

# Clayton A. Bouton High School Student-Parent/Guardian Handbook 2024-2025

Clayton A. Bouton High School  
432 New Salem Road  
Voorheesville, New York 12186

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## Mission Statement

*Clayton A. Bouton High School believes that all students have a right to a rigorous and relevant academic program provided in an autonomous environment that addresses intellectual and developmental needs of young adolescents. To keep pace with the skills required in the 21<sup>st</sup> Century, Clayton A. Bouton High School will offer students the learning tools that will enable them to work toward becoming compassionate, productive, and successful citizens. Addressing the unique needs of all students requires a passionate commitment to lifelong learning on the part of the entire community with a focus on nurturing and developing the whole child.*

**Clayton A. Bouton High School  
Voorheesville Central School District**

432 New Salem Road  
Voorheesville, NY 12186  
(518) 765-3314

<https://www.voorheesville.org/>

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**Clayton A. Bouton High School  
2024-2025**

Dear Students and Parents/Guardians:

Welcome to Clayton A. Bouton High School. We believe that the High School is an educational environment that fosters student learning and supports the development of leadership, character, and citizenship. Our students are encouraged to take an active role in creating a school climate that is respectful and safe for all members of our school community. We also recognize the importance of working as partners with parents and guardians for the sake of ensuring student achievement. This handbook is designed to provide information and procedures to help students and their families experience success throughout this school year. We ask that you read and discuss the contents of the handbook together.

We look forward to a great school year!

Lisa Cardillo, Principal  
Cathleen Goodwin, Assistant Principal  
Joe Sapienza, Dean of Students

## **Mission Statement**

Be Inclusive, Responsible, Determined and Strong

## **Our Philosophy**

We Believe that:

Students are our community's most valuable assets

Education is the shared responsibility of the school, the family and the community

Clayton A. Bouton should be a safe place in which to work and learn

Clayton A. Bouton should have a collaborative decision making process that includes all stakeholders

Parent support and high expectations shared by parents and teachers are crucial to student success

Mutual respect and open communication should drive all partnerships

Every individual has inherent worth and should be treated with respect and dignity

Each student is a unique individual who learns in different ways

Instructional methods must be varied to meet the learning needs of all students

Students should know what they are expected to learn, how they will learn it and how they will be assessed

Equal access to resources and equal opportunity for participation is the share responsibility of the school and the community

The information contained in this handbook provides a quick overview of policies and procedures that can guide students to successful academic and extracurricular experiences at Clayton A. Bouton High School. Whenever applicable, a bold guide number is printed next to an item to direct the reader to the appropriate section of the Board of Education Policies and Regulations. Where there is an ambiguity the Code of Conduct will be the governing document.

## **Bell Schedules**

### **Regular Day**

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 8:25 a.m. (includes three minute homeroom)
Period 2:	8:28 a.m. – 9:10 a.m.
Period 3:	9:13 a.m. – 9:55 a.m.
Period 4:	9:58 a.m. – 10:40 a.m.
Period 5:	10:43 a.m. – 11:25 a.m.
Period 6:	11:28 a.m. – 12:10 p.m.
Period 7:	12:13 p.m. – 12:55 p.m.
Period 8:	12:58 p.m. – 1:40 p.m.
Period 9:	1:43 p.m. – 2:25 p.m.

## **DELAY SCHEDULES**

### **One Hour Delay Schedule**

Warning Bell:	8:35 a.m.
Period 1:	8:40 a.m. – 9:18 a.m.
Period 2:	9:21 a.m. – 9:56 a.m.
Period 3:	9:59 a.m. – 10:34 a.m.
Period 4:	10:37 a.m. – 11:12 a.m.
Period 5:	11:15 a.m. – 11:50 a.m.
Period 6:	11:53 a.m. – 12:28 p.m.
Period 7:	12:31 p.m. – 1:06 p.m.
Period 8:	1:09 p.m. – 1:44 p.m.
Period 9:	1:47 p.m. – 2:25 p.m.

### **Two Hour Delay Schedule**

Warning Bell:	9:35 a.m.
Period 1:	9:40 a.m. – 10:12 a.m.
Period 2:	10:15 a.m. – 10:44 a.m.
Period 3:	10:47 a.m. – 11:16 a.m.
Period 4:	11:19 a.m. – 11:48 a.m.
Period 5:	11:51 a.m. – 12:20 p.m.
Period 6:	12:23 p.m. – 12:52 p.m.
Period 7:	12:55 p.m. – 1:24 p.m.
Period 8:	1:27 p.m. – 1:56 p.m.
Period 9:	1:59 p.m. – 2:25 p.m.

## **ASSEMBLY SCHEDULES**

### **AM Assembly Schedule**

Warning Bell:	7:35 a.m.
Assembly:	7:40 a.m. – 8:22 a.m.
Period 1:	8:25 a.m. – 9:05 a.m.
Period 2:	9:08 a.m. – 9:45 a.m.
Period 3:	9:48 a.m. – 10:25 a.m.
Period 4:	10:28 a.m. – 11:05 a.m.
Period 5:	11:08 a.m. – 11:45 a.m.
Period 6:	11:48 a.m. – 12:25 p.m.
Period 7:	12:28 p.m. – 1:05 p.m.
Period 8:	1:08 p.m. – 1:45 p.m.
Period 9:	1:48 p.m. – 2:25 p.m.

### **PM Assembly Schedule**

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 8:20 a.m.
Period 2:	8:23 a.m. – 9:00 a.m.
Period 3:	9:03 a.m. – 9:40 a.m.
Period 4:	9:43 a.m. – 10:20 a.m.
Period 5:	10:23 a.m. – 11:00 a.m.
Period 6:	11:03 a.m. – 11:40 a.m.
Period 7:	11:43 a.m. – 12:20 p.m.
Period 8:	12:23 p.m. – 1:00 p.m.
Period 9:	1:03 p.m. – 1:40 p.m.
Assembly:	1:43 p.m. – 2:25 p.m.

