Student Handbook

2025-2026

Salamanca High School

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PRINCIPAL'S MESSAGE

Dear Students, Parents, and Staff:

Welcome to a brand-new school year at Salamanca High School! I hope your summer was filled with rest, joy, and meaningful moments with loved ones.

As we return to our classrooms, hallways, and shared spaces, I want to extend my heartfelt excitement for the journey ahead.

This year, we will continue to embrace the powerful theme that will guide our work and inspire our growth: IMPACT.

- I – Invested in Excellence: We are committed to high standards in academics, behavior, and community involvement. Every student and staff member will be supported in striving for their personal best.
- M – Mindset: We will foster a growth mindset in all we do—encouraging resilience, curiosity, and a belief that effort leads to achievement.
- P – Progress/Participation: Active engagement in learning and school activities is key. We will celebrate progress and encourage participation in both academics and extracurriculars.
- A – Attendance: Being present matters. Attendance impacts your grades and your progress towards a bright future. Being in school is important and we miss you when you are not here.
- C – Character: Integrity, kindness, and respect will be the foundation of our school culture. We will model and reinforce positive behavior in every interaction.
- T – Trust: Building strong, trusting relationships among students, staff, and families is essential. We are in this together, and your voice matters.

We believe that every student has the potential to make a meaningful impact—not only in their own lives but in the lives of others. That's why we are calling on our families to partner with us in this mission.

Your involvement - whether through attending school events, supporting learning at home, or simply encouraging your child to do their best, makes a world of difference.

Let's make this year one of connection, growth, and excellence. Together, we will create a school community where every student feels seen, supported, and inspired to reach their full potential.

Here's to a year of IMPACT!

Warm regards,

Lloyd E. Long II
Principal, Salamanca High School

ASSISTANT PRINCIPAL'S MESSAGE

Dear Students and Families,

Welcome to the 2025–2026 school year at Salamaca High School!

It is with great excitement and anticipation that I welcome you back for what promises to be a year filled with learning, growth, and opportunity. Whether you are returning to our school community or joining us for the first time, I am honored to serve as your Assistant Principal and to support our students, staff, and families throughout the year.

At Salamaca High School, we are committed to creating a safe, supportive, and engaging learning environment where every student can thrive. Our dedicated team of educators has been hard at work preparing for the new school year - setting high expectations, planning meaningful lessons, and ensuring that every child has the tools they need to succeed academically, socially, and emotionally.

This year, we will continue to focus on making an IMPACT:

- *Invest in Excellence* through rigorous instruction and personalized learning
- *Mindset* through shifting your perspective and thought patterns
- *Progress* through achieving goals and celebrating accomplishments
- *Attendance* through a positive school climate.
- *Character* through a strong sense of school community
- *& Trust* through open communication and collaborative events

Parents and guardians, your involvement makes a world of difference. I encourage you to stay connected, participate in school events, and reach out with any questions or concerns. We are strongest when we work together. I look forward to developing a culture of inclusion. Please consider being a part of our Home and School Association (**HSA**) - A team committed to enriching each student's educational experience by facilitating communication and effective working relationships among parents, teachers, and school administrators as well as promoting opportunities for family involvement in the school.

To our students: I am so excited to see your energy and enthusiasm back in the classrooms. Whether you're walking into our building for the first time or stepping into your final year with us, remember that this is a fresh start—a new chapter. Set goals, work hard, be kind, and never stop believing in yourself. Please don't hesitate to contact me at ecruz@salamancany.org or 716-945-2404 extension 6002 if there's anything I can do to support you. Let's make this school year our best one yet!

With great enthusiasm,

Mr. Ed Cruz

Assistant Principal
Salamanca High School

Salamanca High School

2025-2026 BELL SCHEDULE

Doors Open to Students – 7:25 AM
Breakfast – 7:30-7:40 AM
Arrival of Busses – 7:20 – 7:35 AM

Student Arrival	7:40 AM		
1st	7:45 – 8:42 AM		
2nd	8:45 – 9:27 AM		
3rd	9:30 – 10:12 AM		
4th	10:15 – 10:57 AM		
5A/B	11:00 – 11:42	(Lunch 1)	11:00 – 11:27
5B/C	11:30 – 12:12	(Lunch 2)	11:45 – 12:12
6th	12:15 – 12:57 PM		
7th	1:00 – 1:42 PM		
8th	1:45– 2:27 PM		
Announcements	2:27 – 2:30 PM		

MARKING PERIOD DATES

2025-2026 Marking Period Dates

	Begin	End	# Days
MP 1	9/2/2025	11/7/2025	48
MP 2	11/10/2025	1/23/2026	39
MP 3	1/26/2026	4/24/2026	53
MP 4	4/27/2026	6/24/2026	41
5 Wk	9/2/2025	10/3/2025	Due by 10/7 at 10 am
15 Wk	11/10/2025	12/19/2025	Due by 12/19 at 3 pm
25 Wk	1/26/2026	3/6/2026	Due by 3/10 at 10 am
35 Wk	4/27/2026	5/29/2026	Due by 6/2 at 10 am

IMPORTANT PHONE NUMBERS

To reach any of the following individuals during school business hours (7:00 a.m.-3:30 p.m.) dial 945-2404 and then, at the prompt, enter the desired extension.

Important telephone numbers:

Building Principal	Mr. Long	(ext. 6153)
Assistant Principal	Mr. Cruz	(ext. 6002)
8-12 Guidance Counselor (A-K)	Mrs. Sibilio	(ext. 6012)
8-12 Guidance Counselor (L-Z)	Mrs. Winship	(ext. 6013)
NA Guidance Counselor (A-J)	Mrs. Bova	(ext. 6014)
NA Guidance Counselor (K-Z)	Mrs. Peterson	(ext. 6015)
Safety and Security Coordinator	Mr. Haley	(ext. 6501)
NA Family Liaison's		(ext. 6047)
NA Program Coordinator	Michala Redeye	(ext. 6150)
Director of Buildings & Grounds	Mr. Pincoski	(ext. 4093)
Transportation Supervisor	Mr. Ball	(ext. 4995)
High School SRO	Matthew DeBoy	(ext. 6090)

Who to contact about...

Athletics	Mr. Bartoszek	(ext. 6092)
Attendance	Mr. Brundage	(ext. 6824)
Bus Schedule	Mr. Ball	(ext. 4495)
Cafeteria/Meal Information	Mr. Haley	(ext. 6400)
Discipline	Mr. Cruz	(ext. 6002)
Health Concerns	Mrs. McLarney	(ext. 6103)
Lockers Gr. 8-12	Mrs. Herrick	(ext. 6053)
Grades	Mrs. Grimes	(ext. 6016)
Use of Building	Mr. Pincoski	(ext. 4093)
Computer Network	Mrs. Brown	(ext. 6656)
Working Papers/Obligations	Mrs. Doner	(ext. 6001)

Parents can also obtain school information by visiting the district website at www.salamancany.org. The website includes information on upcoming activities, class schedules, sports schedules, school news, academic achievements, policy information and a school calendar.

DISTRICT MISSION

EVERY WARRIOR WILL ACHIEVE THEIR MAXIMUM POTENTIAL AND
THRIVE IN AN EVER-CHANGING WORLD

CLOSED CAMPUS

Along with other district schools, Salamanca High School maintains a closed campus. Thus, any student who is off campus without parental and administrative permission is truant. **Students leaving the building for any reason whatsoever during the school day must check out from the high school office; authorization to leave will be granted following appropriate Board policy**.

In the reauthorization of the Elementary and Secondary Education Act (1965), the new Every Student Succeeds Act has been adopted and includes an initiative to address and eliminate student chronic absenteeism. Chronic absenteeism, which is defined as missing at least 10 percent of school days in a school year for any reason, excused or unexcused, warrants our urgent attention because it diminishes successful student outcomes and undermines learning. The connection between instructional time and achievement is intuitive, and there is extensive research in the area of, absenteeism that indicates missing ten percent of school days tends to be the tipping point - when student achievement declines.

