

# SOUTHERN CAYUGA HIGH SCHOOL

2384 Route 34B -- Aurora, NY 13026  
Phone: 315.364.7111 Fax: 315.364.8207  
[www.southerncayuga.org](http://www.southerncayuga.org)

## SCCS Mission Statement

*The mission of the Southern Cayuga CSD is to create an environment that promotes the pursuit of excellence and a lifelong love of learning. This is achieved by encouraging high expectations, self-motivation, self-esteem, and positive values throughout our school community.*

## SCHS Mission Statement

*The Mission of Southern Cayuga High School is to create an environment that is conducive to personal and academic excellence. This will be accomplished by creating a school community that embodies the principles of being: **Safe, Respectful, Responsible, and Kind.***

## **Student Handbook 2009-2010**

### Board of Education

Mr. Theodore Rejman, Mr. Dean Winspear, Mrs. Theresa Reeves,  
Mr. Joseph Lonsky, Mr. Bruce Kopp, Mrs. Lisa Killian, TBA

### Superintendent of Schools

Ms. Mary Kay Worth

### High School Principal

Mr. Luke A. Carnicelli

### Contact Information:

Office	Phone	Extension	Fax
High School Main	364.7111	2103	364.8207
Guidance	364.7111	2114	
Nurse	364.7111	2172	
Transportation	364.8652		
Athletic	364.5924		364.9828
District	364.7211		

### **This Planner Belongs To:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Village: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

*Southern Cayuga High School does not restrict students on the basis of race/ethnicity, religion, physical handicap subject to medical eligibility, sex gender. This statement will apply to all academic and extracurricular activities.*

*\*\* Students must have this planner in his/her possession to travel in the halls while classes are in session.*

## **High School Office Staff**

Mr. Bernard DeGraw -	Guidance Coordinator
Ms. Donna Wood -	HS Office Secretary
Ms. Joan Delaney -	Guidance Secretary
Ms. Paula Schmitt -	Guidance/Attendance Secretary
Ms. June Jansen -	School Nurse
TBA -	School Psychologist
Ms. Michelle Sloan-Smith -	School Social Worker

**BUILDING GOALS:**    *To improve student achievement*  
                              *To increase professional development opportunities*  
                              *To increase the home-school connection*

## **PRINCIPAL'S WELCOME:**

Welcome back to the 2009-2010 school year! I would especially like to welcome students in the ninth grade and any new parent(s)/guardian(s) to our district. We hope you will find that Southern Cayuga High School is a challenging and enjoyable place to learn as well as a school where everyone feels welcome.

In order for all of us at Southern Cayuga High School to become a school of excellence, we must have a shared vision of what an effective school looks like. I urge students and parents/guardians to consider these important attributes:

1. Everyone emphasizes the importance of learning.
2. Teachers and administrators continually strive to improve instructional effectiveness.
3. Students and teachers are engaged in new learning activities.
4. Staff is involved in professional development.
5. Students and teachers share high expectations for performance and quality instruction.
6. Parents and community members are invited to become involved.
7. Discipline is firm and consistent.
8. School time is used for learning.
9. There is a safe and orderly environment.
10. Members of the school community share a clear and focused mission.

### ***What can we do that would make us proud of who we are?***

We must commit ourselves to making good choices to enhance what we learn on a daily basis. If we believe that we can become an effective school, then we must be willing to put forth the hard work that is necessary to excel in today's competitive work force. We also must live up to our school mission which is encouraging high expectations, self-motivation, self-esteem and positive values throughout our school community. Together as a team we will succeed and become a school of excellence. Have a great year!

***Luke A. Carnicelli***

SCHS Principal

<b>Introduction</b>	<b>1</b>
Bell Schedule/School Calendar	4
School Map	5
Tips for Success	6
2009 - 2010 Regents Exam Schedule	7
2009 - 2010 Report Card Periods	7
<b>SCHS Philosophy</b>	<b>8-9</b>
Bill of Rights and Responsibilities	10
Bill of Student Rights	10
Bill of Student Responsibilities	10
Role of the Parent	11
Role of the Teacher	11
Role of the Building Administration	11
Attendance Policy	12-14
Permission to Leave School	14
Tardiness/Truancy	15
<b>School Services</b>	<b>15</b>
Counseling Services	15
Psychology Services	15
Medical Services/Information	15-16
Medication	17
Nurse Office Guidelines	17
<b>General Information</b>	<b>18</b>
Cell Phones	18
Computer Use	19
Conflict Resolution	19
Daily Opening Exercises	19
Dress Code	19-20
Electronic Devices	20
Emancipated Minors	20
Emergency Closing/School Delay	21
Fire Drills/Lockdown	20-21
Food Services (Breakfast/ Lunch)	21
Homework and Textbooks	23
Inquiries and Searches in School	23
Library Media Center	23-24
Lockers/Locks	24
Passes	24
Privileges and Responsibilities	25
Public Display of Affection	25
School Dances	25
School Locks and Lockers	25
Senior Study Hall	25
Skip Days	25
Student Council & Advisement Team	25
Student Parking & Driving	26
Study Hall	26
Visitors	27
Withdrawals and Transfers from School	27
Working Papers	27
Youth Services Directory	28

<b>School Bus Information</b>	<b>28</b>
Conduct	28
Consequences	29
Field Trips	29
Late Bus	29
<b>Guidance and Counseling Services</b>	<b>30</b>
<b>Graduation Requirements</b>	<b>30</b>
<b>Yearly Look at High School</b>	<b>30-31</b>
Academic Guidelines	31
AP Courses	32
BOCES/New Vision Students	32
Career Center	32
Summer School	33
Drop/Add Policy	33-34
Extra Curricular/Academic Eligibility Policy	34
Graduation	34
Independent Study	34-35
Make-up Work Policy	35
Marking Period Procedure	35
Minimum Units Required for Class Standing	36
Physical Education Course Requirements	36-37
Program of Studies	37
Regents Requirements	37
Regents Credit	38
Schedule Changes	38
Senior Requirements	39
Student Clubs and Organizations	39
<b>Southern Cayuga CSD Code of Conduct</b>	<b>40-43</b>
<b>SCHS Policies/Procedures and Discipline</b>	<b>44</b>
Discipline	44
Disciplinary Consequences	44
Due Process	44-45
Due Process for Student Suspension	45
Definition of Terms	46
SCHS Behavioral Consequences (quick guide)	47
SCHS Behavioral Consequences (full listing)	48
Attendance	48
School Authority/Relationships	48-49
Harassment	49-50
Sexual Harassment	49-50
Statement on Non-Discrimination	50
Respect for Cultural Differences	51
School Order/Safety	51-54
Vandalism	54
Violent Behaviors	54-55
Tobacco Policy	55
Substance Abuse Policy	56
Fire Safety	57
Weapons/Explosives	57-58

**2009-2010 SCHS School Attendance Calendar**

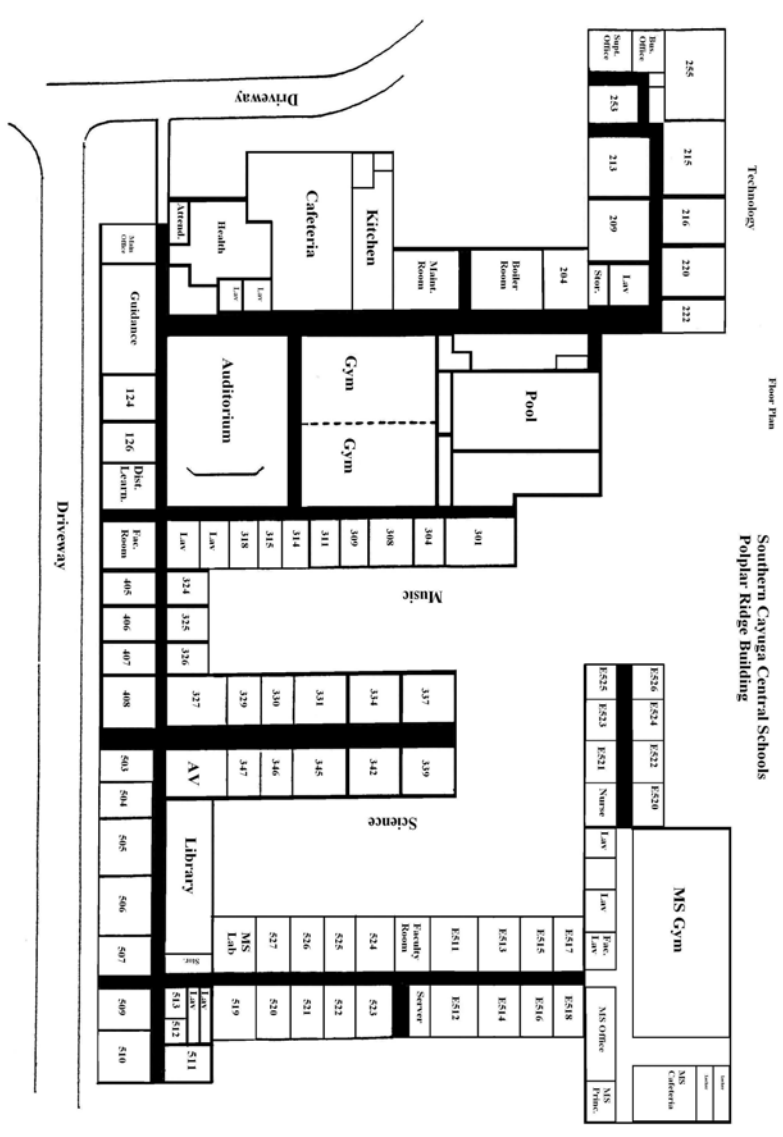
September	2 & 3 - Staff Development Days
	8 - First Day for Students
October	9 - Staff Development ½ Day (Student Dismissal 10:20 am)
	12 - Columbus Day (no school)
November	5 - Parent Conferences: noon – 8:00 pm (Student Dismissal 10:20 am)
	6 - ½ Day (Student Dismissal 10:20 am)
	11 - Veteran’s Day (no school)
	25-27 - Thanksgiving Recess (no school)
December	24 -31 - Holiday Recess (no school)
January	1 - Holiday Recess (no school)
	15 - Staff Development ½ Day (Student Dismissal 10:20 am)
	18 - Martin Luther King Day (no school)
	26-29 - Mid-Year Regents Exams
February	15-19 - Mid-Winter Recess (no school)
March	12 - Staff Development ½ Day (Student Dismissal 10:20 am)
	19 - Staff Development ½ Day (Student Dismissal 10:20 am)
April	1 - Parent Conferences HS 4:00 – 8:00 pm (no school)
	2 - Good Friday (no school)
	19-23 - Spring Recess (no school)
May	31 - Memorial Day (no school)
June	16-24 - Regents Exams
	26 - Graduation

**2009-2010 High School Bell Schedule**

<b>1<sup>st</sup> period + Homeroom/SSR</b>	<b>7:45 - 8:27 (8:27-8:40)</b>
<b>2<sup>nd</sup> period</b>	<b>8:43 - 9:25</b>
<b>3<sup>rd</sup> period</b>	<b>9:28 - 10:10</b>
<b>4<sup>th</sup> period</b>	<b>10:13 - 10:55</b>
<b>5<sup>th</sup> period</b>	<b>10:59 - 11:41</b>
<b>5<sup>th</sup> period Lunch</b>	<b>10:59 - 11:29</b>
<b>6<sup>th</sup> period</b>	<b>11:33 - 12:15</b>
<b>6<sup>th</sup> period Lunch</b>	<b>11:45 - 12:15</b>
<b>7<sup>th</sup> period</b>	<b>12:19 - 1:01</b>
<b>8<sup>th</sup> period</b>	<b>1:04 - 1:46</b>
<b>9<sup>th</sup> period</b>	<b>1:49 - 2:31</b>

- HS students will have lunch either 5<sup>th</sup> or 6<sup>th</sup> period depending upon their schedule
- PM BOCES Lunch: Period 5

**POLAR RIDGE ROOM MAP**



## TIPS FOR SUCCESS IN SCHOOL

- Eat a good breakfast before coming to school in the morning.
- Get plenty of sleep at night.
- Study is a matter of knowing how to read, listen, observe, and think. Make a definite daily schedule for study, setting aside time for each subject. Use study hall periods to prepare for the next day's classes and for last minute review.
- Be sure to understand the assignment. Always write assignments in your planner.
- Learn how to use your textbook: index, footnotes, maps, illustrations and vocabulary will help you in your study.
- Improve your reading by increasing your rate of reading, by reading with a purpose, by mastering the vocabulary and by using the dictionary whenever you meet new words you do not understand.
- Take a good attitude towards learning. One of the best ways to maintain this desire is to keep in mind your life goal and ambition.
- Ask questions when you do not understand. Never let a subject get ahead of you, as it will probably handicap you in your future work in that subject.
- Most jobs desire and require a high school education. Look far into the future and prepare yourself for a worthwhile life.
- Join school activities. They contribute greatly to your physical, mental and social growth.
- Make honesty your policy. It takes courage to face school assignments and tests. Only a quitter runs away.
- Be prompt. Tardiness can be a great disadvantage throughout your life.
- Have a good spirit. A school can be no better than its students.
- If you encounter difficulty in doing an assignment and cannot finish, report it to the teacher prior to the beginning of class.
- Each home situation varies so that the time when each student studies will be different. Develop your own individual schedule and stick to it. This will bring you success.
- You should not participate in an excessive number of extracurricular activities. Consideration should be given to the specific time required for each activity. Do not overextend your time.
- The only real education is self-education. Guiding you and stimulating your efforts are the school's job but only when you personally respond is it worthwhile.

## **2009 - 2010 Report Card Periods**

There will be six reporting periods for the 2009 – 2010 school year.  
The dates are as follows:

### **1st Marking Period:**

Marking Period Ends	October 16
Report Cards Mailed	October 28

### **2nd Marking Period:**

Marking Period Ends	December 4
Report Cards Mailed	December 16

### **3rd Marking Period:**

Marking Period Ends	January 29
Report Cards Mailed	February 10

### **4th Marking Period:**

Marking Period Ends	March 19
Report Cards Mailed	March 31

### **5th Marking Period:**

Marking Period Ends	May 7
Report Cards Mailed	May 19

### **6th Marking Period:**

End of Marking Period	June 15
Report Cards Mailed	June 30

Each student's report card will be mailed home upon the completion of each of the marking period. This will help to increase a line of communication between parent, student, and teacher.

Honor roll for each marking is calculated based on a student's total cumulative marking period average. There are three levels of honor roll: Honor (85-89), High Honor (90-94), and Principal's Honor (95-100).

**The New York State Regent's Examinations dates for the  
2009 - 2010 school year are: January 26-29, 2010 and  
June 16-24, 2010.**

## Southern Cayuga High School Philosophy

### ***Our Mission Statement:***

The Mission of Southern Cayuga High School is to create an environment that is conducive to personal and academic excellence. This will be accomplished by creating a school community that embodies the principles of being: ***Safe, Respectful, Responsible, and Kind***.

### ***Expectations for High School Students:***

Students are expected to learn, to behave appropriately, and to attend school regularly. Appropriate school behavior is expected at all school related functions, including riding on a school bus.

