occurs sometime between 10:30am – 12:30pm. The class to which they are assigned determines this lunch period.

PARENTAL INVOLVEMENT

The involvement of parents in the education of their children is critical to student achievement and success. Supportive and positive relationships between home and school are founded upon effective communication and trust. We urge you to contact the school with your questions or concerns. If you wish to schedule a conference with a teacher or your son or daughter's counselor, please leave a message on the teacher's voice mail and the teacher will return your call, or you may call the counselor directly to schedule the conference.

2008-2009 Teacher Roster

Armstrong, Katie	5619	Martin, Josette	5985
Bacon, Terrence	5638	Maslanka, Mary Kay	5596
Bayerl, Michael	5554	Mattioli, Marge	5944
Becker, Douglas	5843	McCannon, Susan	5532
Berkowitz, Lisa	5653	McClellan, Marianne	5533
Betrus, Jane	5909	Mead, Kevin	3170
Biedlingmaier, Karl	5640	Mertz, Terri	2980
Bowman, Leslie	3360	Moran, Cynthia	5534
Burns, Heather	5501	Morturano, Elaine	5512
Carl, Chelsea	5598	Nettlin, Heather	5955
Coats, Rob	3000	O'Keefe, Jamie	5520
Cortese, Steve	3090	Owlett, Janelle	5583
Currie, Colleen	5562	Pauly, Mike	5755
Daly, Chris	3670	Poag, Kyle	5508
DelGaizo, Cristin	2685	Pocock, Constance	5613
Della-Penna, Linda	5646	Pulhamus, David	5503
Dewey, Mary Pat	3350	Raftery, Ryan	5607
DiVencenzo, Melissa	5836	Rague, Mary Ellen	5538
Dodd, Charmagne	5517	Rees, Jason	5584
Dool, Sue Ann	5920	Rowe, Pat	5589
Evans, Letitia	5606	Schankowitz, Steven	5536
Fahy, Kelley	5543	Shaw, Kelly	5580
Forsyth, Nancy	5519	Sheelar, Renee	5544
Geraci, Linda	5511	Smith, Alan	5506
Giardino, Andrea	4313	Smith, Ed	5652
Glor, Paul	3660	Stonehouse, Kari	5524
Haddad, Caren	5654	Strassburg, Max	5758
Haddad, Wadiha	5567	Strasser, Richard	5526
Hammond, Eileen	5648	Strohm, Timothy	5518
Hathaway, Kate	5645	Swaisgood, Bob	5542
Hauck, Jim	5504	Tabone, Pete	2670
Hoelperl, Elizabeth	5832	Taggart, Julie	5557
Jordan, Eric	5540	Taladay, Cyndy	5560
Judd, Linda	5521	Thornton, Nancy	3115
Kennedy, Julie	5545	Walter, K.	5644
Kleehammer, Matt	5537	Westcott, Jim	5976
Klumpp, Steven	2930	Westby, Marcia	5655
Kristansen, Kathy	5578	Williams, Darcy	5505
Krysty, Eric	5624	Williams, Margaret	5516
L'Hommedieu, Colleen	5529	Woodard, Jonathan	5864
Larsen, Wendy	5664	Wyant, Phil	5507
LoBiondo, Sharon	2910	Young, Brian	5936
Maher, Ann	5530	Zenkert, Scott	5865
Mansour, Vivian	5626		
Marino, Peter	5502		

You can e-mail your son/daughter's teacher by entering the teacher's 1st initial and last name followed by @cccsd.org. Example: wgeraci@cccsd.org

MUSIC

The music department invites you to attend the following student performances:

December	15:	Choral Concert 7:30 PM
January	9:	Band Concert 7:30 PM
March	27-29:	Musical
May	28:	Spring Choral Concert, 7:30 PM
June	3:	Wind Ensemble/Symphonic Band Concert 7:30 PM
June	7:	Community Music Festival 1:00 PM

The band will be holding its annual fruit and pie sale from Thursday, October 16-Friday, October 31, with delivery scheduled for pick-up Saturday, December 13.