THE US DEPT OF EDUCATION RATIONALE FOR ATTENTION TO CHRONIC ABSENTEEISM

1. It is a primary cause of low academic achievement and a powerful predictor of those students who may eventually drop out of school. An estimated five to seven and a half million students miss 18 or more days of school each year, or nearly an entire month or more of school, which puts them at significant risk of falling behind academically and failing to graduate from high school. Because they miss so much school, millions of young people miss out on opportunities in post-secondary education and good careers.

STUDENT ROLE/RESPONSIBILITY

1. A student who is late for school enters through the central point of entry, signs in at the front office and provides the Attendance Officer/Aide with a signed parent statement of why the student is late for school.
2. In the event the student does not bring in the excuse, the student will be reminded by the Attendance Officer/Aide that this must be brought to school the next day, or it will be recorded as Tardy Unexcused.
3. It is the student's responsibility to be in school on time and to maximize student success.
4. If there is a legitimate reason for excessive absenteeism, the student needs to seek an adult and identify additional support/needs. The student may stay after with teacher/staff members to make up missed work.

REPORTING ABSENCES

Parents are to notify the school via telephone or parent note when an absence occurs. When a student is ill or for some other reason cannot attend school, a parent or guardian is expected to notify the Attendance Officer by telephone (945-2404 ext. 6824) between 8:00 a.m. and 8:30 a.m.

ACADEMICS

STUDENT SCHEDULING AND COURSE LOADS

Course scheduling is designed to accommodate different teaching styles and subject materials. All scheduling shall conform to state requirements, work to enhance student-learning opportunities and improve individual academic achievement.

Course outlines are found in the guidance office; they are provided to students during registration. Students generally decide upon their yearly schedule with the help of their guidance counselor.

At all times, students must maintain a minimum of full-time enrollment of 6 ½ credits. All students enrolled in Salamanca Senior High School must be enrolled on a full-time basis unless they have a modified graduation plan which has been previously approved by the Committee on Special Education, the Board of Education and/or the principal.

PROMOTION AND RETENTION OF STUDENTS

The Salamanca City Central School District will make every effort to place each student at the most appropriate learning level for a successful educational experience. The following guidelines govern promotion and retention:

In grade 8, students receiving a final failing mark in either English, social studies, science and mathematics should expect to attend summer school. Students failing 3 or 4 of these content areas may be retained at the same grade level. Promotion shall be determined, in each instance, by the principal with the advice of the guidance counselor.

EARNED UNITS – Students in Grade 8 may earn 3 high school graduation units of credit.

1. For successful completion of the Language Proficiency.
2. Taking Advanced Math 8.
3. Taking Advanced Science.

At the high school level, promotion from one class to the next shall be contingent upon passing all required subjects and the accumulation of credits at each level.

Students who have not met all Regents exam requirements by the start of the second semester may have their privileges suspended, such as:

1. Lunch Release, Field Trips, Senior Trip, and/or Moving Up Day may be terminated if they are not making adequate progress towards successfully preparing to meet the required Regents at the next exam date in June.

GRADUATION REQUIREMENTS

Diplomas will be granted on the successful completion of the requirements of the Board of Regents, the Commissioner of Education, and the Salamanca City Central School District Board of Education. Students are encouraged to meet with their guidance counselors to discuss the graduation requirements as well as their current standing on an annual basis. New York State graduation requirements are as follows:

<u>New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12</u>

Credit Requirements

(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies (see note #6) *Distributed as follows:* *U.S. History (1)* *Global History and Geography (2)* *Participation in Government (½)* *Economics (½)*	4
Science *Distributed as follows:* *Life Science (1)* *Physical Science (1)* *Life Science or Physical Science (1)*	3
Mathematics	3
Languages Other than English (LOTE)	1(**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education *(participation each semester)*	2
Health	0.5
Electives	3.5
Total	**22**

(**)Students with a disability may be excused from the requirement for 1 unit of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

1.) **Pathways**

A student must either:

- successfully complete all the requirements for the CDOS Commencement Credential (http://www.nysed.gov/curriculum-instruction/cdos-pathway-regents-or-local-diploma); or
- pass an additional math Regents examination or Department approved alternative in a different course; or
- pass an additional science Regents examination or Department approved alterative in a different course; or
- pass an additional social studies Regents examination or Department approved alternative in a different course; or
- pass an additional English assessment in a different course selected from the Department approved alternative list; or
- successfully complete an approved CTE program, including the associated 3-part technical assessment; or
- pass a Department approved pathway assessment in the Arts; or
- pass a Department approved pathway assessment in a Language Other than English (LOTE).

Reference Multiple Pathways (http://www.nysed.gov/curriculum-instruction/multiple-pathways).
Reference Department Approved Alternative Examinations (http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf).

2.) **Appeals**

Appeals are subject to local district approval.
Reference Appeals, Safety Nets, and Superintendent Determination (http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination)

3.) Special Endorsements

Honors: A student earns a computed average of at least 90 on the Regents examinations applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents examinations. The locally developed Checkpoint B LOTE examination is not included in the calculation.

Mastery in Math and/or Science: A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents examinations and/or 3 science Regents examinations.

Technical Endorsement: A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.

Reference Regents Examination and Graduation Requirements: Questions Related to COVID-19 Closures FAQ for additional information pertaining to awarding special endorsements to students with exam exemptions due to COVID-19 closures.

4.) **Languages Other than English (LOTE) Exempt Students**

Students with a disability may be excused from the required units of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate. A LOTE exempt student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of LOTE in order to meet the assessment requirements for the advanced diploma.

5.) **Superintendent Determination of a Local Diploma**

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference Appeals, Safety Nets, and Superintendent Determination (http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination).

6.) **Exemptions due to the COVID-19 Public Health Emergency**

Students granted an exemption from any examination due to COVID-19 cancellations are not required to pass such specific examinations to meet the assessment requirements for any diploma type. Reference Regents Examination and Graduation Requirements: Questions Related to COVID-19 Closures FAQ.

Updated July 2020

Assessment Requirements

	Regents Diploma for **All Students**		Regents Diploma via Appeal for **All Students**		Local Diploma via Appeal for **All Students**		Local Diploma for **Students with a Disability**		Local Diploma via Appeal for **English Language Learners**	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 or above	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65 or above	1	55*^	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65 or above, OR 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65 or above+
Math	1	65	1		1		1	55*^	1	
Science	1	65	1		1		1	55*^	1	
Social Studies	1	65	1		1		1	55*^	1	
Pathway *(See note 1 on reverse side)*	1 or CDOS	65 if Regents Exam	1 or CDOS		1 or CDOS		1 or CDOS	55*^ if Regents Exam	1 or CDOS	
Compensatory Safety Net	*Non-Applicable*		*Non-Applicable*		*Non-Applicable*		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 or above on another required Regents exam including ELA and Mathematics.		*Non-Applicable*	

Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:

- Meet the credit and assessment requirements for a Regents diploma; and
- Pass **two additional** Regents **exams** or Department approved alternatives **in mathematics**; and
- Pass **one additional** Regents **exam** or Department approved alternative in **science**
  - students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (**one life and one physical**); and
- Complete a **sequence**:
  - earn an additional 2 units of credit in LOTE and passing a locally developed Checkpoint B LOTE examination, or
  - complete a 5 unit sequence in the Arts, or
  - complete a 5 unit sequence in CTE.

Assessment Combinations for Advanced Designation

Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments
Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.
STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math‡, 2 science (1 life science, 1 physical science) = 8 assessments.
STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a superintendent determination of a local diploma.

English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time.