## EARLY DISMISSAL SCHEDULES

### **10:30 Dismissal Schedule**

Warning Bell: 7:35 a.m.  
Period 1: 7:40 a.m. – 7:58 a.m.  
Period 2: 8:01 a.m. – 8:17 a.m.  
Period 3: 8:20 a.m. – 8:36 a.m.  
Period 4: 8:39 a.m. – 8:55 a.m.  
Period 5: 8:58 a.m. – 9:14 a.m.  
Period 6: 9:17 a.m. – 9:33 a.m.  
Period 7: 9:36 a.m. – 9:52 a.m.  
Period 8: 9:55 a.m. – 10:11 a.m.  
Period 9: 10:14 a.m. – 10:30 a.m.

### **11:30 Dismissal Schedule**

Warning Bell: 7:35 a.m.  
Period 1: 7:40 a.m. – 8:03 a.m.  
Period 2: 8:06 a.m. – 8:29 a.m.  
Period 3: 8:32 a.m. – 8:55 a.m.  
Period 4: 8:58 a.m. – 9:21 a.m.  
Period 5: 9:24 a.m. – 9:47 a.m.  
Period 6: 9:50 a.m. – 10:13 a.m.  
Period 7: 10:16 a.m. – 10:39 a.m.  
Period 8: 10:42 a.m. – 11:05 a.m.  
Period 9: 11:08 a.m. – 11:31 a.m.

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## Community Relations

### **Access to Student Information**

Section 9528(a)(1) of the federal “No Child Left Behind Act” states that “each local educational agency receiving assistance under the act shall provide, on request made by military recruiters or an institution of high learning, access to secondary school students names, addresses and telephone listings.” Students or parents of students may request that this information not be released. This request must be made in writing to the principal at the beginning of the school year.

### **Emergency School Closing [\(1500\)](#)**

Information about school closings and delays is posted on the homepage of the District website: <https://www.voorheesville.org/>.

School closing procedures for the District in the event of inclement weather or other emergencies will be announced by the following:

School messenger and on local news stations

### **Equal Opportunity**

All students will have equal access to educational programs, courses, extra-curricular activities, and services. Factors such as race, color, national origin, creed, religion, marital status, veteran status, parental status, gender, age, political affiliation, or disability will not be used as reasons for denying these programs and benefits to any student.

### **Family Educational Rights and Privacy Act- FERPA [\(5500\)](#)**

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel as well as being accessible to the student’s parents or legal guardian and/or the student in accordance with the law, yet be guarded as confidential information. Student education records and personally identifiable information contained in a student’s education records may not be released or disclosed without the prior written consent of the parent/guardian of a student under 18 years of age or a student over 18 years of age except as otherwise authorized by law. When parents/legal guardians or students over the age of 18 inspect student records, appropriate school personnel must be present. Under no circumstances may student records be removed from school premises.

Note: See district website for complete regulation.

### **Notification of Rights Under the Protection of Pupil Rights Amendment- PPRA [\(5550\)](#)**

PPRA affords parent and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.



Note: See district website for complete regulation.

### **Parent- Teacher Conferences**

The teacher conference is an important element in reporting student progress to parents. Parents may contact individual teachers directly by leaving a message on their voice mail or through their e-mail address. To contact a teacher by e-mail, use the following procedure:

first name initial last name @voorheesville.org

example: [jsmith@voorheesville.org](mailto:jsmith@voorheesville.org)

Parents may also arrange for conferences with multiple teachers and the student's School Counselor by calling their student's Guidance office at (518)765-3314.

### **Parent Association**

The Voorheesville PTA was developed with the purpose of increasing parent engagement, promoting open and positive communication, and building a stronger school community. The PTA hosts events throughout the school year that aim to build a collaborative relationship between parents, staff, and students by coming together to share our thoughts, ideas, and resources. Information about upcoming PTA events will be shared via email and will be posted on the Voorheesville PTA Facebook page.

### **Release of Student Information to Military Recruiters or Institutions of Higher Learning**

Pursuant to the federal Every Student Succeeds Act, the school district must disclose to military recruiters and institutions of higher learning, upon their request, the names, addresses, and telephone numbers of our high school junior and senior students. However, parents or students may request, in writing, that the district not release such information. Parents/guardians, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of this information must contact the high school counselor(s): [kheyde@voorheesville.org](mailto:kheyde@voorheesville.org) or [tkelley@voorheesville.org](mailto:tkelley@voorheesville.org).

### **Safe Gun Storage**

Unsecured guns in the home pose a risk to students beyond gun violence in schools. These risks involve unintentionally shooting themselves or someone else and suicide through the use of a firearm. [New York State laws](#) require that guns remain safely secured and inaccessible to those not permitted to possess them. While parents and guardians may believe their child(ren) cannot access the gun(s) in their home, history has proven that, too often, this is not the case. While many factors are involved in the tragedy of gun violence involving students, securing firearms is one easy step for prevention. An additional resource is available to any family in crisis in Albany County. The Albany County Sheriff's Office will hold onto firearms for safekeeping during emergencies, such as domestic violence incidents or mental health struggles. Contact the sheriff's office for more information.

### **School/Family/Community Partnerships Policy (1900)**

It is the intention of this policy to recognize that in the education of a child from pre-school age through high school, parents are essential partners and share this responsibility with the school. To that end, the school intends to provide timely and meaningful communication between the school and home informing parents of the individual achievement of their own child(ren) and other important information about opportunities and resources that will serve to assist parents in the important task of

supporting student learning.

Note: See district website for complete regulation.

