

CICERO-NORTH SYRACUSE HIGH SCHOOL



PARENT / STUDENT HANDBOOK

2023-2024

Mr. Daniel Bowles, Superintendent of Schools
Mr. Christopher Leahey Ed. D., Associate Superintendent for Teaching & Learning
Mr. Donald F.X. Keegan, Associate Superintendent for Business Services
Mr. Jason Nephew, Assistant Superintendent for Human Resources

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Mr. Jason Clark, Director of Instructional Technology
Mr. Matt Conti, Director of Transportation
Ms. Julie Darmody-Lathan, Director of Special Education
Mr. Matthew Erwin, Director of Facilities
Ms. Lisa Goldberg, Director of Social Emotional Learning & Social Studies
Mrs. Donna Marie Norton, Executive Director for Data, Accountability and School Improvements
Mr. David Lunden, Director of Instructional Leadership
Ms. Catie Reeve, Director of Special Education
Mr. John Rice, Director of CTE and Science
Mr. Nicholas Scholz, Director of Mathematics
Mr. Gregory Stone, Director of Elementary Education, ELA
Ms. Wendy Swift, Director of Food Services
TBA, Director of Fine Arts

Non-Discrimination Policy

The North Syracuse Central School District does not discriminate on the basis of race, color, creed, age, sex, national origin, ethnic background, disability, military status, marital status, sexual orientation, or any other basis protected by applicable law in the employment and educational opportunities it offers, including vocational educational opportunities, and provides equal access to use of School District facilities by the Boy Scouts and other designated youth groups. The District is committed to adhering to the nondiscrimination provisions of Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the New York Human Rights Law.

The North Syracuse Central School District also does not discriminate on the basis of sex with respect to employment or in the educational programs and activities it provides (including vocational programs), including the appointment of employees, employment pay, benefits and opportunities, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities, as required by Title IX of the Education Amendments of 1972.

The North Syracuse Central School District does not discriminate on the basis of disability in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York Human Rights Law. Furthermore, the District does not discriminate on the basis of disability in admission or access to its programs. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

North Syracuse Central Schools
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2120

Title IX, Title VI, Title VII, ADA, ADEA and New York Human Rights Law Compliance Officer:

Mr. Jason Nephew, Assistant Superintendent for Human Resources
North Syracuse Central Schools
5355 West Taft Road,
North Syracuse, New York 13212
(315) 218-2125

PARENT NOTIFICATION

During the school year, your child may have the opportunity to have their photo taken, video image and voice recorded, and/or art and written work published in connection with a school district activity or program. Your child's photo (image), school work and/or name may be published in local newspapers, posted (displayed) on the district's internet site, or used by the requesting organization (local TV or print media) for programming, i.e., backup and their news stories.

If you DO NOT want your child's picture, name or schoolwork to be used in newspaper articles, video, and/or district publications including our district's website, please inform your school principal in writing.

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Child Abuse Prevention and Reporting	
Dignity for all Students Act Policy (DASA)	

Drug and Alcohol Policy
 High School Graduation & Course Requirements
 Prohibition of Smoking & Tobacco Use Policy
 Scholastic Eligibility
 Student Conduct and Discipline (K-12)
 Student Medications
 Student Searches, Seizures, and Interrogations

PROGRESS REPORTS:	5 WEEKS	15 WEEKS	25 WEEKS	35 WEEKS
End of Mid-Quarter	Fri, 10/6	Wed., 12/13	Thurs., 3/7	Fri, 5/17
Reports Available Online	Fri, 10/13	Thurs., 12/21	Wed., 3/13	Fri, 5/24

REPORT CARDS:

	10 WEEKS	20 WEEKS	30 WEEKS	40 WEEKS
End of Grading Period	Thurs., 11/9	Tues., 1/30	Fri, 4/12	Fri, 6/14
Reports Available Online	Fri, 11/17	Tues, 2/6	Fri, 4/19	Wed., 6/28 (online & mailed)

NOTE: 2nd Semester begins Wednesday, February 1, 2024

Hours: 7:00 a.m. – 3:00 p.m.
Web Site: www.nscsd.org

Principals

Executive Principal
House I Principal
House II Principal
Interim House III Principal