FINAL COURSE GRADES FOR GRADES 8-12

Final course grades for grades 8-12 will be determined on the following basis:

1. The average of all quarters of instruction will equal seventy-five percent (75%) of the final average.
2. The midterm will equal ten percent (10%) of the final average.
3. The final exam will equal fifteen percent (15%) of the final average.
   a. Midterm examinations are to be given in all classes in grades 8-12 to examine the academic progress of students. Midterm examinations for semester long courses shall be given at approximately the half-way point of the course. We believe that students and parents should use midterm examination grades along with marking period course grades to evaluate how well students are doing.

b. Final exams or alternative learning evaluations will be given near the end of the 4th quarter for full-year courses and at the end of the academic semester for half-year courses.

A final average of at least sixty-five percent (65%) is required to obtain credit for the course.

REMEDIATION PLANS AND INCOMPLETE GRADES

1. Should a student earn a class average of sixty-two percent (62%) or less during the 1st, 2nd, or 3rd marking period, the student will be given an opportunity to raise the student's grade through a teacher devised remedial plan, credit recovery or other approved course of intervention. The remedial plan may include input from the student, parent/guardian, and school personnel.
2. A student's marking period grade will be reported as **"*50"** until a remedial plan to earn a minimum average of sixty-five percent (65%) or greater is completed.
3. Completion of a remedial plan within the time allowed may result in the actual earned grade being posted.

In no case will a final mark be incomplete unless it can be completed in summer school with permission of the principal.

CLASS RANKING

The Board of Education wishes to recognize outstanding academic achievement and shall use a system of computing grade average to inform graduating students of their class standing. Such information may also be sent to prospective employers, scholarship organizations, and post-secondary institutions.

Class Rank Computation

Grades for all classes taken would be computed to determine class rank.

Class rank will be computed based on an index system. The philosophy behind the index system is to give students an incentive and reward for taking challenging subjects during the student's high school career. We identify our Valedictorian and Salutatorian and establish rank in class and honor roll where advanced courses are scheduled with this index system.

The Index for each subject is calculated by multiplying the final grade in a particular subject by the weighted index assigned to that subject.

The index

1. Courses to be weighted 1.1
   a. AP Classes
   b. College courses taught by our staff

2. Courses to be weighted 1.05

a. Physics
b. Chemistry
c. Algebra II/Trigonometry
d. Honors courses
e. LOTE – subsequent years after Regents

3. Courses to be weighted 1.0
   a. All other courses

NOTE: College courses that are not part of the SHS course listing are not included in the ranking system. Articulation agreements where students may earn local and college credit must have Board approval.

HONOR ROLLS

Four times each year, after report cards are issued, an honor roll will be released based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis.

The Honor Roll for the 4th quarter will be based upon the students' 4th marking period grades only and will not be cumulative for the year.

High honors will be given to those students with an average of 95% or above. Honors will be awarded to students with an average between 90% and 94.9% and Merit Roll will be for students with an average of 85%-89.9%.

If a student has a mark below 65% or an unsatisfactory in any course of study, the student will be denied honor roll status. An incomplete grade, when removed, will be computed and honor roll status will be determined. A list of students who achieve the Merit Roll, Honor Roll and High Honor Roll will be published in the local newspaper at the end of each 10-week marking period. In June, the published Merit, Honor and High Honor Roll will be based upon the student's 4th marking period, not the final average. Parents are asked to examine the report card carefully, and if there are still questions, contact the office that is listed at the bottom center of the card.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

To be eligible for National Honor Society, a student must first have a cumulative average, as defined by Chapter By-Laws. Students with this average submit applications listing in-school and outside activities relating to the four qualities needed to become a National Honor Society member: scholarship, service, leadership, and character. Students must demonstrate qualities in all four of these areas to be considered for membership. Membership must never be considered based on scholarship alone.

Faculty members in the Senior High School then rate each student individually in seven categories on a scale of 1-4. There is a minimum average that students must attain on all rating scales by faculty members to be eligible for membership. These follow the national requirements for membership. Students are rated by the faculty on their character, leadership,

service, attitude toward scholastics, personal responsibility, consideration for others, and involvement in school activities.

ADD/DROP PROCEDURE

Once student schedules are finalized, students may change their schedules, subject to the approval of the teacher, guidance counselor and administrator, but only for one of the following reasons:

1. Failure of a graduation requirement, which must be made up.
2. Success or failure of a summer school course not factored into the schedule.
3. Elimination of a scheduled course by the school.
4. Forced change in the schedule by an outside agency.
5. Student placement in a class is inappropriate to their ability level.
6. Student placement in a class that is counterproductive to the education of the student.
7. Addition of a course to replace a scheduled study hall.

Part of the secondary high school experience should include the exploration of new learning experiences. However, we recognize that from time-to-time students in conjunction with their parents may wish to alter the student's course selection for career planning reasons.

The following procedures will govern the process of adding or dropping a course:

1. All plans to add or drop a course must begin with a counseling session with the student's guidance counselor. The student will need to explain the reasons for wanting to make a change in the schedule.
2. During the semester, students **must attend the first five instructional days** and actively participate in class. Should the student desire to drop the class and replace it with another class, it must be done before the **15th day** of instruction.
3. Students enrolled in half-year classes that begin during the second semester **must attend the first five instructional days** and actively participate in class. Should they desire to drop the class and replace it with another class, they must do so before the **15th day** of instruction.
4. All instances of adding and dropping require the permission of the student's parents, the individual teacher involved and the student's guidance counselor. If for academic reasons the teacher does not agree with the change, a parent conference with the student, guidance counselor and parent or person in parental relation must take place before any change can be made.
5. Any changes to a student's schedule after the **15th instructional day** where a student voluntarily drops a class (and replaces it with another) will be recorded on the permanent record card as having withdrawn and a grade of 50 posted.
6. It is our belief in the Language (LOTE) department that it is in the best interest of our students to continue in the language they began in the middle school. In the event that a student wishes to change from one language to another while in high school, they may do so only at the beginning of the school year, not later than the second week of school.

PROGRAMS FOR STUDENTS WITH DISABILITIES

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the Special Education Administrator at 945-2404, Ext.4050.

STUDENT EVALUATION

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered. The district shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner.

RESPONSE TO INTERVENTION

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the building principal. The notice will outline the reason(s) the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

EARLY GRADUATION

For students who wish to graduate in less than eight semesters, the Board of Education in certain instances may grant students permission to complete graduation requirements on an "alternative schedule."

EARLY GRADUATION ADMINISTRATIVE POLICY

Seniors that plan to graduate in 3 ½ years or less:

1. Post High School Program - (college)
2. Personal problem in family - (work)
    a. Student conference with guidance counselor. A tentative educational plan will be set up (Spring of junior year).
    b. A letter to the Superintendent of Schools requesting permission to graduate in 3 1/2 years or less. (Spring of junior year).
    c. Parent(s), counselor, high school principal, and student conference to discuss early graduation.
    d. At a summer Board meeting, prior to one's Junior year, request permission for early graduation.

Formulated Educational Plans: Example-File application for college in September so that the student will have an acceptance to college by January of student's graduation.

HOMEBOUND INSTRUCTION

A student who is temporarily unable to attend school due to physical, mental, or emotional illness or injury may be eligible to be instructed at a designated site off of the school campus.

The parent must notify the principal if a student will be on an extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain, from the child's physician, a written medical request for homebound instruction. Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin. As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law.

Students will meet with the tutor at the designated, off campus site (i.e., Salamanca Public Library). If this is not possible, and tutoring NEEDS to take place in the student's home, prior approval must be given by administration and a parent, or another adult MUST be present during all teaching sessions.

SUMMER SCHOOL

To attend summer school, a student must be in good standing. Good standing is defined as: Not presently serving a long-term suspension or having any pending disciplinary issues at the end of the school year.

In those instances where credit was denied for excessive unexcused absences, the student must have made a reasonable attempt to improve attendance and demonstrate participation in the class, to attend summer school.

