

# ESCUELA SECUNDARIA SOUTHERN CAYUGA JR / SR

## Grados 7-12

2384 Route 34B - Aurora, NY 13026  
Teléfono: 315.364.7111 Fax: 315.364.8207  
[www.southerncayuga.org/648](http://www.southerncayuga.org/648)

## MANUAL DEL ESTUDIANTE 2021-22

### Misión CCSC

*Sur Central School Cayuga está comprometida con el crecimiento intelectual y emocional de cada estudiante y para promover la ciudadanía efectiva. Ofreceremos una diversidad de currículo y experiencias culturales que satisfagan las necesidades individuales de nuestros estudiantes. Alentamos automotivación, autoestima y valores positivos a través de un esfuerzo en toda la escuela y la comunidad.*

### Declaración de SC Jr / Sr HS

*La misión de Southern Cayuga Jr / Sr High School es crear un ambiente que conduzca a la excelencia académica y personal. Esto se logrará mediante la creación de una comunidad escolar que encarne los principios de ser: seguro, respetuoso, responsable y amable.*

### Junta de Educación

Sr. Matthew Bennett, Sra. Christine Brozon, Sra. Susan Gloss, Sr. David Harvatine,  
Sr. Bruce Kopp, Sra. Rachel McCarthy, Sra. Kelsey Rossbach

### Superintendente de Escuelas

Sr. Patrick M. Jensen

### Jr / Sr HS (Grados 7-12) Director

Sr. Luke A. Carnicelli

### Jr / Sr HS (Grados 7-12) Subdirectora / Directora Atlética

Sra. Caitlin Wasielewski

### INFORMACIÓN DE CONTACTO:

Oficina	Teléfono	de Extensión	Fax
Escuela Principal	315.364.7111	315.364.8207	2103
Orientación	315.364.7111	315.364.8207	2114
Enfermera	315.364.7111	315.364.8207	1440
Educación Especial	315.364.7211	315.364.7863	1109
Transporte	315.364.8652	315.364.6765	5108
atletismo	315.364.7111	2103	315.364.8207
Distrito	315.364.7211	1100	315.364.7863

### Este planificador pertenece a:

Nombre: \_\_\_\_\_

Maestro asesor: \_\_\_\_\_ Salón #: \_\_\_\_\_

*Southern Cayuga Jr / Sr High School no restringe a los estudiantes por motivos de raza / etnia, religión, discapacidad sujeta a elegibilidad médica, género. Esta declaración se aplicará a todas las actividades académicas y extracurriculares.*

**\*\* Los estudiantes deben tener este planificador en su poder para viajar en los pasillos mientras las clases están en sesión.**

## Jr / Sr Personal de la Oficina de la Escuela Secundaria

Sr. Luke Carnicelli	Jr / Director de la Escuela Secundaria Sr (Grados 7-12)
Sra. Caitlin Wasielewski	Subdirectora / Directora Atlética
Sra. Lisa Carnicelli	Consejera de la escuela (Sr HS)
Sr. Nathaniel VanHall	Consejero de la escuela (Jr HS)
Sra. Joanne Cartner	Jr / Sr Secretaria de escuela secundaria y atletismo
Sra. Paula Schmitt	Secretaria de la oficina de orientación
Sra. Anne Reynolds	Enfermera (grados 7-12)
Sra. Lindsay Herrling	Directora de CSE
Sra. Lindsay Osborne	Psicóloga escolar
Sr. Bill Hasenjager	Seguridad escolar Guard

## PRINCIPIOS RECTORES DEL DISTRITO

Como una escuela impulsada por el éxito, Southern Cayuga Central School:

- tiene altas expectativas para todos los estudiantes y todo el personal e implementa pasos para lograr esas expectativas
- está dedicada a entornos colaborativos
- está comprometida a apoyar la enseñanza y el aprendizaje mediante la implementación de una organización reflexiva Las estructuras y la capacidad de desarrollo del sistema
- prestan atención a los estudiantes individuales y brindan apoyo de servicio adicional más allá de los tradicionales y ofrecido por las escuelas
- entiende cómo nuestros esfuerzos de mejora escolar se ven afectados por el contexto más amplio que nos rodea
- utiliza diferentes enfoques para la mejora escolar

**OBJETIVOS DE CONSTRUCCIÓN:** *Mejorar y mantener los niveles de alfabetización y rendimiento de los estudiantes. Para aumentar las oportunidades de desarrollo profesional.*

*Para mejorar la conexión entre el hogar y la escuela*

## BIENVENIDA DEL DIRECTOR:

Bienvenido al año escolar 2021-22! Todos soportamos un buen año el año pasado, pero estamos preparados para un éxito continuo este año. En especial, me gustaría dar la bienvenida a todos los estudiantes y padres / tutores a nuestra escuela. Nuestro horario de 'escuela dentro de una escuela' presenta dos grupos distintos de estudiantes en el nivel 7-12. Nuestra escuela de grado 7 y 8 (Jr HS) adopta la filosofía de nivel medio con muchas de sus clases de áreas centrales en la misma vecindad, programación de bloques, trabajo en equipo de maestros y clases de aprendizaje basadas en proyectos. Nuestros grados 9-12 (Sr HS) siguen un horario de un solo período para adaptarse a las numerosas optativas y cursos universitarios que se ofrecen en este nivel. Nuestro principal objetivo es brindar la mejor educación a nuestros estudiantes. Esperamos que encuentre que Southern Cayuga Jr / Sr HS es un lugar desafiante y agradable para aprender, así como una escuela donde todos se sienten bienvenidos.

Para que todos en Southern Cayuga podamos asegurar una escuela de excelencia, debemos tener una visión compartida de cómo es una escuela eficaz. Además de las habilidades estudiantiles para el éxito mencionadas anteriormente, insto a los estudiantes y padres / tutores a considerar estos importantes atributos:

Todos enfatizan la importancia de aprender.

1. Los maestros y administradores se esfuerzan continuamente por mejorar la efectividad de la instrucción.
2. Los estudiantes y profesores participan en nuevas actividades de aprendizaje.
3. El personal participa en el desarrollo profesional.
4. Los estudiantes y maestros comparten altas expectativas de desempeño e instrucción de calidad.
5. Se invita a los padres y miembros de la comunidad a participar.
6. La disciplina es firme y constante.
7. El tiempo escolar se usa para aprender.
8. Hay un ambiente seguro y ordenado.
9. Los miembros de la comunidad escolar comparten una misión clara y enfocada.

## ¿Qué podemos hacer que nos haga sentir orgullosos de quiénes somos?

Debemos comprometernos a tomar buenas decisiones para mejorar lo que aprendemos a diario. Si creemos que podemos convertirnos en una escuela eficaz, entonces debemos estar dispuestos a realizar el arduo trabajo que es necesario para sobresalir en la fuerza laboral competitiva de hoy. También debemos estar a la altura de la misión de nuestra escuela, que es fomentar altas expectativas, automotivación, autoestima y valores positivos en toda nuestra comunidad escolar, además de comportarnos de una manera segura, respetuosa, responsable y amable. Juntos como equipo lograremos el éxito y nos convertiremos en una escuela de excelencia. ¡Que tengas un muy buen año!

Atentamente,

Luke A. Carnicelli, Director

Southern Cayuga Jr / Sr High School

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## 2021-22 SC Jr / Calendario de asistencia de la escuela secundaria superior

### septiembre

7 de- Primer día para estudiantes

### octubre

11 de- Día de la Raza (no hay clases)

### noviembre

11 de- Día de los Veteranos (no hay clases)

22 - Conferencias de padres: 12:30 - 8:00 p. M. (No hay clases para los estudiantes)

23 -26 - Receso de Acción de Gracias (no hay clases)

### diciembre

24-31 de- Receso de vacaciones (no hay clases)

### enero

17 de- Día de Martin Luther King (no hay clases)

### febrero

21-25 de- Receso de mediados de invierno (no hay clases)

### abril

11-15 de- Primavera Receso (no hay clases)

### mayo

30 de- Día de los Caídos (no hay clases)

### junio

14-23 de- Exámenes Regents (solo exámenes)

20 - Diecinueve de junio (no hay clases)

24 - Ceremonia de graduación

## 2021-22 Grados 7-12 Horario de campana Horario de

<b>grados 9-12</b>	<b>Período 1</b>	<b>asesoramiento</b>	<b>2</b>	<b>Período 3</b>	<b>Período 4</b>	<b>Período 5</b>
<b>Llegada del estudiante</b> 7: 26-7: 39	7: 40-8: 22	8: 25-8: 40	8: 43-9: 23	9: 26-10: 06	10: 09-10: 49	10: 52-11: 32
	<b>Período 6A</b>	<b>Almuerzo</b> 11 / 12	<b>Período 6B</b>	<b>Almuerzo</b> 9/10	<b>Período 7</b>	<b>Período 8</b>
	11: 35-12: 15	11: 32-12: 02	12: 05-12: 45	12: 15-12: 45	12: 48-1: 28	1:31-2: 11
<b>Grado 7 y 8</b> <b>Horario</b>	<b>Asesor</b>	<b>Bloque 1</b>		<b>Bloque 2</b>		
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**DE SALAS ESCOLARES DECONSEJOS PARA EL ÉXITO EN LA ESCUELA**

- Desayune bien antes de venir a la escuela por la mañana.
- Duerma lo suficiente por la noche.
- Estudiar es cuestión de saber leer, escuchar, observar y pensar.
- Haga un horario diario definido para el estudio, reservando tiempo para cada tema. Utilice los periodos de la sala de estudio para prepararse para las clases del día siguiente y para la revisión de último minuto.
- Asegúrese de comprender la tarea. Escriba siempre las asignaciones en su agenda.
- Mejore su lectura aumentando su velocidad de lectura, leyendo con un propósito, dominando el vocabulario y utilizando el diccionario cada vez que encuentre nuevas palabras que no comprenda.
- Adopte una buena actitud hacia el aprendizaje.
- Haga preguntas cuando no entienda.
- Únase a las actividades escolares. Contribuyen enormemente a su crecimiento físico, mental y social.
- Haga de la honestidad su política. Se necesita valor para afrontar las tareas y los exámenes escolares.
- Ser puntual. La tardanza puede ser una gran desventaja a lo largo de su vida.
- Ten buen ánimo. Una escuela no puede ser mejor que el espíritu de sus estudiantes.
- Si tiene dificultades para hacer una tarea y no puede terminar, infórmeselo al maestro antes del comienzo de la clase.