Ms. Jamie Sullivan
Ms. Heather Puchta
Ms. Ann Lorenzini
Ms. Kim Rice

Dean

Ms. Ewaniszyk
Mr. Colasanti

Counselors

Head Counselor Ms. Heffron
315-218-4107

House I Ms. Mack
315-218-4107 Ms. Nappi

House II Mr. Breindel
315-218-4207 Ms. Kwilos
 Ms. Scarcella

House III Ms. Catera
315-218-4307 Ms. Murphy
 Ms. Wilson

Attendance

Ms. Ranalli
218-4110

Ms. Bouziden
218-4310

Career Center

Ms. Deaver

Health Office

Ms. McClure 12
Ms. Koslowski-Brown - 10
Ms. Shumway - 11
Ms. Makepeace

Library Media

Ms. Andrews
Ms. Santimaw

Secretarial Staff

Executive Secretary – Ms. Clancy
Registrar – Ms. Lambert Requisitions – Ms. Bryan

House I - Ms. McCormick
House II - Ms. Mirizio.
House III - Ms. Roach

Counseling - Ms. Scott
Counseling - Ms. Feidt
Counseling - Ms. Frey

School Resource Officer

Deputy Bickford
Deputy Williams
Onondaga County Sheriff's Department

**CICERO-NORTH SYRACUSE HIGH SCHOOL
SCHOOL HOURS**

<u>Block</u>	<u>Times</u>
1 (AC Days) /5 (BD Days)	7:35 a.m. – 9:01 a.m.
2 (AC Days) /6 (BD Days)	9:06 a.m. – 10:27 a.m.
3E (AC Days) /7E (BD Days)	10:33 a.m. – 11:06 a.m. – Lunch 11:11 a.m. – 12:33 p.m. – Class
3M (AC Days) /7M (BD Days)	10:33 a.m. – 11:14 a.m. – Class 11:16 a.m. – 11:49 a.m. – Lunch 11:52 a.m. – 12:33 p.m. – Class
3L (AC Days) /7L (BD Days)	10:33 a.m. – 11:55 a.m. – Class 12:00 p.m. – 12:33 p.m. – Lunch
4 (AC Days) /8 (BD Days)	12:38 p.m. – 2:00 p.m.
After School Tutoring (except Tuesday) and Extracurricular	2:10 p.m. – 3:00 p.m.
Teacher /Student Detention	2:10 p.m. – 3:00 p.m.

*The school day officially ends at 3:00 p.m.
Athletic practice/games begins at 3:00 p.m.

HALF-DAY SCHEDULE

Block 1 or 5 7:35 – 8:17 a.m.
Block 2 or 6 8:22 – 9:00 a.m.
Block 3 or 7 9:05 – 9:43 a.m.
Block 4 or 8 9:48- 10:26 a.m.

2- HOUR DELAY SCHEDULE

1/5	9:35-10:29 a.m.
2/6	10:34-11:27 a.m.
3E/7E	11:32-11:58 a.m. Lunch 12:03-1:01 p.m. Class
3M/7M	11:32 - 12:01 p.m. Class 12:03-12:29 p.m. Lunch 12:32- 1:01 p.m. class
3L/7L	11:32-12:30 Class 12:35-1:01 Lunch
4/8	1:06-2:00 p.m.
	2:10 p.m.
	3:00 p.m.

If there is a snow day and/or school is cancelled, the next day becomes the letter day that was missed.

GENERAL INFORMATION

BACKPACKS

Backpacks, messenger bags and purses may be used to carry personal belongings and school supplies during the school day. However, the use of backpacks is a privilege, not a right. The Administration has the right to take away this privilege if current events compromise the security and safety of students and staff. Any student using backpacks improperly will be subjected to a disciplinary consequence.

If backpacks or purses block pathways or aisles in classrooms, classroom teachers have the right to advise students where to place backpacks or purses inside the classroom.

Rolling backpacks/luggage, duffel bags, and athletic bags may not be carried during the school day without administrative approval.

BIRTHDAYS/CELEBRATIONS

Balloons, flower arrangements, and other large gifts that are delivered for students during the day will be kept at the Security Office. Due to safety and security reasons **no deliveries** such as Door Dash, Grub Hub, or other online food ordering will be accepted at the Security.