Students who fail a high school course during the school year [final average less than sixty-five percent (65%)] may be eligible to attend summer school if they are in good standing and have a failing average greater than fifty-five percent (55%).

A student whose final average in a course is below 55% may still attend summer school with the endorsement of the building principal.

Upon successful completion of a summer school course, credit may be awarded.

If a student is eligible but does not attend summer school, the student must repeat the course for the full term of the course.

REPORTING TO PARENTS/GUARDIANS

Parents/guardians shall receive an appropriate report of student progress at regular intervals.

Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as interim reports, conferences, phone conversations, etc.

When necessary, attempts will be made to provide interpreters for non-English speaking parents/guardians.

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

Volunteer services offer Salamanca Senior High School students' opportunities to earn valuable work experience. Students may volunteer to tutor fellow students, elementary school students, work at the public library, or participate in a variety of other opportunities. Students should ask their guidance counselor for more information.

TEXTBOOK FINE ASSESSMENTS

	1- 5 YEARS OLD	**6 –10 + YEARS OLD**
LOST BOOKS	100% Replacement	50% Replacement
DAMAGED		
MINIMAL	15% of Cost	10% of Cost
Mild chipping around edges of cover, perhaps a small crease or dog-eared pages with some *minor* marking inside, spine or cover.		
MODERATE	30% of Cost	20% of Cost
Significant wear and some tearing, fading or markings but still in usable condition.		
CONSIDERABLE	100% of Cost	50% of Cost
Unacceptable deterioration from when the book was issued which renders the book unusable. The value of a textbook will be established based on the district's replacement cost.		

PHYSICAL EDUCATION

Every student who attends school must take part in a physical education program. Students in grades 8-12 must successfully complete the physical education course during each year they attend school in order to qualify for graduation.

If a student requires a special or adaptive physical education program, the student should notify the guidance counselor and P.E. teacher as soon as possible. A note from the student's physician may also be required.

If a student must be excused from P.E. classes for less than a week either due to minor injuries or upon returning to school following an illness, the student must deliver a note from the parent to the physical education teacher.

If a student must be excused from P.E. for more than a week, that student must deliver a note from their physician to the school nurse.

Proper Attire for Physical Education Class:

Gym Class:
1. Sneakers (not shoes or sandals)
2. Change of clothes
3. Towel (optional)

Pool Class:
1. Swimsuit
2. Towel

Students are expected to dress appropriately in order to participate in physical education classes. All students are required to wear sneakers for safety and performance reasons.

LIBRARY AND MEDIA CENTER

LIBRARY/MEDIA CENTER

The Media Center is intended to be the research center for student's secondary education. Our facility hosts classes working on research projects and students with period length research passes visiting from Warrior Academy.

The library is to be used for research, borrowing books, using computers, or reading quietly. Students may come to the library during Warrior Academy and lunch by signing up and obtaining a pass from the library.

WARRIOR ACADEMY INVITATIONS TO LIBRARY MEDIA CENTER

Students enrolled in a Warrior Academy may visit the Library Media Center one period a day on Warrior Academy invitation sheets. Warrior Academy teachers should try to rotate those students to provide all a fair chance to visit the Library Media Center. Warrior Academy teachers will adhere to the number of invitations designated by library staff.

MEDIA CENTER RULES

1. QUIET, GOOD MANNERS, COMMON COURTESY, AND NEATNESS ARE THE GENERAL NORMS FOR ALL WHO USE THE MEDIA CENTER.
2. All students, faculty and staff members may borrow books from the Media Center. Books signed out of the Media Center should be returned within two (2) weeks. Any lost or damaged Media Center property will be paid for by the person who borrowed the item.
3. Reference books and newspapers are not to be taken out of the Media Center.
4. No food or drink is allowed in the Media Center at any time.

TECHNOLOGY

PROTOCOL FOR ELECTRONIC DEVICES:

CELL PHONE AND INTERNET-ENABLED DEVICES

During school hours – including study halls, hallway transitions, and cafeterias, personal internet-enabled devices must remain off and stored in the designated location (school to determine). Personal internet-enabled devices and school-provided devices may be revoked for violations of the Code of Conduct. The district is not responsible for theft, loss, or damage to personal electronic devices brought onto school property.

Exceptions are made on an individual basis approved by administration and may include:

- Health Care and Medical needs (e.g., diabetes monitoring)
- Translation tools for English language learners
- Educational Authorization (authenticator apps for college and career students)
- If stated on the students IEP or 504 plan

Offense	Action Taken with Device	Consequence/Communication
1st Offense	Confiscation by a staff member and device turned into the main office	Call the Guardian. The student must pick up the device in the main office at the end of the day.
2nd Offense	Confiscation by a staff member and device turned into the main office.	Guardian must pick up device. Students must turn their device in to the main office each morning for one week.
3rd and subsequent Offense	Confiscation by a staff member and device turned into the main office	After school detention. Guardian must pick up device. Students must turn the device in to the main office each morning for a period determined by the administration.

USE OF SCHOOL COMPUTERS

Each year students will be granted an account for one academic year to use the school district's computer network. Users of the district's computer equipment shall have no expectation of privacy. The district reserves the right to access all files and monitor all uses of the district's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately.

The district prohibits the use of any computer hardware/software in any inappropriate, fraudulent, or destructive manner, including, but not limited to:

1. Sending out unauthorized messages
2. Entering a code-protected file
3. Plagiarism
4. Altering a software program
5. Vandalizing hardware or software components
6. Copyright infringement

ACCEPTABLE USE AGREEMENTS

An acceptable use agreement for student use of the district's computer network is sent home annually. It describes the students' access to the network and expectations for acceptable use. Parents/Guardians are expected to review this agreement with their child. Students are required to sign the agreement to abide by district policy and regulation in the use of the district's computers. These agreements are kept on file in the Building Principal's office.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

DISTRICT RESPONSIBILITIES

While the district uses technological and manual means to regulate access and information on the school computer network, parents/guardians should understand that these methods do not provide a foolproof means of enforcing the provisions of the district's policy and regulations.

The district makes no warranties of any kind, either express or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damage suffered by any user, including but not limited to loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district will also not be responsible for the unauthorized financial obligations resulting from the use or access to the district's computer network or the Internet.

INTERNET SAFETY

The Salamanca City Central School District is committed to safeguarding student's access to the Internet and World Wide Web on district computers. Although the district cannot totally guarantee the effectiveness of selected filtering and blocking technology, the district will use such measures that block or filter Internet access to visual depictions that are obscene or otherwise harmful to minors, as defined in the Children's Internet Protection Act.

MULTIMEDIA TOOLS IN THE CLASSROOM

During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, students may have the opportunity to view one or more videos as part of classroom participation, including:

1. Videos related to the curriculum being taught.
2. Videos that are in the school library.
3. Videos that can be obtained through an inter-library loan program.
4. G-rated videos.

Any videos shown outside the above guidelines will require written notification to parents specifying the video's content and suitability.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Program Implementation

The School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the school system will provide access to various computerized information resources through the District's Computer System (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to district electronic mail, digital services and Internet. The district shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the district's school conduct and discipline policy and the Student Discipline Code of Conduct apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the building principal, or their designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer educational resource material that complies with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.