The Music Boosters Club is an organization for the parents of students involved in our musical programs and is very supportive of those programs. The officers invite you to attend the meetings, which are scheduled in the band room at 7:00 PM on the following dates:

September 10, October 8, November 19, January 14, February 25, March 11, April 15, May 20, and June 3

ACTIVITIES

Extracurricular activities are an important part of school life at the high school. Students are encouraged to participate in the clubs, intramurals, sports, and other organizations that have been established to meet their needs and interests.

Currently, these activities are offered:

Art and Design Club	Future Educators Club	<i>Orange and Black</i> (newspaper)
Bible Club	Intramurals	Peer Tutoring
Bookstore	Leo Club	Robotics Club
Chess Club	Lifesmarts Club	Science Olympiad
Choral Council	Link Crew	Senior Play
<i>Citron</i> (literary magazine)	Masterminds	Singing Saints
Computer Graphics Club	Mock Trial Team	Ski/Snowboard Club
<i>Crest</i> (yearbook)	Monroe County Math League	Spring Play
Drama Club	Model United Nations Club	Sports
ETV	Multicultural Club	Stage Band
Foreign Language Club	Musical Productions	Student Executive Council
Foreign Language Honor Society	National Honor Society	Students for the Environment

DRIVING AND PARKING

Seniors with a valid driver's license, who are in good academic and behavioral standing, and maintain an excellent attendance pattern, may be eligible to drive to school and park on school grounds. Sophomores and Juniors **cannot** park on school grounds.

EMERGENCY CLOSING

If it becomes necessary to close school because of adverse weather conditions or other emergencies, announcements will be made on radio station WHAM and other local radio and television stations. Should it be necessary to close school during the day, an announcement will be made as soon as possible on these same stations. Parents and students are asked to refrain from calling the school or the radio stations if such closings should become necessary. Upon returning to school from a cancelled school day, the next school day will have the same # as the cancelled school day. For example, if Day 1 was Monday, and Tuesday was cancelled for an emergency, we would return to school on Wednesday, which would be considered Day 2.

ATHLETICS

The Director of Athletics, Mr. Neil Barton, can be reached at 293-1800 ext. 3120. Mr. Ryan Raftery, grades 7-12 Athletic Coordinator can be reached at 293-1800 ext. 3111. The high school has a very extensive sports program, with the following teams scheduled to compete during the three seasons:

Fall

Cross-Country V/Mod
Football V/JV/Mod
Football Cheerleading
Gymnastics V/Mod
Soccer, Boys V/JV/Mod
Soccer, Girls V/JV/Mod
Swimming, Girls V
Tennis, Girls V
Volleyball, Boys V/JV
Wrestling V/JV
Volleyball, Girls V/JV
Golf, Girl's V

Winter

Basketball, Boys V/JV/Mod
Basketball, Girls V/JV
Basketball Cheerleading
Bowling
Ice Hockey, Boys V
Indoor Track
Swimming, Boys V/Mod

Spring

Baseball V/JV/Fresh
Golf, Boy's V
Lacrosse V/JV/Mod
Softball V/JV/Mod
Tennis, Boys V
Track & Field

Sports Booster Club

The Sports Boosters Club is an organization for the parents of student athletes. It is very supportive of the athletic program. The officers invite you to attend the meetings, which are scheduled in the student cafeteria at 7:00 PM on the following dates:

September 15 March 9 June 8

Ron Scuteri, the president of this organization, can be emailed at ccsaints1@rochester.rr.com if you have any questions or would like more information about the group.

To reach our Sports Line for upcoming events and cancellations please call 293-4540 ext. 5817.

ATTENDANCE

Guidelines

The compulsory education law of New York State requires each child over the age of 7 and through the school year when he/she turns 17 to be in attendance during the full time that school is in session. Students over the age of 17 who continue in school are required to observe the same attendance regulations. Because good attendance contributes to academic success, it is important that:

1. Absences occur, for the most part, only for personal illness. Absences for other reasons should occur infrequently. In order to attend a school social or athletic function, students must be present on the day of the event.
2. Students attend religious services on holy days before or after school hours.
3. Families plan vacations during school recesses.

