SOUTHERN CAYUGA JR/SR HIGH SCHOOL

Grades 7-12

2384 Route 34B -- Aurora, NY 13026
Phone: 315.364.7111 Fax: 315.364.8207
www.southerncayuga.org/648

STUDENT HANDBOOK 2026-27

SCCS Mission Statement

Southern Cayuga Central School is committed to every student's intellectual and emotional growth and to promote effective citizenship. We will offer a diversity of curriculum and cultural experiences which meet the individual needs of our students. We encourage self-motivation, self-esteem, and positive values through a school-wide and community effort.

SC Jr/Sr HS Mission Statement

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

Board of Education

Mr. Mark Ferrari, Mrs. Alyssa Gunderson. Mr. David Harvatine,
Mr. Robb Jetty, Mrs. Lori Knopp, Mrs. Janet Lehman,, Ms. Judy Moody

Superintendent of Schools

Mr. John Lawrence

Jr/Sr HS (Grades 7-12) Principal

Mr. Luke Carnicelli

CONTACT INFORMATION:

Office	Phone	Extension	Fax
School Main	315.364.7111	2103	315.364.8207
Guidance	315.364.7111	2114	315.364.8207
Nurse	315.364.7111	1440	315.364.8207
Special Education	315.364.7211	1109	315.364.7863
Transportation	315.364.8652	5108	315.364.6765
Athletics	315.364.7111	2103	315.364.8207
District	315.364.7211	1100	315.364.7863

This Planner Belongs To:

Name: _____

Advisory Teacher: _____ Room #: _____

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

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

Jr/Sr High School Office Staff

Mr. Luke Carnicelli	Principal (grades 7-12)
Ms. Joanne Cartner	Jr/Sr High School & Athletics Secretary/Attendance Clerk 9-12
Mr. Colton Gregg	Athletic Director/Dean of Students (7-12)
Mrs. Lisa Carnicelli	School Counselor (grades 9-12)
Mr. Nathaniel Van Hall	School Counselor (grades 6-8)
Ms. Kim Bergen	Guidance Office Secretary/District Registrar/Attendance Clerk 7-8
Ms. Anne Reynolds	Nurse (grades 7-12)
Mrs. Lindsay Herrling	Director of Special Education and Student Services
Mrs. Lindsay Osborne	School Psychologist
TBA	School Security Officer
Ms. Jayda Calhoun	Licenced Mental Health Counselor (Pk-12)

DISTRICT GUIDING PRINCIPLES

As a school that is driven to succeed, Southern Cayuga Central School:

- High expectations for all students and all staff and implements steps to achieve those expectations
- Dedicated to collaborative environments
- Committed to supporting teaching and learning through implementing thoughtful organizational structures and building capacity of the system
- Support individual students and provides extra service support beyond those traditionally offered by schools
- Use different approaches to school improvement

PRINCIPAL'S WELCOME:

Welcome to the 2026–27 School Year! We are poised for continued success this year. I would like to commend our students and staff for their outstanding efforts. A special welcome to all students and parent(s)/guardian(s) who are new to our school community. Our "school within a school" structure features distinct groupings of students at the 7–12 level. Our Grade 7 & 8 (Junior High School) program embraces a middle-level philosophy, with many core classes located in the same academic wing, block scheduling, interdisciplinary teacher teams, and project-based learning classes that help students build essential critical thinking and collaboration skills.

Grades 9–12 (Senior High School) follow a single-period schedule designed to support a wide variety of electives and college-level course offerings. Our goal remains clear and unwavering: to deliver the highest quality education while preparing students for their future academic, career, and civic responsibilities. We strive to ensure that Southern Cayuga Jr/Sr High School is both a challenging and enjoyable place to learn—and a school where every student feels welcome, supported, and inspired to achieve.

In order for us to continue growing as a school of excellence, we must work together with a shared vision of what makes a successful learning environment. In addition to the essential student skills for success—such as responsibility, resilience, curiosity, and collaboration—I encourage all students and families to reflect on the following key attributes that define an effective school community: Let's commit to these shared values and continue building a culture where every student thrives.