BREAKFAST/LUNCH PROGRAM

The cost of breakfast is free this year for students. If a student would like a second breakfast, the cost is \$2.30. Breakfast is available each day from 7:15 a.m. to 7:30 a.m. in the cafeteria. Please bring your breakfast or lunch prepayments at this time.

Also lunch is free this year for all students. If a student would like a second lunch, the cost is \$3.55. Additional items must be purchased ala carte. Students must use their 4-digit PIN number when getting a breakfast or lunch. **Students and/or parents are not allowed to bring in fast food, or order fast food for lunch. Any food that is delivered will be turned away.** We are not allowed to compete with the school lunch program, and it is disruptive in the school.

Students will receive their PIN numbers within the first few days of school. **Students are not allowed to share pin numbers.**

Students who receive free lunches also qualify for free breakfasts. Meal applications must be filled out every year. Only one application per family is necessary with all student names. The applications will be in the Counseling Offices.

The Food Service Department encourages the prepayment of meals. You can prepay in cash or by check made out to the "School Lunch Fund". Specify when you prepay if the money is for breakfast meals, lunch meals or a general fund, which can be used for anything including snack foods. If you do not specify, your money will be applied to your general account. You can bring your prepayment to the cafeteria at breakfast time. You may also mail a check to C-NS Cafeteria at 6002 Route 31, Cicero, New York 13039-8891 stating your name and student number, or go online to mylunchmoney.com to put money on your account. You will be able to monitor your account and add money as needed.

BUS TRANSPORTATION

If a student wants to ride home on a bus different than his/her regular bus, a note from home must be brought to the House I Principal's Office **before 7:30 a.m.** The student will then be given a yellow bus pass. Sudden and/or emergency situations will require parent notification by phone before a yellow bus pass can be granted. Students need a late bus pass to ride the late bus at 3:30 p.m. These passes are available from your teacher. Any student who has a problem at the bus stop should notify the driver immediately.

There is no bus transportation after 3:30 p.m.

CAFETERIA

The cafeteria is open for breakfast from 7:15 - 7:30 a.m., early lunch is from 10:33 - 11:06 a.m., middle lunch is 11:21 - 11:51 p.m., and late lunch is from 12:02 p.m. - 12:32 p.m. Students are scheduled for one of the three lunches based on the class they have Block 3 and Block 7.

Students are expected to:

1. Return chairs to original table.
2. Not leave the cafeteria while eating or carrying food. All food, including candy of any kind, must be eaten in the cafeterias only.
3. Be responsible for the cleanliness of the table and the area around it. Dispose of utensils or debris left at or on the table. Students have this responsibility even if they have not eaten anything at the table.

4. Stay in the cafeteria. No students will be allowed to leave the cafeteria unless they have a pre-signed pass.

No glass containers of any kind are allowed in the building at any time. Plastic or other non-glass containers are only allowed in the cafeterias during the lunch periods. Students should keep such items in their lockers until their lunch period. Drinks can be purchased in the cafeteria during lunch periods and after school only (after 2:00 p.m.). Students are asked to discard containers properly.

CAREER CENTER

The Career Center is located in Room 118 and is open to all students. Students need to secure a pass from the Career Center during School day!

CLASS SCHEDULE

You have already received a schedule indicating your homeroom and specific courses. The first day of school will be an "A" day, the second day a "B" day, etc. The fifth day of school will be an "A" day, as the four-day cycle (A, B, C, D) repeats itself. If there is a snow day and/or school is cancelled, the next day becomes the letter day that was missed (e.g. Tuesday, an "A" day is cancelled; Wednesday becomes an "A" day). Most classes will meet every other day (A and C or B and D) for 80 minutes. Physical education and science labs will meet every fourth day (A, B, C, or D) for 80 minutes. Specific questions about the schedule will be answered in homeroom on the first day of school. Students are always encouraged to seek help from any teacher, counselor or administrator in the building.

DAILY ANNOUNCEMENTS

Video announcements will be broadcasted every morning. Announcements must be submitted online by a staff member or club advisor/coach by **12:00 noon** the previous day.

EARLY DISMISSAL PASS/LATE ARRIVAL PASS

Students who wish to apply for this pass must get the application from their School Counselor.

In order to qualify for this pass, a student must qualify according to the following criteria.