As much as possible, access to the district's computerized information resources will be filtered to screen out content based on the following criteria:

1. **Violence/Profanity**: Violence includes pictures exposing, text or audio describing extreme cruelty, physical or emotional acts against any animal or person, or physical or verbal bullying that are primarily intended to hurt or inflict pain. Profanity is defined as obscene words or phrases, either audio, text, or pictures.
2. **Partial Nudity:** Pictures exposing the female breast or full exposure of either male or female buttocks except when exposing genitalia. The Partial Nudity category does not include swimsuits (including thongs).
3. **Full Nudity: Pictures** exposing any or all of the human genitalia.
   Please note: The Partial Nudity and Full Nudity categories do not include sites containing nudity or partial nudity of a non-prurient nature. For example: web sites for publications such as National Geographic or Smithsonian Magazine or sites hosted by museums such as the Guggenheim, the Louvre, or the Museum of Modern Art.
4. **Sexual Acts:** Pictures, descriptive text or audio of anyone or anything involved in explicit sexual acts and/or lewd and lascivious behavior, including masturbation, copulation, pedophilia, intimacy involving nude or partially nude people in heterosexual, bisexual, lesbian or homosexual encounters. Also includes phone sex ads, dating services, adult personal ads, CD-ROMs, and videos.
5. **Gross Depictions: Pictures**, descriptive text or audio or anyone or anything which are crudely vulgar or grossly deficient in civility or which show scatological impropriety. Includes such depictions as maiming, bloody figures, autopsy photos or indecent depiction of bodily functions.
6. **Intolerance: Pictures** or text advocating prejudice or discrimination against any race, color, national origin, religion, disability or handicap, gender, or sexual orientation. Any picture or text that elevates one group over another. Also includes intolerant jokes or slurs.
7. **Cults: A** cult is defined as: a closed society, often headed by a single individual, where loyalty is demanded, leaving may be punishable, and in some instances, harm to self or others is advocated. Common elements may include: encouragement to join, recruiting promises and influences that tend to compromise the personal exercise of free will and critical thinking.
8. **Drugs/Drug Culture:** Pictures or text advocating the illegal use of drugs for entertainment. Includes substances used for other than their primary purpose to alter the individual's state of mind, such as glue sniffing. This category does not include material about the use of illegal drugs when they are legally prescribed for medicinal purposes (e.g., drugs used to treat glaucoma or cancer).
9. **Militant/Extremist: Pictures** or text advocating extremely aggressive and combative behaviors or advocacy of unlawful political measures. Topics include groups that advocate violence as a means to achieve their goals. Includes "how to" information

on the making of weapons or ammunition or the making or use of pyrotechnics materials. Also includes the use of weapons for unlawful reasons.

10. **Sex Education:** Pictures or text advocating the proper use of contraceptives. This topic would include condom use, the correct way to wear a condom and how to put a condom in place. Also included are sites relating to discussion about the use of the Pill, IUD's and other types of contraceptives. In addition to the above, this category will include discussion sites on how to talk to your partner about diseases, pregnancy and respecting boundaries. The Sex Education category is uniquely assigned; sites classified as Sex Education are not classified in any other category. This permits the user to block or allow the Sex Education category as appropriate; for example, allow the material for an older child while restricting it for a younger child.
    Note: Not included in the category are commercial sites that sell sexual paraphernalia. These sites are typically found in the Sex Acts category.
11. **Questionable/Illegal & Gambling:** Pictures or text advocating materials or activities of a dubious nature which may be illegal in any or all jurisdictions, such as illegal business schemes, chain letters, copyright infringement, computer hacking, phreaking (using someone's phone lines without permission) and software privacy. Also includes text advocating gambling relating to lotteries, casinos, betting, numbers games, on-line sports or financial betting, including non-monetary dares and "1-900" type numbers.
12. **Alcohol & Tobacco: Pictures** or text advocating the sale, consumption or production of alcoholic beverages or tobacco products, including commercial sites in which alcohol or tobacco products are the primary focus. Pub and restaurant sites featuring social or culinary emphasis, where alcohol consumption is incidental are not in this category.

While students may be able to move beyond those resources to others, which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

AUTHORIZATION

Students will not be permitted to use the DCS without specific authorization from the appropriate administrator and/or instructor. Furthermore, only those students who have signed an agreement form and provided written permission from parents/guardians may access the DCS, including potential student access to external computer networks not controlled by the School District. (Refer to Forms #7425F and #7425F.1.) Permission is not transferable and may not be shared. New agreement forms will be completed each time a student transfers or progresses in grade to another building within the district. All required forms must be kept on file in the Technology Office.

STANDARDS OF CONDUCT GOVERNING STUDENT ACCESS TO THE DCS

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the district is provided to students who act in a considerate and responsible manner. Individual users of the district's computerized information resources are responsible for their behavior and communications over the district computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property and subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. **Students should <u>NOT</u> expect that information stored on the DCS will be private as it becomes and is considered to be property of the DCS.**

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

PROHIBITIONS

Use of the DCS which violates any aspect of School District policy; the Student Discipline Code of Conduct; and federal, state, or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the district's general requirements governing student behavior, the following specific activities shall be prohibited by student users of the DCS.

1. Disclosing an individual password to others or using others' passwords.
2. Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, or abusive.
3. Use of obscene or vulgar language.
4. Harassing, insulting, bullying, threatening, or attacking others.
5. Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software, or related equipment through physical action or by electronic means.
6. Using unauthorized software on the DCS.
7. Changing, copying, renaming, deleting, reading, or otherwise accessing files or software not created by the student without express permission from the computer coordinator.

8. Violating copyright law.
9. Employing the DCS for personal or commercial purposes, product advertisement or political lobbying that is not school related.
10. Transmitting material, information, or software in violation of any District policy or regulation, the school behavior code, and/or federal, state and local law or regulation.
11. The use of digital devices and electronic technology and media to facilitate cheating, plagiarism, etc.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to those networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner, which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

SANCTIONS

1. Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state, and local law.
3. When applicable, law enforcement agencies may be involved.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the district's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

GUIDANCE PROGRAMS

In grades 8-12, the guidance program provides the following services:

1. An annual review of each student's educational progress and career plans.
2. Instruction to help students learn about curriculum options and careers.
3. Individual and/or group counseling assistance to help students develop and implement post-secondary education and career plans.
4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

CAREER CENTER

The Guidance Office and Media Center provide students with a wealth of materials for career exploration and planning. The career center is located in the guidance office and includes information on a wide array of career fields, two- and four-year colleges and universities, vocational/technical schools, and financial aid and scholarships.

STUDENT AWARDS AND SCHOLARSHIPS

Each year a number of students receive formal recognition for excellence in academic, attendance and athletic activities. Outstanding achievement is recognized by honors determined quarterly and at the end of the school year.

All students regardless of race, color, creed, sex, national origin, religion, age, marital status, sexual orientation or disability shall be eligible for all awards and scholarships given or disseminated by the Salamanca City Central School District.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards will be selected by the Building Principal from a list of eligible candidates prepared in consultation with appropriate school staff.

Other awards given as part of the Great Rewards program will be drawn from a pool of eligible participants. Students can earn Great Rewards certificates to become eligible for the drawing based on attendance, academics and teacher sponsored incentives for achievement.

Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, his or her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship.

ATHLETICS

INTERSCHOLASTIC ATHLETICS

We are proud to offer over 27 Varsity and JV sports across the Fall, Winter, and Spring seasons.

Student modified programs and interscholastic athletics are an integral and desirable part of the district's secondary school educational program. Student eligibility for participation in interscholastic teams shall include:

1. Authorization by the school physician.
2. Written parent or guardian consent.
3. Endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS

The Salamanca City Central School District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by the following guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event and/or refrain from attending future events for a specific period of time.

All spectators at Salamanca City Central School District's interscholastic events are expected to:

1. Encourage good sportsmanship for all players, coaches, and officials at every game, practice, or other sporting event.
2. Place the emotional and physical well-being of the students participating first.
3. Support the coaches and officials working with the children and encourage a positive and enjoyable experience for all.
4. Demand a sports environment for the children that is free from drugs, tobacco, and alcohol pursuant to the district's code of conduct.
5. Encourage sportsmanlike behavior from all participants and other spectators.

CLUBS AND ACTIVITIES

EXTRACURRICULAR ACTIVITIES

The Salamanca City Central School District offers a variety of co-curricular and extra-curricular activities for students. Participation in such activities provides students with experience in building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

Members of school-sponsored clubs and teams are representatives of the school district. Students who participate in extracurricular activities are expected to conform to standards that meet or exceed those in the school district code of conduct.

