

REGIONAL

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GST

SUMMER

BOCES

SCHOOL

STUDENT HANDBOOK

Broadway Academy

Grades 9-12

Principal:

Jessica Green

Assistant Principal:

Corey Nicholson

Location:

Broadway Academy
1000 Broadway Street
Elmira NY, 14904

July 9 – August 15, 2018

Regents/RCT Exams: August 16th & 17th

Classes meet Monday-Thursday

STUDENT RULES

The high school summer school program at Broadwa Academy is conducted for the following reasons:

1. To enable students to enrich their education through additional secondary school courses.
2. To enable students to make up work they failed during the regular school year.
3. To enable pupils of sufficient ability and maturity to complete a high school program in less than the normally required time.

ADMISSION STANDARDS

Summer school is for students who attended grades 9-12 during the 2017-2018 school year. Each participating district will have its own summer school admission standards. Please see your school counselor. Participating districts include Horseheads, Elmira and Elmira Heights. Students who attend Notre Dame, Twin Tiers Christian Academy and Elmira Christian Academy may attend by registering with their school guidance counselor and with the permission of their home school district.

REGISTRATION

All students must complete the Registration Form with their school counselor and return the Student Registration Packet to finalize their summer school registration. Registration is from June 1 through June 29th, 2018. **There will also be an evening registration session, June 27th at the Broadway Academy, 5:00-8:00 pm.**

Pre-registration through your guidance counselor is preferred.

Registration must be approved by a school official.

***Special Needs: Guidance counselors must submit a copy of the IEP/504 Plan to allow students to receive program modifications or testing accommodations.**

CLOSED CAMPUS

Any student with a gap in their schedule or who need to remain on campus after their class to ride the bus home will be registered for a study skills class. Students who ride the bus home must stay on campus and attend the study skills class. **Students may not leave campus and return to campus to get a bus or attend a class.**

IMPORTANT DATES

First Day of Instruction:	July 9 th
Local Final Examinations:	August 14 th and 15 th
Three Week Sessions:	
Session A	July 9 th – July 25 th
Session B	July 26 th – August 15 th
Last Day of Instruction:	August 15 th
Regents and RCTs:	August 16 th -August 17 th

ATTENDANCE

It is important to note that the summer school program afforded you is a privilege extended to you by your district. It is to your benefit to obey all rules and conduct yourself as a mature student.

- Daily attendance and participation are critical to earn a passing grade.
- There is no distinction between excused and unexcused absences.
- Three instances of tardiness will be counted as one absence.
- A student may be absent TWO DAYS without loss of credit. Each district has their own policy governing attendance and BOCES will recommend that the student **not** be given credit for the class taken when the student misses the third/fourth day depending on the policy of the home district. The home district has the final determination in denying credit

COURSE OFFERINGS

Summer School will offer all courses based on the needs expressed by participating school districts and must meet sufficient enrollment requirements. We reserve the right to cancel classes with low enrollment and adjust the program of students affected. We will make every attempt to meet the needs of the students. **Students enrolled in science courses must have met the lab requirements during the regular school year.**

Classes meet Monday through Thursday

Period 1	8:00-9:05
Period 2	9:08-10:13
Period 3	10:16-11:21
Period 4	11:24-12:29

DAILY SCHEDULE

ILLNESS

Daily attendance is imperative. More than 2 absences could result in loss of course credit. If you are absent for any reason, it is **your** responsibility to see your teacher to make up all missed work. Absence is no excuse for incomplete assignments. Classroom participation work may not be made up. See the Summer School Nurse if you are ill. Do **not** leave the school without notifying school officials.

EARLY RELEASES

(Before end of day)

Students who need to leave early must bring a written request signed by a parent/guardian and phone number where they can be reached. After calling the parent or guardian to confirm the early release, the Summer School Office will issue a pass. This is counted as a class absence. The student must sign out before leaving the building. Do not leave the school building without permission.

MOVEMENT THROUGH THE BUILDING

Summer school students will enter and leave through designated entrances. Student movement through the building will be limited to those areas housing summer school classrooms. Students should not be loitering in the halls.

STUDENT BEHAVIOR

Always accept the judgment of a teacher whenever you are on school property. If you disagree with a teacher, present your views to school officials after following instructions. Do not refuse to obey a directive given by a teacher. Remember to respect your administrators, teachers, peers and most importantly yourself.

DISPLAYS OF AFFECTION

Common sense and good taste dictate that students refrain from any public display of affection on school property. Violations could result in parent conference and/or further consequences.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other summer school personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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 student who refuses to do so will be sent home and will be marked absent from class(es).

A student's dress, grooming and appearance, including jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process. Items such as chains, spiked jewelry, or any other fad or trendy item that is deemed unsafe or disruptive with the educational process, shall not be allowed.
2. Recognize that extremely brief garments such as "short shorts or skirts", tube tops, net tops, mid-driff, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing at all times.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, visors, bandanas, or head coverings in the building except for a medical, religious, or educational purpose during regular instructional school hours.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, pornographic or sexually suggestive items, and/or encourage other illegal or violent activities.

ELECTRONICS

The use of radios, MP3s, recording devices, pagers, iPods or cell phones during class time will not be allowed. Use of electronics during study skills class will be permitted, at the teacher's discretion, as long as the use is silent and does not create a distraction for other students. Unauthorized use will result in the confiscation of the item, followed by a parent conference.

LOCKERS

Lockers will not be used by students in summer school.

BICYCLES, SKATEBOARD,

We are not responsible for the theft or vandalism of bicycles, skateboards and skates brought to school. These items are not permitted in the building nor are they to be ridden around the building, except to come to or leave from school.

SKATES

VISITORS/

LOITERING

Students should not be loitering in the halls. If you don't have a class, you will be assigned a study skills class. No visitors will be allowed in classes or the building. Failure to leave the campus when asked will result in the police being notified.

TOBACCO

State law prohibits the use of tobacco products on school premises. **Vape pens** are not allowed on campus and cannot be used on campus.

There is **NO SMOKING OR VAPING** on the Summer School Campus nor may students loiter in the neighborhood of the campus. Failure to adhere to this policy will result in the student being suspended from summer school and possible notification to the police. Students are not allowed to carry tobacco products, lighters, or matches on school property.

DISCIPLINE

Any student sent out of class for disciplinary reasons, must report to the office. **DO NOT LEAVE THE BUILDING.** Students who create discipline problems will not be allowed to remain in summer school. Attendance in summer school is a privilege, which may be revoked by the principal. The following list, while not inclusive, gives some guidelines as to how discipline problems may be handled.

INCIDENT	ACTION TAKEN
Tobacco Use	Permanent Suspension Possible Notification to Police
Fighting	Permanent Suspension
Use, possession or sale of alcoholic beverages and/or drugs	Permanent Suspension Notification to Police
False fire alarm or bomb threat	Permanent Suspension Police and Fire officials will be notified.

Any violation of school or classroom rules can result in the student being sent home for the day and counts as an absence. A second violation will warrant a permanent removal from summer school.