## **2021-22 Períodos de boleta de calificaciones de Jr / Sr HS (grados 7-12)**

Habrán seis períodos de informes para el año escolar 2021-22. Las fechas son las siguientes:

### **1º Período de Calificaciones:**

Marcado termina el período de octubre de 15  
Informe Tarjetas Mailed de octubre de 22 de

### **segundo Período de Calificaciones:**

Marcado termina el período de diciembre de 3  
Tarjetas de informe a través de SchoolTool de diciembre de 10

### **3er Período de Calificaciones:**

Marcado termina el período de enero de 21  
Informe Tarjetas través SchoolTool 28 de de enero de

### **cuarto Período de Calificaciones:**

Marcado termina el período de marzo de 11  
informe Tarjetas través SchoolTool 18 dede

### **5<sup>marzo</sup> Marcado Período:**

Período de Calificaciones finaliza el 29 de de abril de  
Boletas a través SchoolTool 6de

### **6<sup>mayo</sup> Período de Calificaciones:**

Marcado termina el período de junio de 18  
tarjetas informe Mailed 30 de junio

cartelera informe de cada estudiante será enviado por correo a casa para el 1º y 6º período de calificación. Los informes estarán disponibles a través de Schooltool <https://southcayuga.schooltool.cnyric.org/SchoolToolWeb/Default.aspx> El enlace también se puede encontrar en la página web del Distrito de Cayuga Sur. Las calificaciones también se mantienen dentro del período de calificaciones a través de la cuenta de calificaciones de Schooltool del estudiante. Esto ayudará a aumentar la línea de comunicación entre padres, estudiantes y maestros.

El Cuadro de Honor para cada período de calificaciones se calcula en base al promedio acumulado total del período de calificaciones de un estudiante. Hay tres niveles de cuadro de honor: Honor (85-89.49), Alto Honor (89.5-94.49) y Honor Principal (94.5-100).

## **Exámenes del estado de Nueva York 2022 (Grados 7-12)**

### **Grado 7 y 8:**

Basado en computadora: ELA (29 de marzo - 5 de abril de 2022)

Basado en computadora: Matemáticas (26 de abril - 4 de mayo de 2022)

Ciencias (solo grado 8 - 24 de mayo) - 6 de junio de 2022)

### **Grados 9-12:**

Exámenes Regents: 25-28 de enero de 2022 y 14-23 de junio de 2022

## **inglés como segundo idioma del estado de Nueva York (NYSESLAT)**

Estudiantes deELL: del 11 de abril al 20 de mayo de 2022

## Southern Cayuga Jr / Sr HS Filosofía

### ***Nuestra declaración de misión:***

La misión de la escuela secundaria Southern Cayuga es crear un entorno propicio para la excelencia académica y personal. Esto se logrará mediante la creación de una comunidad escolar que encarne los principios de ser: ***seguro, respetuoso, responsable y amable.***

### ***Expectativas para los estudiantes en los grados 7-12:***

Se espera que los estudiantes aprendan, se comporten de manera apropiada y asistan a la escuela con regularidad. Se espera un comportamiento escolar apropiado en todas las funciones relacionadas con la escuela, incluido el viaje en el autobús escolar.

Como miembros del Cuerpo Estudiantil de Southern Cayuga, estaremos comprometidos a mantenernos unos a otros con estándares de comportamiento que ejemplifiquen los ideales antes mencionados. Reconocemos que las expectativas de comportamiento puestas sobre nuestros hombros son importantes. Sin embargo, son solo ligeramente diferentes de las expectativas puestas en cualquier individuo responsable que viva en una sociedad que valora el ideal con el que estamos comprometidos. Como en cualquier otra situación en la que un gran grupo de personas debe reunirse y funcionar bien, reconocemos y respetamos el hecho de que hay ciertas reglas que deben cumplirse. Además, reconocemos que cuando se rompen las reglas, esas acciones tienen consecuencias. El objetivo de este documento es esbozar las expectativas que los estudiantes deben cumplir para mantener su estatus como miembro activo del Cuerpo Estudiantil de Southern Cayuga. El incumplimiento de estos estándares de comportamiento resultará en una acción disciplinaria administrada por los miembros de la facultad, pero lo más importante, representará un incumplimiento de los estándares que nosotros, el Cuerpo Estudiantil, esperamos de nosotros mismos.

### **Seguridad**

Se espera que todos los estudiantes tengan un comportamiento que garantice el bienestar emocional, social, psicológico y físico de todos los miembros de nuestra comunidad en todo momento. No se tolerará ningún tipo de violencia. La intimidación, en todas sus formas, es inaceptable. Nuestro alumnado se adherirá al principio de que los conflictos deben resolverse mediante un diálogo eficaz entre ellos. Nuestro mandato es crear una estructura social inclusiva donde ***todos los*** estudiantes se sientan seguros, cómodos y empoderados para lidiar con los conflictos de una manera no violenta y prosocial.

Además, es responsabilidad de todos los miembros de nuestra comunidad informar situaciones que no se adhieran a este principio a un miembro del personal de SC Jr / Sr HS. Participar en un comportamiento inseguro, ya sea que las acciones estén dirigidas hacia uno mismo u otro individuo o grupo, representa una violación de la conducta del estudiante y las políticas disciplinarias, y está sujeto a las consecuencias que se describen en el mismo.

“Un estudiante de Southern Cayuga CSD no daña la propiedad de nadie más ni la del distrito”.

### **Responsabilidad**

Para que cualquier comunidad funcione de manera efectiva, es esencial que todos los miembros de esa comunidad asuman la responsabilidad de sí mismos y se mantengan enfocados en el resultado y el impacto de sus acciones en todo momento. Así como los maestros y el personal se comprometen a cumplir con sus responsabilidades profesionales como educadores, nosotros, los estudiantes, debemos aceptar la responsabilidad por el impacto de nuestras elecciones, lenguaje, comportamiento y presentación. NOSOTROS somos, en última instancia, responsables de nuestro propio éxito, y debemos mantenernos conscientes de cómo las elecciones que hacemos en cualquier momento pueden afectar nuestra capacidad o la capacidad de los demás para aprender.

Si estamos interfiriendo con el proceso de aprendizaje, debemos comprometernos a cambiar nuestro comportamiento para cumplir de manera más efectiva con los estándares descritos aquí.

La ley de educación del estado de Nueva York indica que el maestro y el administrador tienen el derecho y la responsabilidad de volver a capacitar y / o corregir el comportamiento de los estudiantes que asisten a la escuela o en funciones escolares cuando no cumplen con los estándares básicos. Bajo la dirección del administrador, todos los miembros del personal de apoyo tienen los mismos derechos disciplinarios, privilegios y responsabilidades que un maestro. Nosotros, como estudiantes, estamos comprometidos a asumir la responsabilidad de nuestro propio comportamiento

y reconocemos que todos los adultos en nuestro entorno educativo son responsables de mantenernos en estos estándares.

### **Amabilidad La**

amabilidad no es un lujo que deba otorgarse solo a aquellos con quienes nos relacionamos en los mismos grupos sociales, equipos o clases. Es esencial para nuestra eficacia como comunidad escolar. Nuestra sociedad se construye sobre una base de relaciones que conectan a las personas, las familias, los entornos laborales, las escuelas, los países y nuestra comunidad global. La forma en que elijamos relacionarnos entre nosotros determinará en última instancia nuestro éxito como individuos. Como estudiantes, nos mantenemos en un estándar de bondad hacia los demás que va más allá de la línea de base del comportamiento "aceptable". Tenemos la intención de establecer un estándar de bondad que pueda ser visto como un modelo a seguir para los futuros estudiantes y las comunidades en las que vivimos.

**La bondad es simple, accesible a todos y tiene el poder de transformar vidas.**

### **Respeto**

Todos los miembros de la comunidad escolar son únicos, valiosos y merecen respeto. Por lo tanto, se espera que todos los miembros de nuestra comunidad sean respetuosos en sus acciones y actitudes en todo momento. Los estudiantes se dirigirán a los maestros y otros adultos de manera apropiada y específica según lo solicite el adulto en la interacción (Sr., Sra., Etc.). Durante la instrucción académica de cualquier tipo, se espera que todos los estudiantes se involucren en un comportamiento que les permita al maestro enseñar de manera efectiva y que sus compañeros permanezcan enfocados. La interrupción general de la clase es una muestra externa de falta de respeto hacia la comunidad de aprendizaje en general. Cualquier acción que interrumpa el proceso de aprendizaje de otros es inaceptable. Además, es importante respetar la necesidad de mantener un comportamiento socialmente apropiado en todo momento. Las demostraciones públicas de afecto, el lenguaje inapropiado (palabrotas, lenguaje abusivo, insultos, etc.) tienen el potencial de crear una situación social incómoda para quienes los presencian en los pasillos y aulas de nuestra escuela, y representan un desprecio por la comodidad social de los que te rodean. Creemos que tales acciones son intrínsecamente irrespetuosas. Además, creemos que la adherencia a un código de vestimenta razonable es una medida de respeto por nuestra comunidad y por los demás.

### **Declaración de derechos y responsabilidades**

El Distrito Escolar Central del Sur de Cayuga ofrece educación pública gratuita a todos los estudiantes en edad escolar del distrito, independientemente de su raza, sexo, nacionalidad o condición de discapacidad.

Como miembros de la comunidad escolar, los estudiantes tienen ciertos derechos que se definen para su conciencia y protección. Los estudiantes también tienen ciertas responsabilidades para con ellos mismos, con sus compañeros, con sus maestros y con el resto del personal de la escuela.

Sin embargo, se reconoce que la principal responsabilidad de los estudiantes es el avance personal de sus metas educativas y profesionales dentro de un marco que es cívicamente responsable y socialmente apropiado.

Igualmente significativo es el hecho de que otros, incluidos padres, maestros, consejeros, administradores, otros empleados del distrito y la Junta de Educación, tienen la responsabilidad para con los estudiantes en la adquisición de su desarrollo educativo y en la provisión de su seguridad personal.

### **Declaración de derechos de los estudiantes**

Los estudiantes tienen derecho a:

1. Seguir una educación en un ambiente seguro y propicio para el aprendizaje, y lograr todo lo que sean capaces de lograr.
2. Inscribirse en cursos de estudio para los que esté calificado.
3. Ser respetado por los méritos de sus atributos como individuos.
4. El debido proceso procesal garantizado por la Constitución de los Estados Unidos y la ley de Educación de Nueva York.
5. Libertad de expresión y libertad de expresión en la medida en que el ejercicio de su libertad no interfiera con el proceso educativo ni infrinja los derechos de los demás.

6. Libre de discriminación en relación con la participación en ofertas curriculares, atletismo y actividades extracurriculares, siempre que el estudiante cumpla con los criterios establecidos.
7. Hacer recomendaciones a través del equipo de asesoría estudiantil con respecto a las reglas escolares, regulaciones escolares o asuntos relacionados con las organizaciones estudiantiles.