As members of the Southern Cayuga High School Student Body, we will be committed to holding one another to standards of behavior that exemplify the above mentioned ideals. We recognize that the behavioral expectations placed on our shoulders are significant. They are, however, only slightly different than the expectations placed on any responsible individual living in a society that values that ideal that we are committed to. As in any other situation where a large group of people must come together and function well, we recognize and respect the fact that there are certain rules that must be adhered to. We further recognize that when rules are broken, there are consequences for those actions. This document is intended to outline the expectations that students must meet in order to maintain their status as an active member of the Southern Cayuga High School Student Body. Failure to meet these behavioral standards will result in disciplinary action administered by faculty members, but more importantly, represent a failure to uphold the standards that we, the Student Body, expect from ourselves.

### **Safety**

All students are expected to engage in behavior that insures the emotional, social, psychological, and physical well being of all members of our community at all times. Violence of any sort will not be tolerated. Bullying-in all its forms-is unacceptable. Our student body will adhere to the principle that conflicts must be resolved through effective dialogue with one another. Our mandate is to create an inclusive social structure where ***all*** students feel safe, comfortable, and empowered to deal with conflict in a non-violent and pro-social manner.

Further, it is the responsibility of all members of our community to report situations that do not adhere to this principle to a member of SCHS staff. Engaging in unsafe behavior, whether actions are directed toward oneself or another individual or group, represents a violation of student conduct and disciplinary policies, and is subject to consequences outlined therein.

“A student at Southern Cayuga High School does not damage the property of anyone else nor that of the district.”

### **Responsibility**

In order for any community to function effectively, it is essential that all members of that community take responsibility for themselves and maintain focus on the outcome and impact of their actions at all times. Just as teachers and staff at SCHS commit themselves to meeting their professional responsibilities as educators, we, the students, must accept responsibility for the impact of our choices, language, behavior, and presentation. WE are ultimately responsible for our own success, and we must maintain an awareness of how the choices that we make at any time may impact our ability, or the ability of others, to learn.

If we are interfering with the learning process, we must commit to changing our behavior to more effectively meet the standards outlined here.

New York State education law indicates that the teacher and the administrator have the right and responsibility to retrain and/or correct the behavior of students in attendance in school or at school functions when they fail to meet basic standards. Under the direction of the administrator, all support staff members have the same disciplinary rights, privileges, and responsibilities as a teacher.

We, as students at SCHS, are committed to taking responsibility for our own behavior, and recognize that all adults in our educational environment are responsible for holding us to these standards.

### **Kindness**

Kindness is not a luxury that should be afforded only to those who we relate to in the same social groups, teams, or classes. It is essential to our effectiveness as a school community. Our society is built on a foundation of relationships, which connect individuals, families, work environments, schools, countries and our global community. Negative choices in our relationships with one another effectively diminish our ability to create the kind of community necessary for academic and social success. How we choose to relate to one another will ultimately determine our success as individuals. As students at SCHS, we hold ourselves to a standard of kindness toward one another that goes beyond the baseline of "acceptable" behavior. We intend to set a standard of kindness that can be seen as a role model for future students and the communities in which we live.

**Kindness is simple,  
accessible to everyone,  
and has the power to transform lives.**

### **Respect**

All members of the SCHS community are unique, valuable, and deserving of respect. Therefore, it is expected that all members of our community will be respectful in their actions and attitudes at all times. Students will address teachers and other adults appropriately and specifically as requested by the adult in the interaction (Mr., Mrs., Ms., etc.). During academic instruction of any sort, all students are expected to engage in behavior that allows the teacher to effectively teach, and fellow students to remain focused. General class disruption is an outward display of disrespect toward the learning community in general. Any actions that interrupt the learning process of others are unacceptable. Additionally, it is important to respect the need to maintain a socially appropriate demeanor at all times. Public displays of affection, inappropriate language (swearing, abusive language, name calling, etc.) have the potential to create an awkward social situation for those who witness them in the hallways and classrooms of our school, and represent a disregard for the social comfort of those around you. We believe such actions to be inherently disrespectful. Additionally, we believe that adherence to a reasonable dress code is a measure of respect for our community and for one another.

### **Bill of Rights and Responsibilities**

The Southern Cayuga Central School District offers free public education to all school age students in the district regardless of race, sex, national origin or handicapping conditions.

As members of the school community, students are entitled to certain rights that are defined for their awareness and protection. Students also have certain responsibilities to themselves, to fellow students, to their teachers, and to other school personnel.

However, the students' prime responsibility is recognized as being the personal advancement of their education and career goals within a framework that is civically responsible and socially appropriate.

Equally significant is the fact that others, including parents, teachers, counselors, administrators, other district employees and the Board of Education have a responsibility to students in the acquisition of their educational development and in providing for their personal safety.

### **Bill of Student Rights**

Students have the right to:

1. Pursue an education in an atmosphere that is safe and conducive to learning, and to achieve all that they are capable of achieving.
2. Enroll in courses of study for which they are qualified.
3. Be respected on the merits of their attributes as individuals.
4. Procedural due process guaranteed by the United States Constitution and New York Education law.
5. Freedom of speech and freedom of expression to the degree that the exercise of their freedom does not interfere with the educational process or infringe upon the rights of others.
6. Freedom from discrimination relative to participation in curriculum offerings, athletics, and extracurricular activities, provided the student meets established criteria.
7. Make recommendations through the student advisory team regarding school rules, school regulations or issues pertaining to student organizations.

### **Bill of Student Responsibilities**

It is the responsibility of the students to:

1. Come to school prepared so that you can be successful.
2. Maintain regular attendance as established by school district policy and New York State Education Law.
3. Conduct themselves with respect toward self, fellow students, teachers and others.
4. Strive to achieve to their fullest potential in all areas.
5. Follow all reasonable directives of the faculty and administration.
6. Fulfill all classroom obligations to teachers, including those related to course requirements.
7. Demonstrate respect for school property and for the property of others.
8. Demonstrate appropriate conduct, good citizenship and good sportsmanship when participating in or attending school sponsored events and activities.
9. Dress in a clean, safe and presentable manner that is not hazardous to themselves or others, and does not disrupt the educational process.
10. Fulfill all financial obligations, including but not limited to fundraisers, vandalism, lost or damaged school property, etc.

### **Role of the Parent**

It is the responsibility of the parent to:

1. Recognize that the primary responsibility for a child's welfare and development rests with the parent.
2. Teach the child by word and example, respect for law and authority.
3. Encourage the child to learn and respect the rights of others.
4. Encourage the child to attend school.
5. Know and understand the rules and regulations a child is required to observe at school.
6. Become familiar with handbooks provided at each building.
7. Provide guidance for the child to develop socially appropriate standards of conduct and behavior.
8. Strive to maintain the child in good physical, mental and emotional health.
9. Provide encouragement and support for the child in completing homework assignments.
10. Seek involvement in the child's school, its teachers, programs and activities; as well as to attend parent conferences and school functions.

### **Role of the Teacher**

It is the responsibility of the teacher to:

1. Demonstrate, by work and action, respect for law and order and self-discipline.
2. Provide students with direction and guidance that will assist them in thinking, reasoning and in being responsible for their actions.
3. Keep students and parents informed regarding student development and progress.
4. Express enthusiasm and concern for teaching and learning.
5. Involve him/herself in the development of school rules and regulations regarding student conduct, and to require the appropriate student observance of the rules and regulations.
6. Be consistent, fair and firm in dealing with students both in and out of the classroom.
7. Reinforce positive student behavior.
8. Seek appropriate resources to bring about positive change in student behavior.
9. Continue to grow professionally in matters relating to positive student behavior.
10. Inform students and parents regarding curriculum at various grade levels.

### **Role of the Building Administration**

It is the responsibility of the Building Administration to:

1. Create an environment that is conducive to learning.
2. Exercise the authority delegated by the Superintendent of Schools.
3. Be consistent, fair and firm in making decisions that affect students, staff and parents.
4. Demonstrate, by word and example, respect for law and order, self-discipline, and a sincere concern for all parents under his/her authority.
5. Develop reasonable and effective class schedules and teaching assignments for students and staff.
6. Set up and maintain open lines of communication with students, staff and parents.
7. Become involved with students by attending and supervising school activities, and by visiting classrooms.
8. Work with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive student behavior.
9. Provide for the clear dissemination of rules and regulations to students, staff and parents.
10. Provide students and staff the rights of due process and equal protection that are guaranteed under the law.

## **Student Attendance**

Every student has the right to the education opportunities that will enable the student to develop to his or her fullest potential. To maximize these opportunities, it is the responsibility of the student to be in attendance daily. Southern Cayuga High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for student success in school.

### **ATTENDANCE**

Students should be in their 1<sup>st</sup> period class by 7:45 a.m. Those who are not in 1<sup>st</sup> period by 7:45 a.m. or are in school but fail to report to 1<sup>st</sup> period (without a proper excused reason) will be subject to disciplinary action. Students are to sit quietly in their seats during attendance and listen to morning announcements. Every morning the Pledge of Allegiance will be led over the PA system. Students who do not wish to participate must either stand or sit quietly during this short ceremony.

### **ABSENTEEISM**

An absence is recorded for each and every occasion that a student is not present in school. Only those students with excused absences will be given the opportunity to make up a class.

Under New York State Education law Section 3205, parents are responsible for the regular attendance of their children for instruction. State law mandates that students must attend school until the age of 16. **Students must finish the school year upon turning 16 years of age.** Schools are required to code absences (the reason) for the attendance records. When no reliable information is received within a reasonable period, absence will be considered unexcused. Writing an excuse is a privilege allowed the parent to assure the school that they know their child was absent, although the student still may be marked unexcused. (*See page 13 for excused reasons for absence*).

This philosophy is based on the following beliefs:

1. Regular attendance is an important aspect of a student's educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The maximization of student interaction with his or her teacher and peers occurs through regular attendance.
4. Regular attendance is a major component of academic success. It increases student achievement and reduces the drop out rate.

### **ATTENDANCE APPEAL PROCESS**

Students who receive an audit for a course due to their failure to meet the minimum attendance may appeal to the Principal on the grounds that there are extenuating circumstances that warrant special consideration. All rulings on such appeals will be communicated to the student and parents. Further appeals may be made to the Principal and then to the Superintendent or her/his designee.

Any time a student is absent, even for one day, the parent is asked to send a written note to the attendance office and also call the attendance office at 364-7111 x2114.

## **COURSE ATTENDANCE POLICY**

Students will attend all assigned classes for the entire time the class is in session. A student will be considered in attendance if the student is:

1. Physically present in the classroom or working under the directions of the classroom teacher for over half of the class scheduled meeting time.
2. Working pursuant to an approved independent study program.
3. Receiving approved alternative instruction.

## **CONSEQUENCES FOR EXCESSIVE ABSENTEEISM**

Credit for any course is contingent upon:

1. Meeting attendance requirement.
2. Obtaining a passing grade. In order to receive course credit, a student must be in attendance for a minimum of 85% of all scheduled class meetings. Excused absences will not be counted toward the levels below.

Students who fail to attend class and do not meet the minimum attendance requirements may receive an incomplete for that course. These students must audit the class. They will not be allowed to take any examinations. Participation in class course work is entirely voluntary and will not be graded. The following chart indicates the number of student absences (not tardies) at each level. Listed below are the notification, intervention and hearing procedures for each level.

<u>Class Meets:</u>	<u>One Semester</u>	<u>Full Year</u>
Level 1	7	14
Level 2	10	20
Level 3	15	30

### Chart for Attendance Levels

<b>Level 1:</b>	Teacher notifies attendance office for verification, teacher discusses with student, and notice sent home.
<b>Level 2:</b>	Teacher notifies attendance office for verification, calls home, and teacher discusses with student, 2 <sup>nd</sup> letter home.
<b>Level 3:</b>	Teacher notifies student, attendance sends letter home, and Principal meets with student/family and verifies all student absences. As a result of the meeting the Guidance Counselor may adjust student schedule to audit.

**Notification:** Copies to: Family, Teacher, Principal and Counselor.

## **EXCUSED REASONS FOR ABSENCES**

Excusable reasons for absences are:

1. Appointment with doctor note
2. Student illness with doctor note
3. Court appearance
4. Death in the family
5. Quarantine
6. Impassable roads or bad weather
7. Remedial health treatment
8. Approved cooperative work program or approved college visitations as well as school sponsored field trips and NYS driving test
9. Military obligation
10. Religious observance

### **HOMEWORK FOR THE ABSENT STUDENT**

When a student is absent due to illness or other reasons, the student/parent should make arrangements with the HS office to get books and homework assignments. Homework is the student's responsibility.

### **PERMISSION TO LEAVE SCHOOL**

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the HS Attendance Office before school begins to be released. In addition, a parent or legal guardian must come into the school and sign the student out in order for the student to leave, unless they have parental permission to drive. All other checkouts will be only by parents coming into the school and signing out their student(s). If an appointment cannot be confirmed, by phone or by the parent in person, students will not be permitted to leave school.

***No student, under any circumstances, is to leave school or school grounds without being officially excused. The only persons in the High School authorized to officially excuse students are the Principal, HS secretary, and the school nurse.***

### **RE-ADMISSION PROCEDURE**

When a situation occurs which causes a student to be absent from school, that student must adhere to the following:

1. In order for a student to be excused from school, they must be absent for one of the excused reasons on the bottom of page 13. Upon returning to school, a student must submit to the attendance office a written excuse signed by his/her parent or guardian stating the student's name, date(s) of absence, and the specific reason for the absence. The nurse or attendance secretary may call the parent or guardian to verify the excuse for school truancy purposes.
2. If a student is absent for a reason outside of the outlined areas on page 13, they will be marked unexcused. As long as the student, upon returning to school, submits a written excuse signed by his/her parent or guardian stating the student's name, date(s) of absence, and the specific reason for the absence, the student will not be marked truant. The nurse or attendance secretary may call the parent or guardian to verify the excuse for school truancy purposes.
3. If a student returns to school without a properly written excuse, a phone call to the parents may be made and a phone note taken. If a follow-up written note is not completed the student may be marked truant and be subject to disciplinary action.

### **STEPS TO FOLLOW WHEN ABSENT**

Students not in their classrooms by 7:45 a.m. are considered either absent or tardy to school.

#### ***If absent:***

1. Bring a written note signed by parent or guardian stating the dates of the absence and reason to the attendance office.
2. Failure to do so within two (2) days constitutes student truancy.

#### ***If tardy:***

1. Report to the attendance office immediately to sign-in.
2. Serve progressive consequences (after every 3 tardies), if unexcused.

**NOTE: When a student is late to school they are actually missing a scheduled class. Chronic tardies to school may result in affecting eligibility of attending/participating in extra-curricular activities.**

### **TARDINESS**

Tardiness to school is a home problem. Parents are responsible by law to see that their children are in school “regularly on time every day” (Compulsory Education Law). Student’s reporting to school after 7:45 a.m. are late for class and must report immediately to the Attendance Office to sign in. Tardiness to school may affect a student’s ability to obtain credit for a course as a result of violating the attendance policy. Students must bring a note explaining the tardiness with them, and if this is not possible a written excuse should be brought to the school the next day. Flagrant violations of tardiness will result in further punitive action as well as parent conferences.

### **TRUANCY**

When a student is absent from school or class without the knowledge or consent of his or her parents and a building administrator, the absence is considered truancy.

### **UNLAWFUL DETENTION**

Unlawful detention occurs when the pupil is absent with the knowledge and consent of his parent or guardian, for other than excused reasons (i.e. – visiting, vacation, work, needed at home).

## **School Services**

Your school has many provisions to help you. Here are some of the special areas designed to assist you:

### **Counseling Services**

The HS guidance counselor, school social worker, and Principal are concerned about your intellectual, physical, emotional, and social development. Stop in the HS office for more information. Your guidance counselor can assist you at any time in an emergency, you may wish to take advantage of the knowledge and expertise of your counselor to help you make decisions about school. You should ordinarily make an appointment to meet with your counselor before or after school or during a study hall.