Our school goals:

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

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

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

Sincerely,
Luke Carnicelli, Principal
Southern Cayuga Jr/Sr High School

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2026-27 SC Jr/Sr High School Attendance Calendar

September
8 - First Day for Students
October
12 - Columbus Day/Indigenous Peoples' Day (no school)
13 - Staff Development Day (no school for students)
November
11 - Veteran's Day (no school)
24 - Parent Conferences: 12:30 – 8:00pm (no school for students)
25-27 - Thanksgiving Recess (no school)
December
24-Jan 1 - Holiday Recess (no school)
January
18 - Martin Luther King Day (no school)
February
15-19 - Mid-Winter Recess (no school) (includes Presidents' Day & Lunar New Year)
March
12 - Staff Development Day (no school for students)
26 - Good Friday (no school)
April
12-16 Spring Recess (no school)
May
31 - Memorial Day (no school)
June
15-25 - Regents Exams
26 - Graduation Ceremony (Tentative)

2026-27 Grades 7-12 Bell Schedule

Grade 9-12 Schedule	Period 1	HR	Period 2	Period 3	Period 4	Period 5
Student Arrival 7:30-7:44	7:45-8:29	8:29-8:35	8:38-9:19	9:22-10:04	10:07-10:49	10:52-11:32
	Period 6A	Lunch 11/12	Period 6B	Lunch 9/10	Period 7	Period 8
	11:35-12:15	11:32-12:02	12:05-12:45	12:15-12:45	12:48-1:29	1:32-2:13

Grade 7 & 8 Schedule	Advisory	Block 1	Block 2	
Student Arrival 7:30-7:39	7:40-7:53	7:55-9:19	9:22-10:49	
	Lunch 7/8	Block 3	Period 7	Period 8
	10:49-11:19	11:22-12:45	12:48-1:29	1:32-2:13

JR/SR HS SCHOOL ROOM MAP

TIPS FOR SUCCESS IN SCHOOL

- Eat a good breakfast before coming to school in the morning.
- Get plenty of sleep at night.
- Study is a matter of knowing how to read, listen, observe, and think.
- Make a definite daily schedule for study, setting aside time for each subject. Use study hall periods to prepare for the next day's classes and for last minute review.
- Be sure to understand the assignment. Always write assignments in your planner.
- Improve your reading by increasing your rate of reading, by reading with a purpose, by mastering the vocabulary and by using the dictionary whenever you meet new words you do not understand.
- Take a good attitude towards learning.
- Ask questions when you do not understand.
- Join school activities. They contribute greatly to your physical, mental and social growth.
- Make honesty your policy. It takes courage to face school assignments and tests.
- Be prompt. Tardiness can be a great disadvantage throughout your life.
- Have a good spirit. A school can be no better than its students' spirit.
- If you encounter difficulty in doing an assignment and cannot finish, report it to the teacher prior to the beginning of class.

2026-27 Jr/Sr HS Report Card Periods (Grades 7-12)

There will be six reporting periods for the 2026-27 school year. The dates are as follows:

1st Marking Period:
Marking Period Ends October 16
Report Cards Mailed October 23

2nd Marking Period:
Marking Period Ends December 4
Report Cards via Schooltool December 11

3rd Marking Period:
Marking Period Ends January 29
Report Cards via Schooltool February 5

4th Marking Period:
Marking Period Ends March 19
Report Cards via Schooltool March 26

5th Marking Period:
Marking Period Ends May 7
Report Cards via Schooltool May 14

6th Marking Period:
Marking Period Ends June 11
Report Cards Mailed June 28

Each student's report card will be mailed home for the 1st and 6th marking period. Reports will be available via Schooltool https://southcayuga.schooltool.cnyric.org/SchoolToolWeb/Default.aspx
The link can also be found off the Southern Cayuga District Webpage. Grades are also maintained within the marking period via a student's Schooltool grade account. This will help to increase a line of communication between parent, student, and teacher.
Honor Roll for each marking period is calculated based on a student's total cumulative marking period average. There are three levels of honor roll: Honor (85-89.49), High Honor (89.5-94.49), and Principal's Honor (94.5-100).

2027 NYS Exams (Grades 7-12)

Grade 7 & 8:
Computer-based Grades 3-8 Assessment Days Window March 8 - June 11, 2027

Grade 9-12:
Regents Exams: January 26-29, 2027 and June 15-25, 2027

Southern Cayuga Jr/Sr HS Philosophy

Our Mission Statement:

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

Expectations for students in grades 7-12:

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

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

Safety

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

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

"A student at Southern Cayuga CSD does not damage the property of anyone else nor that of the district."

Responsibility

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

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

New York State education law indicates that the teacher and the administrator have the right and responsibility to retrain and/or correct the behavior of students in attendance in school or at school functions when they fail to meet basic standards. Under the direction of the administrator, all support staff members have the same disciplinary rights, privileges, and responsibilities as a teacher. We, as students, are committed to taking responsibility for our own behavior, and recognize that all adults in our educational environment are responsible for holding us to these standards.