### **Declaración de responsabilidades del estudiante**

Es responsabilidad de los estudiantes:

1. Venir a la escuela preparados para que puedas tener éxito.
2. Mantener una asistencia regular según lo establecido por la política del distrito escolar y la Ley de Educación del Estado de Nueva York.
3. Conducirse con respeto hacia sí mismo, sus compañeros de estudios, profesores y otros.
4. Esforzarse por alcanzar su máximo potencial en todas las áreas.
5. Siga todas las directivas razonables de la facultad y la administración.
6. Cumplir con todas las obligaciones del aula con los maestros, incluidas las relacionadas con los requisitos del curso.
7. Demuestre respeto por la propiedad de la escuela y por la propiedad de los demás.
8. Demostrar conducta apropiada, buen civismo y buen espíritu deportivo al participar o asistir a eventos y actividades patrocinados por la escuela.
9. Vestirse de manera limpia, segura y presentable que no sea peligrosa para ellos mismos o para otros, y que no interrumpa el proceso educativo.
10. Cumplir con todas las obligaciones financieras, incluidas, entre otras, recaudaciones de fondos, vandalismo, propiedad escolar perdida o dañada, etc.

### **Papel de los padres**

Es responsabilidad de los padres:

1. Reconocer que la responsabilidad principal del bienestar y el desarrollo de un niño recae en los padres .
2. Enséñele al niño con la palabra y el ejemplo, el respeto por la ley y la autoridad.
3. Anime al niño a aprender y respetar los derechos de los demás.
4. Anime al niño a que asista a la escuela.
5. Conozca y comprenda las reglas y regulaciones que un niño debe observar en la escuela.
6. Familiarícese con los manuales proporcionados en cada edificio.
7. Brindar orientación para que el niño desarrolle estándares de conducta y comportamiento socialmente apropiados.
8. Esfuércese por mantener al niño en buena salud física, mental y emocional.
9. Brinde aliento y apoyo para que el niño complete las tareas asignadas.
10. Buscar participación en la escuela del niño, sus maestros, programas y actividades; así como para asistir a conferencias de padres y funciones escolares.

### **Papel del maestro**

Es responsabilidad del maestro:

1. Demostrar, mediante el trabajo y la acción, el respeto por la ley y el orden y la autodisciplina.
2. Proporcionar a los estudiantes dirección y orientación que los ayudarán a pensar, razonar y ser responsables de sus acciones.
3. Mantener a los estudiantes y padres informados sobre el desarrollo y el progreso de los estudiantes.
4. Expresar entusiasmo y preocupación por la enseñanza y el aprendizaje.
5. Involucrarse en el desarrollo de las reglas y regulaciones de la escuela con respecto a la conducta del estudiante, y exigir la observancia apropiada de las reglas y regulaciones por parte del estudiante.
6. Sea consistente, justo y firme al tratar con los estudiantes tanto dentro como fuera del aula.
7. Refuerce el comportamiento positivo de los estudiantes.
8. Busque los recursos apropiados para lograr un cambio positivo en el comportamiento de los estudiantes.
9. Continuar creciendo profesionalmente en asuntos relacionados con el comportamiento positivo de los estudiantes.
10. Informar a los estudiantes y padres sobre el plan de estudios en varios niveles de grado.

### **Papel de la administración del edificio**

Es responsabilidad de la administración del edificio:

1. Crear un entorno propicio para el aprendizaje.
2. Ejercer la autoridad delegada por el Superintendente de Escuelas.
3. Sea consistente, justo y firme al tomar decisiones que afecten a los estudiantes, el personal y los padres.
4. Demostrar, con palabras y ejemplo, respeto por la ley y el orden, autodisciplina y una preocupación sincera por todos los estudiantes bajo su autoridad.

5. Desarrollar horarios de clases y asignaciones de enseñanza razonables y efectivos para los estudiantes y el personal.
6. Establecer y mantener líneas abiertas de comunicación con los estudiantes, el personal y los padres.
7. Participe con los estudiantes asistiendo y supervisando las actividades escolares y visitando las aulas.
8. Trabajar con los estudiantes, maestros, consejeros y padres para establecer técnicas cooperativas para lograr un comportamiento estudiantil positivo.
9. Proporcionar una clara difusión de las reglas y regulaciones a los estudiantes, el personal y los padres.
10. Brindar a los estudiantes y al personal los derechos del debido proceso y la igualdad de protección que están garantizados por la ley.

## **ASISTENCIA DEL ESTUDIANTE (Grados 7-12)**

Todo estudiante tiene derecho a las oportunidades educativas que le permitirán desarrollar su máximo potencial. Para maximizar estas oportunidades, es responsabilidad del estudiante estar presente todos los días. Southern Cayuga está comprometida con la filosofía de que todos los estudiantes deben asistir a todas las clases todos los días. Se espera asistencia regular y puntualidad en todas las clases y son esenciales para el éxito de los estudiantes en la escuela.

### **ASISTENCIA**

Los estudiantes deben estar en su 1er período de clases a las 7:40 am (grados 9-12) y al asesoramiento a las 7:40 am (grados 7 y 8). **Los estudiantes deben asistir a su clase de asesoría asignada para fines de asistencia. Si un estudiante no asiste a su asesoramiento, el maestro lo marcará como ausente.** Aquellos que no estén en el 1<sup>er</sup> período para el tiempo mencionado anteriormente o que estén en la escuela pero no se presenten al 1<sup>er</sup> período (sin una razón justificada adecuada) estarán sujetos a acción disciplinaria. Cada mañana, el Juramento a la Bandera se llevará a cabo a través del sistema de megafonía a las 7:40 am. Se les pide a los estudiantes que no deseen participar que se pongan de pie durante esta breve ceremonia. Los anuncios matutinos se realizarán a las 7:40 am directamente después del Compromiso a través del sistema de megafonía.

### **AUSENTISMO**

Se registra una ausencia por cada ocasión en que un estudiante no está presente en la escuela. Solo aquellos estudiantes con ausencias justificadas tendrán la oportunidad de recuperar una clase.

Según la Sección 3205 de la Ley de Educación del Estado de Nueva York, los padres son responsables de la asistencia regular de sus hijos a la instrucción. La ley estatal exige que los estudiantes asistan a la escuela hasta la edad de 16 años. **Los estudiantes deben terminar el año escolar al cumplir los 16 años de edad.** Se requiere que las escuelas codifiquen las ausencias (la razón) para los registros de asistencia. Cuando no se reciba información confiable dentro de un período razonable, la ausencia se considerará injustificada. Escribir una excusa para los padres es para asegurarle a la escuela que saben que su hijo estuvo ausente, aunque el estudiante aún puede ser marcado como injustificado. *(Consulte la página 11 para conocer las razones justificadas de la ausencia).*

Esta filosofía se basa en las siguientes creencias:

1. La asistencia regular es un aspecto importante del programa educativo de un estudiante.
2. El proceso educativo requiere una continuidad de la instrucción y una participación activa en el aula.
3. La maximización de la interacción del estudiante con su maestro y compañeros ocurre a través de la asistencia regular.
4. La asistencia regular es un componente importante del éxito académico. Aumenta el rendimiento de los estudiantes y reduce la tasa de deserción.

### **PROCESO DE APELACIÓN DE ASISTENCIA**

Los estudiantes que reciben una auditoría para un curso debido a que no cumplen con el mínimo de asistencia pueden apelar al director sobre la base de que existen circunstancias atenuantes que ameritan una consideración especial. Cada vez que un estudiante está ausente, incluso por un día, se le pide a los padres que envíen una nota escrita o un correo electrónico a la oficina de asistencia o que nos llamen al 315-364-7111 x2103.

### **POLÍTICA DE ASISTENCIA AL CURSO**

Los estudiantes asistirán a todas las clases asignadas durante todo el tiempo que la clase esté en sesión. Se considerará que un estudiante asiste si el estudiante: Está

1. físicamente presente en el aula o trabaja bajo las instrucciones del maestro del aula durante más de la mitad del tiempo de reunión programado de la clase.
2. Trabajar de conformidad con un programa de estudios independiente aprobado.
3. Recibir instrucción alternativa aprobada.

### CONSECUENCIAS POR AUSENTISMO EXCESIVO EI

crédito para cualquier curso depende de:

1. Cumplir con los requisitos de asistencia.
2. Obtener una calificación aprobatoria. Para recibir crédito del curso, un estudiante debe estar presente durante un mínimo del 85% de todas las reuniones de clase programadas. Las ausencias justificadas no se contarán para los niveles siguientes.

Los estudiantes que no asistan a clase y no cumplan con los requisitos mínimos de asistencia pueden recibir un incompleto para ese curso. La siguiente tabla indica el número de ausencias (no tardanzas) de los estudiantes en cada nivel. A continuación se enumeran los procedimientos de notificación, intervención y audiencia para cada nivel.

<u>Reuniones de clase:</u>	<u>un semestre de</u>	<u>año completo</u>
Nivel 1	10	20
Nivel 2	15	30

#### Cuadro para los niveles de asistencia

**Nivel 1: EI** maestro notifica a la oficina de orientación para verificación, llama a casa y el maestro habla con el estudiante, envía una carta a casa.

**Nivel 2: EI** maestro notifica al estudiante, la asistencia envía una carta a casa y el director se comunica con el estudiante / familia y verifica todas las ausencias de los estudiantes. Es posible que el estudiante deba completar un plan de recuperación de asistencia si supera el límite del nivel 2.

**Notificación:** Copias para: familia, maestro, director y consejero.

### RAZONES excusado porausencia

razones dejustificable por las ausencias son:

1. Cita con médico nota
2. la enfermedad del estudiante con el médico nota
3. Corte apariencia
4. muerte en la familia
5. cuarentena
6. carreteras intransitables o mal tiempo
7. tratamiento curativo de salud
8. programa de trabajo cooperativo Aprobado o visitas a universidades aprobados, así como la escuela patrocinó las excursiones y Examen de manejo del Estado de Nueva York
9. Obligación militar
10. Observancia religiosa

### ASISTENCIA RECUPERACIÓN

Si un estudiante excede el umbral máximo de ausencias, será referido a nuestro Plan de Recuperación de Asistencia. Este plan permitirá a los estudiantes completar trabajos de curso adicionales para obtener crédito de cursos para las clases en las que están recibiendo calificaciones aprobatorias pero han superado el umbral de asistencia. A los estudiantes se les asignarán módulos (unidades) en un plan de estudios de instrucción asistida por computadora. El instructor y nuestro orientador supervisarán la asignación y finalización del módulo. Los estudiantes pueden acceder al programa en la oficina de orientación y en la sala de ISS. Este será un plan incremental: cuanto mayor sea el número de ausencias, más módulos se le pedirá al estudiante que complete.