Procedures

Please call the attendance clerk at 293-4550 before 8:15 AM to explain the reason for student absences. Upon return to school, students are required to submit a written excuse for the absence to the attendance clerk. The excuse should include the student's name, the date of the absence, the reason for the absence, and the parent's signature.

Students who need to leave school early must present a written parental request to their assistant principal's office before their first block class begins. This request should include the student's name, the name of the person with whom he or she has an appointment, the time to be dismissed, the parent's signature, and a phone number at which a parent can be reached for verification in the morning. Students will then be issued a pass to excuse them from the building.

DRIVER EDUCATION

The Driver Education course is available to all students who are at least 16 years of age. Students who complete it successfully receive a blue card and an insurance-reduction certificate. The fee for this course is \$375.00 for residents and \$400.00 for non-residents. Mail-in registration will be through Continuing Education. If you have questions, please call Mr. Resch at 293-4541 ext. 5585.

DRIVER'S PRELICENSING CLASS

This mandatory five-hour course, which aspiring drivers must take in order to obtain a license to drive in New York State is offered in room 122 of the Junior High School. The fee for this course is \$35.00. Checks should be made payable to: **Churchville-Chili Continuing Education**. Students may register for the course either by signing up in the Senior High School Main Office or by walk-in registration on the day of the class. There are no mail-in or phone-in registrations. Students must bring their driving permits to class in order to be eligible. Upon completion of the course students will receive the MV278 Certificate which will allow them to sign up for a New York State road test. Questions should be directed to Mr. Resch at 293-4541 ext. 5585.

COMMUNICATIONS

The District's primary means of communication is a newsletter, The Link, which is distributed to district residents bimonthly. Additionally, the SHS will be sending home four newsletters, which will be mailed with the quarterly grades.

BUILDING USE

Requests for the use of the Senior High facilities are regulated by Board of Education policy. Application forms are available in the main office and requests are subject to Board of Education for approval. All individuals and/or groups interested in using the facilities should submit the necessary paperwork to Cathie Williams @ ext. 3130, thirty days in advance of the event.

LUNCH PROGRAM

A regular school lunch is available to all students in the high school. The lunch program is subsidized by local, state, and federal funds. In accordance with federal regulations, the district makes available free and/or reduced-price lunches to children of limited income families. For more information and applications, please contact the guidance office. The menu for the month is posted in the building and printed in The Suburban News.

LOCKERS

Students are assigned hall lockers and lockers for P.E. Students are assigned hall lockers with a combination. Additionally, they are assigned lockers in P.E. however; **students will need to provide their own locks.** Athletes are also assigned lockers and will also need to **purchase their own locks.** *Students are encouraged not to share lockers.*

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

In accordance with the national guidelines, students must exhibit four characteristics for induction into the local chapter of National Honor Society. They are scholarship, leadership, character, and service. Students who have a cumulative weighted GPA of 88% or higher are eligible for induction in the fall of their junior and/or senior year. Students must complete an application which includes the Student Information Form, a service form and two letters of endorsements. To be considered for selection the minimum expectation for community service is ten hours per year which must be verified by a supervising adult.

Completed applications are reviewed by members of the Faculty Council, made up of one member from each academic department. Faculty Council selects members. The advisor notifies members of their acceptance and invites them to an induction ceremony. The advisor also notifies students who are not selected for membership, by letter, of the reasons they were not selected. Students must attend the induction ceremony in order to become a member. Continuing evidence of community service must be provided in order to remain a member in good standing.

School Nurse Information

Phone Numbers

To report a student who will be out of school for illness or other reasons call the Attendance Office at 293-4540 at ext. 2760 and leave a voice message. The high school Health Office can be reached at 293-4540 ext. 2900.

Illness or Injury

Students needing to go home because of an illness or injury are to report first to the health office. The nurse will then contact the parent or guardian to arrange for the dismissal.

Immunization

All students must be fully immunized in accordance with the regulations of the Monroe County Health Department and New York State Education Laws. Students not showing written proof of their immunizations shall not be allowed to attend school.

Physical Examinations

NYS requires that all tenth grade students have a physical examination upon entering school in September. Physical forms will be mailed home in the spring of ninth grade from the Junior High Nurse. These forms should be returned on the first day of school to the High School Nurse's Office. Please do not send physical forms in over the summer since the Health Office is closed.