Kindness

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

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

Respect

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

Bill of Rights and Responsibilities

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

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

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

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

Bill of Student Rights

Students have the right to:

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

Bill of Student Responsibilities

It is the responsibility of the students to:

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

Role of the Parent

It is the responsibility of the parent to:

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

Role of the Teacher

It is the responsibility of the teacher to:

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

Role of the Building Administration

It is the responsibility of the Building Administration to:

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

STUDENT ATTENDANCE (Grades 7-12)

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

ATTENDANCE (Grades 7-12)

Students should be in their 1st period class by 7:45 a.m. (grades 9-12) and Advisory by 7:40 a.m. (grades 7 & 8). **Students must attend her/his assigned advisory class for attendance purposes. If a student does not attend their advisory, they will be marked absent by the teacher.** Those who are not in 1st period by the above-mentioned time or are in school but fail to report to 1st period (without a proper excused reason) will be subject to disciplinary consequences for being late to school. Every morning the Pledge of Allegiance will be led over the PA system. Students who do not wish to participate are asked to stand during this short ceremony. Morning announcements will occur after the Pledge via the PA system.

ABSENTEEISM

An absence is recorded for each and every occasion that a student is not present in school.
Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction. State law mandates that students must attend school until the age of 16. **Students must finish the school year upon turning 16 years of age.** Schools are required to code absences (the reason) for the attendance records. When no reliable information is received within a reasonable period, absence will be considered unexcused. Writing a parent excuse is to assure the school that they know their child was absent, although the student still may be marked unexcused. *(See page 11 for excused reasons for absence).*
This philosophy is based on the following beliefs:

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

ATTENDANCE APPEAL PROCESS (Sr HS)

Students who receive an audit for a course due to their failure to meet the minimum attendance may appeal to the Principal on the grounds that there are extenuating circumstances that warrant special consideration. Any time a student is absent, even for one day, the parent is asked to send a written note or email to the attendance office or call us via 315-364-7111 x2103.

COURSE ATTENDANCE POLICY

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

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

CONSEQUENCES FOR EXCESSIVE ABSENTEEISM

Credit for any course (Sr HS) is contingent upon:

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

Students who fail to attend class and do not meet the minimum attendance requirements may receive an incomplete for that course. The following chart indicates the number of student absences (not tardies) at each level. Listed below are the notification, intervention and hearing procedures for each level.

Class Meets:	**One *Semester***	***Full Year***
Level 1	*10*	*20*
Level 2	*15*	*30*

Chart for Attendance Levels

Level 1: Teacher notifies the guidance office for verification, calls home, and the teacher discusses with the student, letter home.

Level 2: Teacher notifies student, attendance sends letter home, and Principal contacts student/family and verifies all student absences. Student then may need to complete an attendance recovery plan if he/she is over the level 2 limit.

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

EXCUSED REASONS FOR ABSENCES

Excusable reasons for absences are:

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

ATTENDANCE RECOVERY (Sr HS)

If a student exceeds the maximum threshold for absences they will be referred to our Attendance Recovery Plan. This plan will allow students to complete additional coursework in order to gain course credit for classes where they are receiving passing grades but have surpassed the attendance threshold. Students will be assigned modules (units) on a computer aided instruction curriculum. Module assignment and completion will be monitored by the instructor and our guidance counselor. Students may access the program in the guidance office and ISS room. This will be an incremental plan-the greater the number of absences, the more modules the student will be asked to complete. **Students with 25 or more unexcused absences for semester courses and 50 or more unexcused absences for full year courses may not be allowed to take advantage of this Attendance Recovery Plan.**

HOMEWORK FOR THE ABSENT STUDENT

When a student is absent due to illness or other reasons, the student/parent should make arrangements with the student's teacher for any missed work. All daily assignments are posted via Google Classroom.

PERMISSION TO LEAVE SCHOOL (Grades 7-12)

Students who have a dental, medical, or other appointment during the school day must bring a signed, dated note from their parents or guardian to the Jr/Sr HS Main Office before school begins to be released. ***No student, under any circumstances, is to leave school or school grounds without being officially excused. The only persons in the Jr/Sr HS authorized to officially excuse students are the Principal, secretary (in the guidance or main office), and the school nurse.***

RE-ADMISSION PROCEDURE

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

1. In order for a student to be excused from school, they must be absent for one of the excused reasons 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 a.m. (grades 7-12) 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 the morning bell (grades 7-12) are late for class and must report immediately to the **Jr/Sr HS 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 disciplinary action (lunch detention to ISS) 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 (e.g. 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, Mental Health Counselor and Principals are concerned about your intellectual, physical, emotional, and social development. Stop in the Guidance office for more information. You should ordinarily make an appointment to meet with your counselor before or after school or during a study hall. Also, a Counselor can assist you at any time in an emergency. You may wish to take advantage of the knowledge and expertise of your School Counselor to help you make decisions about school.

Psychology Services

We have a School Psychologist who can help you. The psychologist 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

Please refer to the New York State Department of Health website for the most up-to-date immunization requirements for the current school year. Effective September 1, 2007 students who are 10 years old and/or are entering 6th grade 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 6th grade will be required to receive Tdap vaccine or will be excluded from school.