### **Psychology Services**

We have a School Psychologist who can help you. The psychologist very often works to diagnose and evaluate your academic ability through tests, classroom observations, interviews, and record evaluations. The psychologist can also counsel you individually, or in groups. Sometimes the psychologists can help you by connecting you with an outside agency. You can make an appointment to meet with the psychologist through the Guidance Office.

### **Health Services/Medical Information**

The Southern Cayuga Central School District recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of the parents, to protect and foster a safe and healthful environment for the students.

*(See page 16 for NYS immunization information)*

### Compulsory Immunization Law

Effective September 1, 2007 students who are entering 6<sup>th</sup> grade or a comparable age level special education school or program that are 11 years old or older must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap). If a student has received a Td, DT or DTaP vaccination within the last two years, the student's Tdap vaccination should be deferred until a period of two years has elapsed. Ten-year-old students who are entering 6<sup>th</sup> grade will not be required to receive Tdap vaccine and will not be excluded from school, but they must be flagged, tracked and immunized when they turn 11 years old.

As of July 1, 1980, no child shall be admitted or allowed to attend school in excess of 14 days without appropriate certification of immunization against polio, diphtheria, whooping cough and tetanus (DPT), measles, mumps, rubella (MMR).

Any child born on or after January 1, 1993 must have the Hepatitis B series. A child may be exempt from immunization requirements if his/her parents, or guardian(s) are bona fide members of a recognized religious organization whose teachings are contrary to immunization or if a physician certifies that immunization may be detrimental to the child's health.

A child needing immunizations may receive them at the Cayuga County Health Department in Auburn; please call 253-1584 for an appointment. A fee is charged for this service. If there are any questions regarding immunization, parents are encouraged to contact the school nurse.

### Emergency Information

At the start of each school year, the school will send an emergency contact card home. Parents must complete this card and return it as soon as possible with their child. Parents must insure that the names and numbers they give the school can be reached during an emergency. If a child is injured, or too sick to stay in school, the school will need to be able to reach someone. Please let the school know when there are changes in these items (day care provider, phone number and place of work, etc.) during the school year (September-June). If a child needs emergency medical attention and the parents, neighbors, or family doctor cannot be located, the school will then call the school physician and/or Instant Aid Squad.

### Physical Examinations

It is required by New York State Education Law, and the Southern Cayuga Central School Board, that these following students have a yearly physical:

- ❖ New Students entering the district
- ❖ Students in K, 2nd, 4th, 7th & 10th Grades
- ❖ Students (grades 7-12) participating in interscholastic sports
- ❖ Students who need working papers

The school physician comes at different times throughout the school year to complete all the physicals. Occasionally, parents/guardians prefer to have their child's physical done by their own physician. If there is no record of a physical on file, and the school has not been notified otherwise, the student will have a physical at school with his/her class.

#### Administration of Medication to Students

For those students who need prescribed medication or over-the-counter medication during school hours, the following conditions must be met:

- ❖ The medication must be brought to the school nurse by the parent or guardian in the original container. The label must be intact and legible.
- ❖ **No medication should ever be sent in with the student.**
- ❖ **Under no circumstances should a student self-medicate without the consent of the school nurse.**
- ❖ The school nurse may administer the medication if the parent submits a written request (forms are kept on file in the nurse's office) accompanied by the physician's statement indicating:

**Name of person receiving medication, Name of medication  
Time to be given, Dosage, Route, Duration of treatment**

NYS Commissioner's guidelines state that based on the "severity of health care problems, particularly asthmatic or allergic conditions" a student may be permitted "to carry and self-administer her/his own prescribed medication". This is for students with asthma or with severe bee or food allergies. This would include inhalers and epi-pens. Again, a record of written permission should be on file with the school health office.

\*\*Effective November 11, 1998, a student who has been diagnosed by a physician to have an asthmatic condition may carry and use a prescribed inhaler during the school day. Additionally a student who has been diagnosed by a physician to have a severe food or bee allergy may carry and use an epi-pen in the event of an emergency during the school day. A record of written permission from the physician and parental consent must be on file in the nurse's office.

#### Nurse's Office Guidelines

- ❖ All physical education excuses must be brought to the health office.
- ❖ All injuries and/or accidents that occur on school property be reported immediately to the health office.
- ❖ During the school day, a pass from the classroom teacher is required to come to the health office. **STUDENTS ARE NOT TO REPORT TO THE HEALTH OFFICE BETWEEN CLASSES UNLESS IT IS AN EMERGENCY.** A student who reports to the health office without a pass will be sent back to the class unless it is a true emergency.
- ❖ Students wanting to lie down in the health office will be screened for genuine need.
- ❖ The telephone in the health office is not for student use.
- ❖ The nurse or attendance office will notify teachers if a student is sent home early.

## General Information

### **ACADEMIC REQUIREMENTS**

Specific information concerning the types of programs offered at Southern Cayuga High School can be obtained from your guidance counselor or from the Program of Studies booklet available in the Guidance Office. (See page 33)

### **ACCIDENTS**

All accidents **MUST BE REPORTED IMMEDIATELY** to the teacher in charge. If in doubt, tell the teacher. Do not wait until the next day.

### **ADDRESS CHANGE**

Whenever a student changes his/her address or phone number, the guidance office should be notified immediately.

### **AFTER SCHOOL ACTIVITIES**

No students are to remain in the school building after dismissal unless they are under the direct supervision of a staff member. Students who remain in the building unsupervised may be subject to disciplinary action.

### **ASSEMBLY PROGRAMS**

Individual grades will be called over the PA system to report to the auditorium for assembly programs. Upon arriving in the auditorium, each class will report to the assigned seating area.

Behavior During Assembly Programs:

1. Students are to remain seated during the program.
2. When expressing appreciation, students are to "clap hands" and refrain from yelling or whistling.
3. Students are to follow strictly the directions of the teacher supervising the seating area.
4. At the conclusion of the assembly program, ALL students will remain seated until dismissed by class.

### **CARE FOR SCHOOL PROPERTY**

Students are expected to take pride in their school. Students are responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property (this includes the cafeteria, classrooms, lavatories, locker rooms, hallways, student lockers, and textbooks).

### **CELL PHONES/TELEPHONES**

Students should only use telephones during school hours in cases of emergency with the permission of a secretary or administrator. Being late to any assigned area because of using the phone between periods is not an acceptable excuse.

#### **CELL PHONE USE IS NOT PERMITTED DURING SCHOOL HOURS.**

Students who use their phones during school hours are subject to disciplinary actions including confiscation of the phone to Out of School Suspension. 1<sup>st</sup> offense: Collect phone, return to student at the end of the day; 2<sup>nd</sup> offense: collect phone, return to parent; 3<sup>rd</sup> offense: Collect phone, return to parent, ISS; 4<sup>th</sup> offense: OSS. Note: If a student fails to turn the phone over to a staff member the student will be subject to ISS or OSS.

## **COMPUTER USE**

The district is pleased to offer our students access to the district computer network for Internet and e-mail for classroom use. To gain access to e-mail and the Internet, all students must obtain parental permission and return Acceptable Use Form to the High School Office. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with the Internet users throughout the world.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the district's intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The district believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, we at school support and respect each family's right to decide whether or not to apply for access.

**Students abusing his/her Internet access or workstation (computer) will have privileges revoked and may face disciplinary action.**

## **CONFLICT RESOLUTION**

Conflict resolution is a program set up to help students & staff resolve conflict. This program gives each of the parties the chance to communicate face to face so that each person is heard. Our school social worker, guidance counselor, and Principal are available to all students when conflicts arise. Information is kept confidential.

## **DAILY OPENING EXERCISES**

The regular school day will begin at 7:45 a.m. During the opening exercise, students are directed to stand and then either give the Pledge of Allegiance or conduct themselves in a manner, which will not inhibit the rights of others to participate.

1<sup>st</sup> Period will begin after the Pledge of Allegiance. Homeroom and morning announcements will occur at the end of 1<sup>st</sup> period.

## **DRESS CODE**

We believe that appropriate attire is important in developing worthwhile attitudes about the importance of school. Teachers and all other personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students will wear clothing and carry possessions (backpack, etc.) that are appropriate for the school atmosphere. Students are expected to be clean and neat in personal appearance and clothing when they come to school. Students are to wear shoes and shirts at all times while on school property (except in the pool or locker room). **No wearing of hats in the building except for a medical or religious purpose.**

Hats/headwear are to be removed when entering any district building, during the regular school day and at any school sponsored functions. Students are expected to remove their hats upon entering school and store their outerwear in their locker.

Extremely brief and revealing garments such as, but not limited to, tube tops, shirts with spaghetti straps and shirts that reveal one's midriff, similar cut-off shirts, halter tops and plunging necklines (front and back) are not allowed. Skirts/shorts are too short if the middle finger of your hand falls below the hem. Undergarments must be completely covered with outer clothing at all times.

Students may not wear clothing or carry possessions (backpacks, etc.) that could be used inappropriately, or with pictures, words, diagrams, etc., that depicts, promote, suggest, and illustrate the following:

- illegal or violent activity; sexual innuendoes; profanities; drugs, alcohol or tobacco; ethnic, racial or religious prejudices; gender prejudice; situations adverse to the school atmosphere

For special events such as graduation or school concerts, students may be required to wear appropriate attire. The final decision as to the appropriateness of attire rests with the administration.

Students who violate the student dress code will 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 subject to discipline, up to and including ISS for the day. Any student who repeatedly fails to comply with the dress code will be subject to further discipline, up to and including out of school suspension.

#### **ELECTRONIC DEVICES**

Laser lights, radios, stereos, beepers, pagers, cellular or portable phones, electronic games, lap top computers, and other inappropriate materials are not allowed during the school day (\*see bold print). These materials will be confiscated and returned to a parent/guardian if the student does not follow the school policy.

**\*ONLY Portable CD players, I-pods, MP-3 players, and headphones will be permitted during lunch and study hall ONLY or in class if the teacher allows. The exception to this allowance is if a student refuses to listen to staff direction or in the event the music is disturbing to others. Student then may lose the privilege of using these materials.**

#### **EMANCIPATED MINORS**

An "emancipated minor" is generally a minor over 16 years of age who is totally independent from the parent. The question of a student's legal emancipation generally arises in the context of residency for purposes of school tuition. A student claiming legal emancipation may be required to show not only proof of the establishment of a residence separate from parent or guardian, but that his or her parents have not retained authority and control over him or her.

A student who seeks to be designated an emancipated minor in the Southern Cayuga Central School District must meet the following requirements:

1. Proof of Residence - If residence is rented, a statement from the landlord stating the name of the minor as renter and a rent receipt in the minor's name; if residence is owned, a copy of the deed;
2. Legal Documentation from the Courts.
3. Evidence of Employment or Independent Income or Affidavit indicating source of separate income.

These statements are renewable each school year. If at any time the above information is changed without prompt notification or is proven to be false, the parent/guardian and/or student may be subject to legal action.

**EMERGENCY CLOSING/SCHOOL DELAY**

Emergency closing of school within the district may be necessary during the school year particularly due to ice or snowstorms. Such information will be announced over the following radio/television stations:

**RADIO**

WAUB - AM	Auburn
WMBO - AM/WPCX – FM	Auburn
WSEN - AM/FM	Baldwinsville
WKRT - AM/WOKW – FM	Cortland
WHCU - AM/FM	Ithaca
WTKO - AM/WQNY - FM	Ithaca
WCNY - FM	Liverpool
WRVO - FM	Oswego
WHEN - AM	Syracuse
WSYR - AM/WYYY - FM	Syracuse

**TELEVISION**

WIXT - ABC	Syracuse
WTVH - CBS	Syracuse
WSTM - NBC	Syracuse
News-10 – Time Warner	

**SCHOOL DELAY**

In the event school is delayed on a particular day due to inclement weather or some other reason the schedule below will be followed for a 1-hour or 2-hour delay.

**SCHS Delayed Opening Schedules:**

***1-Hour Delay***

1 <sup>st</sup> Period + Homeroom	8:45 – 9:15
2 <sup>nd</sup> Period	9:18 – 9:48
3 <sup>rd</sup> Period	9:51 – 10:21
4 <sup>th</sup> Period	10:24 – 10:55
Periods 5-9	Regular Schedule

***\*2-Hour Delay***

1 <sup>st</sup> or 3 <sup>rd</sup> Period + Homeroom	9:45 - 10:20
2 <sup>nd</sup> or 4 <sup>th</sup> Period	10:23 – 10:55
Periods 5-9	Regular Schedule

\*In the event of multiple 2-hr. delays, we will rotate the schedule

**EVACUATION/LOCKDOWN PROCEDURES**

A comprehensive plan has been developed to ensure the safety of students and school personnel. Meeting areas and lockdown procedures have been established. It is important that students listen to all directions given and act in an orderly fashion. Most of all, **STAY WITH YOUR ASSIGNED TEACHER!!!**

**EYE PROTECTION**

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

**FACULTY ROOM**

Students are not to enter the faculty room unless prior arrangements have been made with a specific teacher.

**FIELD TRIPS**

Field trips are an extension of regular classroom activities, therefore, all school rules and regulations are in effect for students participating in such field trips. Students who have exhibited consistently appropriate behavior and attendance will be allowed to participate, however, this privilege may be denied at the discretion of the administration.

## **FIRE DRILLS**

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

## **FOOD SERVICES**

Advanced payments, paid to cashier, can be cash or check (SCCS cafeteria) in any amount. A lunch may be charged 3 times. After 3 charges, the student can buy a cheese sandwich w/ canned fruit, and milk for a \$1.00.

Any family may apply for a free or reduced meal application at any time. Applications are available from any cashier or high / Middle school office. Contact Jenice Jones at the High School Cafeteria for any questions at 364-7111 x2159.

### **Breakfast**

Breakfast will be served daily starting at 7:30 a.m. ending at 7:45 a.m. *Seniors will have the privilege of extended breakfast time until 9:30 a.m.* Free and reduced price plans will be followed. All students must report to 1<sup>st</sup> period class in order to be marked present.

1. Students eating breakfast are to report to school early enough to eat breakfast and report to 1<sup>st</sup> period by 7:45 a.m. Students must be responsible about their time, as they will be marked tardy if they fail to sign in 1<sup>st</sup> period class by 7:45 a.m.
2. Only students purchasing breakfast will be allowed in the cafeteria.
3. Failure to report to 1<sup>st</sup> period class will result in breakfast restriction.
4. On a 1 hour delay breakfast will be available, on 2 hour delay no breakfast will be provided.

### **Lunch**

Students will be excused for lunch according to their class schedule. Students are expected to:

1. Behave responsibly in the cafeteria so that it will be a pleasant place for all to eat.
2. Be orderly, quiet, considerate, and respectful to the servers and cashiers while waiting in line, speak up when it is your turn to tell the server what you want.
3. Not "cut" ahead of other students, students are to stay in line.
4. Take the correct size serving. The self-serve line (soup, salad or sandwich) is not "all you can eat". Servings larger than normal will be charged as a double serving. Review the menu board at the beginning of the line for self serve combinations.
5. Under no circumstances shall any students be denied a lunch.
6. Students are not allowed to charge another student's lunch on their account without prior written permission by their parent/guardian.
7. Consume all food and beverage items inside the cafeteria.
8. Deposit all remaining food, gum, paper, etc., in the receptacles provided when finished eating and stack dirty dishes in separate piles: plates, trays, and bowls. **Please do not discard dishes or silverware.**
9. Tables, chairs and the floor are to be left clean and orderly.
10. Remain in a supervised area. Obtain permission with agenda from the teacher in charge before leaving the cafeteria.
11. Use only the lavatories in the corridor outside the cafeteria.