Any student planning to participate in an interscholastic sport must have a school-approved exam before beginning the activity. Students who sustain an injury or are absent from school for five or more consecutive days must, by state law, be re-certified by the school physician before resuming participation in the sport.

Physical Education Participation

Students who are unable to participate in physical education classes for health reasons are to submit an excuse from their parent or guardian to their physical education teacher, who will forward it to the nurse. The nurse will determine whether the excuse from active participation should continue for more than one day and will require a physician's note if the duration of the illness or injury is more than one week. If an emergency situation arises after a student enters school, he or she should discuss the situation with the physical education teacher before class begins and report to the nurse if necessary. NOTE: State law requires a new physician's note for each new school year.

The parents of students who participate in school activities should review their health and accident insurance policies with their own insurance agent. The school district does not carry student health or accident insurance.

Medication/Treatment of Injury

State law does not permit the dispensing of medication (including aspirin) by the school nurse, with the following exception: Students requiring daily or periodic medication under the direction of a physician at school must bring a permission note from both their physician and their parent or guardian. Medication will be dispensed only for the dates indicated by the physician. In addition, state law does not permit the nurse to reinforce, renew, or change any dressing applied by a physician or treat any injury sustained outside of school.

VISITORS

All visitors must sign in at our main entrance (#1). Permission to visit the high school is granted by the building principal.

PUBLICATIONS

The high school's student newspaper, The Orange and Black Observer, is published and distributed periodically throughout the school year. Citron, the school's literary magazine, is published in the spring and is advised by Mr. Klumpp, a senior high English teacher. The yearbook, Crest, is printed and distributed at the end of the school year.

HELP YOUR SHS STUDENT STAY ORGANIZED!!!

Does your son/daughter have a tough time keeping track of assignments and important papers? If so, try this handy checklist. It's a great way to develop stronger organizational skills in the New Year. Developing good habits now will pay off later!

- ✓ Write down homework, tests, and other important dates in their SHS Agenda.
- ✓ Keep a to-do list and update it daily.
- ✓ Organize locker periodically.
- ✓ Use colored pocket folders to store handouts and assignments by subject.
- ✓ Spend a few minutes each night gathering items needed for the next day.
- ✓ Post long-term assignments on the family refrigerator.
- ✓ Ask your son/daughter to see work periodically or give feedback.
- ✓ Encourage son/daughter to check email/communicate with classroom teacher re: questions/calendars for assignments.
- ✓ Discuss how he/she uses assigned study hall(s)... encourage it as a time/place/resource to get and stay organized.

Career Center Ext. 2730

The Career Center is located in Room 203 adjacent to the guidance office. Students can investigate career opportunities and college choices using books and college catalogs, computer and laser disc programs, and videotapes. We encourage students and parents to come in to talk with the Career Center aide, Mrs. Caparco, or a counselor and to use the materials that are available.

Honor Roll

The high school honor roll recognizes all students who excel academically. Selection for this honor is made on the basis of an average of all numerical grades received during each report card period.

Honor Roll.....	85% - 89.99%
High Honor Roll.....	90% - 94.99%
Highest Honor Roll.....	95% - 100.00%

Interim Reports

Interim reports are used as a means of communication between the school and the home, and teachers use them when they wish to inform parents of student's exceptional performance, either above or below the expected norm for a given class. Computer-generated interim reports are issued at the 5, 15, 25, and 35-week points.

Marking Period Dates

1st: November 6, 2008
2nd: January 30, 2009
3rd: April 9, 2009
4th: June 25, 2009

Report Card Distribution Dates

November 14, 2008
February 6, 2009
April 17, 2009
July 1, 2009

Testing Dates

ACT

Registration	Test Date
Deadline	Test Date
Sept. 19	Oct. 25
Nov. 7	Dec. 13
Jan. 6	Feb. 7
Feb. 27	Apr. 4
May 8	June 13

SAT AND ACHIEVEMENT

Registration	Test Date
Deadline	
Sept. 9	Oct. 4
Sept. 26	Nov. 1
Nov. 5	Dec. 6
Dec. 26	Jan. 24
Feb. 10	Mar. 14
Mar. 31	May 2
May 5	June 6