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 **only** if a physician certifies that immunization may be detrimental to the child's health, and files a written exemption form with the school. These exemptions must be reviewed and updated annually.

Meningococcal Vaccine School Requirement

As of September 1, 2016, all public and private school students entering 7th and 12th grades in New York State must be fully vaccinated against meningococcal disease. All students entering 7th grade in New York State must have their first vaccination against meningococcal disease and those entering 12th grade must receive their second dose prior to the start of the school year for that grade. 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). A child needing immunizations may receive them at the Cayuga County Health Department in Auburn; please call (315) 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 or their child's primary physician.

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 §903,8 NYCRR §136.3 (c) (1)]]. *Tanner developmental staging is only required for 7th and 8th 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/Health 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.**

No Medications will be administered without a current order from a physician. A new, updated order will be required for each school year.

Field Trip Medications

If a student will require any medication while on a school-sponsored field trip, they must obtain a written order from their physician. This includes both prescribed medications AND over-the-counter or "as needed" medications (i.e. Tylenol, Ibuprofen, allergy meds). Medication must be brought to the health office to be checked by the school nurse or a designee before the student will be permitted to use it. NO MEDS WILL BE TAKEN ON THE TRIP WITHOUT A DOCTOR'S ORDER.

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. If a student is not in attendance for at least a half of a school day, they may not be able to attend after school activities.

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 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
Student/family owned cell phones/Electronic devices are not allowed during the school day (7:40am-2:13pm) and should be locked in a student's hall locker if brought to school. This applies to student-owned smartphones, tablets, smartwatches, and any device capable of connecting to the internet. It does not apply to devices not capable of internet access or those provided by the school district or BOCES. School Day Definition: Applies during all instructional and non-instructional times, including: Homeroom, Lunch, Recess, Study halls, hallway passing time. School Grounds Definition: Applies to all areas within the property boundaries of SCCS during the school day.

Students who use their phones during school hours are subject to disciplinary actions including confiscation of the phone to In School Suspension.
Consequence Progression: 1st offense: Collect phone, return to student at the end of the day; 2nd offense: collect phone, return to parent; 3rd offense: Collect phone, return to parent, ISS; 4th offense: Phone must be dropped off in the main office for the remainder of the school year, parent pick up the phone each day, multiple ISS days. *Note: If a student fails to turn the phone over to a staff member, this issue is insubordination and the student will be subject to ISS or OSS.*

COMPUTER/CHROMEBOOK USE
Chromebooks are assigned to each student in grades 7-12 during the 2026-27 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 2026-27 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 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, LMHC, and Principals are available to all students when conflicts arise. Information is kept confidential.

DAILY OPENING EXERCISES
All students should be in their 1st period class or advisory by 7:40 a.m.(7&8) 7:45 a.m. (9-12). 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 7:45 a.m. 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 keep an appropriately clean 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 classrooms 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 Dean of Students 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; guns; knives; 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
Student-owned devices that connect to the internet are not allowed during the school day.

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:

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

ONLINE: www.auburnpub.com & 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 on page 18 will be followed for a 1-hour or 2-hour delay.

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

Grades 9-12	1 hr Delay	2 hr Delay
Period 1/HR	8:45-9:35	9:45-10:04
Period 2	Omit	Omit
Period 3	9:38-10:04	Omit
Regular Schedule	10:07	10:07

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

Grades 7/8	1 hr Delay	2 hr Delay
Advisory	8:40-8:50	9:40-9:50
Block 1	8:53-9:50	9:53-10:20
Block 2	9:53-10:49	10:23-10:49
Regular Schedule	10:49	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 power equipment, etc. - and any time when directed to do so by the teacher.

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. Please contact Jessica Stowell 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 the cafeteria manager with any questions at 315-364-7111 x1260.

Breakfast

Breakfast will be served daily starting at 7:30 to 8:30 a.m. (grades 7-12). 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 a.m. 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. Not "cut" ahead of other students.
3. 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.
4. Under no circumstances be denied lunch.
5. Not charge another student's lunch on their account without prior written permission by their parent/guardian.
6. Consume all food and beverage items inside the cafeteria.
7. 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 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.

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 (grades 7-12) 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 (e.g. 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, 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 repeatedly fails to comply with library rules will have library privileges revoked for no longer than 3 weeks.

Lost and Delinquent Material

Lost material must be paid for at replacement cost. Delinquent books are those that are three 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. Additional restrictions of library materials may apply until delinquent materials are returned or replaced.

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 and will be displayed in the cafeteria.

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. Over use 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 2nd 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, excessive hugging & other 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 along with a possible consequence.