**Los estudiantes con 25 o más ausencias injustificadas para cursos semestrales y 50 o más ausencias injustificadas para cursos de año completo no podrán aprovechar este Plan de Recuperación de Asistencia.**

## TAREA PARA EL ESTUDIANTE AUSENTE

Cuando un estudiante está ausente debido a una enfermedad u otras razones, el estudiante / padre debe hacer arreglos con el maestro del estudiante para cualquier trabajo perdido. Todas las tareas diarias se publican a través de Google Classroom.

## PERMISO PARA SALIR DE LA ESCUELA

Los estudiantes que tengan una cita con el dentista, médico o de otro tipo durante el día escolar deben traer una nota firmada y fechada de sus padres o tutores a la oficina principal de Jr / Sr HS antes de que comiencen las clases. ***Ningún estudiante, bajo ninguna circunstancia, debe dejar la escuela o los terrenos de la escuela sin ser excusado oficialmente. Las únicas personas en Jr / Sr HS autorizadas para excusar oficialmente a los estudiantes son el director, AP / AD, secretaria (en la oficina de orientación o principal) y la enfermera de la escuela.***

## 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 as stated on the prior page. 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, 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.

## STEPS TO FOLLOW WHEN ABSENT

Students not in their classrooms by 7:40 am 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 Main Office.

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

1. Report to the main office immediately to sign-in.
2. Students will need to serve 1 day of ISS after 12 tardies, if unexcused.

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

## TARDINESS

Parents are responsible by law to see that their children are in school “regularly on time every day” (Compulsory Education Law). Students reporting to school after 7:40 am are late for class and must report immediately to the **Main 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 (eg 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 school counselors and Principal are concerned about your intellectual, physical, emotional, and social development. Stop in the main office for more information. Your school 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.

### **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.

### **Meningococcal Vaccine School Requirement**

As of September 1, 2016, all public and private school students entering 7<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> grades in New York State must be fully vaccinated against meningococcal disease. The meningococcal vaccine protects against serious and sometimes deadly diseases such as meningitis (an infection of the lining of the brain and spinal cord) and sepsis (blood infections). That's why the vaccine is sometimes called the meningitis vaccine. The vaccine is administered as a shot. 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 letter home. Parents must complete this form and return it as soon as possible with their child. Parents must ensure 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, 911 will be called and the parents, guardians, or caregivers will be located.

### 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 Pre K or K,1,3,5,7,9,11 and at any grade level by school administration, in their discretion, to promote the educational interests of the student
- ❖ Students (grades 7-12) participating in interscholastic sports
- ❖ Students who need working papers

If a student health certificate is needed for your child/student for the new/upcoming school year, a letter will be sent home (prior to the start of the new school year). Health certificates are required to be submitted within 30 days of the start of the school year [Education Law §903,8NYCRR § 136.3 (c) (1)]. \*Tanner developmental staging is only required for 7<sup>th</sup> and 8<sup>th</sup> graders who are seeking a waiver to be permitted to participate in high school level interscholastic athletics or high school students seeking a waiver to participate in lower level interscholastic athletics. (see NYSED Athletic Placement Process) Please note: If a student of either gender refuses such an examination, parents will be notified and should arrange to have the examination done privately by the student's health care provider.

### Nurse's Office Contact Information

**Phone: 315-364-7111 x1440; Fax: 315-364-8207**

### 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 must 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.

### 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 (unless cleared by the school nurse).**
- ❖ **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.

# GENERAL INFORMATION

## **ACADEMIC REQUIREMENTS**

Specific information concerning the types of programs offered at Southern Cayuga can be obtained from your school counselor or from the Program of Studies booklet available in the Guidance Office or on the school website.

## **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 at 315-364-7111 x2114.

## **AFTER SCHOOL ACTIVITIES**

No students are to remain in the school building after dismissal unless they are under the direct supervision of a teacher or coach. 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). Students who do not show respect for the school and/or property of the school may be subject to disciplinary actions for vandalism.

## **CELL PHONES/TELEPHONES**

We ask students to use cell phones/office phones responsibly and to not interrupt their instruction when using a phone. Use of cell phones in a classroom is solely up to the discretion of the teacher in Sr HS. Students at the Jr HS level should keep their phones off and away during their classes.

**Students who use their phones during school hours that lead to a disruption are subject to disciplinary actions including confiscation of the phone to Out of School Suspension.**

Consequence Progression: 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: multiple ISS days. *Note: If a student fails to turn the phone over to a staff member the student will be subject to ISS or OSS.*

## **COMPUTER/CHROMEBOOK USE**

Chromebooks are assigned to each student in grades 7-12 during the 2021-22 school year. In addition, all students will be issued a protective cover for their device. These items will be collected at the end of the 2021-22 school year for inventory and cleaning purposes. All Chromebooks will continue to use school firewalls and filters regardless of their physical location and Wi-Fi connection. If damage does occur, we will make every effort to repair it in-house. However, if severe intentional damage occurs, there may be a cost associated with its repair.

A complete replacement is valued at approximately \$300.00. Students and parents/guardians will be asked to sign an acceptable use agreement at the beginning of the school year.

Access to e-mail and the Internet will enable students to explore Google Classroom to assist their overall content knowledge. 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 computer 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. **Students abusing his/her Internet access or workstation (computer) will have privileges revoked and may face disciplinary action.**

## CONFLICT RESOLUTION

Our school counselors and Principals are available to all students when conflicts arise. Information is kept confidential.

## DAILY OPENING EXERCISES

All students should be in their 1<sup>st</sup> period class by 7:40 am Those who are not in their class by the above mentioned time or are in school but fail to report to class (without a proper excused reason) will be subject to disciplinary action. Every morning the Pledge of Allegiance will be led over the PA system at 7:40 am Students in the hallway are asked to pause during the Pledge and students who do not wish to participate are asked to stand during this short ceremony. Morning announcements will occur over the PA after the Pledge of Allegiance.

## 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 that are appropriate for the school atmosphere. **Students may carry string packs that are smaller in size which are clear or mesh. Small purses/handbags may also be carried for personal items only. Final consideration will be left with the building principal.**

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). **Hats are generally allowed for students, no hoods. However, there may be no hats allowed in specific classroom or labs such as the science classrooms due to safety precautions with lab equipment.** No wearing of sunglasses in the building except for a medical purpose or as approved by the principal.

Extremely brief and revealing garments such as, but not limited to, short shorts (not fingertip length), tube/tank tops and shirts that reveal one's midriff, similar cut-off shirts, halter tops and plunging necklines (front and back) are not allowed. **The Principal and/or AP will make the final determination, if necessary. If skirts/shorts are very short, students must have leggings or spandex shorts (that are not see through) underneath their clothing.** Undergarments must be completely covered with outer clothing at all times. Students may not wear clothing that could be used inappropriately, or with pictures, words, diagrams, etc., that depicts, promote, suggest, and illustrate the following, but may not be limited to:

- illegal or violent activity; sexual innuendos; 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, changing into 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

Electronic devices are allowed for students, however if the e-device is deemed a nuisance it may be confiscated and returned to a parent/guardian if the student does not follow the school policy.

**The exception to this allowance is if a student refuses to listen to staff direction or in the event the device is disturbing to others. Students 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. The district uses an emergency calling system (School Messenger) to inform parents/guardians of an emergency closing. Emergency closing information will also be announced over the following radio/television stations:

### RADIO

WAUB - AM Auburn  
WMBO - AM/WPCX - FM Auburn  
WHCU - AM/FM Ithaca  
WTKO - AM/WQNY - FM Ithaca

### TELEVISION

WSYR - ABC Syracuse  
CNYCentral - CBS Syracuse  
CNYCentral - NBC Syracuse  
Spectrum News Syracuse

**ONLINE:** [www.auburnpub.com](http://www.auburnpub.com) & [www.southerncayuga.org](http://www.southerncayuga.org)

## SCHOOL DELAY (Grades 7-12)

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

## Delayed Opening Schedules (SR HIGH SCHOOL Grades 9-12)

### Grades 9-12 Delay Schedule

1-Hour Delay

2-Hr Delay

Period 1	8:40-9:07	Advisory	9:40-9:47
Advisory	9:10-9:16	*1st or 3rd Period	9:50-10:06
Period 2	9:19-9:46	Regular Schedule	10:09
Period 3	9:49-10:06		
Regular Schedule	10:09		

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

## Delayed Opening Schedules (JR HIGH SCHOOL Grades 7 & 8)

### Grades 7 & 8 Delay Schedule

1-Hour Delay

2-Hr Delay

Advisory	8:40-8:50	Advisory	9:40-9:50
Block 1	8:53-9:48	1st Block	9:53-10:18
Block 2	9:51-10:46	2nd Block	10:21-10:46
Regular Schedule	10:49	Regular Schedule	10:49

## **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 without teacher approval.

## **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.

*(Please note: students with multiple discipline referrals, tardies, poor attendance or grades, as well as incomplete work may be denied the privilege to attend a field trip).*

## **FIRE DRILLS/LOCKDOWN/EMERGENCY EVACUATION**

1. All drills should be taken very seriously.
2. Become familiar with instructions posted in rooms and reviewed by your teacher.
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. Students observed not strictly following directions during a drill will be subject to serious disciplinary action and parents will be notified

## **FOOD SERVICES**

Advanced payments, paid to the cashier, can be cash or check (SCCS cafeteria) in any amount. Parents/Guardians may also choose to pay for food services via [www.myschoolbucks.com](http://www.myschoolbucks.com). Please contact Jenice Jones at the number below should you be interested in this service. Lunch may be charged (No snacks may be charged).

Any family may apply for a free or reduced meal application at any time. Applications are available from any cashier or Jr/Sr High School office. Contact Jenice Jones with any questions at 315-364-7111 x1280.

## **Breakfast**

Breakfast will be served daily starting at 7:30 to 9:00 am Free and reduced-price plans will be followed. All students must report to advisory class in order to be marked present.

1. Students eating breakfast are to report to school early enough to eat breakfast and report to class by 7:40 am Students must be responsible about their time, as they will be marked tardy.

2. Failure to report to class after breakfast will result in a lunch detention.
3. Breakfast is available on both 1 and 2-hour delay schedules.