PSAT/NMSQT

Test Date
Oct. 15, 2008

January 22-30:

Regents and RCT Examinations

May 6 - 13:

Advanced Placement Examinations

June 17-24:

Regents and RCT Examinations; Final Examinations

Churchville-Chili School District
Code of Conduct Summary

I. Introduction

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and Churchville-Chili District (“District”) personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents, and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

II. Definitions

A. Disruptive student means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

B. Parent means parent, guardian or person in parental relation to a student.

C. School property means 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 Vehicle and Traffic Law §142.

D. School function means any school-sponsored extra-curricular event or activity, on school property or off-campus.

E. Violent student is defined as an elementary or secondary student under twenty-one years of age who:

1. commits an act of violence upon a teacher, administrator, or other employee, or attempts to do so;
2. commits, while on school property or at a school function, an act of violence upon another student or any other person on school property or at a school function, or attempts to do so;
3. possesses, while on school property or at a school function, a weapon;
4. displays, while on school property or at a school function, what appears to be a weapon;
5. threatens, while on school property or at a school function, to use a weapon;
6. knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other School District employee, or any person upon school property or at a school function; or
7. knowingly and intentionally damages or destroys School District property.

F. Weapon means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, firecracker or other incendiary device, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. Student Rights and Responsibilities

The District's aim is to provide an environment in which a student's rights and freedoms are respected. The Board of Education assures District students that they shall have all the rights afforded them by federal and state constitutions, statutes and regulations. The District recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

A. It shall be the right of each District student:

1. to have a safe, healthy, orderly, and courteous school environment;
2. to take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability;
3. to attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. to have school rules and policies available for review and, whenever necessary, explanation provided by school personnel;
5. to be suspended from instruction only after his/her rights pursuant to this Code of Conduct and Education Law § 3214 have been observed;
6. in all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
7. to appeal when he/she believes that he/she has been falsely accused or unfairly disciplined by following the appeal process:
 - notifying the Building Principal, if the action was taken by a staff member under the Principal's jurisdiction;
 - notifying the Superintendent if the action was taken by a Building Principal;
 - notifying the Board of Education if the action was taken by the Superintendent of Schools;
 - writing the appeal, which would state the reasons for the appeal and the nature of the redress, sought. This appeal must be submitted within ten (10) school days of the date of the action taken or within ten (10) school days of the date the appeal was denied at each level.
8. to enjoy the constitutional guarantees of the right of freedom of speech so long as such expression does not interfere with the orderly conduct of classes, coerce others to participate in a particular mode of expression, or violate the rights of those who disagree with a given point of view;
9. to have access to school bulletin boards identified for student use, the public address system and school duplicating equipment, subject to reasonable time limitations, purpose and expense:
 - requests for such use, stating the purpose and cost, if any, shall be submitted to the Building Principal for review and approval;
10. to enjoy the rights of the Federal Equal Access Act, which gives student groups the opportunity to use school facilities for student initiated activities during "non-instructional time."
 - the school shall not discriminate against any students conducting such meetings on the basis of the religious, political, philosophical or other content of the speech at such meetings;
 - "meetings" is defined as time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