SCHOOL DANCES

Dances are scheduled throughout the school year. Students must be in attendance (at least half-day) the day of the dance. Students are expected to follow all school rules while at dances. They should be attired in appropriate clothing 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 P.M.). 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/PRANKS

Southern Cayuga Central School does not condone these activities. Students participating in such activities will be subject to disciplinary consequences, law enforcement, 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 or alternative lot, if required.
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 10 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	Nurse's 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

Alcoholic Anonymous & Al-Anon	*315.463.5011*
Catholic Charities	*315.253.2222*
Contact (24 hrs. hotline)	*315.251.0600*
Child Abuse	*1.800.342.3720*
Drug Abuse Information	*1.800.522.5353*
Rape Crisis Center (24 hr. hotline)	*315.252.2112*

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.

SCHOOL ISSUED BUS PASSES

Students must ride their assigned bus to and from school. Students are not allowed to ride the bus to another home, unless it is an emergency and approved by the HS Main Office. Students who need to permanently switch buses during the school year should speak with the secretary in the HS Main Office for approvals.

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 1pm. on the day of the event. If the event is scheduled for a weekend or non-school day, the note must be given to the principal by 1:00 p.m. on the last school day prior to the event.
2. Follow the usual bus rules and conduct themselves in a proper and responsible manner.
3. Obey the directions of chaperones.

LATE BUS

The late bus will depart from school Monday – Friday at approximately 3:30 p.m. (EH buses) & 5:00 p.m. The purpose of this bus is to provide transportation home for those students who must stay beyond the regular dismissal time for either detention, extracurricular activities, extra help, or P.M. BOCES. Students are required to have a Late Bus Pass from the teacher they are staying with after school. Students are not permitted to stay after school in the cafeteria for the purpose of riding the late bus. All students must be with a teacher, coach or advisor in order to ride the late bus. 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 Van Hall, Jr High School Counselor & 7-12 DASA Coordinator
Mrs. Kim Bergen, Guidance Office 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 9th 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.southerncayuga.org/High/HighIndex.htm) or the NYS Education Department link: **(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

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11*	English 12
Global Studies I	Global Studies II*	US HisT & Gov't*	Government
Alg I*	Geometry*	Alg II*	Economics
Earth Science*	Biology*	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 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

9th Grade	10th Grade	11th Grade	12th Grade
English 9	English 10	English 11*	English 12
Global Studies I	Global Studies II*	US Hist & Gov't*	Government
Pre Alg or Alg I*	Alg I* or Geometry	3rd Math	Economics
Enviro or Earth Sci*	Biology*	3rd 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)
Advisory (7:40-7:53) Every day
English 7 A/C days
Social Studies 7 B/D
Science 7 A/C
Math 7 B/D
Lunch (10:49-11:19)
AgriScience/Tech
Art
Finance Skills
PE A/C
Band, Chorus, or SH B/D

Sample Student Schedule (8th grade)
Advisory (7:40-7:53) Every day
Spanish 1 A/C days
Math 8 B/D
Social Studies 8 A/C
English 8 B/D
Lunch (10:49-11:19)
Science 8 A/C
STEM 8 B/D
PE A/C
Band, Chorus, SH, ReTeach B/D
Studio Art

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 a 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 in Auburn, NY 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 a.m. 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 at 10:49 a.m, Board the bus at approx. 11:30 a.m.

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

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

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, and pass a Regents or local final examination at the end of the semester being repeated.
2. Earn a passing final mark in summer school.
3. 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 1st half of the year only for yearlong courses and by the end of the 1st 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 10th grade year and have an overall average of 92.5 or better by the end of 10th 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, i.e., if the student is out sick for five days, work should be made up within ten days. Tutoring services may be available for students who will be out of school for more than ten days or longer extended periods of time. Parents should provide written documentation from the medical personnel or other official organization requiring the tutoring. This paperwork should be submitted to the Principal's secretary and /or the student's school counselor as soon as possible in order to provide the service in a timely manner.

MARKING PERIOD PROCEDURE

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

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 Schooltool. 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:

Freshman to Sophomore	4½ units and pass English 9 or Global History 9
Sophomore to Junior	11 units and pass English 9 and Global History 9, and English 10 and Global History 10, Living Environment
Junior to Senior	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 7) 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.