### **School Safety**

A healthy and safe school environment must be a priority for all members of the C.A.B. community. A safety team including administrators, trained security personnel, and other support staff is on site throughout the day to maintain an orderly, educational environment. They are prepared to deal with issues related to behavior, disorderly conduct and potential criminal activity on campus.

### **Sex Offenders Notification- Megan’s Law [\(5450.1\)](#)**

The Board of Education encourages local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan’s Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals who may present a danger. Any information provided by the local law enforcement officials pursuant to Megan’s Law shall be posted in an appropriate location in all school buildings.

Note: See district website for complete regulation.

### **Special Education**

For student information, please contact your student’s resource teacher, case manager, or School Counselor. Contact numbers can be acquired by calling the Special Education Office at 518-765-2382

Note: See district website for complete regulation.

### **Student Support Team**

<b>Principal</b>	<b>Assistant Principal</b>	<b>Dean of Students</b>	<b>Psychologist/ Social Worker</b>	<b>School Counselors</b>	<b>Administrative Assistants</b>
Lisa Cardillo	Cathleen Goodwin	Joe Sapienza	Claire Marcus Mariel Chu	Kristen Heyde Tim Kelley	Lori Richmond Candy Hillmann Jen Smith

### **Visitors to the School [\(5300\)](#)**

All visitors must report immediately to the secure vestibule at the Clayton A. Bouton entrance. All visitors who remain in school should be prepared to present picture identification and wear a visitor’s identification badge in a highly visible location above their waist at all times. Visitors will need to have a photo ID that will be scanned by the RAPTOR system. Any unauthorized person on school property, anyone engaging in questionable conduct and/or anyone whose status is questionable, will be immediately escorted to an administrator or security officer. These individuals may be subject to arrest for trespassing.

Visitation by students from another district is strongly discouraged. Only under special situations and prior approval from the principal will permission be granted.

## Academic Information

### Academic Intervention Services (AIS)

Academic Intervention Services at C.A.B are intended to assist students who are at risk of not achieving the State Learning Standards in English Language Arts and/or Mathematics, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State Assessments. This intervention program provides additional instruction and student support as a supplement to the general curriculum. Academic Intervention Services shall be made available to all eligible students. For students who are struggling academically, there are a variety of resources that are available that include: credit recovery, homework center, learning lab, review courses, and online resources.

### Valedictorian/Salutatorian ([4771](#))

A Valedictory Class will be identified for purposes of commencement and recognition at the graduation ceremony. The Valedictory Class will be made up of students who have taken or who will have taken prior to commencement at least seven (7) Advanced Placement, University in the High School, and/or honors classes, and who represent the highest 10% of the graduating class (as determined by the total number of 12th grade students enrolled at the Clayton A. Bouton High School on the first day of school of the senior year), or all students who have a cumulative average of 94.000 and above, whichever is greater. From the Valedictory Class, the class Valedictorian and Salutatorian will be identified after the third quarter of the senior year. The Valedictorian and Salutatorian will be determined by the overall Grade Point Average (GPA), provided that the Valedictorian and Salutatorian also meet all of these criteria:

- Involvement in two or more district sponsored clubs, extracurricular activities, and/or sports team activities; and
- Successful completion of the required Community Service Hours; and
- Remain in good standing with all district sponsored clubs, extracurricular activities, and/or sports teams in which they are involved.

### Course Credit

[Please see the curriculum guide.](#)

### Diplomas

Diplomas are awarded in January, June and August, pending successful completion of the New York State graduation requirements. In order to participate in the June graduation ceremony, students must have completed all graduation requirements or earned a GED from New York State.

### Grade Promotion

The minimum course credits needed to be promoted to the next grade are as indicated below

Minimum Credits Needed	Promoted To
4- including 3 from core subjects (English, Social Studies, Math, Science)	10th Grade

9- including 5 from core subjects	11th Grade
14- including 8 from core subjects	12th Grade
22	Graduation

### Graduation Requirements

All students are required to earn 22 credits. Students must pass the state regents exam in the areas of English, Math, Science, and Social Studies to earn a Regents Diploma. Per New York State there are multiple pathways towards graduation. School counselors will work with individual students to determine what pathway is best for that student.

Subject	Local/Regents	Advanced
English	4	4
Social Studies	4	4
Mathematics	3	3
Science	3	3
Language Other than English	1	3*
Fine Arts	1	1
Health	.5	.5
Career and Financial Management	.5	.5
Physical Education	2	2
Electives	3	1
Total	22	22

\*Students can substitute 5 credits of technology, art, or music in lieu of LOTE

### School Counseling Services

Every student at C.A.B is connected to a School Counselor. Their School Counselor will remain with them until graduation. Services include:

1. Student Appointments: Students are welcome to schedule appointments to see their School Counselor before first period, during lunch, and study hall. The appointments should not be scheduled during student's class time.

2. Homework: Homework may be requested for absences of three days or more by contacting the School Counselor Secretary. It is necessary to allow a 24-hour period to process the request. Arrangements can be made to pick up in the Main Office Vestibule located at the Clayton A. Bouton Entrance during the hours of 8:00am – 3:30pm Monday – Friday.

3. Progress can be monitored on the portal .

4. Scheduling: The scheduling process for the next school year begins in the winter with an individual conference between the counselor and the student.

5. Schedule changes during the school year: All requests for schedule changes must be made in writing and include a parent / guardian’s signature. After the first seven days of a semester, in addition to parental consent, students will need administrative approval to add or drop a course. Courses will be marked “dropped” on the student transcript and will reflect the grade earned at the time of the drop if this happens after the first 9-weeks of school. Teacher changes will only be made with administrative approval after careful review of the reasons for the request. Courses will not be dropped for the following reasons:

- Academic failure
- High absenteeism
- One third of the course completed.