B. It shall be the responsibility of each District student:

1. to be familiar with and abide by all District policies, rules and regulations pertaining to student conduct and report violations thereof;
2. to work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. to conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the District and as such hold him/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
4. to seek help in solving problems that might lead to discipline procedures;
5. to be in regular attendance at school and in class;
6. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons, their property and that of the District;
7. to report immediately to a teacher or an administrator, the knowledge of any threat of violence or the knowledge of any student possessing a weapon, alcohol, or illegal substance on school property or at a school function. The District will place a high priority on the confidentiality of the reporting student;
8. to dress in accordance with standards promulgated by the Board of Education and the Superintendent;
9. to abide by the following guidelines governing the use of school facilities for student initiated activities that are not school sponsored:
 - a. Request for use of Facility - Submit a written request at least ten (10) days prior to the date such meeting is to be held which shall include:
 - identification of the date(s) and time(s) of the meeting
 - indication of the number of students expected to participate
 - indication of the general purpose of the meeting; and
 - indication of the names of the students responsible for calling the meeting
 - b. Leadership at Meetings - Student initiated meetings may not under any circumstances be directed or conducted neither by a school employee nor by a person not a member of the student body. Non-school persons may not attend such meetings unless the Building Principal has granted approval to do so. A written request to permit a non-school person to attend such a meeting must be submitted to the Building Principal at least five (5) days prior to each meeting. The purpose for the attendance by the non-school person shall be clearly defined in the request.
 - c. Meeting Supervision - An employee of the school will serve as a supervisor or monitor of the student initiated meeting. His or her function is to provide adult supervision to insure that school regulations are not being violated. The school employee may not participate in the meeting nor influence the form or content of the meeting in any way. The Building Principal will approve the supervisor.
 - d. Non-approval of meeting request - Meeting requests shall not be approved if, in the opinion of the Principal, the meeting jeopardizes "order and discipline on school premises, or the well-being of the student body or if the meeting might" materially and substantially interfere with the orderly conduct of educational activities within the school or if the meeting is planned for an unlawful purpose. A student initiated meeting may not restrict attendance on the basis of race, color, creed, national origin, religion, gender, sexual orientation or disability.

IV. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Individuality in dress is a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the activities of the school. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief, revealing or see through garments such as tube tops, halter tops, net tops, spaghetti straps, plunging necklines (front and/or back), muscle shirts, are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of head coverings (hats, visors, head gear, bandanas) except for a medical or religious purpose.
- Not include items of a vulgar, obscene, libelous nature or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

In classes such as science, technology, art, and physical education, the Board also requires students to wear appropriate protective gear or prescribed types of clothing such as athletic footwear and shorts. Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and to, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including in-school suspension. Inappropriate head coverings will be confiscated and returned only to parents.

V. Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District 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. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline.

As necessary, Instructional Support Teams, including pupil service personnel, administrators, teachers, and others should convene to communicate about a student when they believe such students' emerging pattern of behavior presents a possible discipline problem. Appropriate personnel will conduct an investigation of the reports and/or communicate, which may include conferences with the student, parents/guardians, teachers, other pupil service personnel or others, as they deem necessary for the early identification and resolution of a suspected problem. If an administrator suspects that the problem may be a manifestation of a disability, he or she will refer the matter to the school psychologist who will

make a referral to the Committee on Special Education in the manner prescribed by 200.4 of the Commissioner's Regulations and by District policy.

The Board recognizes the need to make its expectations specific and clear for student conduct while on school property or engaged in a school function. The rules of conduct listed below are intended to do that and to 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.

A student may be subject to disciplinary action, up to and including suspension from school, when he or she:

- A. engages in conduct that is disruptive and/or disorderly. Examples of disorderly conduct include:
 1. running in the hallways;
 2. making unreasonable noises;
 3. using language or gestures that are profane, lewd, vulgar or abusive;
 4. obstructing vehicular or pedestrian traffic;
 5. engaging in any willful act which disrupts the normal operation of the school community;
 6. trespassing; Students are not permitted in any school building or on school grounds, other than the one they regularly attend, without permission from school personnel;
 7. computer/electronic communications misuse; including any unauthorized use of computers, software, or internet and intranet account; accessing inappropriate web sites or any other violation of the District's acceptable use policy.
- B. engages in conduct that is disruptive and/or insubordinate. Examples of insubordinate conduct include:
 1. failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect;
 2. lateness for, missing or leaving school without permission;
 3. skipping detention.
- C. engages in conduct that is violent. Examples of violent conduct include:
 1. committing an act of violence (such as hitting, kicking, punching, biting, and scratching) upon a teacher, administrator or other school employee, or attempting to do so, or threatening to do so;
 2. committing an act of violence (such as hitting, kicking, punching, biting, and scratching) upon another student or any other person lawfully on school property or attempting to do so, or threatening to do so;
 3. possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function;
 4. displaying what appears to be a weapon;
 5. threatening to use any weapon;
 6. intentionally damaging or destroying the personal property of a student, teacher, administrator, or other District employee or any person lawfully on school property, including graffiti or arson;
 7. intentionally damaging or destroying School District property.
- D. engages in any conduct that endangers the safety, health or welfare of others. Examples of such conduct include:
 1. lying to school personnel;
 2. stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
 3. defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group or individuals that harm the reputation of the person or the identifiable group by demeaning them;