Students who do not follow the rules in the cafeteria will be subject to disciplinary consequences including permanent removal from the cafeteria. Payment in advance may be arranged by contacting the cafeteria supervisor. In extenuating circumstances, a lunch may be charged where payment is received the following day. This applies to regular lunch only. In the fall and spring, students will be allowed to eat outside at the picnic tables. Students are responsible for displaying appropriate behavior and leaving the area free of litter. Failure to do so will result in suspension of this privilege. Students who violate accepted standards in the cafeteria will be assigned to another area for lunch and may be required to clean the cafeteria.

### **FOOD/BEVERAGES**

**All food and/or beverages are to be consumed in the cafeteria**, unless the student has written permission from a teacher to eat elsewhere. Snack machines will be available during lunch and after school. Students are not allowed to bring drinks to school (unless they have written permission) as well as should not use the vending machines during the school day. Glass containers are prohibited. School personnel reserve the right to inspect the contents of any opened container.

### **HALLWAYS**

Students are expected to walk quietly and conduct themselves in the appropriate manner.

### **HOMEWORK, TEXTBOOKS, AND CALCULATORS**

Each of these are part of student classes and become your responsibility. You need to do your homework when it is assigned, the way it is assigned. Textbooks and calculators are lent to you by the school district to help you with your class work. You become responsible for each book/calculator given to you. You have to pay for lost or damaged books/calculators.

### **INQUIRIES AND SEARCHES IN SCHOOL**

As provided for in New York State Education Law, students have no right or expectation of privacy with regard to school property. **School officials have the legal right and responsibility to inspect lockers or search a student's person or belongings on school property.** This includes vehicles parked in parking lots, when there is reasonable suspicion. **STUDENTS and PARENTS SHOULD BE AWARE THAT SCHOOL OFFICIALS HAVE THIS RIGHT BY LAW.**

### **LIBRARY MEDIA CENTER**

Use of library books, magazines, newspapers, pamphlets, microfilm, and some audiovisuals are available to students. Books must be signed out; failure to do so is theft. Some magazines and reference books may be signed out for overnight use.

After a student locates an article in the periodical indexes, he/she will fill out a magazine call slip. A library staff person will get the article for the student.

#### Maintaining a Distraction-Free Atmosphere

Recognizing the limited space available in the library and its heavy use, all students must cooperate at all times by behaving courteously and demonstrating consideration of others. Students should use the library as a place to do research, obtain information and materials, use computers, or to do individual work or reading. A person who is not acting respectful of library rules will be given a warning and/or progressive discipline will be applied as needed. A student who has had his/her library privileges revoked may not be in the library unless his/her class is being held there.

*(Continued on page 24)*

#### Lost and Delinquent Material

Lost material must be paid for at replacement cost. Delinquent books are those that are two or more weeks overdue. Any student with delinquent materials may not sign out additional items. Every attempt is made to notify students of such overdue items. However, it is the responsibility of the student, not the library staff, to ensure that material is either returned promptly or renewed. Students having delinquent materials may not use the library except within a class scheduled for library use, until overdue materials are returned or paid for. Delinquent reference materials and periodicals are those that are four or more days overdue.

#### Library Computer Guidelines

Due to the cost of both the equipment and software and the educational rather than the recreational nature of the school library, the library computers are to be used for curriculum related research and for word processing/data bases/spread sheets for school assignments. For those computers equipped with CD ROMs, students needing to use the CDs will take precedence over those needing to do word processing. For the computers with telecommunication capabilities, on-line research will be foremost, followed by all other functions.

#### **LOCKERS/LOCKS**

Lockers will be assigned to each student for their hall and PE locker and may not be changed without permission. Students will acknowledge and sign for the condition of their locker at the beginning and end of the school year. The locker assigned to you is the property of the school. Keep your locker clean and neat.

Students must use only their assigned locker unless approval through the office has been given for a locker change. Students are not permitted to attach obscene posters or pictures to their lockers (inside or outside). They are not to write on the inside or outside of their lockers nor to attach any other items to the locker deemed inappropriate by the principal. The school will provide locks and **all lockers must be secured at all times. ONLY SCHOOL LOCKS WILL BE PERMITTED.** Memorize your combination and DO NOT give it to anyone or share your locker with anyone. This will prevent things from being stolen from lockers, and the opportunity for others to vandalize the inside of your locker. Avoid excessive trips to your locker; plan your day and take books and materials for two or three periods when you visit your locker. Students sharing lockers will be subject to disciplinary action.

#### **LOST AND FOUND**

Items lost or found should be reported to the high school office.

#### **PASSES**

Each student will find an allotment of hall passes in the back of his/her planner. These passes are to be used by all students grades 9-12 when traveling in the hall when classes are scheduled. They should not be abused. Abuse of this privilege may result in lost pass privileges. **Students are allowed to use the passes in their planner ONLY.**

1. Students must request permission to use these passes.
2. A teacher has the right to deny the use of these passes if they feel it is not appropriate for the student to leave class.
3. Students need not use their passes when called to the office or have a pre-signed pass from a teacher.

### **PRIVILEGES AND RESPONSIBILITIES**

Southern Cayuga HS tries to provide an atmosphere whereby students are treated as young adults capable of assuming new responsibilities. We feel that this can be an important part of the learning process and that given the proper environment; students can accept and meet these challenges. Like anything in life, if something is given, something is asked for in return; that is, with these privileges also comes a responsibility.

### **PUBLIC DISPLAY OF AFFECTION**

Conspicuous displays of affection\* by students in school is an unacceptable behavior offensive to teachers and other students who must observe this behavior. Students who persistently engage in displays of affection in school are subject to disciplinary action as well as contacting home to inform parents of this persistent problem.

\*(Kissing, hugging & other excessive, intense displays of affection)

### **SALE OF ITEMS**

Individual students may not sell food or other items for personal profit on school property, including buses. No direct sale of candy, including chewing gum, may occur during the school day according to NYS Education Law. This includes items offered as part of fund raising activities. Any items being sold will be confiscated.

### **SCHOOL DANCES**

Dances are scheduled throughout the school year. Students are expected to follow all school rules while at dances. They should be attired in an appropriate fashion. Students will not be allowed to leave and then re-enter any school dance – including the Junior Prom and the Senior dinner dance. Students should arrange transportation to and from the dance. Students who are not following rules and regulations may be asked to leave the dance with NO refund.

**NOTE:** Chaperones have complete authority to enforce all school and dance regulations. **If a student is not in good standing (grades & discipline) they may be withheld from attending a/all dance. Final consideration will be left with the building principal.**

### **SENIOR STUDY HALL**

Seniors will be assigned to senior study hall in the cafeteria. During study hall time students will have the use of the vending machines and extended breakfast time.

### **SKIP DAYS**

Occasionally students get together and organize a day or part of a day off from school. Southern Cayuga Central School does not condone these activities. Students participating in such activities will be subject to truancy regulations and other sanctions that may include elimination from commencement ceremonies.

### **STUDENT COUNCIL/STUDENT ADVISORY TEAM**

They represent students on various planning and visionary committees both in our school building and on a district level. Concerns, ideas, and/or suggestions about what happens at SCHS should be shared with representatives. All meetings are open and advertised.

## STUDENT DRIVERS

Driving to school is a special privilege, and may be revoked at any time. The following regulations must be followed:

1. Students intending to drive to school must register their vehicle in the high school office and obtain a school-parking sticker. The registration form requires a parent signature. Students' cars must at all times have the parking sticker clearly visible.
2. The use of the parking lot is a privilege. Students must be prompt in attendance and follow all driving and parking regulations. Those who do not behave responsibly will lose the privilege of parking on school property.
3. During school hours students will not be permitted to park anywhere on the circle from Route 34B around the front of the school.
4. At no time during the school day are students allowed to drive, ride, or sit in their cars. Students in violation will receive immediate disciplinary action.
5. No student may go to his/her vehicle during school hours without permission from an administrator. Students in violation will receive immediate disciplinary action.
6. Those who drive cars to school must use extreme caution while on school grounds or near the school. The speed limit on school property is 15 miles per hour. Evidence of any reckless driving will result in the loss of driving privilege and may be reported to the authorities.
7. Anyone driving to school should be aware that it is against the Law to pass a stopped school bus from any direction when the red warning lights are flashing. This law applies to buses in the school driveways as well as on the road.
8. Any student driver transporting another student must bring a parental permission slip that authorizes such travel. The student rider must also bring a parental permission slip authorizing such travel. The transportation of unregistered riders will be considered an infraction and will result in suspension or revocation of the driving privilege.
9. Student drivers and passengers will not be permitted to loiter on school property. Students are to leave school property immediately after dismissal.
10. In accordance with BOE policy, students parking their vehicles on school grounds consent to a search of their car by school officials under reasonable suspicion of wrong doing, or if there is reasonable cause to believe the search is necessary for the safety of students and staff.
11. Students are not permitted to park in any space designated for visitors, staff, or the handicapped.
12. Students attending BOCES programs may drive to their program with the proper consent.
13. Students failing to comply with the above mentioned rules and are still driving and parking on campus may be subject to vehicle towing at the students/parents expense.

It is the responsibility of the family to properly register vehicles and to follow all NYS and local laws regulating the operation of a motor vehicle. Only vehicles legally registered for highway use may be driven on the Southern Cayuga campus. Student drivers in possession of junior operator's licenses (class DJ or MJ), need to be aware of specific regulations, established by NYS Law, pertaining to driving to and from school and school related activities. Please note that after 9:00 PM, a student can only drive when accompanied by a parent or guardian or have their written permission, unless they are driving to or from a regularly scheduled, credit bearing class. In other words, extracurricular activities and social events, including the prom, usually will not qualify as valid reasons to drive without the accompaniment of a parent or guardian.

## STUDY HALLS

During non-class time, students will be scheduled for study halls. In order for students to learn to make the best use of non-class time, they should have a choice of many alternative areas and activities. Everyone will have these options during non-class (study hall) times:

**Media Center** (Library)

**Guidance Office** – if you need to see a counselor/college search

**Classroom** – for remedial or lab work (with teacher's permission and pre-signed pass).

## **VISITORS**

All visitors coming into the building during the school day must report directly to the reception area window or main office. Students from schools outside our district will not normally be allowed to visit the high school. Exceptions to the visitation policy must be cleared through the high school principal. No uninvited visitors will be allowed during school hours.

## **WHERE DO I GO FOR?**

Career Information	Guidance Office
Change of Address	Main Office/Guidance Office
Clubs and Organizations	Advisors or Main Office
Early Dismissal	Main Office
Food Consumption	Cafeteria
Improvement of Study Habits	Teachers or Guidance Office
Locker Trouble	Main Office/Custodian
Lost and Found	Main Office
Parking Permits	Main Office
Passes	Teachers
Problems in a Particular Class	Teacher or Guidance/Main Office
Scheduling	Guidance Office
Sickness and Accidents	Nurse's Office
Sign Up for Sports	Athletic Office
Social or Personal Problems	Principal/Guidance/Social Worker
Tardy Pass to School	Attendance Office
Working Papers	Main Office

## **WITHDRAWALS AND TRANSFERS FROM SCHOOL**

A student who is withdrawing or transferring from SCHS should consult with the guidance counselor. A pupil release form will be issued and should be carried to classes so that the teachers may initial this form indicating that all books and materials have been returned. If a student is transferring to another school, it will be necessary for a parent (guardian) to sign a release of records form so that we may send academic records to the new school. All outstanding bills must be paid before records will be transferred.

## **WORKING PAPERS**

Students seeking a working certificate may obtain an application from the Main Office. These may be obtained before or after school, or during your lunch period. All students between 14 and 18 years of age must have a working certificate if they have a job. However, it is not necessary to have employment in order to obtain a certificate. The application must include:

**Parental consent, Proof of physical within previous 12 months, Birth certificate or equivalent proof of age**

Upon receipt of above, a certificate card will be issued. The employer will hold the certificate while the student is employed. When leaving employment, the student should retrieve the certificate until needed for another job. Working certificates are needed to work until 18 years of age.

## YOUTH SERVICES DIRECTORY

<i>Alcoholic Anonymous &amp; Al-Anon</i>	463.5011
<i>AIDS</i>	1.800.343.AIDS
<i>Catholic Charities</i>	253.2222
<i>Contact (24 hrs. hot line)</i>	251.0600
<i>Child Abuse</i>	1.800.342.3720
<i>Drug Abuse Information</i>	1.800.522.5353
<i>Rape Crisis Center (24 hr. hot line)</i>	252.2112
<i>Runaways</i>	1.800.621.2929

### **School Bus Information**

#### **CONDUCT**

For everyone's safety, it is imperative that all students follow all directions given by the driver and obey the following "Code of Conduct on District School Buses". Riding the school bus is a privilege. Anyone who violates the rules and/or regulations will have this privilege taken away. Please review the "Rules for Bus Conduct" below with your child and encourage proper bus behavior.

- 1) The bus driver is in charge of the bus.
- 2) The bus driver's instructions are to be obeyed by all riders at all times.
- 3) Upon boarding the bus, riders are to go immediately to their assigned seat and remain seated for the duration of the trip.
- 4) Upon boarding the bus, the school day officially begins.
- 5) The school bus is considered district property, and all rules and regulations enforced on district property are in force for students while riding on school buses.
- 6) Student actions, which have the effect of distracting the driver or otherwise affecting a safe and orderly environment on the bus, are strictly prohibited and will result in the automatic loss of riding privileges.
- 7) Such actions as the following, but not limited to these behaviors, will result in automatic loss of riding privileges:
  - Directing against the bus driver any personal attack, verbal abuses, threats, or obscenities.
  - Smoking on the bus
  - Use of illegal drugs on the bus
  - Use of profanity, vulgar or inappropriate language
  - Deliberately causing damage to the vehicle.
  - Deliberately tampering with emergency exits.
  - Throwing objects within, outside, or at the bus that directly threatens the safety of students and/or driver.
  - Being responsible for a physical altercation with other students
  - Threatening or harassing other students.
  - Deliberately obstructing the driver's vision.
  - Refusing to be seated in one's assigned seat.

### **CONSEQUENCES OF STUDENT BUS CODE VIOLATIONS**

The loss of riding privileges means that a student will not be allowed to ride the bus to and from school, including athletic and extracurricular trips. The bus driver must "witness", not simply "overhear" a violation, in order for a loss of riding privileges consequence to be enforced.

The beginning day for the denial of bus riding privileges is to be the next school day, immediately following notification to parents. In the event that bus riding privileges are suspended, the school principal is to notify parents of the period these privileges are denied and the reason. **If bus privileges are denied to a student, it becomes the parent's/guardian's responsibility to transport his/her child to and from school.** If a student is absent from school due to a bus suspension, it is deemed an illegal absence.

### **FIELD TRIPS/SPECTATOR GAMES**

Buses are provided for Field Trips and many away sporting events. When spectator buses are provided for an event, students planning to attend must sign up at the time indicated for their class. Only grades 9-12 may ride on a spectator bus. Failure to comply with the following rules will result in the loss of the privilege until reinstated by the Principal. Students who ride a Field Trip/Spectator bus to an event must:

1. Return on the bus. The only exception is returning with one's parents/guardians or his/her designee. In this case, a note (including a parent/guardian's day-time phone number) must be taken to the Principal's Office by 1p.m. on the day of the event. If the event is scheduled for a weekend or non-school day, the note must be given to the principal by 1:00 p.m. on the last school day prior to the event.
2. Follow the usual bus rules and conduct themselves in a proper and responsible manner.
3. Obey the directions of chaperones.