Lunch period changes are generally not approved without medical documentation. All requests for schedule changes are subject to class size, balance, period location and must not negatively impact other classes in a student’s schedule.

**\* Please see the Curriculum Guide for further details regarding Academic Policies**

### **Home Instruction**

If parents elect to teach their child at home, they must submit an Individual Home Instruction Plan (IHIP) for the approval by the Superintendent. No high school credit will be awarded for instruction at home.

### **Homebound Instruction**

Homebound instruction is different from Home Instruction. Homebound instruction is a service provided to students who are unable to attend school because of a temporary medical or emotional impairment. If this situation arises, parents should immediately contact Dorothy Martin to initiate the medical paperwork required for this service to take place. Students are required to attend all classes until home teaching is approved unless they are hospitalized. The approval process can take 2-3 weeks after paperwork is completed.

### **Honor Roll**

Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the quarter. To qualify, students must be taking at least four classes (minimum of 2

credits) and all marks must be passing. Every subject in which a student receives credit is considered for the Honor Roll. A student cannot be on Honor Roll or High Honor Roll if they have a grade of F, NE, or INC within the quarter. Honor Roll designation is determined by the academic average as indicated below.

Honors 84.50% or higher

High Honors 89.50% or higher

### **Interim Reports and Report Cards**

There are four marking periods in a school year, approximately ten weeks in duration.

Quarter 1 ends: 11/8/2024

Quarter 2 ends: 1/24/2025

Quarter 3 ends: 4/11/2025

Quarter 4 ends: 6/27/2025

### **Parent Portal**

The Parent Portal provides parents with access to student's grades, attendance, assignments, and classroom test scores, as inputted by teachers. All parents/ guardians will have the opportunity to sign up for the Parent Portal. Incoming students or those who need assistance will need to contact the guidance office to arrange access.

### **Physical Education Requirements**

Instruction in Physical Education is mandatory and has a value of one-half credit each year. Two full units of credit must be obtained in a four-year course of instruction to meet the requirement for graduation. Medical excuses for Physical Education are handled on an individual basis through the grade level medical offices. When a student is medically excused from Physical Education, written assignments are required in order to earn credit.

### **School Computer Use/Chromebook Use**

Students must have the Voorheesville School District's Acceptable Use and Internet Safety Policy User Agreement and Waiver Form signed and on file to be eligible to use any of the school district's computers. The district will then issue individual student computer access passwords and an email account. Students are not permitted to loan their account information to any other student. Failure to comply with the contents of the agreement may result in disciplinary action which may include academic ineligibility. [Chrome Book Handbook](#)

Note: See district website for complete regulation.

Students will be issued a Chromebook upon entering grade 6. Chromebooks are checked at the end of the year and replaced as needed. All students must complete the appropriate paperwork and are responsible for using hardware appropriately, as inappropriate usage will be monitored, and the students held accountable.

**Transfer Students**

When a student transfers to C.A.B. from another high school, the student's transcript will be evaluated by the school counselor and credit will be awarded by the Principal per New York State regulations.

If a student enters C.A.B. during the school year, withdrawal grades from the previous school will be sent to the C.A.B teachers and used appropriately.



## **Student Information**

### **The School Day begins at 7:40 am and ends at 2:25 pm**

#### **Attendance ([5100](#))**

Attendance Affects Everything! There is a distinct relationship between punctuality, good attendance, and academic success. Most academic failures are attributed to chronic attendance problems. Students are expected to be on time for school and attend all classes. Parents are asked to call the school to report absences and to send notes with the student when they return to school. Parents can also email or fax absence notes- absences will not be excused without written documentation.

The district's attendance policy defines absences as excused or unexcused and it identifies the school's protocol for addressing student absences. Regardless of reason, any absence negatively impacts a student's educational profile and should be made up.

Note: See district website for complete regulation.

Absences will remain unexcused unless a note is submitted within 5 business days of the absence. Support teams can recommend to administration that absences should be excused if a student is unable to get a note for extenuating circumstances. Students should plan with their teachers within 5 days of absence on how/when they are making up work.

Absences, lateness, and early departures will be considered unexcused unless they meet the following standards: personal illness, death in the family, school approved educational trips, religious observations, impassable roads or weather, court appearance, music lessons, approved college visitation, military service, emergency doctor or dental appointments and Take Your Child to Work Day.

Voorheesville Central School has the right to ask for a doctor's note when a student is out for 5 consecutive days. Once absences become excessive, even when excused, Voorheesville Central School District may require medical documentation. The documentation should be a formal medical document.

#### **Late to School**

Students who are not in their first period class by 7:40am are late to school. They will need a tardy pass from the office to enter their first period class. They must enter the school building through the Clayton A. Bouton main entrance and report directly to the attendance office.

Students who arrive late with a written legal excuse will be marked as such. Late notes must be submitted within 24 hours of occurrence to be credited. Late arrivals will be coded as either excused or unexcused per the Board of Education Attendance Policy.

### **Leaving School During the School Day**

Students may not leave campus without permission. If a student needs to leave school during the school day, a parent /guardian must call the Attendance Office at 518-765-3314 ext. 2102 or send a note or email to [attendancehms@voorheesville.org](mailto:attendancehms@voorheesville.org). Also, a parent must sign their child in and out in the office when the child is leaving early or arrives late.

### **Truancy**

A student absent from school without knowledge or consent from a person in parental roles, is considered truant. Truancy is a violation of the New York State Education Law and is subject to disciplinary measures that can be imposed by both Clayton A. Bouton High School and Albany County Family Court.

### **Unexcused Absences**

The Attendance Office will notify a parent and Principal when a student reaches 3, 5, and 7 absences.

### **Unexcused Tardies**

The Attendance Office will notify a parent and Principal when a student reaches 3, 5, and 7 unexcused tardies. Consequences may include verbal warning, lunch detention, after school detention, loss of privileges, parent meetings, etc.