4. 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;
 5. bullying and harassment, which includes a sufficiently severe action or a persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning;
 6. intimidation, which includes engaging in actions or statements (both oral and written) that put an individual in fear of bodily harm;
 7. 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;
 8. selling, using or possessing obscene material;
 9. using vulgar or abusive language, cursing or swearing;
 10. smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco;
 11. possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or related paraphernalia, or being under the influence of either an alcoholic or illegal substance. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, heroin, amphetamines, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. inappropriately using or sharing prescription and over-the-counter drugs;
 13. gambling;
 14. indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 15. indecent behavior, which includes the inappropriate public display of affection that offends the community standards of decency;
 16. initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- E. engages in misconduct while on a school bus. Parents should review these rules with their children before school starts in September. Safety for children while riding school buses is a major concern. For that reason, it is necessary for students to conduct themselves in an orderly fashion. The school bus is school property, and appropriate behavior is expected at all times. Students who violate these rules will be subject to disciplinary action in accordance with school policies.

Transportation Rules

1. Students should remain seated until the bus comes to a complete stop.
2. Elementary students may be asked to sit three to a seat if necessary (Some drivers have seat assignments for students.)
3. Students shall not block the aisles and must stay seated, facing forward.
4. Profanity, loud talking or unnecessary noise is unacceptable. Appropriate conduct is expected at all times.
5. Hands and arms are to be kept inside the bus at all times. Students are not permitted to open the window except with the permission of the driver. Smoking or possession of drugs or alcohol on school buses is a violation of state law and school policy and is not permitted at any time.
6. Students are to keep the bus clean and orderly. Refuse must be deposited in the container at the front of the bus.
7. School buses must not be damaged or vandalized by students. The cost of repairing or replacing damaged items such as seat cushions will be charged to the parents of the children involved.
8. Students are not allowed in the driver's seat at any time.

9. When leaving the bus, students must walk ten feet in front of the bus along the shoulder and then cross the highway only when the driver signals that the roads are clear and it is safe to proceed. Students are not to walk along the side of the bus or cross behind it.
 10. Items such as pets, glass containers, skateboards, hockey sticks, baseball bats, skis, and sleds are not allowed on buses.
 11. Athletic cleats are not to be worn on the bus.
- F. engage in any form of academic misconduct. Examples of academic misconduct may include:
1. plagiarism;
 2. cheating;
 3. copying;
 4. altering records;
 5. inappropriate use of information obtained from computer resources;
 6. assisting another student in any of the above actions.

VI. Consequences for Student Misconduct

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. The listed consequences are meant to serve a guideline to ensure consistent disciplinary consequences for our students in disciplinary situations. However, extenuating circumstances such as the severity of the offense, the timing of the offense, a student's prior disciplinary record and the age of the student, may, in some instances, necessitate deviation from these guidelines.

While we expect appropriate conduct from all students, naturally the expectations we have of our youngest students will differ somewhat from those at the junior high and high school level. For this reason, the elementary schools have developed age-appropriate consequences for the students in their schools, which are based upon the student responsibilities, listed in this Code.

PROGRESSION OF CONSEQUENCES¹

<u>Level 1 / 1st Offense:</u>	Verbal warning Parent notification Teacher consequence	Teacher Choice
<u>Level 2 / 2nd Offense:</u>	Mandatory parent notification Teacher consequence Administrative detention (1-2)	Teacher Choice
<u>Level 3 / 3rd Offense:</u>	Mandatory parent notification Administrative detention (1-3) Saturday detention (1-2) In-school suspension	Administrative Choice
<u>Level 4 / 4th & Subsequent Offenses:</u>	Administrative parent meeting Saturday detention (2-3) In-school suspension (2-3) Out-of-school suspension (1-5) Superintendent Hearing Parent Agreement Police notification as warranted	Administrative Choice Administrative Choice