A student:

1. Must be a senior and in good academic standing.
2. Must have passed all required Regent Exams for graduation or is enrolled and actively participating in Academic Intervention Services.
3. Must have signed parent permission and administrative approval.
4. Upon being issued the pass, a student must maintain good academic, attendance and behavioral standing, as outlined in the application.

In the event of an emergency, all early dismissals are temporarily suspended. Students are to remain on campus with staff. Failure to comply with his directive may result in suspension of early dismissal privileges indefinitely.

This privilege may be revoked at any time.

Early dismissal / Late Arrival does not guarantee a parking pass.

EMERGENCY PROCEDURES/DRILLS

All persons in the building are required to comply with established emergency procedures when activated. Tampering with emergency equipment (fire alarms, extinguishers, etc.) or use of smoke bombs, firecrackers, and other explosive devices is strictly forbidden. Failure to comply with this policy will result in suspension and/or legal action. Bomb threats will be prosecuted to the fullest extent of the law.

Fire drills, lockdown drills, and hold in place drills will be conducted throughout the school year. Directions for these drills are posted in each room and are to be followed without exception.

EMERGENCY SCHOOL CLOSING

In the event that it is necessary to close schools due to emergency situations or severe weather conditions, area radio and television stations will broadcast the necessary information.

It is recommended that residents listen to WSYR (570AM), WOLF (105.1 FM), and WSEN (92.1 FM), or watch one of the following television stations: WSTM-Channel 3, WTVH-Channel 5, WSYR-Channel 9 or YNN-Channel 10. These stations are the first to be notified of any closing or delays. Closing information will be posted on the district website and Facebook page and sent out through Twitter (@NSyracuse.com) and through Parent Square.

In the case of an emergency where students are evacuated to a different location, the telephone numbers for the Main Office and Health Office of the school will be transferred to the Administration Offices where information will be provided to parents.

Early Dismissal

When weather conditions become severe once students are in school, it may become necessary to close school earlier than the regular dismissal time. In this event, area television and radio stations will be notified to inform parents. Staff and students will be notified on the public announcement system.

If school is dismissed early or closed, all after-school activities, events and programs are usually cancelled. Listen to WSYR (570 AM), WOLF (105.1 FM) and WSEN (92.1 FM). These stations are the first to be notified of any early dismissal. Early dismissal information will be posted on the district website and Facebook page and sent out through Twitter (@NSyracuse.com) and Parent Square.

FIRE/EMERGENCY EVACUATION PROCEDURES

The following rules are to be followed when the fire alarm sounds:

1. Everyone will leave the building quickly and quietly, following the teacher's directions. Students found in the building will be subject to disciplinary action.
2. Once outside, students should move well away from the building, keeping the driveways clear for use by fire apparatus and report to your teacher for an attendance check.
3. Everyone should remain quiet and attentive, being alert to further instructions.
4. Student must not return to the building until the building administrator has given the proper instructions.
5. Any student incapable of exiting the building should report to the designated safe room.
6. In case of an emergency where students are evacuated to a different location, the telephone numbers for the Main Office will be transferred to a central location to provide information to parents.
7. During school emergencies, anxious parents often respond to retrieve their children. To maintain the safety of students and staff and achieve the highest level of accountability, the following procedures will be followed:
 1. Evacuation on school grounds
 - 1.1 During an evacuation no student will be released unless absolutely necessary.
 - 1.2 Parents will be sequestered with a district assigned administrator until the building is re-occupied.
 - 1.3 Upon re-occupation students with pre-planned dismissals will be given priority.
 - 1.4 Parents wishing to sign out their student will need to follow normal procedures.
 2. Relocation to another school building
 - 2.1 If students are being relocated to another district building, they will not be released from their home building.
 - 2.2 Upon occupation of the alternate building, all students will be accounted for.
 - 2.3 A district assigned administrator will be left at the home building to direct parents.
 - 2.4 A media release will be prepared to direct parents to the alternate building.
 - 2.5 After attendance is taken, staff will set up a site to release students.
 - 2.6 Students with pre-planned dismissal will be given priority.
 - 2.7 Parents wishing to sign out their student will need to follow normal procedures.
 3. Relocation to non-district sites
 - 3.1 If students are being relocated to a non-district site, they will not be released from their home building.
 - 3.2 Upon occupation at the alternate site, all students will be accounted for.
 - 3.3 A district assigned administrator will be left at the home building to direct parents.
 - 3.4 A media release will be prepared to direct parents (Superintendent's office).
 - 3.5 After attendance is taken, staff will set up a site to release students.
 - 3.6 Students with pre-planned dismissals will be given priority.
 - 3.7 Parents wishing to sign out their student will need to follow normal procedures.