### **Bullying/Harassment (0115)**

C.A.B. is committed to safeguarding the right for all students to learn in an environment that is free from harassment. There will be disciplinary consequences for action, verbal assault, or abuse based on racial, ethnic, religious, political, social, or life-style differences, or gender expression, etc.

Conduct is deemed to be sexual harassment when a student perceives a behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes or pictures. Students who believe they are being harassed, should immediately report their concerns to the DASA Coordinator, Lisa Cardillo.

### **Bus Information**

All school rules apply while students are riding school buses. Students who become a disciplinary problem on the bus may have their riding privileges suspended. Students are only permitted to ride their assigned bus, no bus passes are permitted. All items brought onto the bus must fit on the students lap, no oversize or loose items are allowed.

Late busing will be provided on Tuesday, Wednesday and Thursday. Buses will leave at 3:40 and students must sign up in the lobby outside the main office and receive a pass with their name and address to provide to the late bus driver.

If there are any questions, contact the transportation office at [transportation@voorheesville.org](mailto:transportation@voorheesville.org).

## **Cafeteria**

It opens at 7:30am for breakfast and closes at 9:30am. The cafeteria offers a variety of nutritious and appetizing hot and cold lunch options. Lunch is served during periods 5, 6, and 7. Students are allowed to enter the cafeteria only during their assigned lunch periods. Violators will be assigned consequences.

Assigned lunch periods will not be changed unless there is a verified medical reason to do so.

Cost for breakfast is \$2.35 and for lunch it is \$3.60.

### **Rules and Behavior**

- Students' conversations should be heard only by those seated at their tables.
- Students are expected to clean up after themselves by cleaning up spills or messes and placing their trash in the receptacles.
- Running, screaming, and other forms of horseplay are not permitted and will be subject to disciplinary action- including assignment to an alternative site for lunch.

## **Java Hut**

Hours are 7:30 a.m. and closes 12:30 p.m.

## **Change of Address and Contact Information**

If they have a change of address, they must complete the VCSD Change in Residence form. It is located on the website, under the registration tab, and on the right-hand side of the page.

<https://www.voorheesville.org/about-us/student-registration/>

It has to be approved by the district registrar, Jeff Vivenzo, before the change can be entered into the system.

A change of student home address should be immediately reported to the attendance office, the student's school counselor and/or Principal. Proof of residency is required along with a change of information form.

It is critical that parents provide the school with updated home and cell phone numbers. Please notify the attendance office and your school counselor of any changes.

## **Code of Conduct (5300)**

The Code of Conduct is reviewed annually and approved by the Board of Education.

## **Community Service Senior Requirement-**

Students are required to complete 15 hours of community service in order to graduate.

## **Complaints and Grievances**

Students will be given an opportunity to be heard on complaints and grievances they may have. They should discuss the situation with their Assistant Principal. Students can also submit the complaint in writing to the building Principal and they can appeal the principal's decision by writing to the Superintendent of Schools.

**Detention**

Students will be assigned school detention for low level disciplinary infractions as stated in the Code of Conduct. Teacher assigned detentions could be served after school with the teacher who assigned such or in the designated detention room. Detention assigned through an administrator will be served in the designated detention room(s) during lunch and/or after school. Failure to serve detention will be considered insubordination and will result in more serious consequences.

**Drug and Alcohol Use**

Issues of drug and alcohol abuse are serious. In addition to disciplinary action, students should expect to be referred to a school social worker to address issues that need to be dealt with cooperatively with school and families. Students should also expect to be denied the privilege to participate in school activities that may include field trips, special events, proms, or graduation.

**Electronic Devices**

Parents/Guardians are urged to communicate with their students outside of class time. Cell phone policies and expectations are left up to classroom teachers to determine how they will work in their classroom. Parents/Guardians are expected to call the main office to have a message given to their student. Cell phones should not interfere with the educational process and cannot be used in any disruptive manner. All classrooms have a Phone Storage Organizer that teachers may utilize. All electronic devices must be put away for all assessments.

**Extra Curricular Activities**

<b>Extra Curricular Activity</b>	<b>Advisor(s)</b>
Blackbird Review Advisor	Brian Stumbaugh
Book Club	Shannon Spollen
Chess Club Advisor	Ted Simons
Class of 2025 Advisors	Dave Lawrence & Kristen Heyde
Class of 2026 Advisor	Jeanne Young
Class of 2027 Advisor	Kerry Martinez
Class of 2028 Advisor	Anne Lyons
Dance Club Advisor	Jen Fuld
Dungeons and Dragons Advisor	Ted Simons
Equity Club	Cathleen Goodwin
HS Drama Club Advisor	Steve Suriano
HS Drama Play Director	Desiree Chappelle

HS Jazz Ensemble/Stage Band Advisor	Chris Jantson
HS/MS Art Club Advisor	Erin Parks
HS/MS eSports	Shauna Worthley
Key Club Advisor	Lynn Kelly
Mentor Coordinator	Matt Fiato
Mock Trial Advisor	Priscilla Court
National Honor Society Advisor	Brian Stumbaugh
SADD Advisor	Karen Meacham
SAGA Advisor	Alynn McTighe
Science Olympiad Team Advisor	Lonnie Spath
Ski Club	
Sources of Strength Advisor	Kristen Heyde & Mariel Chu
Student Government Advisor	Karen Meacham
Voorheesville Trap Club Advisor	John Sheppard
Yearbook (Torch) Advisor	Jess Tabakian & Lynn Kelly

### **Emergency Drills**

Throughout the school year, emergency drills (lockdown and evacuation) will be held. All C.A.B. faculty will follow clear protocols and procedures during these drills in order to ensure safety and security. Students will be expected to follow all expectations and procedures given during emergency drills. In the event of an emergency drill, the Voorheesville website will post a notice to parents and the community regarding the nature of the drill. During an emergency drill, visitors and parents will not be allowed on the campus until the drill is over.