### **LATE BUS**

The late bus will depart from school Monday – Friday at approximately 3:25 p.m. The purpose of this bus is to provide transportation home for those students who must stay beyond the regular dismissal time for either detention, extracurricular activities, extra help, or P.M. BOCES. Students may be required to have a Late Bus Pass. Students who remain after school for detention or extra help and have a late bus pass must board the late bus immediately after leaving the building and remain on the bus until it leaves the driveway. **Students are not permitted to walk off school grounds and return to ride the bus just before it leaves. Students who violate this rule may be subject to disciplinary action.**

## Guidance and Counseling Services

*Guidance Office Phone: 364-7111x2114*

*Mr. DeGraw, Guidance Coordinator*

*Ms. Sloan-Smith, School Social Worker*

The primary goal of the school-counseling program is to support and enhance student learning. Counseling services promote school success through a focus on academic achievement, prevention, intervention activities, advocacy, social/emotional, and career development.

The school counselor is a certified professional educator who provides services to students, teachers, parents, administrators, other school staff and members of the community as an integral part of a comprehensive education program. Counseling is a process of helping people. This occurs by assisting people to make responsible decisions and to develop positive behaviors. Through this process, school counselors promote the academic, career and personal/social development of all students.

### GRADUATION REQUIREMENTS

Graduation requirements for each diploma type are listed below and on the next page. The Board of Regents, which sets standards for schools in New York State, has made many important changes in requirements for graduation. **All SCHS students, starting with the 9<sup>th</sup> grade class of 2008, are required to obtain a Regents diploma, pass all Regents exams (min 65%), and earn 26 HS credits.** Guidance staff/Principal will assist students in planning their program to ensure completion of requirements; students must realize the necessity of meeting all the requirements.

For more specific information on graduation requirements please see the SCHS website: (<http://www.southern cayuga.org/High/HighIndex.htm>) or the NYS Education Department link: ([http://www.emsc.nysed.gov/ciai/gradreq/GradReq3columnStyle7\\_1.pdf](http://www.emsc.nysed.gov/ciai/gradreq/GradReq3columnStyle7_1.pdf))

Requirements include:

1. A prescribed number of total units (22 or 26)
2. Certain required subjects
3. Testing requirements (Competency, Regents, or Proficiency exams)
4. Requirements of major sequence

### YEARLY LOOK AT HIGH SCHOOL

#### Advanced Regents Diploma:

[Total Credits needed for graduation: 22 (grades 11 & 12), 26 (grades 9 & 10)]

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
English 9	English 10	English 11*	English 12
Global Studies 9	Global Studies 10*	US History & Gov't*	Government
Algebra	Geometry	Trigonometry	Economics
Earth Science*	Living Environment*	Chem/3 <sup>rd</sup> Science	Elective
Language 2	Language 3*	Elective	Elective
Studio/Music/DDP	Health/Elective	Elective	Elective
HSS 9	HSS 10	Elective	Elective
<u>PE 9/Lab</u>	<u>PE 10/Lab</u>	<u>PE 11/Advisement</u>	<u>PE 12/ Advisement</u>
Total Credits: 7½	Total Credits: 7½	Total Credits: 7 ½	Total Credits: 6 ½

**Note:** \* indicates Regents exam that must be passed

**For Foreign Language:** Students who wish to substitute a 5-unit sequence in CTE, Music or Art in place of the 3 years of Language must check with their counselor to make sure the graduation requirements will be met.

**Regents Diploma:**

[Total Credits needed for graduation: 22 (grades 11 &amp; 12), 26 (grades 9 &amp; 10)]

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
English 9	English 10	English 11*	English 12
Global Studies 9	Global Studies 10*	US History & Gov't*	Government
Algebra	Geometry	Trig/3 <sup>rd</sup> Math	Economics
1 <sup>st</sup> Science*	2 <sup>nd</sup> Science	3 <sup>rd</sup> Science	Elective
Language 2	Health/Elective	Elective	Elective
Studio /Music/DDP	Languages	Elective	Elective
HSS 9	HSS 10	Elective	Elective
<u>PE 9/Lab</u>	<u>PE 10/Lab</u>	<u>PE 11/Advisement</u>	<u>PE 12/ Advisement</u>
Total Credits: 7 ½	Total Credits: 7 ½	Total Credits: 7 ½	Total Credits: 6 ½

**Note:** \* indicates Regents exam that must be passed with a 65 or higher**Local Diploma: [Grades 11 & 12 only]** (Total Credits needed for graduation: 22)

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
English 9	English 10	English 11**	English 12
Global Studies 9	Global Studies 10**	US Hist & Gov't**	Government
Pre Algebra or IA	IA or Geometry	Geometry or 3 <sup>rd</sup> Math	Economics
1 <sup>st</sup> Science**	2 <sup>nd</sup> Science	3 <sup>rd</sup> Science	Elective
Language 2	Health/Elective	Elective	Elective
Studio /Music/DDP	Elective	Elective	Elective
Elective	Elective	Elective	Elective
<u>PE 9</u>	<u>PE 10</u>	<u>PE 11/Advisement</u>	<u>PE 12/ Advisement</u>
Total Credits: 7 ½	Total Credits: 7 ½	Total Credits: 7 ½	Total Credits: 6 ½

**Note:** \*\* The NY State Board of Regents is currently phasing out the local diploma. **Only students in the class of 2010 & 2011 are eligible for local diploma.** Each class entering 9<sup>th</sup> grade has different requirements relating to the regents' exams marked \*\*. Please see/call your child's guidance counselor for more specific information.**Academic Guidelines****ACADEMIC ELIGIBILITY (Please see the extracurricular handbook)**

The primary goal of the Southern Cayuga Central School District is to educate the whole student, first by stimulating the student academically and then by offering a number of common experiences designed to develop the social, emotional, physical and ethical development of the individual. Extra-curricular programs are designed to provide such experiences and are, therefore, considered an integral part of our educational program. These programs are, however, a privilege, and a student must maintain good academic standing in order to earn the right to participate in these programs. Refer to the extracurricular handbook for an explanation of *good academic standing*.

**ACADEMIC ELIGIBILITY APPLIES TO:**

Academic Eligibility will be extended to include all extra-curricular activities. This program shall include, but not be limited to, the following activities: All Interscholastic Sports (including attending games), Astrons, Musical Activities Not Required for a Course, High School Challenge/Masterminds, Computer Club, National Honor Society, Class Committee Meetings, Saturday Morning Basketball, Dances, Snow Ball, Prom, School Trips held after school hours, Drama Club, Science Club, FBLA, Student Council, FFA Activities Not Required for a course, Yearbook, Foreign Language Club, and Intramurals.

Students declared ineligible may participate in try-outs at the beginning of the season or the activity. Upon completion of the try-outs, the student may not participate in that activity in any capacity until eligibility has been restored.

Each Advisor will produce a list of participants and submit the information to the high school principal. The athletic director and the drama advisors will submit this list at the beginning of every season or production. Other advisors will produce the list at the beginning of the year and update when necessary.

### **ADVANCED PLACEMENT COURSES**

Students enrolled in an advanced placement course(s) are required to take the AP examination(s) in May. The student is responsible for the cost of the exam(s).

### **AUDITING A COURSE**

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

### **BOCES REGIONAL EDUCATION CENTER**

The Career and Technical Education Program at the new state-of-the-art BOCES facility on W. Genesee St. outside of Auburn offers many courses in building trades, business, electronics, engine trades, graphics, health, metal fabrication, and public services (New Visions Program). Students enrolled in these programs attend the center on a half-day or full-day basis. Most students attending a BOCES programs will take PE at SCHS. For further information on these programs, see your guidance counselor.

### **BOCES PROCEDURES**

#### ***Attendance***

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

#### ***AM BOCES***

Students attending morning programs are to be on the bus by 8:35 a.m. The bus will leave promptly at 8:40 a.m. and will not wait for late arrivals. Upon return to school, students are to report quickly and quietly to the cafeteria.

#### ***PM BOCES***

Students attending afternoon programs are to:

- Eat lunch at SCHS period 5.
- Board the bus at approx. 11:30 a.m.

#### ***Missing the bus:***

Students missing the bus without sufficient reason may be dropped from the course or be requested to make up the time lost by serving detention.

#### ***Driving to the Regional Education Center:***

Students may not drive to any BOCES programs or BOCES campus without prior written permission by the Principal and parent.

### **CAREER CENTER**

Southern Cayuga High School has a full service Career Center available to students, teachers, parents and community members. The Career Center is located in the guidance suite.

The Career Center contains information on career, military, and educational opportunities. Both printed and computer resources are available. Students can find assistance in researching colleges, scholarships, job opportunities and volunteer placements. Assistance is also available to help prepare resumes and college or scholarship applications. Representatives from colleges, the military, and career fields regularly visit the Career Center to meet with students in scheduled programs.

### **COMPLETION OF FAILED COURSES**

A student who fails a full-year senior high course must repeat the course for an extra year or meet one of the following alternatives:

1. Earn a passing average for three marking periods in one semester of a subsequent year, submit a satisfactory research paper if one is required for the semester not being repeated, and pass a Regents or local final examination at the end of the semester being repeated. A student will not be admitted to a final exam unless his/her average is passing. However, if a student has met the requirements for taking a Regents exam required for graduation, he/she will be allowed to take the Regents exam at every opportunity it is offered. The final mark will be determined by doubling each of the three marking period grades and counting the exam as one-seventh.
2. Pass the Regents examination in August and earn a passing final mark when the four previous quarter marks and the new appropriate exam mark are averaged.
3. Earn a passing final mark in summer school or night school. A student who fails a one-semester senior high course must repeat the course for a full semester. In certain sequential courses, the above policy does not apply:

### **DOUBLING UP COURSES**

Students in grades 9, 10, and 11 may not double (take two full year courses) in English and/or Social Studies without the expressed permission of the High School Principal. If a student fails either of these required courses, he is advised to attend summer school to make up the deficiency. This should occur during the summer immediately following the failure, if not done otherwise, the student will have to repeat the entire course again the following year.

### **DROP-ADD COURSE Policy**

A student may enroll in a new course during the first **five (5) days** of a semester course and during the first **ten (10) days** of a full year course. (This does not apply to AP courses.) A student may drop a course (if it does not affect graduation requirements) for a valid reason providing a new course is offered. This can take place only during the first five (5) days of a semester course and the first ten (10) days of a full year course. (Deadline extensions may be granted only under special circumstances.) Approval for adding or dropping a course is required by parents/guardians, teacher (s), counselor and administration.

### **DROP POLICY (NOT affecting diploma status)**

Students may drop a course for a valid reason and add a different course during the first five days of a half semester course and first ten days of a full year course with the approval of a parent/guardian and counselor. No grade will appear on the report card if the aforementioned deadlines are adhered to.

Students will be permitted to drop a course after the time frame stated above with a valid reason and if they are enrolled in five courses in addition to physical education. A one-semester course may be dropped until the last day of the first marking period.

A full-year course may be dropped up to the last day of the second marking period. Permission is required from the parent/guardian, counselor, present teacher, former teacher and Principal.

### **DROPPING and/or ADDING COURSES DURING the YEAR**

Students may not enter courses after the first ten days of any course. Student initiated withdrawals from courses may not be made after the first three weeks. Exceptions to the above require approval by the principal and school counselor. Written approval of parents is required to drop and add a course. Following withdrawal from a course, the student's record will show a WP (Withdrawal Passing) or WF (Withdrawal Failing) for a final grade.

### **EXTRACURRICULAR AND ATHLETIC ACTIVITIES**

**(Please see the extracurricular handbook)**

Involvement in extra-curricular and athletic activities is a privilege and strongly encouraged. Students involved in athletics, and in other extra-curricular activities (such as clubs and plays) are bound by both the school Code of Conduct and extra-curricular Code of Conduct. Copies of the SCCSD extra-curricular code are to be distributed to all students participating in extra-curricular activities by his/her coach/advisor. The student, as well as the parent, must read the specific regulations and sign a consent form indicating awareness of and compliance with the regulations. All students involved in extra-curricular activities must adhere to the rules and regulations set forth in the extracurricular code of conduct.

### **GRADUATION**

**The high school principal and class advisors will schedule graduation practice. In order for a student to participate in graduation ceremonies, they must attend this mandatory practice. If in doubt see the building principal.**

#### ***Ceremony***

The graduation ceremony will take place in the high school auditorium on the day and time specified by the District. The graduation candidate will be required to wear appropriate attire, as directed. Each candidate must wear the approved cap and gown to participate in the ceremony.

#### ***Diploma Endorsements***

There are several honors/endorsements that may be added to diplomas. See your guidance counselor for an explanation of the honors.

**Examples include:** *academic letter, national honor society chapter #010750, team academic achievement award*

### **INCOMPLETES**

All work should be completed promptly. In an emergency, a mark of INC. may be given. The work must be made up within 1 week after the end of the marking period unless the principal and teacher give an extension. If at the end of the week the work has not been completed, the teacher will arrive at a grade based on completed work and missing grades.

### **INDEPENDENT STUDY**

Independent study is designed for students who wish to study a subject not currently taught or to work at a level of difficulty different from that of a regular class. Guidelines are listed on the next page; for further information, see a counselor.

1. No more than one course of independent study may be contracted for a student in any given semester.
2. Laboratory science courses are not possible for independent study.
3. A student wishing to engage in an independent study course must have the cooperating teacher present his or her name before the Independent Study Committee together with an outline or plan of what would be expected of that student.
4. A written contract between the student and cooperating teacher must be entered into stating requirements, terms, conditions, deadlines and other expectations for the course.
5. A committee consisting of the high school principal, two teachers, and counselor will consider each request for independent study along with the cooperating teacher. The decision will be based on an estimate of the student's ability to carry out the conditions of the agreement successfully. The committee's decision will be binding.
6. The grading system and credit proposed for the course is to be part of the course approval request and must be agreed upon by the Independent Study Committee.

#### **MAKE-UP WORK PROCEDURES**

The time limit for make-up work and tests for students who were absent due to illness will be twice the time of the absence, i.e., if the student is out sick for five days, work should be made up within ten days. Tutoring services may be available for students who will be out of school for more than ten days or longer extended periods of time. Parents should provide written documentation from the medical personnel or other official organization requiring the tutoring. This paperwork should be submitted to the Principal's secretary and /or the student's school counselor as soon as possible in order to provide the service in a timely manner.

#### **MARKING PERIOD PROCEDURE**

Each teacher will arrive at a grade for each pupil based upon a combination of class performance, teacher-made tests, homework, attitude and effort.

##### *Computing Final Marks for Half-Year Courses*

1. Three marking period grades.
2. Enter the final examination grade.
3. Divide by four (4)

##### *Computing Final Marks for Full Year Courses*

1. Enter the final examination grade.
2. Enter each of the marking period grades.
3. Divide by seven (7).

The minimum passing mark for all courses is a final mark of 65 percent. A Regents examination does not by itself carry course credit. A student who passes a course and retakes the Regents exam without repeating the course may have a new final mark calculated if the new Regents mark is higher. The previous four-quarter marks and the new Regents mark will be used.