LIBRARY

The library is open from 7:15 a.m. to 3:00 p.m. Monday through Friday. It is closed on Thursday for meetings.

Students must follow the procedures listed below during lunch:

- All students must have a pre-signed pass from a librarian.
- Students must not bring any food or drink into the library
- All students will sign-out with a staff member during study hall. Students will remain in the library until dismissed by a staff member, or until the bell rings.

A student who displays inappropriate or disruptive behavior will be asked to leave the library. If necessary, a student's library privileges may be suspended.

LOCKERS

Lockers will no longer be assigned to each student. If you would like to have a locker, please stop by House I Principal's office and they will assign a locker to you. Lockers or combinations **should not be shared with others** and lockers should be kept locked at all times. Students are responsible for all contents in their locker even if it belongs to another student. Lockers may not be written on or permanently decorated. Students do not have a reasonable expectation of privacy with respect to their school locker. Lockers will be subject to inspection by school officials at any time, without prior notice, for any reason including, but not limited to safety, administration, and discipline. Canine searches may be held periodically throughout the year.

At the end of the school year, the locker should be completely clean. Any locker problems should be reported to the House I Principal's Office.

All Physical Education lockers must be cleaned out by the last day of school. Any items left in lockers after the last day of school will be donated.

LOST AND FOUND

Students who lose items should check to see if they have been turned in to Security. Any articles found should be taken to Security.

PARKING

Parking at C-NS High school is a privilege for **seniors, only**. Permits are assigned to eligible seniors. If you are interested in obtaining a parking permit you must have a driver's license, complete the parking registration card and:

1. Practice safe driving.
2. Report to school on time.
3. Continue to be on track to graduate and meet the scholastic eligibility policy from the previous quarter (at least a 70 average and not more than one failing course). **See Eligibility Policy*

Students without a parking permit are allowed two temporary parking passes each semester. Students need to sign in at the security desk with their vehicle information.

Failure to abide by the rules and regulations governing student parking will cause your parking permit to be revoked. **Any student without parking permission will have their vehicle towed** and/or be suspended from school. For the complete set of rules, please stop by the House 2 Principal's Office.

PASSES/STUDENT PLANNERS

Between 7:35 a.m. and 3:00 p.m., students in the hallway must have their planner with proper teacher signature.

A pass is for one student only and if a teacher, nurse, principal, counselor detain a student at the end of class, etc. the student will need a pass in order to enter the classroom. **Lavatory passes are to be used only on the floor from which the pass was issued.** Improper pass use may result in pass restriction.

- Students are allowed to be in possession of one student planner. **Being found in possession of multiple student planners may result in disciplinary consequences.**
- Be reasonable in your requests for a pass; remember, teachers do not have to sign the planner.
- Only you can use your planner; it is not transferable.
- Should you lose your planner, you may buy a replacement in the Main Office. The cost of a replacement Planner is \$5.00.
- Teacher Pre-Signed Passes are unlimited and do not subtract from your 20 monthly passes.
- Only pre-signed passes are to be used during lunches.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited each day. During this time students are invited to stand and participate in the pledge. During the pledge, if students are in the hallways they must stop and be quiet.

TEXTBOOKS

Books are provided free of charge. Students are expected to treat textbooks and other class materials properly and to pay for or replace them if lost or damaged. Each book is numbered and a complete record of issued books is maintained. Some courses have electronic textbooks students will be provided a pin number, which they are responsible for.

THEFTS

Students should report all suspected thefts to their administrator and to the School Resource Officer. If appropriate, the classroom teacher will conduct the initial investigation. **The school is NOT responsible for personal items (example: cell phones, I-Pods).**

VISITORS

During the school day, all visitors must have an appointment with school personnel and are to sign in and obtain a visitor's pass at the Security Desk upon entering the building and display a visitor's badge. If a visitor does not have an appointment, they will not be allowed in the building. Visitors are not permitted to visit the school as guests or friends of students. Under unusual circumstances the principal should be consulted at least 24 hours in advance for special permission. Students from other area schools will not be received as guests and are not permitted on school property. Students will not be allowed to bring young children with them to school unless there has been special administrative permission granted in advance for a specific class and teacher.