ACADEMIC ELIGIBILITY POLICY AND PROCEDURES

Students that are not academically eligible must attend Extended Learning Opportunity Center (ELOC), formerly referred to as GAP.

The Academic List will be pulled on Wednesday's at 1:00 PM each week. Students who have grades below 65% will have Wednesday and Thursday to get their grades up to passing for the following week.

ELOC will be utilized for:

1. All student athletes participating in sports, grades 7 – 12.
2. All after school clubs, organizations, dances, and class trips, field trips, etc.
3. All students seeking any academic assistance.
4. All students that miss class time due to tardiness.

The Failure List will be posted by Monday Morning outside the Student Support Center. Those who have grades below 65% will stay for ELOC (Study Table) until they are passing.

Cell Phones:
Cell phones should be away or placed up front by a teacher while in ELOC.

****Specific guidelines outlining academic requirements/expectations for extra-curricular activities will be provided to **ALL** students in September.

STUDENT ORGANIZATIONS

Pursuant to the Federal Equal Access Act, once the Salamanca City Central School District permits its premises to be utilized by non-curriculum related student run groups, all other student run non-curriculum related groups must be permitted to meet as well.

The district reserves the right to request a group to submit:

1. A list of its members designated as contacts.
2. A copy of its constitution and/or bylaws.
3. The constitution and/or bylaws of any off-campus organization with which it is affiliated.
4. Generally, student groups may not restrict membership on the basis of race, sex, national origin or other arbitrary criteria.

The following list presents current student organizations. If a student is interested in joining any of the activities sponsored by these organizations, the student should ask the advisor for further information.

8th Grade Class Officers
Freshman Class Officers
Sophomore Class Officers
Junior Class Officers
Senior Class Officers
AV Club
Drama Club
Odyssey of the Mind
Warrior Newspaper
Student Council
Seneca Yearbook
DECA
Warrior Vision/WSHS
Unified Sports
International Club
Key Club
Seneca Youth Council
Ski Club
Trap Club
Seneca Youth Dancers
Student Government
Archery
Washington DC
Student Activist Group

EXTRA-CURRICULAR EVENTS

1. If a student is suspected in any form or matter of having consumed alcoholic beverages or having used drugs, the student will not be allowed to board the bus either at origin or destination.
2. At point of origin the incident will be reported to the principal or other school official.
3. At the point of destination, the following will be in effect: An attempt will be made to contact the parents/guardian to make arrangements for transportation home or whatever arrangements are acceptable to both the parent and person in charge. If unable to contact the parent/guardian, the student should be referred to the local law enforcement agency. The Salamanca Police Department should be notified, and arrangements will be made to contact a parent or person in parental relation for leaving the student at the local law enforcement agency. Under no condition is a student to be left without legal arrangements or supervision.
4. If an administrator is present at the event, violations noted above should be reported to him/her immediately.
5. Students not yet under a student athletic contract policy, found using or possessing drugs, alcohol, tobacco, or nicotine delivery devices (i.e., Juul, e-cig, etc.) on school premises or at school sponsored events, will have this infraction count toward the allowable number of infractions as listed on the student athletic contract.

BEHAVIOR STANDARDS

1. The student agrees to abide by the district-wide Student Code of Conduct and understands that a violation of the code may result in suspension from the above-named activities in addition to any penalty given by the district.
2. The student agrees to refrain from the use, possession or sale of alcohol, drugs and/or tobacco products, on or off campus, during the time that the student participates in the above-named activities.

3. Participation/Training Standards: Certain activities require a minimum level of participation/ training, as established by the activity advisor/coach. The student agrees to these conditions (provided by activity advisor/coach) and realizes that failure to maintain this minimum level of participation may result in suspension from the activity:

A student will be ineligible to participate in an extracurricular and/or interscholastic activity when one of the following occurs:

1. The student is deficient in meeting academic requirements.
2. The student is found truant.
3. The student does not meet the minimum attendance (half day) requirement on the day of the activity.
4. The student is given the equivalent of a full day of in-school suspension.
5. The student is suspended from school.
6. The student's behavior does not meet the standards set by the school.
7. The student is found truant.
8. The student does not meet the minimum attendance requirement on the day of the activity.
9. The student is given the equivalent of a full day of in-school suspension.
10. The student is suspended from school.
11. The student's behavior does not meet the standards set by the school.

No student can participate in any co-curricular activity or interscholastic activity on a day when he or she is absent from school.

Parents can contact the Building Principal or Athletic Director with any questions they may have in regard to extracurricular and/or interscholastic activities.

BEHAVIOR

STATEMENT OF NONDISCRIMINATION / ANTI-HARASSMENT

It is the policy of the Salamanca City Central School District not to permit discrimination or harassment based on race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate, or cause fear.

CHARACTER EDUCATION

The Salamanca City Central School District works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Salamanca City Central School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

PASS PRIVILEGES

For the purpose of accountability, anyone in the corridors while classes are in session must have a valid pass. Violation of this rule may result in detention or loss of pass privileges or both.

SUSPENSION OF STUDENTS POSSESSING FIREARMS

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school property shall be excluded from school for a period not less than one year, provided that the Superintendent of Schools may modify such suspension requirement on a case-by-case basis in accordance with applicable federal and state laws, rules, and regulations, and after affording the student due process pursuant to section 3214 of the Education Law. A "firearm", as defined in section 921 of Title 18 of the United States Code, includes:

1. Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.
4. Any destructive device.

STUDENT SEARCHES AND INTERROGATIONS

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

USE OF BICYCLES, SKATEBOARDS, ROLLERBLADES, and sneaker skates ON SCHOOL PROPERTY

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller skates, sneaker skates and rollerblades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

STUDENT LOCKERS

Each student is assigned a locker for the storage of books and personal items. It is the student's responsibility to keep their locker locked and in order at all times

No bumper stickers or any glued emblems should be placed inside or outside of lockers.

Except for Homecoming or Winter Weekend celebrations, students may not tape or decorate the outside of their lockers.

Any student who experiences difficulty with locker operation or security should contact the office immediately.

A student is not permitted to change lockers or occupy an empty locker other than the one to which he was assigned. All lockers are regulated by the principal. Special requests for a change of locker must be directed to the Principal's Office.

Student's personal property is subject to the applicable provision of the U.S. Constitution and the Board Policy. Books, lockers, and other property are considered to be the property of the school district. The courts have ruled that since lockers are the property of the school, the principal of the school has the right to search any locker where the student feels the integrity of the school environment may be violated and/or in an attempt to protect other students. Student lockers will be searched only with probable cause. Parental or student requests for books and/or materials from lockers does not constitute a search.

SENIOR LUNCH RELEASE

Seniors will be allowed to leave the building during their designated lunch period if the permission slip is signed and on file in the high school office. On the first day of school, guidelines governing the privilege will be issued. Seniors are granted the above **privilege** as an acknowledgment of their class position. Their respect for the rules governing the above shows responsibility and sets an example for underclassmen.

The following requirements must be met by seniors wishing to leave campus for lunch:

1. **Students must be passing all subjects.** Students who are on the weekly Ineligibility List, may not leave campus, for lunch, the following week. Attending after school sessions is recommended to get your grades up to passing, but you still will not be permitted to leave campus the next week.

2. **Maintain good behavior.** Students who show up on disciplinary reports will NOT be permitted to leave campus for lunch for 5 days. Administration has the right to increase this penalty for larger infractions or give a warning (waive the penalty).
3. **Be on time for school and class.** Seniors who are tardy to school and/or class more than once in a week may lose their lunch privilege for the next week.
4. **Students must return from lunch and be in their next class on time**. Students who are late will lose their lunch privilege for 2 weeks. If student is tardy again, he/she may lose the lunch privilege for an extended period.
5. **Students are NOT permitted to leave campus in a vehicle (unless signed out by a parent/guardian)**. Violating this will result in loss of lunch privilege for a length of time determined by administration.