## MINIMUM UNITS REQUIRED FOR CLASS STANDING

To be promoted from:

<b>Freshman to Sophomore</b>	4½ units and pass English 9 or Global History 9
<b>Sophomore to Junior</b>	10 units and pass English 9 and Global History 9, and English 10 or Global History 10, Living Environment
<b>Junior to Senior</b>	Must be enrolled in courses, which enable the student to graduate in June of their senior year.

## PASS-FAIL

Seniors may be allowed to earn a maximum of one credit (beyond their graduation requirements) on a Pass-Fail basis. An agreement must be signed by the third week of the course. See your counselor for further information.

## PROGRAM PLANNING

Students in grade 9-11 will carry at least 7 periods of instruction each semester including physical education.

Seniors will carry at least 6 periods of instruction each semester including physical education. Only the principal on recommendation of the guidance department may waive these rules.

## PEER TUTOR PROGRAM

Peer tutoring is available to all students. If you are having trouble in class, and would like some academic help, please ask your teacher or guidance counselor about this program.

## PHYSICAL EDUCATION COURSE REQUIREMENTS

- ❖ Students are required by the NYS Education Law to participate in a physical education program. They may not be excused for any extended period of time from activities unless a doctor or school nurse makes a written request. Pool is a required part of the physical education program.
- ❖ Students reporting for physical education will report immediately to the locker room to prepare themselves for class. Students will remain in the locker room until all are ready to pass to class by permission of the teacher in charge.
- ❖ Students are to stay in the locker room after class is over, until they are dismissed. NO student is to leave the locker room except by permission of the teacher in charge.
- ❖ Students are to lock their lockers and take care of their valuables. The district is not responsible for lost or stolen items.
- ❖ Students are encouraged to take showers and to utilize personal hygiene products such as soap and deodorant.
- ❖ Students are required to dress for class. Students must bring their own gym clothes, which must include shorts, sweatpants, a shirt, a sweatshirt, socks, and sneakers. Girls must wear one-piece swimsuits for pool class.
- ❖ Accidents and injuries are to be reported to the teacher in charge immediately.

- ❖ Equipment and supplies must receive proper care. All equipment and supplies are issued for a student's convenience and use by the Board of Education. An abuse of these items will deny the privilege of its use.
- ❖ Locks may be purchased from the physical education teachers. **ONLY SCHOOL LOCKS WILL BE PERMITTED.**
- ❖ An injury or condition that takes a student out of class for more than two days requires a note from a medical professional.

#### Swimming Pool

- ❖ No student shall enter the pool unless a qualified person is on duty.
- ❖ Students will provide their own swimsuits. Girls must wear one piece suits.
- ❖ Urinating, expectorating or blowing of the nose in the pool will not be allowed at any time.
- ❖ No books, food, drinks, gum, etc., will be allowed in the pool area.
- ❖ Unauthorized spectators will not be allowed in the pool area.
- ❖ Hazardous or unseemly behavior is prohibited.
- ❖ A bather is to call out "help" if anyone is in need of assistance.
- ❖ No cosmetics shall be put on the face or body when going into the pool; oil or grease will not be applied to the hair.
- ❖ Bathers will shower before entering the pool.
- ❖ Students who cannot swim will use the shallow end of the pool.

#### Physical Education Procedures

1. Students must pass with a 65 average or better.
2. If a student is unprepared for class, their grade for that marking period will drop unless the unprepared is made up or teacher is satisfied.
3. A total of 3 unprepared classes are allowed for the entire marking period. Any additional absences could cause failure for the marking period.
4. Students under a long-term medical excuse shall have an alternative program setup until they can return to full participation in class.
5. **Students who refuse to participate in PE will be given a progressive disciplinary consequence and be required to make-up the class.**

#### **PROGRAM OF STUDIES**

Southern Cayuga High School offers a comprehensive program of studies that includes accelerated, honors, advanced placement, Community College, SUPA, Tech Prep, and distance learning courses. In addition to a strong core academic program, there are elective offerings in visual and performing arts, Technology Education, Agriculture and Business Education.

Languages other than English that are taught include French and Spanish. For more information, consult the SCHS 2009-2010 Course Description booklet or see your guidance counselor or the SCHS website.

#### **REGENTS REQUIREMENTS**

The New York State Board of Regents requires all public school students throughout the State to pass Regents Exams in order to graduate from high school. All students entering ninth grade must score 65 or higher on Regents Exams covering English, math, social studies, and science before graduating.

A passing score of 65% will still be required for Regents credit, however if a student receives between a 55% and 64% they will be granted Local credit and will receive a Local Diploma (*NYSED is phasing out the local diploma over the next few years*).

This initiative, which replaces the State Competency Tests with the more rigorous Regents Exams, is part of a comprehensive reform of education that includes higher standards, more challenging tests, changes in classroom practice and training, and a shift in resources.

### **REGENTS CREDIT WITHOUT COURSE COMPLETION**

1. A student may request to earn credit without completing a unit of study. To be considered, a student's application must be submitted to the high school principal by:
  - October 1st for January and/or June State Examination
  - April 1st for Summer State Examination
2. Only students who regularly attend school will be considered. Furthermore, the student must have a minimum average of 90% in this particular subject area based on his/her final grade from the previous school year.
3. If a student is approved to have this opportunity, the student must:
  - Submit parental approval using the designated form
  - Take a pre-test and receive a minimum score of 90% in the particular subject
  - Complete a special project and submit 15 school days prior to state examination and receive a minimum score of 90%. This project will be determined by the high school principal that will first confer with the appropriate teacher(s)
  - Meet all state requirements set forth by the NYSED Commissioner

Upon successfully completing both the pre-test and the special project, the student will then be allowed to take a State approved or State developed final examination. The student must score at least an 85% on this exam.

### **SCHEDULE CHANGES**

We encourage students/parents to contact the Guidance Office to change a previously selected course. This should be done before the school year begins or soon thereafter.

The following rules need apply:

1. No one can add a semester course after the first 10 days.
2. Students must remain in scheduled courses(s) until an authorized program change has been put in place.
3. All schedule changes require written parental permission.
4. No students may drop
  - a. Full year courses after the 4<sup>th</sup> week
  - b. Semester courses after the 4<sup>th</sup> week.

### **SCHEDULE CHANGE REQUEST WILL BE APPROVED (IF POSSIBLE) FOR THE FOLLOWING REASONS:**

1. Computer error
2. Incorrect course level
3. Course omitted
4. Changes resulting from pass/fail in summer school

### **SCHEDULE CHANGE REQUESTS WILL BE DENIED FOR THE FOLLOWING REASONS:**

1. Teacher change
2. Period change
3. Request to be in another class with friends
4. Student lack of motivation to complete course
5. Dropping a class to avoid a failing grade

**ANY EXCEPTIONS TO THIS POLICY MUST BE ADDRESSED BY THE BUILDING ADMINISTRATION.**

## **SENIOR REQUIREMENTS**

Seniors seeking a Southern Cayuga diploma must carry at least 6 subjects at Southern Cayuga Central School, including physical education, during their final year unless they receive written permission from the principal for an alternate program. Seniors who wish to apply credit from an alternate program (e.g. college) toward a Southern Cayuga diploma must complete the form available in the guidance office and submit it to the principal for approval no later than the second week of school. Students seeking to graduate in three years must complete the application and receive final approval no later than 2 weeks after the beginning of the first semester of their junior year. Students may take no more than two credits of English and two credits of social studies at Southern Cayuga in their senior year.

## **SENIOR CLASS GENERAL**

It is the student's responsibility to help the class raise money to pay for caps and gowns at graduation, the yearbook, class night, class wall picture, and possibly a dinner/dance or class trip.

The Seniors sponsor a magazine subscription sale and a dance to raise the necessary funds. **The overall cost per Senior is approximately \$100.00.** If the class fails to raise enough money from the two fundraisers, then the individual Seniors are responsible to make up any individual difference as determined by their number of magazine sales and participation in conducting the dance.

A prorated deduction will be made for any student who does not wish to have some of the listed items.

## **STUDENT ORGANIZATIONS**

The following list represents current student organizations. If a student is interested in joining any of the activities sponsored by these organizations, he/she should ask their class advisor for further information

### ORGANIZATIONS:

Astrons, Drama Club, FFA, FBLA (Future Business Leaders), Foreign Language Club, High School Challenge/Masterminds, National Honor Society, School Newspaper, Ski Club, Stage & Jazz Band, Student Council, and Yearbook.

## **SUMMER SCHOOL CRITERIA**

In order for a student to enroll in a SCCS sponsored summer school program, s/he must meet the following criteria:

1. The student must have an overall course average of 50% in the course s/he intends to repeat.
2. The student must have an 80% class attendance record in the course s/he intends to repeat.

Situations having extenuating circumstances will be reviewed by the principal and teacher and a recommendation will be made to the superintendent.

## **Southern Cayuga CSD Student Code of Conduct**

New York State Education Law recognizes that the teacher and the administrator have the right and responsibility to retrain and/or correct the behavior of students in attendance in school or at school functions. Under the direction of the administrator, all support staff members have the same disciplinary rights, privileges, and responsibilities as a teacher. Physical force or restraint, reasonable in manner and moderate in degree, may be used in situations that affect the immediate health or safety of students, staff, visitors, or the protection of public property from destructive mischief.

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of the Southern Cayuga Central School District that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

***Responsible Behavior:***

Use self-control in your actions and language.

***Mutual Respect:***

Treat yourself and others with care and consideration.

***Concern for Others:***

Be truthful, honest and fair in your dealings with others.

***Cooperation:***

Listen and work together to make a positive contribution.

***Personal & Academic Excellence:***

Put forth your best effort in whatever you attempt.

### **EXPECTED STUDENT CONDUCT**

Students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in the following:

A. **Disruptive Conduct**

Examples of disruptive conduct include:

- ❖ Running in hallways.
- ❖ Making unreasonable and/or rude noise.
- ❖ Using language or gestures that are profane, lewd, vulgar or abusive.
- ❖ Obstructing vehicular or pedestrian traffic.
- ❖ Dangerous or illegal use of vehicles on school grounds.
- ❖ Engaging in any willful act, which disrupts the normal operation of the school community.
- ❖ Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of that building.
- ❖ Unauthorized use of school property including vehicles.
- ❖ Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Internet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- ❖ Using the wrong lavatory.

- ❖ Inappropriate amorous behavior.
- ❖ Loitering, including being in school before or after regular school hours without permission of a staff member
- ❖ Teasing
- ❖ Horseplay
- ❖ Throwing objects
- ❖ Chronic talking

B. Insubordinate Conduct

Examples of insubordinate conduct include:

- ❖ Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.
- ❖ Lateness for, missing, or leaving class (or school) without permission.
- ❖ Skipping detention.
- ❖ Refusing to go to in-school suspension.
- ❖ Entering any area without authorization.
- ❖ Refusing to leave any classroom, or building, or job site after being directed to do so by authorized personnel.

C. Conduct that is in Violation of School Rules

The school is not responsible for the loss or damage of electronic equipment brought to school by students. Examples of school rule violations include:

- ❖ Allowing pagers, radio transmitters and cellular phones to be visible or used when prohibited.
- ❖ Fire pagers can be worn by firefighters but must be on alert.
- ❖ Cellular phones are to be turned off and stored in students' lockers during school hours. At the discretion of the individual bus drivers, they may be used on bus rides.
- ❖ Other personal electronic devices, including iPods and other musical and game players, are to be stored in students' lockers during authorized times.
- ❖ Consuming food or beverages at inappropriate times and in inappropriate areas. Glass containers are prohibited. Any exception to this must be with the specific permission of the principal. School personnel reserve the right to inspect the contents of any opened container.
- ❖ Using snack machines during school hours.
- ❖ Leaving the building for any reason other than assigned classes or upon permission from the office. Students who are attending school at the BOCES campus will comply with the same regulations.
- ❖ Selling food or other items for personal profit on school property including buses. No direct sale of candy, including chewing gum, may occur during the school day according to Section 915 Article 19 of the NYS Education Law.
- ❖ Parking a student-operated vehicle on district property without a current parking permit or parking in unauthorized areas. The district assumes no liability for vandalism/theft of the vehicle or its contents while on school property.
- ❖ Playing rough games or sports.
- ❖ Any other act, which is in violation of an established district rule or policy.

D. Violent Conduct

Examples of violent conduct include:

- ❖ Committing an act of violence (such as hitting, shoving, throwing objects at someone, kicking, punching, scratching, biting or spitting) upon a teacher, administrator, or other school employee, or attempting to do so.
- ❖ Committing an act of violence (such as hitting, shoving, throwing objects at someone, kicking, punching, scratching, biting or spitting) upon another student, or any other person lawfully on school property, or attempting to do so.
- ❖ Possessing a weapon (including a pocket knife) or ammunition. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- ❖ Threatening to use any weapon.
- ❖ Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property, including graffiti or arson.
- ❖ Intentionally damaging or destroying of the school districts' property.

E. Endangering the Safety, Morals, Health or Welfare of Self or Others

Examples of such conduct include:

- ❖ Lying to school personnel.
- ❖ Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- ❖ Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- ❖ Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- ❖ Harassment, which includes a sufficiently severe action of a persistent, pervasive pattern of actions, or statements directed at an identifiable individual or group. Harassment may take the form of comments, name-calling, jokes, stalking, perpetrating rumors or gossip, offensive remarks, physical abuse, or any other behavior that is intended to be, or which a reasonable person would perceive as, ridiculing, demeaning, or threatening.
- ❖ Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- ❖ Coercion.
- ❖ Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club, or team.
- ❖ Selling, using, or possessing obscene material.
- ❖ Using vulgar or abusive language, cursing, or swearing.
- ❖ Smoking, or attempted smoking, which shall be defined as holding or disposing of a cigarette, pipe or cigar (lit or unlit), snuff, chewing tobacco, matches, lighter, having the above in one's possession, exhaling smoke from mouth or nose on school property or at school functions. If a student is in a lavatory stall and smoke is coming out of the stall, the student is guilty of a smoking offense. If more than one student is in a stall at any time, all are guilty of smoking.

- ❖ Possessing, consuming, sharing and/or selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Paraphernalia for the use of such drugs shall be prohibited as well.
- ❖ Inappropriately using, possessing, or sharing prescription and over-the-counter drugs.
- ❖ Inappropriate use, or possession of, any substance or object.
- ❖ Gambling.
- ❖ Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- ❖ Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, tampering with, or discharging a fire extinguisher.
- ❖ Willfully inciting others to commit any of the acts herein, or to engage in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest students.
- ❖ Forgery or a submission of a forgery.
- ❖ Any action that violates a public law.

#### F. Misconduct on a School Bus

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Excessive noise, pushing, shoving, and fighting will not be tolerated. The safety and comfort of all students require that the following regulations be obeyed:

Students must:

- ❖ Be on time at the scheduled stop for boarding the bus
- ❖ Wait until the bus comes to a full stop before attempting to enter or leave.
- ❖ Refrain from eating, drinking, or chewing gum while on the bus.
- ❖ Keep their arms and head completely inside the bus at all times.
- ❖ Refrain from shouting while riding the bus.
- ❖ Stay in their seats and not move around.
- ❖ Keep waste paper in one's own possession and never throw it out the window or around the bus.
- ❖ Cross approximately 10 feet in front of the bus
- ❖ Look both ways before crossing the highway.
- ❖ Be courteous, obedient, and a responsible passenger at all times.
- ❖ Items brought on the bus other than books, notebooks, and school related materials must be totally contained in a duffel bag or backpack; these items must remain contained for the entire trip.
- ❖ Any large items, such as school projects that cannot be contained on the student's lap, may not be transported on the bus. The student must find alternative means of transportation.