VISITOR CODE OF CONDUCT

All visitors on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all visitors on school property or attending a school function are expected to be properly attired while they are on school property.

No visitor shall:

1. Refuse to identify themselves to any district employee.
2. Injure any person or threaten to do so.
3. Damage or destroy school property or the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in graffiti or arson.
4. Disrupt the orderly conduct of classes, school programs or other school activities.
5. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
6. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
7. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
8. Violate the traffic laws, parking regulations or other restrictions of vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function. Possess, use tobacco or tobacco related products (e-cigarettes, chewing tobacco, lighters, matches, etc).
10. Smoke a cigarette, cigar, pipe, or use chewing or smokeless tobacco in or on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Incite others to commit any of the acts prohibited by this policy.
16. Violate any federal or state statute, local ordinance or board policy while on school property.

WORKING PAPERS

Working papers can be obtain from each Counselor's office. Forms can be picked up between 7:30 a.m. and 2:00 p.m. Requirements are as follows: complete physical within the last 12 months, and a parent signature on the application. During the summer, working permits may be obtained from 9:00 a.m. – 2:00 p.m. Tuesday through Thursday.

ACADEMIC PROGRAM

ACADEMIC INTERVENTION SERVICES (AIS)

The focus of the North Syracuse Academic Intervention Services Program is to improve student success in the classroom. This is accomplished through communication and coordination of academic objectives and classroom objectives. These cooperative strategies focus on those at-risk students who must receive additional support in order to achieve success. The intent of this program is to achieve greater success in the classroom, greater self-esteem, improved standardized and classroom scores, improved assessment scores, fewer retention's, higher rate of employment, and greater acceptance as community members.

Goals

The North Syracuse Central School District Academic Intervention Services Program provides:

1. Individual instruction for at-risk students geared to students' needs.
2. Success through extra help to meet classroom objectives, i.e., helping a student read social studies books above his/her reading grade level.
3. Alternative teaching approaches which build confidence and self-esteem made possible through reduced student/teacher ratios.
4. Help for at-risk students to meet minimum standards through instructional focus on those requirements.
5. Added support for state mandated tests, i.e., Regents Competency Test and NYS Regents Exams.
6. Additional diagnostic data and background information to other teachers.
7. Added incentive for at-risk students to remain in school and graduate.

ADMISSION/ WITHDRAWAL

Students eligible to attend C-NS are those whose parents or guardians are residents of the North Syracuse Central School District. Students who transfer into our district must be residing with a parent or guardian. The Superintendent of Schools must approve exceptions to this.

Students new to the school must be enrolled through the District Office. Students who are withdrawing from school for any reason must complete the withdrawal procedure. The Counseling Office should initiate this. Returning students will be notified during the summer of procedures to be followed at the beginning of the school year.

AP COURSES

C-NS offers several AP courses (see list in Program of Studies).

1. Students must take the AP exam for each AP course in which they are enrolled.
2. AP exam fees will be due in early September.
3. Students must stay in any AP Course until the 1st 5 weeks of the first quarter.
4. In order to drop an AP course, it must be appealed to the **Executive Principal**.

AFTER SCHOOL TUTORING

Each individual teacher announces times when extra help and make-up work can be completed. Please see your teacher to schedule a time to meet with them. Students are not allowed to stay on Tuesday and Thursday.

GRADE POLICY

Students are encouraged to reach a high scholastic average, and to perform to the best of their abilities. Grade reports are issued quarterly to indicate to the student and parents how well the student is performing. The quarterly average is a composite of grades received in class work, homework, quarterly exams, unit test scores and class participation. Since the Class of 2022, students will no longer be formally ranked.

All quarterly grades in grades 7-12 will be numerical (a percentage) with the exception of averages 49 and below. Such grades will be recorded as "F-". **All final exams, final course grades and school averages will be numerical.** A student will receive credit for a course if the final average is 65 or better. All credit bearing classes count in the GPA computation. For ranking purposes only - Honors classes are weighted 1.05, and Advanced Placement classes are weighted 1.10. (See specific graduation requirements.)