Other guidelines to be adhered to:

1. Students MUST sign out in the HS Office.
2. No use of vehicles to leave or return to campus.
3. Sign in upon returning to school.
4. Conduct yourselves appropriately while off school grounds during lunch.
5. Exit and enter through the doors that lead to the main parking lot.
6. Seniors are not to be in the parking lot or at Hillview Homes during lunch release without permission from the principal.

PARKING LOT AND CARS ARE OFF LIMITS

During the academic day, no student may visit the parking lot or any vehicle in the parking lot without the permission of the school Office (except for arriving and departing from school with proper permission). Any student found to be in the parking lot without proper permission may be disciplined.

STUDENT AUTOMOBILE USE

Students are expected to follow these procedures:

1. Students may not occupy motor vehicles during the day or retrieve materials from their vehicles unless they receive permission from the office in advance.
2. **The first rows in front of the building are reserved for guests, faculty and staff. Student drivers are not allowed to park in this restricted area during the school day.**
3. Students may not operate a motor vehicle during the day unless they are leaving campus after having been properly excused or arriving late with parental permission.

STUDENT COMPLAINTS AND GRIEVANCES

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representatives before appealing to the school administration.

A student filing a complaint for any matter or alleging discrimination based on disability and/or sex including sexual harassment or harassment based on sexual orientation, should read the following information regarding the resolution of the complaint. The following procedures may also apply to student grievances over other matters, such as racial harassment.

Investigation of a Complaint

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations will follow. All witnesses shall be interviewed, and complainants will be notified of the outcome of the investigation.

Informal Complaints

The Salamanca City Central School District encourages the resolution of all student complaints as promptly as possible and at the lowest level possible. Accordingly, students are urged to discuss complaints first with the appropriate teacher, staff member or Building Principal. However, if the complaint concerns sexual harassment, the student and/or parent should notify the Building Level Human Rights Officer. In no event will the student be required to discuss the alleged harassment with the individual alleged to be harassing him or her.

Upon receipt of an informal complaint the Building Level Human Rights Officer, designee, Building Principal or other appropriate staff member will conduct a prompt investigation to determine what occurred and then take appropriate steps to resolve the situation.

Complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.

A more detailed outline and information regarding harassment of various natures can be found in the Board of Education Policy available at the High School office and library.

Formal Complaints

Formal complaints may be submitted either to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.

STUDENT PRIVACY

The Board of Education recognizes that student privacy is an important concern of parents, and the Board wishes to ensure that student privacy is protected pursuant to the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act of 2001.

Under the Protection of Pupil Rights Amendment, as revised by the No Child Left Behind Act, and the Salamanca policy on student privacy, you have the right to opt your child out of certain activities. Please see the District Calendar for full disclosure statement on this topic.

CONDUCT ON SCHOOL PROPERTY

The Salamanca City Central School District expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all people, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative, cultural, recreational, athletic, and other programs and activities.

No person, either alone or with others, shall:

1. Willfully injure any other person or threaten to do so.
2. Willfully damage or remove district property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality, religion, or sexual orientation, appear libelous, disruptive to the school program, or obstruct the rights of others.
5. Intimidate, harass, or discriminate against any person based on race, color, religion, sex, age or disability.
6. Enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which these rules apply.
8. Violate traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at any school-related function.
10. Possess or use firearms and/or other weapons, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district).
11. Loiter on or about school buildings or grounds.
12. Gamble on school premises.
13. Refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties.
14. Willfully incite others to commit any of the acts herein prohibited; and/or violate any federal or state statute, local ordinance, or board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including reprimand, suspension, ejection, arrest, and/or prosecution.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools

commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Salamanca City Central School District reminds students, faculty, and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore, keep in mind the following:

1. School and class plays shall be secular and nonsectarian in nature. Although school and class plays may have religious content, the overall themes of such plays must not be to teach about religion.
2. Although religious music may be played and/or sung to demonstrate the cultural significance of such art forms, the Salamanca City Central School District will not permit such music to entirely dominate the district's music program or concerts.
3. Program notes and illustrations of a religious nature shall not be included if the purpose or effect is to encourage students and community members to accept and/or follow such religious teachings.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

ASSEMBLIES

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents, and staff members.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

1. Take an assigned seat quietly.
2. Do not speak above a whisper, and then only when necessary.
3. Pay attention to the speaker/performer(s).
4. Applaud only when appropriate.

HEALTH

STUDENT PHYSICALS

In accordance with the state Education Law, each student shall have a physical exam given by the school doctor or family physician upon entrance to school in grades 1, 3, 7 and 10. Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by Oct. 1 of the school year, the school physician will complete a student's physical. Students wishing to participate in an interscholastic athletic program may also need to have a physical examination. In accordance with law, the school will provide vision, hearing, and scoliosis screening.

Immunizations

Students must receive proper immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Hemophilus Influenza Type B (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates. **For more information on health issues, contact the school nurse.**

AUTOMATED EXTERNAL DEFIBRILLATORS

The Salamanca City Central School District maintains on site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. Whenever public-school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public-school facility, the public-school officials must ensure that AED equipment is provided on-site.

FIRST AID

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school.
2. No drugs shall be administered by school personnel unless authorized by a physician.
3. Parents are asked to sign and submit an emergency medical authorization, which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
4. In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

MEDICATIONS

If possible, a child's medication should be administered outside of school hours. However, the school nurse will dispense medication if the proper procedures are followed. In order to have medication (prescribed and over the counter) administered by the school nurse the Administer of Medication Form needs to be filled out and returned with your child and given to the school nurse. This is the case with all medication (including cough drops). There is also a box your physician can check if the child can self-carry and self-administer. All medications should be given to the school nurse in their original container with the student's name listed. Medications will not be accepted in baggies or other containers other than the original containers properly labeled. Pharmacies will provide parents with an extra labeled prescription bottle for medications that need to be given at school if they are asked and told that they are

for school. The Administer of Medication Form must be renewed every school year or anytime there is a change in the prescription order. These rules are in accordance with New York State Law.

EMERGENCY

DISTRICT AND SCHOOL SAFETY PLANS

The Salamanca City Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students.

A copy of the district-wide school safety plan is available for examination in the district offices.

FIRE ALARMS AND DRILLS

The Building Principal is responsible for conducting a variety of safety drills; fire, shelter in place, lock out, evacuation and lock down. These drills teach and reinforce the proper rules and expectations for the students.

Fire Drills: Used to evacuate students and staff from the building in the event of a fire.

Shelter-in-Place: Used to secure students in classrooms to address an issue on the campus.

Lock Out: Used to secure school buildings and grounds during incidents that pose an imminent concern outside the school.

Evacuation: Used to evacuate students and staff from the building to another location.

Lock Down: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

Sounding of a false alarm is a serious criminal act. Any student who triggers an alarm purposefully or by accident when there is no emergency will be suspended from school immediately. Any further disciplinary response will be by judgement of the principal or according to police.

SCHOOL CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather or hazardous conditions.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closings and delayed starting times will be announced over

local radio stations, TV and through the Global connect system. For a list of television/radio stations that will carry information regarding emergency closings see the Annual District Calendar. If no report is heard, it can be assumed the schools are opening on time.

TRANSPORTATION

STUDENT CONDUCT ON SCHOOL BUSES

It should be noted that riding a school bus is a privilege, not a right. In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet, and all possessions to yourself.
3. Obey the bus driver.
4. Remain seated until the driver gives permission for you to leave.

Discipline problems will be referred to in writing by the bus driver to the Building Principal. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.

STUDENT TRANSPORTATION ON SCHOOL-SPONSORED FIELD TRIPS, EXTRACURRICULAR ACTIVITIES, OR SIMILAR EVENTS

When we provide transportation to students for a school-sponsored activity or event, the school will also provide return transportation unless the parent or legal guardian of a participating student has given the district written notice authorizing an alternative form of return transportation.