### 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. 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 be denied lunch.
6. Not 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 dishes. **Please do not discard dishes or silverware.**
9. Leave tables, chairs and the floor clean and orderly.
10. Remain in a supervised area. Obtain permission with agenda from the staff 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. In the fall and spring, students may 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 should be consumed in the cafeteria**, unless the student has permission from a teacher to eat elsewhere. All vending machines should be utilized during breakfast, lunch and after school. Students are discouraged from bringing drinks to school, they are subject to search. Students are advised to not bring high energy drinks (eg Monster, Red Bull, etc...) or soda to school. **These drinks may be confiscated.** Glass containers are prohibited. School personnel reserve the right to inspect the contents of any opened container. *Please note: All baked goods brought to school must be store bought. Homemade goods are not allowed in school during the day, unless arranged for by a teacher. All homemade goods are subject to collection and storage in the main office until after school hours.*

### **HALLWAYS**

Students are expected to walk quietly and conduct themselves in the appropriate manner. Students in the hall while classes are ongoing must have a signed pass in their planner.

### **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 AND LOCKERS ARE SCHOOL PROPERTY.**

## LIBRARY MEDIA CENTER

Use of library books, magazines, newspapers, pamphlets 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.

### 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.

### 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.

## 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 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. **Should items be stolen from a locker that is purposefully not secured the school is not responsible for the items.** 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 may be subject to disciplinary action.

## LOST AND FOUND

Items lost or found should be reported to the main 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 in grades 7-12 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 the back of their planner ONLY. If students do not have a hall pass when traveling in the hall students will be asked to return to class.**

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 must have a pre-signed pass when going to see a teacher that has a class and it must have the period written on it that the teacher would like to see the student.
4. Planners need to be kept intact and not shared with other students.

## PRIVILEGES AND RESPONSIBILITIES

Senior Privilege: Seniors students ONLY are eligible for late arrival and early release from school. Students must be in good standing and in many cases are not eligible for this privilege until the 2<sup>nd</sup> marking period (unless approved by the principal). All proper paperwork with signatures must be completed before a student is allowed to arrive at school late or leave school early. If a student is interested, they must speak with the principal.

## **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. Students may hold hands **ONLY**. Kissing, hugging & other excessive, intense displays of affection are prohibited.

## **SALE OF ITEMS**

Individual students may not sell food/drink or other items for personal profit on school property, including buses. No direct sale of candy 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. Students should arrange transportation to and from the dance (students with a Junior license may not drive after dark or 9:00 PM). Students who are not following rules and regulations may be asked to leave the dance with NO refund. *Also, SC Jr/Sr HS reserves the right to administer an alcohol sensor test to students upon proper notification to students and parents/guardians.*

**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(s). Final consideration will be left with the building principal.**

## **SKIP DAYS**

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 & 7-12 LEADERSHIP TEAM**

There are two groups, one at each level (Jr & Sr HS). They represent students on various planning and visionary committees both in our school building. Concerns, ideas, and/or suggestions about what happens at school should be shared with representatives.

## **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 main office. The registration form requires a parent signature.
2. The use of the parking lot is a privilege. Students must be prompt in attendance and follow all driving and parking regulations. Any accidents in the parking lot must be immediately reported to the main office. Those who do not behave responsibly will lose the privilege of parking on school property.
3. Students must park in the designated student parking lot.
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 disciplinary action. If a student drives to school and parks in the student parking lot they must attend school.
6. 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. Once a student arrives at school they must park and enter school. Students are to leave school property immediately after they are dismissed.
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 wrongdoing, 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/parent's 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** (with teacher's permission and pre-signed pass).

## VISITORS

All visitors coming into the building during the school day must enter via the main entrance and report directly to the main office. In order to protect our students, visitors will be required to show a valid government issued photo ID. Students from schools outside our district will not normally be allowed to visit the school. Exceptions to the visitation policy must be cleared through the building principal. No uninvited visitors will be allowed during school hours. Alumni visits are permitted after school hours.

## WHERE DO I GO FOR?

Career Information	Guidance Office
Change of Address	Main Office/Guidance Office
Early Dismissal	Main Office
Improvement of Study Habits	Teachers or Guidance Office
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	Main Office
General Concerns	Guidance/Principal
Tardy Pass to School	Main Office
Working Papers	Main Office

## WITHDRAWALS AND TRANSFERS FROM SCHOOL

A student who is withdrawing or transferring from Southern Cayuga should consult with the guidance office. 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>	315.463.5011
<i>Catholic Charities</i>	315.253.2222
<i>Contact (24 hrs. hot line)</i>	315.251.0600
<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>	315.252.2112
<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) Per school bus policy students are required to wear seat belts.
- 5) Upon boarding the bus, the school day officially begins.
- 6) 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.
- 7) 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.
- 8) 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
  - Any type of smoking on the bus including e-cigarettes/vapes
  - 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.

## **FIELD TRIPS/SPECTATOR GAMES**

Buses are provided for Field Trips and select 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. Generally, 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 pm 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 3:40 pm & 5:15 pm 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 PM BOCES. Students are required to have a Late Bus Pass from the teacher they are staying with after school. 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 leave school grounds and return to ride the late bus. Students who violate this rule and/or are staying after school without good cause may be subject to disciplinary action.**

## **GUIDANCE AND COUNSELING SERVICES**

*Guidance Office Phone: 315-364-7111x2114*

*Mrs. Lisa Carnicelli, Sr High School Counselor & College Planning*

*Mr. Nathaniel VanHall, Jr High School Counselor*

*Mrs. Schmitt, Secretary*

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 SC 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.southerncauyuga.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 (26)
2. Certain required subjects
3. Testing requirements (Regents exams)
4. Requirements of major sequence

## YEARLY LOOK AT SR HIGH SCHOOL (Grades 9-12)

**Advanced Regents Diploma:** Total Credits needed for graduation: 26

<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
Alg I*	Geometry*	Alg 2*	Economics
Earth Science*	Living Environment*	Chemistry	Elective
Spanish II	Spanish III	Elective	Elective
Art/Music/Ag	Health	Elective	Elective
Elective	Elective	Elective	PE 12
PE 9/Lab	PE 10/Lab	PE 11	
Total Credits: 7½	Total Credits: 7½	Total Credits: 7½	Total Credits: 6½

**Note:** \* Indicates Regents exam that must be passed with a **65** or higher

**For Foreign Language:** Students who wish to substitute a 5-unit sequence in Ag or Fine Arts 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: 26

<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
Pre Alg or Alg I*	Alg I* or Geometry	3 <sup>rd</sup> Math	Economics
IntroLE or Earth Sci*	Living Environment*	3 <sup>rd</sup> Science	Elective
Spanish II or Seq	Health	Elective	Elective
Art/Music/Tech	Spanish III	Elective	Elective
Elective	Elective	Elective	PE 12
PE 9/Lab	PE 10/Lab	PE 11	
Total Credits: 7½	Total Credits: 7½	Total Credits: 7½	Total Credits: 6½

**Note:** \* Indicates Regents exam that must be passed with a **65** or higher  
\* IEP students may receive a **55** or **65** or higher on select Regents exams

## YEARLY LOOK AT JR HIGH SCHOOL (Grades 7 & 8)

*Most Courses are 82 minutes every other day*

### Sample Student Schedule (7th grade)

Advisement (7:40-8:00) Every day  
 English 7 (8:03-9:31) A/C days  
 Social Studies 7 (8:03-9:31) B/D  
 Science 7 (9:34-10:59) A/C  
 Math 7 (9:34-10:59) B/D  
 Lunch (10:59-11:29)  
 AgriScience, Writing Lab, Art (11:32-12:57):  
 3- Rotation: Every other day for 12 weeks each

Health (A/C) PE (B/D)  
 Band, Chorus, Music, SH or ReTeach

### Sample Student Schedule (8th grade)

Advisement (7:40-8:00) Every day  
 Spanish 1 (8:03-9:31) A/C days  
 Math 8 (8:03-9:31) B/D  
 Social Studies 8 (9:34-10:59) A/C  
 English 8 (9:34-10:59) B/D  
 Lunch (10:59-11:29)  
 Science 8 (11:32-12:57) A/C  
 3- Rotation: Every other day for 12 weeks each  
 Robotics, Tech Lab, Music  
 ReTeach (A/C) PE (B/D)  
 Band, Chorus, SH, ReTeach

## ACADEMIC GUIDELINES

### **ACADEMIC ELIGIBILITY** *(Please see extracurricular activities as well)*

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. **A student's eligibility to participate in extra-curricular activities is based on passing grades in their classes. If a student is failing two or more classes they would be considered not in good academic standing and will be required to complete a daily record (yellow sheet) of their class progress in order to be eligible to be involved in activities after school.**

### **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), Musical Activities Not Required for a Course, High School Challenge/Masterminds, National Honor Society, National Junior Honor Society, Class Committee Meetings, Dances, Snow Ball, Prom, School Trips held during and after school hours, Drama Club, Student Council, FFA, Activities Not Required for a course, Yearbook, International Club, and Intramurals. **National Honor Society (NHS): A copy of the NHS by-laws is available upon request from the HS office or NHS advisors. Information can also be found on the SC Jr/Sr HS website.** Students declared ineligible (failing two or more courses) 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 Jr/Sr 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. There is either no charge or minimal charge to students for AP exams.

### **AUDITING A COURSE**

A student may be given permission to audit a course following a meeting with his/her school 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 BOCES facility on W. Genesee St. outside of Auburn offers many courses in building trades, business, electronics, engine trades, graphics, health, metal fabrication, and medical 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 program will most likely take PE at Southern Cayuga. For further information on these programs, see your school 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:** The bus will leave promptly at 8:30 am and will not wait for late arrivals. Upon returning to school, students are to report quickly and quietly to the cafeteria.

**PM BOCES:** Students attending afternoon programs are to: Eat lunch 10:59-11:29 am, Board the bus at approx. 11:30 am

**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.

## **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.
2. Students will be eligible for the Credit Recovery Program.
3. Earn a passing final mark in summer 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.
4. Students may also complete a failed course via the online program Edgenuity.

## **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 building Principal. If a student fails either of these required courses, she/he is advised to attend summer school immediately following the failure or complete the course via online credit recovery to make up for the deficiency.

## **DROP-ADD COURSE POLICY**

Students must speak with their school counselor to start the process. Usually, students will drop or add a course within the first month of school. A student may drop a course (if it does not affect graduation requirements) for a valid reason. This can take place during the 1<sup>st</sup> half of the year only for yearlong courses and by the end of the 1<sup>st</sup> marking period for semester courses. (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.

## **EARLY GRADUATION**

Students must complete an application for early graduation by January during his/her 10<sup>th</sup> grade year and have an overall average of 92.5 or better by the end of 10<sup>th</sup> grade for eligibility. Applications are available in the guidance office. Final approval must be obtained by the building principal.

## **GRADUATION**

**The building principal and senior class advisor 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 on the day and time specified by the building principal. 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 school counselor for an explanation of the honors.

## **INCOMPLETES or NOT ELIGIBLE**

All work should be completed promptly. In an emergency, a mark of INC or NE 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. Final approval for Independent Study must be obtained by the building principal.