#### H. Academic Misconduct

Examples of academic misconduct include:

- ❖ Plagiarism.
- ❖ Cheating.
- ❖ Copying.
- ❖ Altering records.
- ❖ Assisting another student in any of the above actions.

## Policies/Procedures and Discipline

### **GENERAL POLICY**

All students must abide by and adhere to policies approved by the Southern Cayuga Board of Education. In addition, all students are expected to follow specific instructions given by a teacher, staff member, or administrator relating to the operation of the school program. Failure to comply may be considered an act of insubordination. The purpose of written disciplinary regulations is to prevent or deter unacceptable behavior, and provide for uniformity and fairness in dealing with all students. The goals of the written code are to establish a positive learning atmosphere, to ensure understanding and respect for the rights and property of all, and to promote individual responsibility and self-control.

### **DISCIPLINE**

All corrective consequences for violations of school rules will be reasonable in manner, moderate in degree, and appropriate to the violation. They will be of such a nature that each subsequent violation will be dealt with more severely. The infractions of school discipline are listed on the following pages. It is not possible to cover all topics of student misbehavior. **Changes may occur at the discretion of the Administration. In all instances, the Principal, and/or his/her designated representative, has the right to change penalties whenever extenuating circumstances are present, so that justice may be tempered with reason and understanding.**

### **DISCIPLINARY CONSEQUENCES**

The range of penalties at the high school, which may be imposed for violations of the student disciplinary code, includes the following:

Verbal warning	Written warning	Saturday School
Written notification to guardian(s)	Reprimand	Lunch detention
Detention (until 3:25 p.m.)	Removal from class	In-school suspension
Transportation suspension	Suspension of other privileges	Court action
Suspension from athletics	Suspension from school	Involuntary transfer
Suspension from extracurricular events	Probation/PINS Referral	Superintendent's Hearing
Referral to outside agencies		

Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline is progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that staff members imposing such penalty take into account all other relevant factors in determining the appropriate penalty. The aforementioned consequences may be imposed either alone or in combination.

### **DISCIPLINARY PROCEDURES**

When the staff has made every effort to bring about positive behavior change, and has been unsuccessful, the student will be referred to the administration. After the referral, the administration assumes the role of deciding what further action will be taken.

### **DUE PROCESS**

Students should know that, in disciplinary matters - particularly when suspension is involved, they have the right to due process. Essentially, due process involves:

1. The right to be informed of the specific violation they are being disciplined for.
2. An opportunity for some kind of hearing prior to punishment.
3. The right to an appeal.

## **DUE PROCESS FOR STUDENT SUSPENSION**

### **External Suspension**

Suspension of students from classes for serious infractions of school regulations is authorized by the Board of Education. Students may be suspended from school by building administrators for a period of time not to exceed five school days after following prescribed procedures of due process.

These procedures are as follows:

1. The pupil and the parent or guardian shall be informed of the infractions of school regulation for which the pupil is to be suspended.
2. The pupil and the parent or guardian shall be given an opportunity for an informal conference with the principal.
3. The suspended student shall remain in school and under the supervision of the school authorities pending suspension until the end of the school day or until the parent or guardian authorizes and provides transportation from school to the student's residence.
4. In serious cases regarding legal action, students may be remanded to the custody of police. Wherever possible, parents will be notified that this action will occur or has occurred.
5. Parents will be notified in writing within 24 hours of a student suspension.
6. Make-up work will be available in the main office after notification of suspension (the day and time will be agreed upon by the parent or guardian).

NOTE: At any stage in this process, the school authorities reserve the right to actively involve family court action for students less than 16 years of age, and to request a Superintendent's hearing to consider exclusion from other students.

## DEFINITIONS OF TERMS

### ***Disciplinary Referral:***

A written referral describes the nature of the negative student behavior. Copies are sent to the parent/guardian, staff, and retained in the student's file.

### ***Staff Detention:***

Students may be assigned to an after school detention with a staff member or in the detention room. This detention will be for a period of time to be determined by the staff member for disciplinary violations. Detention is considered to be part of the regular school day and takes precedence over other scheduled activities.

### ***School Detention:***

Students may be assigned to an after school detention period for disciplinary violations. A staff member or an administrator can assign this detention for a forty-minute period of time from 2:35 – 3:25. Detention is considered to be part of the regular school day and takes precedence over all other scheduled activities (including work for students).

### ***In School Suspension:***

An administrator may assign a pupil In School Suspension for a period of 1-5 days. A student assigned to In School Suspension will attend school each day and then report to the in-school room from 7:45 – 2:31 and is responsible to complete all given work. Failure to complete assigned work could result in additional consequences.

In-school suspension (**ISS**) will be a consequence given when a student's behavior is severe and/or repeated. Students will serve this time in the designated room that is monitored by a teaching assistant. When in the room, the basic rules are:

- No talking, No idle time, all schoolwork sent by teachers must be completed and turned in by the following day.

Restroom opportunities will be made available at the instructor's discretion.

### ***Saturday Detention (school):***

An administrator may assign a pupil Saturday detention. A student assigned to Saturday detention will attend school on Saturday when it is held. Saturday detention will run from 8:00 a.m. to 11:00 a.m. in the HS conference room. Students are responsible to complete all given work. Failure to complete assigned work could result in additional consequences.

Saturday detention will be a consequence given when a student's behavior warrants a different consequence. Rules of Saturday detention are:

- No talking, No idle time, all schoolwork sent by teachers must be completed and turned in by the end of the detention.

Restroom opportunities will be made available at the instructor's discretion.

### ***Out-of-School (external) Suspension:***

An administrator may suspend a pupil from school for a period not to exceed 5 days. Suspension is considered to be the most serious disciplinary action taken by the school. It is therefore used only for extreme or repeated violations of our guidelines. According to N.Y.S. Education Law, students may be suspended for being insubordinate, disorderly, or for conduct, which endangers the safety, morals, health or welfare of others. Students under suspension will not be allowed to attend or participate in any school function, or be on any school property (buses included), during the time of suspension and possibly after the suspension if so directed by the administration. Please be aware that suspensions from B.O.C.E.S. programs are enforced by the high school and vice-versa.

### ***Superintendent's Hearing/Suspension:***

The Superintendent of Schools may suspend a pupil for a period of more than five days. In this case a hearing will take place with a hearing officer presiding. Specific procedures must be followed before an indeterminate suspension is issued. This is in accordance with Section 3214 of the Education Law and the applicable Board Policies.

### **SCHS Behavioral Consequences Quick Guide**

*The grid below explains the general consequences for most behavioral violations in accordance to the Southern Cayuga CSD Code of Conduct. This is not a complete list. A complete list can be found on the following pages.  
All offenses may be interpreted by the building principal on a case-by-case basis.*

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3+ Offense</b>
<b>Tardy to class (Rsp)</b>	Warning	Warning, call home	Lunch detention to ISS
<b>Truant from class (Rsp)</b>	After school detention, parent notification	Multiple after school detentions, parent notification	1-5 days ISS
<b>Truant from school (Rsp)</b>	1 day ISS, parent notification	2 days ISS, parent conference	3-5 days ISS, family court action
<b>Leaving School w/out permission (Rsp)</b>	1 day ISS, parent notification	3 days ISS, parent conference	ISS to Suspension out of school (up to 5-days), parent conference
<b>Dress Code (Rsp &amp; Rpt)</b>	Change attire & warning	Change of attire, & lunch or after school detention, parent notification	Change of attire, ISS, parent conference
<b>Insubordinate *Conduct (Rsp &amp; Rpt)</b>	Lunch or after school detention, parent notification	Multiple lunch or after school detentions, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
<b>Cheating or Plagiarism (Rsp &amp; Rpt)</b>	Multiple after school detentions, parent notification	ISS, parent conference	Suspension out of school (up to 5-days), parent conference
<b>*Obscenity and/ or profanity (K &amp; Rpt)</b>	Lunch or after school detention, parent notification	Multiple lunch or after school detentions, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
<b>Incite a fight (K, S &amp; Rpt)</b>	ISS, parent notification	Multiple days of ISS, parent notification	Suspension out of school (up to 5-days), parent conference
<b>Fighting (K, S &amp; Rpt)</b>	3-day Suspension from school, parent conference	5-day Suspension from school, parent conference	5-day Suspension from school, parent conference, possible Superintendent's hearing
<b>Disruptive Conduct (K, S &amp; Rpt)</b>	Lunch or after school detention, parent notification	Multiple lunch or after school detentions, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
<b>Use of cell phone during the school day (Rpt)</b>	Warning, phone is collected and returned at the end of the day.	Warning, phone is collected and returned to the parent at the end of the day.	Phone is collected and may or may not be returned to the parent at the end of the day. ISS to OSS
<b>Forgery (Rsp &amp; Rpt)</b>	Multiple after school detentions, parent notification	ISS, parent conference	Suspension from school (up to 5-days), parent conference
<b>Cafeteria misconduct (Rsp &amp; Rpt)</b>	Lunch detention, parent notification	Multiple lunch detentions, parent notification	ISS to permanent suspension from the cafeteria, parent conference
<b>*Harassment (Rsp &amp; Rpt)</b>	Multiple after school detentions, parent notification	ISS, parent conference	Suspension from school (up to 5-days), parent conference
<b>Violation</b>		<b>1+ Offense</b>	
<b>Directing verbal abuse or obscenities against a staff member (K, S &amp; Rpt)</b>		Suspension from school (up to 5-days), possible Superintendent's hearing, parent conference	
<b>Stealing or Vandalism (K, S &amp; Rpt)</b> (Possible police notification, return or re-imburement for item)		Consequences ranging from detention to suspension out of school, possible Superintendent's hearing, parent conference	

\* Depends on severity of incident

\*\* S=(Safety); K= (Kindness); Rpt= (Respect); Rsp=(Responsibility)

## **SCHS Behavioral Consequences Comprehensive List**

*All offenses may be interpreted by the building principal on a case-by-case basis.*

### **Attendance**

A student is deemed tardy if not in the properly assigned room when the bell rings to indicate the beginning of the period. If you are tardy on more than three (3) occasions during the school year, the following will result:

#### **Tardy to Class/School**

Offense:

3+ - Lunch detention to ISS, parent notification

\*\*\* Excessive tardies to school may result in multiple days of In School Suspension (ISS) as well as a restriction of participation and attending extra-curricular events.

If a student drives to school and is chronically late his/her driving/parking privileges may be revoked.

#### **Truancy from Class ("Skipping")**

Students do not have a choice of attending or not attending classes, study halls, and/or detention. Students must be in their assigned classes and/or study halls for the period of time designated for these activities.

***STUDENTS WILL NOT BE ALLOWED TO MAKE UP CLASSWORK OR TESTS IF THEY HAVE BEEN FOUND TO BE TRUANT FROM CLASS.***

Offense:

1+ - Lunch detention to ISS, parent notification

#### **Truancy from School**

A student who fails to attend school for other than lawful reasons is truant.

***STUDENTS WILL NOT BE ALLOWED TO MAKE-UP CLASSWORK OR TESTS IF THEY HAVE BEEN FOUND TO BE TRUANT FROM SCHOOL.***

Offense:

1+ - ISS, parent notification to possible family court action

#### **Leaving School Building or Grounds without Permission**

Students are not permitted to leave the school or grounds without permission. Permission to leave the school or grounds during the school day may only be obtained by written and confirmed parental request.

Offense:

1+ - ISS, parent notification to parent conference

### **School Authority/Relationships**

#### **Insubordination**

Is the passive refusal to respond to a reasonable request or instruction (example: student does not respond to an adult staff member's reasonable request).

Offense:

1+ - Lunch detention to ISS or OSS, parent notification to parent conference

### **Gross Insubordination**

Is the outright refusal to respond to an adult's reasonable request or instruction (example: the refusal results in a disruption of the educational environment).

Offense:

- 1+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

### **Obscene, Indecent, Grossly Inconsiderate Behavior, Foul Language, Obscene Gestures, Harassment, Verbal Abuse, Intimidation, Racist Remarks, Spitting.**

The severity of the offense dictates the severity of the punishment. At the discretion of the administration, the following guidelines will be followed.

Minor Offenses:

- 1+ - Lunch detention to ISS, parent notification to parent conference

Major Offenses:

- 1+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

Profane or Obscene Comments Directed at Staff Member or other Adults:

- 1+ - OSS, parent conference and possible Superintendent's hearing

**In instances of sexual harassment, internal school suspensions and external suspensions may be employed. In instances of possession or storage of defamatory literature on school property, students may receive ISS and OSS. Upon a second occurrence the consequence will be OSS and possible Superintendent's hearing. (This includes but does not limit to racist, sexual, gender bias, etc. documents)**

### **Harassment**

*Definition:*

1. To annoy regularly or to trouble another's peace of mind persistently. In a school environment, these actions may lead to distraction in class.
2. Discomfort in moving about the school or even the fear of attending school.
3. When a person's word or actions interfere with another's ability to learn, that behavior is considered harassment.

*Philosophy:*

Based on the belief that all students can learn Southern Cayuga High School accepts the responsibility to provide a learning environment in the school that is free from harassment. SCHS does not practice and will not condone harassment in any form.

It is our expectation that an educated student body will be a cooperative student body

### **SEXUAL HARASSMENT**

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading of sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape. *(Continued on page 50)*

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building administration. The principal, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly inform the district's sexual harassment complaint officer who will begin an investigation.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

There are three kinds of sexual harassment:

1. Physical sexual harassment is an unwanted physical act including, but not limited to, grabbing, touching, purposely bumping or rubbing against a person, and impeding a person's movement.
2. Verbal sexual harassment means offensive words and comments including, but not limited to, comments about body parts, sexual suggestions and sexual jokes.
3. Nonverbal sexual harassment includes, but not limited to, staring or pointing at a person's body or body parts, making obscene gestures, displaying or placing sexual material in someone's locker or book and writing names, remarks, or drawings in public places.

*The penalty for students engaging in this type of behavior may range from verbal warning to suspension.*

#### **STATEMENT ON SEXUAL HARASSMENT**

The Southern Cayuga Central School will not tolerate sexual harassment in any form towards either students or teachers. Incidents of sexual harassment will be dealt with in accordance with district policy.

It is important to be aware that according to a recent Supreme Court decision, a school may be held liable for sexual harassment committed by one student against another. Consequently, we are asking that you closely monitor and deal with student behavior, which is gender or sex based. Please report repeat offenders to the office, as it is our intention to promptly investigate and remedy any and all incidents of harassment.

#### **STATEMENT ON NON-DISCRIMINATION**

The Southern Cayuga Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and has adopted grievance procedures that provide for prompt and equitable resolution of complaints alleging discrimination.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer: School Psychologist, Southern Cayuga CSD (315-364-7111)

## **RESPECT FOR CULTURAL DIFFERENCES**

Southern Cayuga High School is committed to maintaining an educational and social environment free from racial or religious harassment.

Racial or religious harassment is defined as: Any action on the part of an individual or group that demeans or abuses another individual or group because of racial or religious background, and/or that creates an intimidating, humiliating, or hostile environment.

Such actions may include but are not restricted to using racial or religious epithets, making derogatory remarks, using stereotypes, or using images or symbols that are offensive.

Any student who feels harassed on account of race or religion is encouraged to bring the matter to the attention of an administrator. Individuals who have been harassed have recourse to mediation and/or formal grievance procedures of the high school. Sanctions against any students found guilty of racial or ethnic harassment include educational and disciplinary action that ranges from a letter of reprimand to permanent suspension.