### **Fire Alarms**

Activating a fire alarm is a serious matter leading to the severest disciplinary action, including law enforcement involvement. Students are not authorized to signal a fire alarm unless specifically directed by a teacher or administrator. If a student believes that danger exists, it is the student's responsibility to first inform a teacher or administrator.

### **Homework Policy (4710)**

Homework reinforces the learning of material taught in the classroom. It is a valuable extension to instruction, provides the opportunity to develop good study habits, organizational skills, and time management. Parent support is essential in making homework an integral part of the educational program.

Note: See district website for complete regulation.

### **In School Suspension**

When assigned to In-School Suspension, students must report directly to ISS by 7:40am. Lateness to ISS must be made up per the direction of the staff member in charge. When students are absent on the day ISS is assigned, they must report to ISS the day they return to school. Students are to comply with all rules of the ISS room, failure to comply may result in Out of School Suspension.

### **Library**

The library is open regular school hours Monday – Friday. Students are welcome to use the library for research, homework, reading and tutoring. Library Media Specialists are available to assist students with research and reading recommendations. Computers are available to students for academic purposes. Social networking sites, games and inappropriate websites are prohibited. Students who do not follow the district computer policy will lose their computer and library privileges. Students may use the library during their study hall, lunch, or after school. Since all students have Chromebooks, study halls are limited to students who need to print, need a library resource, or research assistance in the library. Passes are required when entering the library. Passes for library use during lunch are issued by the library staff only. Students must get a green pass from the library staff prior to going to the cafeteria. Food and drinks are prohibited in the library and computer labs. Students eating in the library will be asked to leave immediately. No exceptions!

The library collection includes print titles in both fiction and non-fiction, eBooks, and audiobooks. The library subscribes to databases in all academic subjects, and they are available to students 24/7 with a username and password. Resource guides are available in the library. Students are encouraged to check out the [C.A.B. Library webpage](#) for more information.

### **CHROME DEPOT PROCEDURES**

Students are required to bring their Chromebooks to school daily. Should a student forget theirs, they may borrow one from the Chrome Depot. Students must come to the Chrome Depot prior to 1st period to check out a Chromebook. The Chromebook must be returned to the Chrome Depot at the end of 9th period. No exceptions can be made for pick-up or drop-off times.

### **BROKEN CHROMEBOOK**

If a student's Chromebook or charge is broken, they should bring their Chromebook to the Chrome Depot prior to 1st period. Students will be responsible to fill out a form indicating the problem and then may receive a loaner Chromebook. An email will be sent to the student's account from the IT department when the Chromebook is fixed and ready for pick-up. Students may pick up their fixed Chromebook from the Chrome Depot prior to 1st period or after 9th period.

## **CHARGING A CHROMEBOOK**

A fully charged Chromebook will last the full school day. However, if a student arrives to school with a low or dead battery, there are options. The library has secured charging stations that students may utilize, when the library is open. Please remember, it is the student's responsibility to bring their charger with them daily.

## **Lockers**

Lockers are assigned to all 9th-12th grade students in September to provide a safe place to keep books and outer garments. Every locker has a school issued lock already on it, any non- school issued locks found on school lockers will be cut off. Locker use is limited to the time between classes, before first period, and after 9th period. Any other time requires a locker pass from a teacher or other school official. Lockers must be completely closed and locked before leaving the area. Do not tell anyone the locker combination or permit anyone to use your locker. Voorheesville CSD is not responsible for items missing from lockers. Student lockers are the property of the school district and may be opened and subject to inspection by school officials.

## **Lost and Found**

The Lost and Found Table is located in the main office and/or the commons. If it is a valuable item (s), please stop by the office. Students may report lost items to the main office.

## **Mediation**

Students are encouraged to see their Principal, Assistant Principal or Dean of Students for mediation services if they are in a conflict with another student and cannot resolve it on their own. If students are suspended for fighting, mediation between the disputants is mandated on the first day of their return to campus.

## **Medical**

When Students feel ill during the school day, they should ask their teachers for a pass to go to the medical office. The school nurse will notify a parent/guardian if a student is to be sent home ill. Any student involved in an accident in school or while participating in a school activity must report to the school nurse.

## **MEDICAL/PHYSICAL EXAMS**

New York State law mandates that all 10th grade students and all transfer students must have an examination by a physician. If a student wishes to have this exam done by his or her family physician, the student must pick up the proper form at the medical office and have it returned by October 31st of their 10th grade year. If this is not done, the school doctor will complete the examination. All students must have their height, weight, vision, and hearing screened by the school nurse every year.

Every athlete engaged in a competitive sport must have a physical examination by the school doctor. This is done in accordance with New York State Education Department guidelines and the district insurance company's criteria for athletes. After signing up with the coach,

candidates or the athletic teams are responsible for scheduling the exam with the main medical office.

### **MEDICAL/PSYCHIATRIC EMERGENCIES**

In the event a medical emergency arises in school, the school nurse will evaluate the student's condition and make the decision to call an ambulance if necessary. An administrator will be informed, and the parent/guardian will be notified. If a parent or guardian requests an ambulance when the nurse does not assess it as necessary, the parent/guardian will be requested to call and make the arrangements for an ambulance transfer. The use of crutches or a wheelchair during the school day requires a written doctor's note.

In the event of a psychiatric emergency, the nurse or school psychologist will contact the parent or guardian and the decision to seek treatment outside of school will be made collectively. If a parent or guardian cannot be reached, the nurse will make a triage decision. CPS will be notified when necessary.