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 building 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, ie, 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, and effort.

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

1. Three marking period grades (x2).
2. Enter the final examination grade.
3. Divide by seven (7).

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

1. Enter each of the marking period grades.
2. Enter the final examination grade.
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. **Regents exams are generally used as the course final exam, an exception is with a comprehensive exam.**

**AP and College level courses only will be weighted at 1.05 over our standard 1.0 for all other courses. The weighted factor will be auto increased each MP for these classes via Schootool. One of the main deciding factors to begin weighting is due to the college merit scholarship process and allocation for our students.**

## 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>	11 units and pass English 9 and Global History 9, and English 10 and 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 grades 7-11 will carry at least 7 periods of instruction each semester including physical education.

Seniors will carry at least 4 periods of instruction each semester including physical education. Only the principal on recommendation of the guidance department may waive these rules.

## 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 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. If students are unprepared, clothing will be provided.
- ❖ 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 will be issued by the physical education teachers. These are to be returned at the end of the school year or the student will be charged. **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 (or wear a t-shirt over it).
- ❖ 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.
- ❖ 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 the teacher is satisfied.
3. A total of 2 missed classes are allowed for the entire marking period. Any additional absences could cause failure for the marking period. Students are encouraged to make up any missed classes.
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 may not be allowed to make-up the class.**

## PROGRAM OF STUDIES

Southern Cayuga Jr/Sr HS offers a comprehensive program of studies that includes enriched, honors, advanced placement, Community College, SUPA, Fine Arts, Ag, and possible online learning courses. In addition to a strong core academic program, there are elective offerings in STEAM (Science, Tech, Engineering, Arts, Ag, Math).

Spanish (starting in grade 8) is taught to SC Jr/Sr HS students. For more information, consult the Jr/Sr High School Course Description booklet available in the guidance office or on the school 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 an IEP student receives between a 55% and 64% on exams they may be granted local credit and will receive a Local Diploma.

Appeals in lieu of a passing Regents exam grade are available using specific guidelines.

## **REGENTS CREDIT WITHOUT COURSE COMPLETION**

1. 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.
2. 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 HS principal and student's teachers
  - 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 without permission of the principal.
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 1<sup>st</sup> semester
  - b. Semester courses after the 1<sup>st</sup> marking period

### **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 4 subjects at Southern Cayuga Sr HS, 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 (eg 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, 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:

Drama Club, FFA, International Club, High School Challenge/Masterminds, Robotics Club, National Honor Society, National Junior Honor Society, Ski Club, Jazz Band, Student Council (Jr & Sr High), Yearbook (Jr & Sr High), Leadership 7-12, YPals, GSA, SALC (Athletic Leadership), History Club.

## SUMMER SCHOOL CRITERIA

Situation enrollment criteria will be reviewed by the principal and teacher on an as needed basis.

## SUPA (Syracuse University Project Advance), AP, COLLEGE COURSES

Southern Cayuga Sr High School offers SUPA, AP, CCC, TC3 college level courses to students usually in 11<sup>th</sup> and 12<sup>th</sup> grade. The courses carry college rigor and credit. Students should check with the guidance office prior to enrolling in these level courses as they may carry a tuition charge.

# 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 abridged Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. The entire SCCS Code of Conduct document may be referenced on the district webpage via [www.southerncayuga.org](http://www.southerncayuga.org). 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 Intranet/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
- ❖ Invasion of privacy

### **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:

- ❖ Cell phones to be visible or used when prohibited.
- ❖ Fire pagers can be worn by firefighters but must be on alert.
- ❖ Cell phones are to be turned off and stored in students' lockers during school hours, unless otherwise permitted. At the discretion of the individual bus drivers, they may be used on bus rides.
- ❖ Other personal electronic devices, including game players, are to be stored in students' lockers, unless otherwise permitted.
- ❖ 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.
- ❖ 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 (in person or via social media).
- ❖ 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 the school district's 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.

- ❖ DIGNITY FOR ALL STUDENTS ACT (DIGNITY ACT)

*(As referenced from NYSED guidance document <http://www.p12.nysed.gov/dignityact/>) April 2012*

*Please be aware that the Dignity Act does not prohibit the denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law §§2854(2)(a) and 3201-a and Title IX of the Education Amendments of 1972 (20 USC §1681, et. seq.), or prohibit, as discrimination based on disability, actions that would be permissible under §504 of the Rehabilitation Act of 1973.*

## **Scope**

The Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying. For further information, please refer to NYSED's Guidance on Bullying and Cyberbullying, which can be found at: [www.p12.nysed.gov/technology/internet\\_safety/documents/cyberbullying.html](http://www.p12.nysed.gov/technology/internet_safety/documents/cyberbullying.html)

The intent of the Dignity for All Students Act (hereinafter referred to as the Dignity Act) is to provide all public-school students with an environment free from discrimination and harassment, as well as to foster civility in public schools. It also focuses on prevention of harassment and discriminatory behaviors through the promotion of educational measures meant to positively impact school culture and climate. Among the Dignity Act's provisions, is the requirement that all public school districts (districts) and boards of cooperative educational services (BOCES) include in their Codes of Conduct provisions prohibiting discrimination and harassment against students by students and/or school employees on school property or at a school function, as well as provisions for responding to acts of discrimination and harassment against students by students and/or school employees on school property or at a school function. By building on the 2000 Safe Schools Against Violence in Education Act (SAVE), which focuses primarily on guiding districts, BOCES and charter schools on how to report and respond to violent and disruptive incidents, the Dignity Act is designed to assist districts, BOCES and charter schools in strengthening their existing policies, and developing new policies as needed, to protect students and upholds New York State's commitment to provide safe and orderly schools for its students.

## **Dignity Act Coordinator (DAC)**

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex (Education Law §13[3]). This staff member is Mr. Nate VanHall. (Jr HS Counselor).

## **Partners**

Because the Dignity Act emphasizes the importance of tolerance and respect for others by students and staff alike, all members of the school community, including essential partners such as superintendents, school board members, parents, students, teachers, guidance counselors, principals/administrators, support staff, and other school personnel have particularly important roles to play in its implementation.

School employee responsibilities include:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a school employee's attention in a timely manner.

## Disciplinary and Remedial Consequences

The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students. In addition, the Dignity Act requires the development of measured, balanced and age-appropriate responses to the discrimination and harassment of students by students and/or employees on school property, including school functions, with remedies and procedures focusing on intervention and education. Such remedial/disciplinary responses will be included in the Code of Conduct (within the student handbook) and place the focus of discipline on discerning and correcting the reasons why discrimination and harassment occurred. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act or acts. Appropriate remedial measures may include, but are not limited to:

- peer support groups; corrective instruction or other relevant learning or service experience; supportive intervention; behavioral assessment or evaluation; behavioral management plans, with benchmarks that are closely monitored; student counseling and parent conferences; and disciplinary consequences ranging from detention to out-of-school suspension.

Beyond these individual-focused remedial responses, school-wide or environmental remediation can be an important tool to prevent discrimination and harassment. Environmental remediation strategies may include:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of discrimination, harassment and bullying; school and community surveys or other strategies for determining the conditions contributing to the relevant behavior; adoption of research-based, systemic harassment prevention programs; modification of schedules; adjustment in hallway traffic and other student routes of travel; targeted use of monitors; staff professional development; parent conferences; involvement of parent-teacher organizations; and peer support groups.
- ❖ Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm (in person or via social media).
- ❖ 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, attempted smoking or possession, which shall be defined as holding or disposing of a cigarette, any e-cigarette/vape (and/or paraphernalia) -- vape detectors are placed in Sr HS restrooms, 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 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 secondary school, which may be imposed for violations of the student disciplinary code, includes the following:

Verbal warning	Written warning	Referral to outside agencies
Written notification to guardian(s)	Reprimand	Lunch & After School Detention
Removal from class	In-school suspension	Superintendent Hearing
Transportation suspension	Suspension of other privileges	Suspension from athletics
Suspension from extracurricular events	Suspension from school	

**Depending upon the nature of the violation, it is the desire of the Board of Education that student discipline is progressive, ie, 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.
2. An opportunity for some kind of hearing/meeting.
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. Missing classwork is posted via Google Classroom and after school tutoring services are available.

NOTE: At any stage in this process, the school authorities reserve the right to request a Superintendent hearing to consider exclusion from other students.

## DEFINITIONS OF TERMS

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

A written referral via Schooltool 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 or lunch 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 takes precedence over other scheduled activities.

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

Students may be assigned to an after-school detention in the detention room. This detention will be from 2:30-3:25pm for disciplinary violations. Detention takes precedence over other scheduled activities.

### ***Lunch Detention:***

Students may be assigned to a lunch detention period for disciplinary violations. Detention takes precedence over all other scheduled activities.

### ***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 – 2:25 and is responsible to complete all given work. Failure to follow room rules and/or complete assigned work could result in additional consequences or OSS.

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, and all schoolwork sent by teachers must be completed and turned in by the following day, Restroom opportunities will be made available as needed.

### ***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 NYS 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 BOCES programs are enforced by the high school and vice/versa.

### ***Superintendent 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.

## Behavioral Consequences Quick Guide

The grid below explains the general consequences for most behavioral violations in accordance with 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.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3+ Offense
<b>Tardy to class (Rsp)</b>	Warning	Warning	Lunch detention to ISS
<b>Truant from class (Rsp)</b>	Lunch detention or after school detention parent notification	1-2 days ISS, parent conference, parent notification	3-5 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 detention or after school detention parent notification	Multiple lunch detentions 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>	Lunch detention or after school detention 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 detention or after school detention parent notification	ISS, 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 conf
<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 detention or after school detention parent notification	ISS, 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 lunch detentions or 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 or after school detention parent notification	ISS, parent notification	ISS to permanent suspension from the cafeteria, parent conference
<b>*Harassment (Rsp &amp; Rpt)</b>	Multiple lunch detentions or 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- imbursement for item)	Consequences ranging from detention to suspension out of school, possible Superintendent's hearing, parent conference		

\* Depends on severity of incident

\*\* Violates the following according to the school mission statement...

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

## **SC Jr/Sr HS 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 6 occasions during the school year, the following may result:

#### **Tardy to School**

Offense:

- 6 - Warning
- 12<sup>+</sup> - 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<sup>+</sup> - 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<sup>+</sup> - ISS, parent notification to parent conference

#### **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<sup>+</sup> - 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<sup>+</sup> - 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<sup>+</sup> - 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<sup>+</sup> - Lunch detention to ISS, parent notification to parent conference

Major Offenses:

1<sup>+</sup> - 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<sup>+</sup> - 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 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 accepts the responsibility to provide a learning environment in the school that is free from harassment. Southern Cayuga 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.