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 1st semester
   b. Semester courses after the 1st marking period

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

1. Schedule 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 (e.g. college) toward a Southern Cayuga diploma must complete the form available in the guidance office and submit it to the principal for approval no later than the second week of school. Students 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, Chess Club, FFA, International Club, 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, 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, SUNY Cobleskill college level courses to students usually in 11th and 12th 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.** 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**

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 for students in grades 7-12 is Mr. Nate Van Hall. (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 (any nicotine product), THC gummies & candies, 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, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that staff members imposing such a 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. 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 – 2:13 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 N.Y.S. Education Law, students may be suspended for being insubordinate, disorderly, or for conduct, which endangers the safety, morals, health or welfare of others. Students under suspension will not be allowed to attend or participate in any school function, or be on any school property (buses included), during the time of suspension and possibly after the suspension if so directed by the administration. Please be aware that suspensions from 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 (Grades 7-12)

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	1st Offense	2nd Offense	3+ Offense
Tardy to class (Rsp)	Warning	Warning	Lunch detention to ISS
Truant from class (Rsp)	Lunch detention or after school detention parent notification	1-2 days ISS, parent conference, parent notification	3-5 days ISS
Truant from school (Rsp)	1 day ISS, parent notification	2 days ISS, parent conference	3-5 days ISS, family court action
Leaving School w/out permission (Rsp)	1 day ISS, parent notification	3 days ISS, parent conference	ISS to Suspension out of school (up to 5-days), parent conference
Dress Code (Rsp & Rpt)	Change attire & warning	Change of attire, & lunch or after school detention, parent notification	Change of attire, ISS, parent conference
Insubordinate *Conduct (Rsp & Rpt)	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
Cheating or Plagiarism (Rsp & Rpt)	Lunch detention or after school detention parent notification	ISS, parent conference	Suspension out of school (up to 5-days), parent conference
***Obscenity and/ or profanity (K & Rpt)**	Lunch detention or after school detention parent notification	ISS, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
Incite a fight (K, S & Rpt)	ISS, parent notification	Multiple days of ISS, parent notification	Suspension out of school (up to 5-days), parent conf
***Fighting (K, S & Rpt)**	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
Disruptive Conduct (K, S & Rpt)	Lunch detention or after school detention parent notification	ISS, parent notification	ISS to Suspension out of school (up to 5-days), parent conference
Use of cell phone during the school day (Rpt)	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
Forgery (Rsp & Rpt)	Multiple lunch detentions or after school detentions parent notification	ISS, parent conference	Suspension from school (up to 5-days), parent conference
Cafeteria misconduct (Rsp & Rpt)	Lunch detention or after school detention parent notification	ISS, parent notification	ISS to permanent suspension from the cafeteria, parent conference
***Harassment (Rsp & Rpt)**	Multiple lunch detentions or after school detentions parent notification	ISS, parent conference	Suspension from school (up to 5-days), parent conference
Violation		**1+ Offense**	
Directing verbal abuse or obscenities against a staff member **(K, S & Rpt)**		Suspension from school (up to 5-days), possible Superintendent's hearing, parent conference	
Stealing or Vandalism **(K, S & Rpt)** (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^{+} - ISS, parent notification

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

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

Truancy from Class ("Skipping")

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

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

Offense:

1^{+} - Lunch detention to ISS, parent notification

Truancy from School

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

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

Offense:

1^{+} - ISS, parent notification to 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^{+} - ISS, parent notification to parent conference

School Authority/Relationships

Insubordination

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

Offense:

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

Gross Insubordination

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

Offense:

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

Obscene, Indecent, Grossly Inconsiderate Behavior, Foul Language, Obscene Gestures, Harassment, Verbal Abuse, Intimidation, Racist Remarks, Spitting.
The severity of the offense dictates the severity of the punishment. At the discretion of the administration, the following guidelines will be followed.
Minor Offenses:

1^{+} - Lunch detention to ISS, parent notification to parent conference

Major Offenses:

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

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

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

In instances of sexual harassment, internal school suspensions and external suspensions may be employed. In instances of possession or storage of defamatory literature on school property, students may receive ISS and OSS. Upon a second occurrence the consequence will be OSS and possible Superintendent 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 words 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 staff. Incidents of sexual harassment will be dealt with in accordance with district policy.

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: DASA Official, Southern Cayuga CSD (315-364-7111) x2103

RESPECT FOR CULTURAL DIFFERENCES
Southern Cayuga is committed to maintaining an educational and social environment free from racial or religious harassment.
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 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. The 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 parents 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

NYS law prohibits cell phones/personal electronics/earbuds during the school day on the entire campus. If there is a violation, the result will follow:

Offense:

1^{+} - Collect the phone and return it to the student at the end of the day to confiscate the phone and eventually 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^{+} - Conference with student to ISS or OSS, parent notification to parent conference

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

Removal from Class

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

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

Offense:

1^{+} - Lunch detention to ISS, parent notification to parent conference

Removal from Class (Extended Removal)

Extended Removal is a long-term removal of 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 detraction from the educational environment. Students are expected to clean up after themselves. This especially is a requirement during lunch periods. Refusal to clean up areas of litter will lead to further disciplinary action.