## **School Order/Safety**

**Academic Cheating** (May include, but is not limited to, the following):

- \* Claiming credit for work that is not one's own (copying homework, copying test answers, etc.).
  - \* Allowing others to claim credit for the work (allowing others to view your homework or assignments, etc.).
  - \* Using notes or other unauthorized material, or being involved in unauthorized communication during a test or other assessment.
  - \* Being involved in unauthorized communication during a test or other assessment.
  - \* Plagiarism: Copying published works on the ideas of others without proper source attribution, including downloading of computer files, either directly or with only minor editing.
  - \* Unauthorized submission of work for one class that has already been accepted for credit in another class or school.
  - \* Accessing or providing unauthorized material prior to assessment, including revealing test information.
  - \* Submitting work substantially done by someone else (parent, tutor, sibling, etc.).
  - \* Forgery (see page 54)
- (compiled from: <http://redwood.org/basic.htm>)

If an offense of academic cheating comes at the end of a course, or in a major part of the course requirement such as a paper or exam, it may mean failure for the course. In all instances the student will conference with the administration and/or teacher. The department and/or teacher procedures for academic cheating will be applied to the situation. Teacher will notify the student's parents and Guidance Office. The teacher will also keep documentation of the incident for his or her own records.

**\*\*Other conditions may apply depending upon departmental notification.**

### **Cafeteria Conduct**

A student may purchase or bring a lunch to school. Food and beverages must not be taken out of the cafeteria. The school has the right to deny students the use of the cafeteria if they abuse the privilege. Students are not permitted to order foods to be delivered to school at lunchtime or to leave school property for lunch. Proper conduct should be observed in the school cafeteria at all times. Students should use the lunch lines available. No food is to be taken out of the cafeteria unless a student has prior approval. Any leftover food, cartons, containers, trays or wrappers are to be brought to a proper receptacle before the student leaves the cafeteria. Students have the responsibility to clean up the area they have used. *(Continued on page 52)*

Refusal to clean an area will be considered deliberate insubordination. Students unwilling to cooperate with staff monitoring lunches will be subject to possible removal from the cafeteria. All students should share responsibility for appearance of tables and conduct.

Students are reminded that the high school operates on a "closed lunch" system, which means that all students are expected to remain on school grounds during their entire lunch period. Students not abiding by this regulation will be subject to disciplinary action.

Further, student vehicles are considered "off limits" during the lunch period and, for that matter, during the entire school day. Students are to stay in the Cafeteria during lunch.

*Cafeteria behavior is expected to be that of a student eating at their home table and/or out at a restaurant. Student who causes a disruption in the cafeteria will be dealt with by the administration.*

*A range of consequences has been provided below and explained to the students at the start of each year. The high school has a zero tolerance procedure for major disruptions in this environment.*

*A Range of Consequences that may be used for Lunch violations are:*

Loss of Student Privileges, Lunch detention, Detention, ISS, Parent Supervised Lunch at School, Removal from the Cafeteria

### **Cell Phones**

Cell phones in many cases cause a disruption to the educational process. Due to this cell phones are allowed ONLY before and after school. A failure to respect this rule will result in the following:

Offense:

- 1+ - Collect phone return to student and the end of the day to confiscation of the phone and OSS.

**\*Cell phones are a student choice to bring to school. Therefore, the school will not investigate any instances of theft.**

### **Disruptive Behavior**

Disruptive behavior is misbehavior, which upsets the order and the proper function of the school. The severity of the offense dictates the severity of the punishment. Examples of disruptive behavior could include running and jumping in the building, horseplay, tripping or attempting to trip, swearing, or any other behavior deemed inappropriate by the building administration.

### **Disruptive Classroom Behavior**

Offense:

- 1+ - Conference with student to ISS or OSS, parent notification to parent conference

*Continual disruptive violations will be dealt with more severely by the Administration.*

### **Removal from Class**

A temporary removal of a student from class may be needed in order to continue the education process without interruptions. A teacher may send a student to the main office for the remainder of the class.

Continual removal from classes will be dealt with more severely by the Administration.

Offense:

- 1+ - Lunch detention to ISS, parent notification to parent conference

### **Removal from Class (Extended Removal)**

Extended Removal is a long-term removal of student from class in order to continue the education process without interruptions. This will be in conjunction with the 2000-2001 Project SAVE Legislation. Confer with policy and procedures adopted by the Board of Education. **Continual removal from classes results in the student reporting to ISS for the class period up to 5-days.**

### **Littering is prohibited**

Hall and classroom litter is a visual nuisance and detraction from the educational environment. Students are expected to clean up after themselves. This especially is a requirement during lunch periods. Refusal to clean up areas of litter will lead to further disciplinary action.

Offense:

- 1+ - Warning, clean-up to ISS, parent notification

### **Radios, \*CD-player, \*I-pods, \*MP-3's, Electronic Games, Pagers, and any items (i.e. Water Pistols, Hand Shockers)\*\* that disrupt the educational process.**

\*CD-players, I-pods and MP-3 players are allowed ONLY during Lunch, Study Hall, and class as long as the staff member does not deem them disruptive.

Offense:

- 1+ - Warning, have device put away (locker or book bag) to collect and return at another time and/or ISS

**\*CD-player, I-pod and MP-3 player and other personal communication and electronic devices are a student choice to bring to school. Therefore, the school will not investigate any instances of theft.**

**\*\*Nuisance devices will be confiscated permanently.**

### **Parking Lots**

The school parking lots are for vehicular parking only. There is to be no loitering on school grounds during school hours or regularly scheduled activities and/or events. Loitering is interpreted as any unauthorized continuing presence.

Offense:

- 1+ - Warning to loss of parking permit (1 semester to full year)

**\*Driving to school is a student choice. Therefore, the school is not responsible for any vehicle damages while parked in the student parking lot.**

### **General Safety, Endangering Others, Throwing Objects**

Minor Offenses:

- 1+ - Lunch detention to ISS, parent notification to parent conference

Major Offenses:

- 1+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

**Forgery**

Definition: Writing or altering and/or using the signature of another person, writing excuses, passes, etc.

Offense:

1+ - ISS to OSS, parent notification to parent conference

**Theft/Extortion/Gambling**

Offense:

1+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

**In all cases, law enforcement agencies may be notified.**

**Trespassing**

A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student as well as

An External Suspension, of up to five days may be imposed and a Superintendent's Hearing may be initiated.

**Vandalism**

Vandalism is defined as willful or malicious destruction of any property as well as misappropriation or stealing of school property.

Perpetrators will make restitution for damages at cost of material and labor. Parents will be notified. In School Suspension, or External Suspension, of up to five days may be imposed. A Superintendent's Hearing may be initiated. Acts of vandalism may be referred to law enforcement authorities in addition to school discipline. Restitution is mandatory.

Please note that it is a Class A misdemeanor to deface property with graffiti and a Class B misdemeanor to possess a graffiti instrument with the intent to use it to deface property.

**Violent Behaviors****Fighting (Both Parties)**

Fighting by students is prohibited in or immediately around school, on school grounds or in school vehicles.

*Minor Fighting - Pushing, shoving, etc.*

Offense:

1+ - Lunch detention to ISS or OSS, parent notification to parent conference

*Major fighting - Punching, kicking, creating a major disturbance to the educational process.*

Offense:

1+ - OSS to a possible Superintendent's hearing, parent conference

**Assault**

The physical attack or threat to commit violence against a person who does not provoke attack and who in the administration's opinion, **Based on Fact**, tries to avoid conflict and/or must defend himself or herself from further physical harm.

Offense:

1+ - OSS to a possible Superintendent's hearing, parent conference

### **Threats toward Staff Members**

If you use profanity, obscene gestures, or make any threatening gestures towards any staff members or teachers, you will be dealt with very severely, consequences being 3 to 5 days external suspension.

If the situation warrants it, you may also face a Superintendent's hearing, possible police intervention (arrest), formal charges, and a possible day in court. There is a zero tolerance for this type of behavior and any violations will be dealt with accordingly.

### **Aggressive Behavior toward School Personnel**

Aggressive and/or threatening behavior toward school personnel will not be tolerated. This includes both physical and verbal aggression. Any or all of the following procedures will be implemented:

1. A parent conference with the Principal
2. An External Suspension (3-5 days) may result.
3. Superintendent's hearing for further action may be requested
4. Law enforcement Notification if requested

### **Tobacco Policy**

New York State law prohibits smoking on school property. Students are not permitted to smoke or possess tobacco or smoking products at any time in the school building, on school grounds (including the bus), or within the area surrounding school grounds. This applies to all school-sponsored activities as well as before, during and after the school day.

*Smoking shall be construed as the act of a student who is observed to be:*

1. Holding in mouth or in hand a cigarette or other tobacco product\*\*\*
2. Dropping, throwing, passing, or flipping away a cigarette or other tobacco product
3. Exhaling smoke
4. Sale of tobacco and/or product related to smoking
5. Responsible for any set of circumstances which would indicate to an adult observer that the student was smoking

\*\*\* Tobacco products include cigarettes, cigars, pipes, chewing tobacco, and snuff, and/or tobacco substitutes. Possession of smoking materials in and around school buildings and grounds shall result in the confiscation of those materials.

Possession is defined to include having an unlit cigarette, cigar or pipe, or smokeless tobacco (chewing tobacco, snuff, etc.) and/or tobacco substitutes on his/her person, in his/her clothing or in an assigned school locker.

*Disciplinary action for the use and/or possession of smoking materials will be:*

Offense:

- 1+ - Confiscate item, ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

**Final judgment as to the assignment of disciplinary measures shall rest with the administration.**

## **Chemical Substance Abuse (Drug/Alcohol)**

### ***Drug and Alcohol Abuse***

The possession, use of or under the influence of certain drugs is a serious violation of law and punishable by fine and/or imprisonment. A student is required to obey the same laws on school grounds as off. A school or college is not a sanctuary from the law. These institutions are a part of society and subject to the same laws. Accordingly, the school authorities have the same responsibility as every other citizen to report violations of law.

Students possessing or using on school premises drugs prohibited by law should be reported promptly to the appropriate law enforcement officials. School discipline will be imposed, at the discretion of the administration, independent of court action.

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. The Board of Education has adopted policy #7320. This policy will be enforced at Southern Cayuga High School. Students may, as determined by school board ruling, be subject to immediate suspension for possession, use or being under the influence of illegal drugs and/or alcohol, the suspension from school may include a Superintendent's hearing for further review and possible additional suspension from school. A referral to the appropriate Student Assistance Program may also occur.

*SCCS supports the use of alcohol sensors and drug testing when and if applicable.*

### **Alcohol Use**

To assist in the determination of the use of alcohol the high school may enforce the use of an alcohol sensor to determine the presence of alcohol. This device will be utilized in order to test the presence of alcohol. It may be utilized when reasonable suspicion is present for the possible use of alcohol or prior to a dance/after school social function where student(s) may have used alcohol. A refusal to submit to a reasonable search utilizing the alcohol sensor will be interpreted as an admission of possible alcohol use. Appropriate discipline will then be applied.

### **Alcoholic Beverages**

Board of Education policy prohibits the use of alcoholic beverages on school property or at school related activities. Students attending school or related activities found to have consumed, or are under the influence of, and/or are carrying an alcoholic beverage may be suspended from school for up to five days with the possibility of a Superintendent's hearing to consider further action. Students will be ineligible to attend or participate in any extracurricular activity during this suspension. A parent conference will be requested prior to a Superintendent's Hearing.

### **Use of Alcohol or Other Substances off School Grounds**

If a student is a member of an extracurricular activity and abuses alcohol or other substances at a function separate from school, he/she will be subject to suspension from that extracurricular activity as well as school for a determined period of time in accordance to the Superintendent Hearing process.

The offenses set forth in this regulation will be documented cumulatively throughout the time the child attends the district.

## Fire Safety

### **Possession/use of a match, lighter, or any incendiary device.**

Offense:

- 1+ - Confiscate item, ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

### **Arson**

Definition: Deliberately setting or attempting to set fire to a building and other property. All cases: referral to administration, notification of authorities, 5 days of External Suspension, referral for a Superintendent's Hearing.

### **Bomb Scare/False Fire Alarm**

The sounding of a false fire alarm or the delivery or call in of a bomb threat to a school poses extreme danger. Both of these offenses are extremely dangerous to the safety and welfare of everyone. They are also both violations of criminal law. Any student who sets off a false fire alarm or calls into school (causes and/or connected to) a bomb/terrorist threat will be referred to administration, law enforcement, and have 5 days external suspension.

The following procedure will be used:

*The Superintendent is notified; Have the case immediately turned over to Law Enforcement; Parents will be notified and conference requested; An External suspension of five days; A recommendation for a Superintendents' hearing (NYS Educational Law states that if a students calls in or writes a bomb threat they will be expelled from school for 1 year at the discretion of the Superintendent of Schools).*

## Weapons/Explosives

### **Weapons or Firearms**

*NOTICE OF UNLAWFUL POSSESSION OF WEAPONS UPON SCHOOL GROUNDS*

#### **Penal Law 265.01 states as follows:**

A person is guilty of criminal possession of a weapon in the fourth degree when:

A person knowingly has in his/her possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes, of any school, college or university, except the forestry lands, wherever located, owned and maintained by the State University of New York College of Environmental Science and Forestry, without the written authorization of such educational institute.

#### **Penal Law 265.06 and 265.05 states as follows:**

It shall be unlawful for any person age sixteen and under or older, to knowingly possess any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring, air, piston, or CO<sub>2</sub> cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such education institution. Unlawful possession of a weapon upon school grounds is a violation unless carried by a member of law enforcement or school resource officer (SRO).

***Use/Possession of Fire Arm Gun Free School Act of 1995***

No student shall bring or have in his or her possession upon school property any firearm, knife, etc. or concealed or unconcealed weapon that could be used to cause injury to oneself or another person. A firearm is described (consistent with S 921 of Title 18 of the United States Code) as 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, the frame or receiver of such weapon, any fire-arm muffler or fire-arm silencer, or any destructive devices, including explosives, bombs, grenades, poison gas and incendiaries.

The use, possession or sale of dangerous weapons, knife, instruments or explosive devices (including firecrackers) which have the potential to inflict bodily harm, damage property or disrupt the educational process will be referred to the administration/police. Immediate 5-day suspension from school. Referred to Superintendent/police in accordance with New York State Law-Education Law Subdivision 3 Section 3214.

In accordance with the "Gun Free School Act of 1994," any student, who, after a hearing, held pursuant to Education Law S Section 3214, is found guilty of bringing a firearm on to school property, will be subject to a penalty of at least one-year suspension from school.

However, The Superintendent of Schools may review the penalty and modify such suspensions on a case-by-case basis considering among other things, the totality of circumstances surrounding the offense and the student's previous record.

Students under 16 will be referred to a presentment agency for a juvenile delinquency proceeding consistent with Article 3 of the family court act. Students 16 and older will be referred to the appropriate law enforcement official. Suspended students with the age of compulsory attendance as defined by Education Law Section S 3205 will be provided appropriate alternative instruction outside of the school from which the student has been suspended for the duration of the suspension.

Where a student has been classified as disabled pursuant to the Individuals with Disability Education Act (IDEA), in addition to the hearing required by Education Law 3214, such student shall not be suspended in excess of 10 days unless the district extends such student the additional procedural protections required by IDEA in connection with a change of placement.

Final judgment as to the assignment of disciplinary measures shall rest with the administration.