### **MEDICATION**

New York State Education Law requires that any prescription or over the counter medication that must be taken during the school day have a written physician's order and a written parent/guardian consent form on file in the health office. All medication must be in its original container, as well. This medication form must be renewed each school year. State law does not permit a school nurse to dispense any type of medication without meeting the above requirements.

When a student has a serious medical condition, the nurse will notify each teacher in writing. Any special procedures will be explained. These notices are CONFIDENTIAL and are distributed after the parent or guardian's written consent is obtained. Please contact the nurse if you have any questions or concerns.

All medical excuses from physical education class must be brought to the school nurse immediately. Modified gym excuses must be renewed annually by the student's family doctor.

### **National Honor Society**

Initially, to be considered for membership, a student must be in his/her sophomore, junior or senior year. High school faculty, administration, club advisors and coaches will evaluate potential members according to four criteria:

1. Scholarship (GPA 90)
2. Character
3. Leadership
4. Service

Upon acceptance as a member, students are required to maintain the standards by which they



were selected and abide by the National Honor Society's constitution and by-laws. Failure to maintain Honor Society standards may result in dismissal from the organization. Membership appeals are reviewed by the faculty committee.

### **Naviance**

Naviance is a comprehensive college and career readiness program. It is designed to help your child discover his/her interests and strengths, as well as help with career planning and the college application process in their senior year. Documents, such as letters of recommendation, resumes and other useful files, will be uploaded to this online portfolio. Each year, school counselors will work with students to help them navigate the site and prepare them for post-graduation life.

### **Parking**

Parking is a privilege reserved primarily for junior and senior students. There are 107 parking spots which will be given out on a first come, first serve basis, beginning with the senior class. Students must apply. Parking permits must be displayed as per the direction of the C.A.B. administration. Students who park without permits will be subject to disciplinary measures. Students are not permitted to park on the roadway, along the tennis court, in visitors' parking, staff parking, or anywhere else on campus. Students must have all proper documentation and attend a safe driving meeting at the beginning of the school year.

### **Publications**

Blackbird Review is published a few times a year and other publications based on student interest

Birdcage TV Announcements

Yearbook will be produced annually

Students have the right to express their views in speech, writing, or through any medium or form. The school may edit content that is not consistent with the basic educational mission. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial, religious or lifestyle differences prejudice, hatred, violence, the breaking of school laws and school policies/regulations or materials designed to disrupt the educational process will not be permitted.

Students have a right to distribute literature on school grounds and in school buildings, provided such distribution does not interfere with or disrupt the educational process. Posters must have administrative approval and signature prior to posting. No literature may be distributed unless a copy is submitted in advance to the building principal.

### **Safe School**

The Voorheesville Central School District has implemented the Safe School Helpline. Students can be confident that the Safe School Helpline is a secure way to report threats of violence, suicide, bullying and

illegal activity that could harm students in our schools. It can be accessed through the web, by downloading an app, by texting, or calling a toll free number.

To make a report by phone

1-800-418-6423 ext. 359

(1-800-4-1 VOICE)

This is a 24-hour-a-day service designed so callers, anonymously, can report concerns regarding student safety in the district, including reports of bullying. Help-line users receive an identification number when they call in, enabling them to call back and get an update regarding what has been done to address the situation they reported.

To report by text

Enter 614-426-0240 – then type TIPS

Your phone number will not be shared with your school.

To report through a mobile app

You can download a free app for Apple and Android phones at the [Apple Store](#) and [Google Play](#).

To make a report online

[SafeSchoolHelpline.com](http://SafeSchoolHelpline.com)

Your inquiry will be received by Security Voice, an independent service provider to ensure that you will remain anonymous. Security Voice is an independent entity which is not part of your school. Although your report will be sent to your school, no one from your school will receive your actual email address.

### **School Payment Options**

The accepted means of paying for school lunches are cash, check, or MySchoolBucks payment. Cash and checks are accepted and processed with no fee. MySchoolBucks includes convenience fees depending on the type of payment. Paying by credit card through MySchoolBucks incurs a fixed \$3.25 per transaction with a credit card for school lunch and 4.95% for school store payments. Paying by e-check incurs a fixed fee of \$2.75 per transaction. To minimize this fixed fee, there is an annual option for e-check transactions that can be accessed through MySchoolBucks. The annual fee is \$12.95 per child or \$26.95 per family (more than 2 children) and allows unlimited e-check transactions with no additional fee.

#### **To access the annual option from a computer:**

1. Go to the MySchoolBucks website and sign in
2. In the upper right hand corner, click on person icon
3. Scroll down to membership
4. Follow steps from there

**Searches** [\(5300\)](#)

Under special circumstances, school officials may search students if there is a reasonable suspicion that a student possesses illegal matter, such as stolen property, a dangerous weapon, or illegal drugs. Such items are forbidden both on school property (including in vehicles) and at school related activities. Students may have their bags searched upon entry to the building and are asked to have their bags unzipped and ID badges visible during entry to streamline the process.

### **Smoking on School Grounds [\(9330\)](#)**

State and federal laws prohibit smoking or other tobacco/nicotine use by students in school buildings, on school grounds, school restrooms, and in all vehicles used to transport students. This includes e-cigarettes vapor devices in any shape or form and other smoking or delivery devices. Violators will be subject to disciplinary consequences which will include confiscation and parent contact. Violators could be assigned consequences as serious as suspension from school.

### **Sports Teams**

Clayton A. Bouton has a wide variety of interscholastic sports teams. See your physical education teacher for more information. Athletes are required to follow the Athletic Code of Conduct which is distributed to all athletes at the start of the sport's season and is available on the Voorheesville CSD website. Athletes will be subject to consequences from the Athletic Code of Conduct and the District Code of Conduct.