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 to police involvement.*

## **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) x2580

## **RESPECT FOR CULTURAL DIFFERENCES**

Southern Cayuga 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 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.
  - \* Plagiarism: Copying published works or 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
- (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 the 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 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.

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 the 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, except for Seniors with permission from their parent and the principal. Students not abiding by this regulation will be subject to disciplinary action.

Further, students should not need to use their vehicle during the lunch period. 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. Students who cause 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, Removal from the Cafeteria

## **Cell Phones**

Cell phones may cause a disruption to the educational process. Should this occur, the result will follow:

Offense:

- 1<sup>+</sup> - Collect the phone and return it to the student at the end of the day to confiscate the phone and OSS.

## **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<sup>+</sup> - 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<sup>+</sup> - Lunch detention to ISS, parent notification to parent conference

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

Extended Removal is a long-term removal of a 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 detracton 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<sup>+</sup> - Warning, clean-up to ISS, parent notification

## **Electronic devices that disrupt the educational process.**

Music is allowed during changing of classes (hallways) [with one ear free], Lunch, Study Hall, and class as long as the staff member does not deem it disruptive.

Offense:

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

**Electronic devices are a student choice to bring to school. It is stated that students should lock their device in their locker if it is not on their person. Therefore, it is the student's responsibility to keep track of their belongings.**

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

## **Parking Lots**

The school parking lots are for vehicular parking (cars & trucks) 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<sup>+</sup> - Warning to loss of parking permit (1 semester to full year)

**\*Driving to school is a student's choice. Therefore, please lock your vehicle at all times.**

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

Minor Offenses:

- 1<sup>+</sup> - Lunch detention to ISS, parent notification to parent conference

- 1<sup>+</sup> - 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<sup>+</sup> - ISS to OSS, parent notification to parent conference

## **Theft/Extortion/Gambling**

Offense:

- 1<sup>+</sup> - 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. Se notificará a los padres. 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 - Pushing, shoving, etc.*

Offense:

- 1<sup>+</sup> - 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<sup>+</sup> - OSS to a possible Superintendent 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<sup>+</sup> - OSS to a possible Superintendent 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 (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, smoking products, e-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, other tobacco product, or e-cigarette/vape
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, e-cigarettes, vapes, juul, 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 (vape) on his/her person, clothing, possessions, or in an assigned school locker.

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

Offense:

- 1<sup>+</sup> - Confiscate item, ISS to OSS, parent notification to parent conference and possible Superintendent 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 (students may be brought to a Superintendent's hearing) 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. 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 (up to one year) from school. A referral to the appropriate Student Assistance Program may also occur.

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

### **Alcohol Use**

To assist in the determination of the use of alcohol the 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.

Drug or Alcohol use will not be tolerated. Any or all of the following procedures will be implemented:

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

### **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.

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

If a student is a member of an extracurricular activity and uses/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 with 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 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 and Superintendent hearing.

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 student 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 ON 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 on school grounds is a violation unless carried by a member of law enforcement or school security guard.

### ***Use/Possession of FireArm Gun Free School Act of 1995***

No student shall bring or have in his or her possession on 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, knives, 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 onto 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. Final judgment as to the assignment of disciplinary measures shall rest with the administration.

# **SCCS EXTRACURRICULAR ACTIVITIES**

**2021-22**

*Please note: The information below is an abbreviated version of the extracurricular handbook. Students participating in extracurricular activities will receive the full version from his/her advisor or coach. The contract found on the last page of the full version must be signed and on file with the Athletic Director and/or Advisor before a student is permitted to participate in an activity at Southern Cayuga Schools.*

## **EXTRACURRICULAR PARTICIPATION**

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. Extracurricular programs are designed to provide such experiences and are, therefore, considered an integral part of our education program. These programs are, however, a privilege, and a student must maintain a good academic and behavior standing to earn the right to participate.

It is the goal of the extracurricular program to provide opportunities for all students to participate to insure a memorable and positive experience. We would like to make each parent and student aware of the basic policies that govern extracurricular activities at Southern Cayuga.

The NYS Public High School Athletic Association, Section IV, and the Interscholastic Athletic Conference, in concert with our local school policies, govern the Southern Cayuga Central School athletic program. Southern Cayuga Central School competes as a Class "C" sized school in most sports.

For questions/comments on an extracurricular activity please contact the following offices:

**Athletic Inquiry: 315-364-7111 x2171 (Athletic Director's Office)**

**Co-curricular Inquiry: 315-364-7111 x2103 (Jr/Sr HS Office)**

*Students who stay for after school activities are not permitted to leave school grounds without permission. Students are not permitted to stay though for late practices or activities without prior permission.*

## **PHILOSOPHY AND BELIEFS**

It is the belief of the Southern Cayuga School District that students grow through their involvement in extracurricular activities. It is intended that this growth will result in a healthy lifestyle, which will be prevalent throughout the lives of our students. Each school year, prior to the start of the student's activity, the parent/guardian may be scheduled to attend a general meeting. A participation consent form will be distributed and must be signed by the parent. Athletic Program Explanation:

Prior to the start of the school year in August, a parent/guardian must attend a general sports meeting. Working toward a common goal involves maximum performance and consistent effort for a "successful experience."

**All athletic programs will begin at 2:45 pm Students staying with a teacher for additional help will be excused from the beginning of practice. Students failing any course(s) may be assigned to attend a study hall Monday-Thursday in the assigned room until 3:15 pm**

**\*This standard does not supersede the academic eligibility policy.**

**Note:** Some of the following competitive, varsity situations are limited in size and space. As a result, cuts may occur. At all levels, each individual will be given an equal opportunity to compete for a roster spot.

## **SCCS SPORT LEVELS**

### **Modified**

The modified interscholastic athletic program is the beginning of athletic competition. Participation is the priority as these student athletes begin to practice with a purpose and develop skills in the sport and those overall skills of teamwork, sportsmanship and discipline. The emphasis is for the continued development of an athlete both physically and mentally. Each athlete will be given an opportunity to play in regular game situations throughout the season. No cuts will be made at this level. The amount of playing time is determined by the coach at the modified level.

### **Junior Varsity**

Junior Varsity athletes participate in a competitive atmosphere at the interscholastic level. The athlete will be involved in league play and prepare for the Varsity level. Playing time is determined by the coach.

### **Varsity**

Varsity athletics is the culmination of continuous commitment and dedication to a particular sport. Athletes in these sports participate in a highly competitive atmosphere at the interscholastic level. The athlete will be involved in league and possibly sectional and state competition. Playing time is

determined by the coach, and is based on several factors, including, but not limited to, skill, communication, sportsmanship, attitude, and academic eligibility.

## **ACADEMIC ELIGIBILITY**

Students who fail to meet the required academic standards will become ineligible and will not be allowed to participate in extracurricular activities until he/she demonstrates satisfactory academic progress. The following rules for eligibility, based on academic performance, have been established.

- A student who is failing two or more courses will be placed on academic ineligibility for extra-curricular activities.
- Students will be required to seek extra help with teachers in the appropriate content area.
- Students failing two or more courses may continue to attend practice but will not be allowed to participate in games until their grades are appropriate.
- In order for a student to participate during this time they must obtain permission from the appropriate building principal. This can be granted after students have their progress journal filled out for the week and are showing effort and improvement in their classes.

## **DAILY SCHOOL ATTENDANCE**

- A student must be in attendance for the full day on the day of the event to participate in any extracurricular activity. An exception would be a school recognized excused absence or exceptional circumstances as approved by the building principal. Students with excessive unexcused lates will have consequences which could include a meeting with the AD, counselor, and coach, up through loss of playing time.
- For weekend/holiday activities, a student must be in attendance for the last scheduled school day prior to the activity.
- Students must attend all classes including full participation in physical education. The teacher, coach or principal will consider extenuating circumstances regarding class participation on an individual basis.
- Students are expected to maintain good attendance the day following a school activity.
- Athletes suspended in-school or out-of-school for any disciplinary infraction will not be allowed to attend, practice or participate in any contest until reinstated back to school.

## **INDIVIDUAL SPORT RULES AND EXPECTATIONS**

There are different requirements for certain sports depending on their nature and rules. Some are outdoors, some indoors, some are team oriented, others individual, and some are both. The number of participants range widely on the different teams. Specific requirements for a sport may also exist, such as weight classes or use of special equipment.

Therefore, coaches may have specific rules for a sport in addition to the general requirements of the NYS PHISAA, Section IV, IAC, school code of conduct and training rules. For instance, these rules may deal with such things as practice sessions, actual contests, training and transportation.

These rules should be clear to all team members and their parents. In addition, any disciplinary actions for infraction should be known beforehand.

Any athlete or parent who has questions or difficulties with the sport's specific rules should communicate with the coach involved and, if necessary, the athletic director. It is hoped that in this manner athletes, parents and coaches will cooperatively work toward the success of our individual teams and our entire athletic program.

### **Student/Spectator Expectations**

One of the missions of extracurricular school activities is to serve as an extension of the classroom. There are important lessons to be learned in our programs. One of those lessons is to set and maintain high standards of sportsmanship, ethics and integrity in our schools and our society. It is the responsibility of the school to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

Southern Cayuga has joined a statewide campaign sponsored by the New York State Public High School Athletic Association, Inc. to promote sportsmanship at our events. We feel the need to stress the type of exemplary behavior that should be exhibited by all players and spectators at our events. Section IV rules allow no alcoholic beverages, noisemakers, obscene language, taunting, objectionable cheers or throwing of objects. **Anyone not abiding by the rules set forth by the Section may be subject to immediate ejection from the premises. Should a community member be asked to leave the premises, they will not be allowed to the next game. A second time will lead to the family member's dismissal from any games that season.**

## **EXTRACURRICULAR CODE OF CONDUCT**

The Board of Education, school administration, coaches and advisors believe that extracurricular activities are an integral part of the total educational program. High standards of behavior, scholarship and citizenship are important to a sound Jr/Sr High School experience. Students volunteering to participate must assume the responsibilities of this privilege and are required to meet high expectations. These expectations involve the use or possession of alcoholic beverages, tobacco or illegal drugs – these behaviors are prohibited for all students. Any student whether participating or not on teams or in clubs representing the Southern Cayuga School District must adhere to these standards without exception per the **SCCSD Code of Conduct** (as outlined in the student handbook). Each administrator, teacher and staff member is committed to promote the physical and emotional growth of each Southern Cayuga student.