Offense:

1^{+} - Warning, clean-up to ISS, parent notification

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^+ - 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^+ - Lunch detention to ISS, parent notification to parent conference Major Offenses:
1^+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing

Forgery
Definition: Writing or altering and/or using the signature of another person, writing excuses, passes, etc.
Offense:
1^+ - ISS to OSS, parent notification to parent conference

Theft/Extortion/Gambling
Offense:
1^+ - ISS to OSS, parent notification to parent conference and possible Superintendent's hearing
In all cases, law enforcement agencies may be notified.

Trespassing
A student is not permitted in any school building, other than the one that he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student as well as an external suspension of up to five days may be imposed and a Superintendent's Hearing may be initiated.

Vandalism
Vandalism is defined as willful or malicious destruction of any property as well as misappropriation or stealing of school property. Perpetrators will make restitution for damages at cost of material and labor. Parents will be notified. In School Suspension, or External Suspension, of up to five days may be imposed. A Superintendent's Hearing may be initiated. Acts of vandalism may be referred to law enforcement authorities in addition to school discipline. Restitution is mandatory.
Please note that it is a Class A misdemeanor to deface property with graffiti and a Class B misdemeanor to possess a graffiti instrument with the intent to use it to deface property.

<u>Violent Behaviors -</u> 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^+ - Lunch detention to ISS or OSS, parent notification to parent conference
Major fighting - Punching, kicking, creating a major disturbance to the educational process.
Offense:
1^+ - OSS to a possible Superintendent hearing, parent conference

Assault
The physical attack or threat to commit violence against a person who does not provoke attack and who in the administration's opinion, ***Based on Fact,*** tries to avoid conflict and/or must defend himself or herself from further physical harm.
Offense:
1^+ - OSS to a possible Superintendent 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, such as 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^{+} - 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/legal and/or over the counter 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 drug testing 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_2 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
2026-27

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 Coordinator 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 or D" sized school in most sports.

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

Athletic Inquiry: 315-364-7111 x2171 (Athletics)

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."

Athletic programs will begin as soon as possible at the end of a school day. 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 p.m.

***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 entry level of athletic competition. The primary focus at this level is participation, skill development, teamwork, sportsmanship, and the introduction of competitive play. Student-athletes will be provided opportunities to participate in game situations throughout the season when appropriate. The emphasis is on continued physical, social, and emotional development through athletics. Teams at the modified level are generally non-cut sports; however, roster sizes may be limited when necessary to ensure safety, appropriate supervision, and effective instruction. Playing time and participation opportunities are determined by the coach and may vary based on practice attendance, effort, skill development, attitude, and team needs.

Junior Varsity

Junior Varsity athletics provide a competitive interscholastic experience designed to develop athletes for potential Varsity participation. Athletes participate in league competition and continue to refine sport-specific skills, teamwork, and game understanding. Coaches are encouraged to use the Junior Varsity level as a continued developmental stage, providing student-athletes meaningful opportunities for game experience and growth within competitive situations. Playing time is determined by the coach and is influenced by practice performance, effort, attitude, and team development needs

Varsity

Varsity athletics represent the highest level of interscholastic competition within the school program. Participation requires a high level of commitment, discipline, and dedication to the sport and team. Varsity athletes may compete in league, sectional, and state-level competition depending on sport qualification and team success. At the Varsity level, roster selection is competitive and student-athletes may be selected or not selected for the team. The head coach, in consultation with the athletic administration as appropriate, determines team membership based on factors such as skill level, game readiness, effort, attitude, sportsmanship, positional needs, and overall contribution to team success. **Tryouts may result in roster cuts when necessary due to program size, competitive level, or safety considerations.** When cuts occur, coaches are expected to communicate decisions to student-athletes in a timely and respectful manner and provide general feedback when appropriate. Playing time is determined solely by the coach and is based on multiple factors, including but not limited to skill level, game strategy, effort, attitude, communication, sportsmanship, academic eligibility, and adherence to school and team expectations.

Athletic Tryout Process

Purpose: The purpose of athletic tryouts is to provide a fair and structured process for evaluating student-athletes for participation on interscholastic teams. Tryouts allow coaches to assess skill level, readiness for competition, teamwork, and overall fit for the program. Cuts may occur during the athletic tryout period when the number of student-athletes exceeds the program's capacity or when roster limitations are necessary to ensure safety, appropriate supervision, and effective instruction.

Roster reductions may also occur when:

- The size of the team exceeds available coaching resources or facility space
- Safety considerations require limiting participation numbers (e.g., contact sports, specialized positions, equipment constraints)
- Competitive structure requires a defined roster size (e.g., game participation limits or league requirements)
- There is a need to maintain appropriate practice organization and quality of instruction

Cuts, when necessary, will occur at the conclusion of the designated tryout period (typically 2–3 days unless otherwise determined by the coach and approved by the Athletic Director). In some cases, additional roster adjustments may be made early in the season if safety, eligibility, attendance, or program needs require it.