When the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, we will provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in the trip has provided the District with written notice, consistent with District policy, allowing an alternative form of return transportation unless intervening circumstances make such transportation impractical.

For example, if a parent or legal guardian **personally contacts** the coach and submits a Parental Release Form, the Coach has the authority to permit them to transport the student. In addition, if we receive a **Transportation Waiver** from the parent or guardian **one day in advance of the event**, stating that their child can ride with an adult designee, the Athletic Director has the authority to approve such requests and will notify the coach. **The permission is only granted under limited conditions and is not encouraged**.

In cases where circumstances make transportation of a student back to the point of departure or to the appropriate school in the district impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his or her parent or person in parental relation.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. For field trips or educational experiences scheduled during the regular instructional day or after school hours, **parents may transport their child to and from school scheduled field trips and extracurricular activities with prior administrative approval.**

PARENTAL PERMISSION FOR FIELD TRIPS

The school system shall obtain written parental permission for students going on school-sponsored field trips. All students' grades 8 through 12 will also be required to obtain releases from individual teachers before going on any field trip.

The Board of Education reserves the right to cancel any field trip without notice based on safety conditions and concerns for students and chaperones.

If intervening circumstances make return transportation impractical, a chaperone or other representative of the district will remain with the student until the student's parent or person in parental relation has been contacted and informed of the intervening circumstances, and the student has been delivered to their parent or person in parental relation.

VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students found violating bus conduct rules will be subject to disciplinary action in accordance with the district's code of conduct.

FOOD SERVICE

SCHOOL FOOD SERVICES

All students in the Salamanca City Central School district will be able to have a free breakfast and lunch. We publish monthly menus, which can be found on the website and update them daily on CH 13 indicating the "hot lunch" of the day. Sandwiches, pizza, yogurt, and salads are also offered daily. Milk and fruit/vegetables accompanies each meal.

1. Students must maintain a reasonable noise level while in the cafeteria.
2. Students are to remain in the cafeteria until the bell rings. They may leave only if they have a pass from another teacher or staff member. Students are not to roam the hallways during lunch.
3. Throwing food or destroying property will result in disciplinary action.

PARENTAL INVOLVEMENT

The Salamanca City Central School District believes that children succeed when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education, and parental responsibility for all aspects of their child's education.
Parents can become partners in their child's education by:

1. Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
2. Discussing with guidance counselors, teachers, and principals the options and opportunities available to their child.
3. Monitoring their child's academic progress and contacting teachers when necessary.
4. Attending scheduled teacher/school conferences.
5. Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve their full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

PARENTS WITH DISABILITIES

Parents with disabilities will be afforded an equal opportunity to participate in the services, programs, and activities of the district, particularly those which are designed for parental involvement and are directly related to their child's academic and/or disciplinary progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

Requests for accommodations should be directed to the Superintendent at least 10 business days prior to the scheduled activity or program. Such requests should include a description of the parents' needs and the specific accommodation they are requesting.

PARENT CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Parents will be notified in advance of the available dates and times so a convenient appointment can be arranged.

Parents should feel free to request a conference with their child's teacher at any time.

Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor, or Building Principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

If a parent cannot attend a scheduled conference, they should notify the school as far in advance as possible so that another conference time may be arranged.

VISITORS TO SCHOOLS

Parents are encouraged to visit the school periodically during the course of the school year. Unless they have a specific reason and prior approval from the Building Principal, student visitors from other schools are not permitted to enter school buildings.

All visitors to the school must report to the high school office using the high school entrance. All visitors must sign the visitor's register and obtain a visitor's pass which must be displayed at all times. The visitor's pass must be returned, and the visitor must sign out at the conclusion of the visit.

PUBLIC COMPLAINTS

Most often, parental complaints and concerns can be addressed simply through a telephone call or a conference with the teacher. If the matter is not settled satisfactorily, the complaint should be directed to the Building Principal and, if necessary, to the Superintendent.

Complaints regarding district programs, instructional or library materials, operations and/or staff members, should be directed to the Building Principal. If the matter is not satisfactorily settled, the complaint should be directed to the Superintendent, whenever possible.

Some complaints may require different procedures. Any school office or the Superintendent's office can provide information regarding specific processes to be followed for making a complaint.

CHILD ABUSE IN AN EDUCATIONAL SETTING

Students have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited. Parents who believe that their child has been abused by employees or volunteers of the district should immediately notify the Building Principal of their child's school. The appropriate law enforcement authorities will be notified if there is reasonable suspicion that an act of child abuse has occurred. The parent of the alleged child victim will be promptly notified when someone other than the parent submits a report of alleged child abuse in an educational setting.

PUBLIC NOTICE

The Salamanca City Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities without regard to sex, race, color, national origin or handicap. Grievance procedures are available to interested persons by contacting the person listed below. Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator (sex discrimination)
Section 504 Coordinator (handicap discrimination)

Superintendent of Schools
50 Iroquois Drive, Salamanca, NY 14779
(716) 945-2400, ext. 4026

The secondary vocational education opportunities available to district residents under age 21 are available upon request to the Jr/Sr Guidance Department.

The Salamanca City Central School District does not discriminate based on race, color, or national origin in the employment and educational opportunities it offers, including vocational educational opportunities.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

As required by Title IX of the Education Amendments of 1972, the Salamanca City Central School District does not discriminate based on sex in the educational programs or activities, which it provides, including vocational programs. The district does not discriminate in employment of persons based on sex, including recruitment, appointment, salary and benefits.

The District Official responsible for the coordination of activities relating to nondiscrimination based on sex is the Title IX Coordinator. They can provide information on Title IX, including information about complaint procedures, to any student or employee who feels that his or her rights under Title IX have been violated by the district or its officials. In addition, any student or employee may make an inquiry or complaint directly to the federal office for Civil Rights.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Salamanca City Central School District does not discriminate based on handicapping conditions in admission or access to its programs and activities, including vocational education. No person shall be denied employment solely because of any physical, mental, or medical impairment, which is related to the person's ability to engage in the activities involved in the job for which the application has been made.

Inquiries concerning this policy and information about complaint procedures may be referred to the Superintendent, (716) 945-2400, ext. 4026.

The secondary vocational education opportunities offered to district residents under age 21 are available upon request to the Jr.-Sr. High School Guidance Department.

ACCESS TO DISTRICT RECORDS

Often, parents, students and other community members may want to have specific information about the schools in this district. Interested persons may inspect and/or purchase copies of school district records at the Office of the Records (Janet Koch) District Clerk) located at the district office at 50 Iroquois Drive; during regular business hours on any business day on which the Superintendent's Office is open.

Requests to inspect or make copies of records must be submitted in writing, either in person or by mail, to the Records Access Officer, who will provide information regarding fees and the number of copies available.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) give parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review (your child's) (your) education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of (your child's) (your) education records that you believe are inaccurate or misleading.
3. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.
4. If the district decides not to amend the record as requested, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.
5. The right to consent to disclosures of personally identifiable information contained in (your child's) (your) education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

MESSAGE TO PARENTS

Although this handbook is designed primarily for the students' use, it is important that parents are also aware of the rules, policies, and procedures of the school. Parents may then be able to reinforce the appropriate attitudes and behaviors of their child. You should be aware that this handbook is not all-inclusive. There may be incidents that occur that will not be covered in this document. However, we will do our best to be understanding when dealing with every situation. The administration and faculty of the Salamanca High School want to keep the lines of communication open. Therefore, you are encouraged to talk to your child about their day and school experiences. Please utilize the school's webpage (www.salamancany.org) for more information and means of communication, by use of the staff directory.

The Salamanca School District is not responsible for damage, missing, or loss of personal property. Nor is the district responsible for locating personal property that has been allegedly stolen.