### **Southern Cayuga Central School believes that:**

1. Physical and/or emotional growth of students is the most important goal of participation.
2. Academic achievement is a prerequisite to participate.
3. In regard to athletics, additional time and energy committed to participation requires that athletes attain and maintain peak physical and mental condition.
4. Substance abuse is a significant health problem for adolescents and will likely affect a student's emotional, physical and intellectual development.
5. Interscholastic athletics and other forms of extracurricular participation can make the educational experience richer and more rewarding and therefore all students are encouraged to participate.
6. Adherence to certain behavior and academic standards enhances a student's quality of life.

## **SCOPE OF THE CODE OF CONDUCT**

The use or possession of alcoholic beverages, tobacco or illegal drugs is prohibited for all students. The code may also be extended for any student facing any criminal charges. The Code of Conduct applies to the entire student body whether involved in an activity or not, and specifically to all participants of an activity from the time of the organizational meeting that occurs just prior to the beginning of the activity regardless of attendance at that meeting.

The provisions outlined in this policy shall be in effect twenty-four hours a day, seven days a week, for the entire year, for students interested in extracurricular events. This includes sports, clubs and activities that commence before the beginning of the school year or extend beyond the end of the school year. If an individual is suspended because of a violation of this policy during/or prior to the tryout period for a sport or activity during the next season, the individual must complete the required counseling. The tryout period will be at the discretion of the coach/advisor and athletic coordinator/principal. Violations are cumulative throughout the student's two years of middle school participation and disciplinary actions may carry over from one season to another. A student then has a clean slate when entering 9<sup>th</sup> grade, except when there was a suspension at the end of 8<sup>th</sup> grade. Violations are cumulative throughout the student's four years of high school participation and disciplinary actions may carry over from one season to another. Social probation is included in the consequences that are outlined below. This means that students would not be allowed to attend dances or attend an event as a spectator during the period of his/her suspension. Use of drugs authorized by a physician or alcohol consumed as part of a religious or family ceremony shall not be considered a violation of this policy.

### **Southern Cayuga Coaches and Advisors Will:**

1. Distribute extracurricular written expectations, specific to his/her sport, prior to the first week of the season; discussion with parents regarding those expectations are encouraged.
2. Discuss the current extracurricular Code of Conduct with his/her team or organization during or prior to the first week of the season or organization's inception and will invite parents to attend. Coaches and advisors will provide prior notification to parents regarding the Code of Conduct discussion.
3. Enforce the Extracurricular Code and expectations specific to his/her sport or activity.
4. Consistently emphasize the importance of the high standards set for all students.
5. Begin practice, when space is available, during school days (Monday-Friday) at 2:45 pm and Saturday (as needed). The coach must be present at each practice for supervision.

## **Denial of Participation and Due Process**

The principal or the principal's designee shall enforce the provisions of the extracurricular Code of Conduct. Before the penalty is imposed, the student and parent will be given the opportunity to meet with the principal or principal's designee in an informal conference. The principal or principal's designee will explain the basis for the proposed penalty at which time the student and parent will be given an opportunity to present any evidence regarding the student's innocence or other reasons why the penalty should not be imposed. The student or parent may appeal the decision to the Superintendent of Schools by a written appeal within five days of the initial decision. An appeal will not necessarily suspend the penalty. The decision of the Superintendent shall be final.

## **Consequences**

In an effort to coordinate with the school policy on alcohol and drugs as well as any conduct resulting in criminal charges, the following rules apply to students involved with sports and extracurricular activities. These regulations apply to students while in Jr HS and again while in high school. A student then has a clean slate when entering 9<sup>th</sup> grade, except when there was a suspension at the end of 8<sup>th</sup> grade.

- If a student violates the substance abuse policy by illegally consuming, possessing or distributing tobacco, alcohol, controlled substances (actual or purported), during an event in which they are participating, the student will be suspended from competition/event for a period of thirty (30) calendar days. The abuse of non-prescription and/or prescription drugs is also prohibited. As a part of the suspension, the athlete will not be permitted to practice for five (5) school days. The student would then be allowed to practice, but not participate in an event. The suspension of thirty (30) calendar days will be reduced to twenty-one (21) calendar days if the student begins ten (10) hours of counseling with appropriate school personnel or outside agency. Failure to continue participating in counseling will result in the reinstatement of the full penalty. This means that the student would once again begin a suspension for thirty (30) calendar days from the time that the breach in counseling occurred. If an athlete chooses not to attend the practices, he/she will have removed himself/herself from the team. This policy also applies to students involved in any extracurricular activity. Social probation is also included as a part of this suspension. This means that a student would not be allowed to attend a game or dance while on suspension. Any student wishing to attend a field trip that is not part of an academic class requirement would have to complete at least 50% of the counseling services prior to the trip.
- If a suspension has not been completed prior to the end of the school year, it will carry over to the following year. A determination will be made as to how the suspension carries over depending upon whether the student is involved in a fall activity. Any student who is suspended must carry over the remainder of the suspension and will not be eligible to participate in practices.
- Any inquiry into allegations, use or possession of substances as described in this policy will result in parent notification.
- A second violation of the policy will initiate a Superintendent's hearing that could result in expulsion from extracurricular activities or expulsion from school for an extended period of time.
- Proactive Procedures – Students are at times challenged to attend parties and other events where their friends are illegally drinking alcohol or consuming drugs, usually in a non-chaperoned situation. Students who are members of an athletic team or other extracurricular or co-curricular groups who attend such parties sanction and encourage this activity by his/her mere presence, even if they do not themselves participate in the drinking or use of drugs.
- Any such student who is present at any party or other occasion where students drink alcohol or use illegal drugs must immediately leave upon learning of the use, possession or presence of alcohol and drugs and must inform his/her coach or advisor within 24 hours or as soon as possible.  
Any such student who fails to leave immediately and make the call will be excluded from the extracurricular or co-curricular activity for the period of time designated by this policy relative to the number of violations that have occurred.

By informing the coach or advisor of both his/her innocence, attendance and immediate departure upon learning of the presence of drugs and/or alcohol, the student may thereby safeguard his/her standing on a team, club or activity. **\*\*If the violation were to occur on school grounds, or at a school function, the school policy for all students will be in place.**

## TRANSPORTATION

During the winter season, practices are scheduled into various time slots. Students may not loiter in the school buildings while waiting for a late practice to begin. The student must go home on their regular bus and make arrangements to be brought back to school for their late practice (Unless other arrangements are made).

All students will ride school transportation to an event. A student who fails to do so will be disqualified from participating in that event. Athletes and their parents/guardians should also be aware of the following:

- Any student who leaves an activity early without a written excuse or is late, causing a delay in activity or bus departure, is subject to discipline.
- A student will only be excused from riding home with the group if a note from his/her parents/guardians requesting other arrangements is presented to the coach. The following drivers will be approved:  
\*parents/guardians, sibling (senior licensed drivers), grandparent, aunt, uncle, adult neighbor
- A student may be picked up and dropped off in front of his/her house (or a friend's house, if proper permission has been granted) only if it is located on the route taken to and from the game and the coach is notified before the trip is made.

## ATHLETIC OPPORTUNITIES (grades 7-12)

**\*Please note, each sport carries minimum roster numbers to field a team.**

### Fall

Mod & V Boys' Soccer	JV & V Girls' Volleyball
Mod & V Girls' Soccer	Mod & V Boys' & Girls' Cross Country
Mod & V Girls' Swimming	

### Winter

Mod, JV & V Boys' Basketball	Mod & V Boys' Swimming
Mod, JV & V Girls Basketball	Mod Girls' Volleyball
V Co-Ed Indoor Track	

### Spring

Mod & V Baseball	Mod & V Softball
Mod & V Boys' & Girls Track	V Golf
V Tennis	

## CO-CURRICULAR OPPORTUNITIES

Drama, FFA, International Club, HS Challenge/Masterminds, NHS, NJHS, Robotics, Ski Club, Student Council (Jr/Sr High), Leadership 7-12, Class Reps, Yearbook (Jr & Sr High), All Dances, Activity Nights, SALC (Athletic Leadership).

## COMMUNICATION PROCESS

### Athletics

- STEP 1: Athlete discusses situation with the coach.  
STEP 2: Parent and athlete discuss situation with the coach.  
STEP 3: Parent and athlete discuss situation with the Athletic Director.  
STEP 4: Parent and athlete discuss situation with the Principal.  
STEP 5: Parent and athlete discuss situation with the Superintendent.  
STEP 6: Parent and athlete discuss situation with the Board of Education.

### Co-Curricular

- STEP 1: Student discusses situation with the advisor.  
STEP 2: Parent and student discuss situation with the advisor.  
STEP 3: Parent and student discuss situation with the Principal.  
STEP 4: Parent and student discuss situation with the Superintendent.  
STEP 5: Parent and student discuss situation with the Board of Education.

## Jr/Sr HS Tier 2 Vocabulary

### Grades 7/8

Analyze	Compute	Develop	Predict
Annotate	Consider	Establish	Prioritize
Anticipate	Constant	Evaluate	Rationale
Apply	Context	Examine	Reflection
Argument	Contrast	Expand	Represent
Articulate	Convey	Explain	Sequence
Assess	Correlation	Generate	Simplify
Calculate	Credibility	Incorporate	Specify
Cite	Criteria	Inference	Speculate
Claim	Demonstrate	Interpret	Summarize
Clarify	Depict	Investigate	Support
Collaborate	Describe	Justify	Theme
Compare	Design	Paraphrase	Valid
Comprehend	Determine	Perspective	Verify

### Grades 9/10

Ambiguous	Demonstrate	Facilitate	Relevant
Analyze	Describe	Independent	Resources
Argue	Determine	Infer	Scarcity
Assume	Develop	Interpret	Source
Beneficial	Discuss	Investigate	Specific
Causal	Dynamic	Irrelevant	Strategy
Censor	Elaborate	Justify	Summarize
Collaborate	Empathy	Manipulate	Sustainable
Compare	Equilibrium	Perspective	Theory
Comprehensive	Estimate	Persuade	Tolerance
Contrast	Ethical	Precise	Unify
Convince	Evaluate	Predict	Valid
Credible	Evidence	Process	Validate
Critique	Exemplify	Prohibit	Variations
Define	Explain	Prove	Verify

### Grades 11/12

Abstract	Delineate	Interpret	Relevant
Analogy	Distinguish	Intuitive	Resolution
Analyze	Divergent	Justify	Salient
Articulate	Emerge	Juxtapose	Specify
Assumption	Evaluate	Nuance	Succinct
Bias	Evidence	Objective	Support
Caveat	Formulate	Paradox	Synthesize
Cite	Gist	Paraphrase	Textual
Claim	Hinder	Pertinent	Theme
Cohesive	Implementation	Plagiarize	Transition
Concrete	Imply	Preclude	Underlying
Connotation	Infer	Predict	Validity
Context	Integrate	Reciprocal	Verify