### **Standard of Dress [5300](#)**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

A student's dress, grooming, and appearance, including hairstyle, jewelry, accessories, makeup, and nails shall:

1. Be safe and not disrupt or interfere with the educational process.
2. Not expose private parts of the body. Clothing will fully cover these areas with opaque fabric.
3. Include a shirt (with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (e.g., a skirt, sweatpants, leggings, shorts, dress).
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not including the wearing of hats for grades k-5 in the classroom except for a medical or religious purpose. Hats may be worn in the classroom for grades 9-12. For grades 6-12, hoodies should be pulled down so students may be seen actively listening (not wearing earbuds).
6. Hats/Headwear must allow the face to be visible to staff, and should not interfere with the line of sight of any student to the teacher.
7. Not include items that are or allude to vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any protected class status.

8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent activities, or gang activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

If a student's dress or appearance in school is deemed questionable, an administrator will hold a private discussion with the student to advise the student of the potential violation. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any individual who refuses to do so may be subject to discipline or removal from school grounds. Any individual who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension if after restorative justice principles have been implemented the student continues to refuse to cooperate.

Visitors are expected to abide by the school dress code; those who do not may be asked to leave the premises.

### **Student Access into the Building**

There are two morning entry points for students: Main Entrance in the Bus Loop and the Athletic Entrance. Students may begin entering the building at 7:20 a.m. Breakfast will be served until 7:30 a.m. After 7:40 a.m., all students must enter through the C.A.B Main Entrance.

### **Student Drop Off/Pick Up Procedures**

Safety Procedures for Student Drop Off/ Pick Up

C.A.B. is committed to school safety. Vehicles on our campus can pose numerous risks and safety hazards.

- Parents/Guardians who are driving their students to school may drop them off 7:20 a.m.
- Parents/Guardians may drop off or pick up students at the C.A.B. Entrance between the hours of 8:30 a.m. – 1:30 p.m.
- The C.A.B. entrance will be closed between the hours of 7:15 – 8:30 a.m. and 1:30 – 3:00 p.m. for safety purposes during student arrival and dismissal periods. Should visitors need to enter the campus during the arrival/dismissal periods noted, they must be signed in through the Raptor system at the main office.
- Students in wheelchairs or on crutches should be dropped off at the C.A.B. entrance and the nurse notified once the student checks in at the office. Those students/parents should be in contact with our medical office in advance to notify them of the injury/disability (or other medical condition) so necessary arrangements can be made in advance.

### **Surveillance Cameras**

The Voorheesville CSD utilizes surveillance cameras in order to protect students, staff and visitors as well as Voorheesville CSD property. Cameras are located both in exterior areas and interior areas on the campus. There are **no** cameras located in bathrooms or locker rooms. Tampering with or

damaging any surveillance camera equipment or signage is strictly prohibited.

### **Suspension Out of School (5300)**

A short-term out of school suspension can last from one to five days. During that time, students are not allowed on the campus during the day session. They cannot attend any sports or club events or any school-sponsored activities. Physical conflicts will result in up to five days suspension out of school for both combatants. Mandated mediation session(s) may be required of the disputants upon their return to campus.

Students are entitled to receive tutoring in order to receive assignments from their teachers and to maintain class attendance.

Long-term suspension from school (more than five days), is the consequence of severe or persistent violations of the Code of Conduct. A Superintendent's Hearing will be held and notice of the hearing date, time and place will be mailed to the student's parent or guardian. The student has the right to be represented by an attorney and present witnesses in his/her defense.

### **Textbooks**

Each student issued a textbook has the responsibility to return it in the same condition as it was issued, less normal wear. Students are to cover each textbook they are issued. Reimbursement for lost or damaged textbooks or library books will be charged according to the current replacement cost.

### **Weapons**

Student possession of a weapon on school property, in school buildings or at school sponsored events and activities, is strictly prohibited and will result in the severest consequences, including a Superintendent's Hearing and possible criminal action.

### **Working Papers**

Students may obtain working paper applications in the Main Office. Part I of the application must be filled out by the student and signed by his/her parent or guardian. The student must then report to his/her physician or the school doctor for a physical examination. Working papers need to be issued for all students between the ages of 14-18. Students do not have to have a job in order to get their working papers.



**BIRDS**  
**Be Inclusive, Responsible, Determined and Strong**

**Welcoming**

**Honorable**

**Safe**

<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Come to class on time and prepared</li> <li>• Treat others with kindness</li> </ul>	<ul style="list-style-type: none"> <li>• Respect everyone's ideas and feelings</li> <li>• Respect school property and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Follow classroom procedures</li> <li>• Avoid confrontation by respecting physical and emotional boundaries</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Speak at a conversational level</li> </ul>	<ul style="list-style-type: none"> <li>• Get to your destination in a timely manner</li> <li>• Keep area free of debris</li> </ul>	<ul style="list-style-type: none"> <li>• Report suspicious or worrisome behavior</li> <li>• Use your e Hall pass</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>• Exhibit positive and socially appropriate behavior</li> <li>• Provide appropriate support for individuals in the same area</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Stay in the assigned location until the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the staff on duty</li> <li>• Avoid confrontation by respecting physical and emotional boundaries</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Respect school property</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use the pass responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Only use the bathroom for bathroom things</li> </ul>
<b>Bus/ Parking Lot</b>	<ul style="list-style-type: none"> <li>• Speak nicely</li> <li>• Model appropriate behavior to prevent transportation conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn when there is a line</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your bus/car after school and promptly find your seat/leave</li> <li>• Follow entrance/exit procedures</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Be polite to all cafeteria staff and teachers</li> <li>• Have lunch number ready, maintain inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up the table when you are finished with your meal</li> </ul>	<ul style="list-style-type: none"> <li>• Behave appropriately by staying away from negative influence</li> </ul>