All roster decisions are made at the discretion of the head coach in alignment with district athletic philosophy and program expectations.

Process: Coaches are responsible for communicating in advance that tryouts will occur and that roster cuts may be made depending on program size, safety considerations, and competitive level. This communication should be shared with students and families prior to the start of the tryout period whenever possible. During tryouts, coaches are expected to use a combination of objective and subjective evaluation methods. Coaches will maintain evaluative records and/or data based on performance indicators that are as objective and consistent as possible. At the same time, coaches reserve the right to evaluate intangible characteristics such as effort, hustle, attitude, coachability, leadership, and overall contribution to team dynamics when making final roster decisions.

Duration: The tryout period will generally last 2–3 days, depending on the sport and the length of the preseason. The Athletic Director may approve adjustments based on scheduling, safety, or program-specific needs.

Coaches will communicate tryout results to student-athletes in person whenever possible. Students who are not selected for a team will be provided general feedback and may request an additional meeting to review evaluation data and discuss the decision further.

All tryout decisions are final once communicated, and roster selections are made at the discretion of the head coach, in alignment with district athletic philosophy and program expectations.

ACADEMIC ELIGIBILITY

Academic eligibility is based on student academic performance and is reviewed at the beginning of each marking period. Eligibility decisions are intended to support student success in the classroom while maintaining participation in extracurricular activities. At the start of each new marking period, student grades will be reviewed. Any student failing two (2) or three (3) courses will be placed on Academic Probation for the duration of that marking period. Students failing four (4) or more courses may be removed from the team for that marking period. Students on Academic Probation are permitted to attend practices; however, participation in games or competitions may be restricted based on academic standing and compliance with expectations.

Students placed on Academic Probation will be required to:

- Complete a weekly check-in or progress monitoring sheet signed daily by teachers as required
- Meet with the Athletic Director on a regular basis (as determined by the AD)
- Seek extra help or academic support in identified subject areas
- Demonstrate ongoing effort and improvement in coursework

Failure to comply with academic probation requirements may result in loss of practice or game participation for that day or additional time as determined by administration or the Athletic Director.

Return to Eligibility

Students will be removed from Academic Probation at the end of the marking period, provided they are in compliance with academic expectations and are no longer failing two (2) or more courses at the time of review.

The Athletic Director reserves the right to modify participation status based on individual academic circumstances, including academic performance prior to and during a season.

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 **(unless prior approval is accepted).** 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 during the school day, even for part of the day, will not be permitted to participate in practices or games.

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 NYSPHSAA, 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.

All students are expected to finish the sport season they start. Students are entitled to a 3 day tryout period where they may decide a sport is not for them without repercussions. If a student quits a team at any point during the season, the decision is final and binding for the remainder of the season. Students may also miss 20% of the contests during the next scheduled sports season if they quit after the tryout period.

Student / Spectator Expectations

One of the purposes of extracurricular activities is to extend learning beyond the classroom. Interscholastic athletics provide opportunities to model and reinforce sportsmanship, ethics, integrity, and respect for others. It is the responsibility of the school community to support and maintain an environment in which positive sportsmanship can thrive and serve as a model for students.

Southern Cayuga Central School District participates in statewide initiatives supported by the New York State Public High School Athletic Association (NYSPHSAA) to promote positive sportsmanship at all athletic events.

All students, staff, and spectators are expected to demonstrate appropriate behavior at all times during school-sponsored events. Section IV and NYSPHSAA guidelines prohibit, but are not limited to, alcoholic beverages, artificial noisemakers, obscene language, taunting, objectionable cheers, and the throwing of objects.

Individuals who violate these expectations may be subject to immediate removal from the premises.

Consequences for Spectator Misconduct

- First incident: Removal from the event and warning regarding future conduct
- Second incident: Removal from future contests for a designated period of time
- Additional incidents: Loss of attendance privileges for the remainder of the season

Any individual who is removed from a school event may also be required to complete the NFHS Sportsmanship Course prior to regaining eligibility to attend future athletic contests.

Repeated or severe violations may result in further restrictions as determined by the district administration.

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 9th grade, except when there was a suspension at the end of 8th 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 p.m. 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 gross insubordination, disruptive behavior or 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 9th grade, except when there was a suspension at the end of 8th 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:

a. 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.

b. 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

c. 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
Mod & V Girls' Soccer
Mod & V Girls' Swimming
Mod & V Boys' & Girls' Cross Country

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

Spring
Mod & V Baseball
Mod & V Softball
Mod & V Boys' & Girls Track
V Co-Ed Golf
V Co-Ed Tennis

CO-CURRICULAR OPPORTUNITIES

Class Officer, Drama Club, Chess Club, FFA, International Club, 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, History Club.

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