Group A Offenses

Discipline for misconduct falling within Group A offense categories will generally fall within the disciplinary progression set forth above. However, multiple or persistent offenses in a short period of time may necessitate immediate progression to Level 4. ***Some misconduct will be subject to mandatory minimum suspension periods as set forth under Section E of the Code of Conduct.***

- Disruptive behavior in class or elsewhere
- Inappropriate language/gestures
- Use of beeper/cellular phones and other electronic paging devices and portable music players during class or other instructional activities-***Students are not allowed to use the devices during the academic school day. Consequences for use could result in a warning, removal of the device being returned to the student at the end of the day or removal of the device being returned to the parent. Frequent offenses could result tin consequences for persistent disobedience.***
- Class tardiness
- Class truancy
- Missing detention
- Leaving school grounds without permission
- Insubordination or disrespectfulness to staff
- Parking/driving violations

¹ Where choice is available among options, the teacher or administrator may choose one penalty or a combination of penalties, depending upon the behavior at issue.

(In all cases, parking privileges may be suspended or permanently removed. In addition, a student's car may be towed or secured with a security "boot")

- Computer/electronic communications misuse
- Public displays of affection
- Inappropriate physical contact

Group B Offenses

Group B Offenses generally involve conduct, which is offensive, violent and/or endangers the health, safety and welfare of the student or others. Discipline for misconduct falling within these categories will generally start at Level 4. ***Some misconduct will be subject to mandatory minimum suspension periods as set forth under Section E of the Code of Conduct***

- Fighting/instigating a fight
- Weapons possession or use
- Inappropriate physical contact
- Vandalism/destruction or defacement of school property
- Smoking
- Threats/intimidation/harassment/discrimination/hazing
- Defamation
- Drug/alcohol violations
- Theft
- Providing false information
- Gambling
- Bomb threats
- Arson
- Academic misconduct
- Possession or sale of inappropriate materials

A copy of the Code of Conduct for review for parents, students, and other community members will be made available upon request.

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

Non-Discrimination Notice

The Churchville-Chili Central School District hereby advises students, parents, employees, and the general public that it offers employment, educational and vocational opportunities without regard to sex, race, color, national origin, or handicap. Inquiries regarding this non-discrimination policy may be directed to:

Title IX Coordinator
Churchville-Chili Central School District
139 Fairbanks Road
Churchville, NY 14428
585/293-1800 x 2320

Section 504 Coordinator
Churchville-Chili Central School District
139 Fairbanks Road
Churchville, NY 14428
585/293-1800 x 2460

**2008-2009
DATES OF HIGH SCHOOL EVENTS**

September	15-16: School Pictures 24: Math League @ Spencerport 25: Bonfire 26: Homecoming Game	February	7: Music Dept. Mid-Winter Madness Party 3: Math League @ Greece Arcadia
October	2: Open House 16: Math League @ C-C 25: Music Dept. Costume Party 27: Picture retakes	March	6: Air Guitar 18: College Night for Juniors/ Parents 27-29: SHS Musical
November	6: NHS Induction Ceremony Concert- Hale Auditorium 12: Math League @ Brockport 20-23: The Miracle Worker SHS Fall Play 21-22: All State Music Festival @ Marcus Whitman	April	30: District Art Show Opening
December	1: Financial Aid Night 9: Math League @ East 15: Choral Concert	May	1-5: District Art Show 8: Junior Prom/ Clarion Riverside Hotel 13: Foreign Language Honor Society Induction 16: Senior Ball/ Doubletree Hotel 21: SHS Awards Night 28: Spring Chorus Concert
January	8: Math League @ Hilton 16-17: MCSMA Solo Festival @ Irondequoit/vocal @ G-C	June	2: Sports Banquet 3: Wind Ensemble/ Symphonic Band Concert 4: Creative Expressions Coffee House 7: Community Music Festival 12: Music Banquet 17: Senior Banquet/ Italian American Center 23: Graduation / RIT Field House

****May 19, 2009 12:00 PM – 9:00 PM Budget Vote Middle School/Gym C**