High Honor Roll GPA will be 94.5 and above. Honor Roll GPA will be equivalent to 89.5 – 94.4. Merit Roll GPA will be 84.5 – 89.4. If a student has a report card grade lower than a 70 for any course, he/she automatically does not qualify for Honor Roll.

GPA = The final class average times the credit for each class, then the sum of which is divided by the total number of credits attempted.

Weighted GPA = The final class average times the unit value for each class times the weighting of course, then the sum of which is divided by the total number of credits attempted. Not applicable beginning with the Class of 2022.

GRADUATION REQUIREMENTS

A total of 22 units are required for graduation from Cicero-North Syracuse High School. This includes two full units for four years of physical education. All students must carry at least six classes per semester plus a physical education class.

STUDENT RCT/REGENTS REQUIREMENTS			
Regents Diploma		Advanced Designation Diploma	
English	4	English	4
Social Studies	4	Social Studies	4
Mathematics ²	3	Math	3
Science ²	3	Science	3
Second Language ¹	1	Foreign Language ³	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Electives	3.5	Electives	1.5
TOTAL	22.0	TOTAL	22.0

¹ Students are required to have successfully completed one unit of credit in a foreign language by the end of their freshman year and pass a final exam.

² An integrated course in math/science/technology may be used as the third required unit of credit in math or science.

³ Students acquiring 5 units of credit in Art, Business, Technology or Vocational Education may be exempt

To qualify for a Regents Diploma all students must obtain 65% or above on all 5 Regents exams. To qualify for Regents with Advanced Designation all students must obtain 65% or above in 8 required Regents exams. A score of 65 must also be obtained in the local World Languages exam or be exempted by having completed the 5-unit sequence in Art, Music or Career Education.

Required Exams (Passing score of 65 and above)	Required exams (Passing score of 65 and above)
Common Core English	Common Core English
Common Core Algebra	Common Core Algebra, Geometry & Algebra 2/Trigonometry
Regents Global Studies	Regents Global Studies Exam
Regents U.S. History	Regents U.S. History Exam
Regents Science	Two Regents Science Exams

HONORS DIPLOMA

The words “With Honors” may be added to the Regents endorsement of a diploma if a student has earned an overall average of at least 90 in the examinations indicated:

Regents

1. The Regents Exam in Comprehensive English
2. The Regents Exam in Global Studies
3. The Regents Exam in U. S. History & Gov’t
4. One Math Regents
5. One Science Regents Exam

Regent’s with Advanced Designation Diploma

1. The Regents Exam in Comprehensive English
2. The Regents Exam in Global Studies
3. The Regents Exam in U. S. History
4. Three Math Regents
5. Two Science Regents Exam

A student may earn an Honors diploma if they have a 90 average in the 5 required exams. A student may earn an Advanced Designation with Honors diploma if they have a 90 average on all 9 exams listed.

*Must pass the 3rd year World Language exam with a score of 65 or better.

Students seeking the Honors endorsement on their diploma must meet one of the following criteria:

- Earn a computed average of 90 or greater on all Regents examinations applicable to the diploma OR
- Earn a computed average of 90 or greater on a minimum of three (3) Regents examinations application to the diploma and exemptions granted for the other examinations applicable to the diploma OR
- For students with fewer than (3) Regents examination scores, earn a computed average of 90 or greater for scores on Regents examinations taken and final course grades in courses ordinarily culminating in a Regents examination for which exemptions have been granted, applicable to the diploma.

Mastery

Students seeking a Mastery in Math or Science endorsement may qualify for such endorsement if they meet the requirements for a Regents diploma with Advanced Designation.

- Passes three (3) math and/or (3) science Regents examinations with a score of 85 or better OR
- Passes two (2) math and/or (2) science Regents examinations with a score of 85 or higher and has been granted an exemption on a third math and/or science Regents examination OR
- Passes one (1) math and/or Science Regents examination with a score of 85 or higher and has earned a final course average of 85 or higher in two (2) additional math and/or science courses culminating in a Regents examination for which they are granted exemptions.

If a student qualifies for CTE (Career Technical Endorsement) may also be added to the diploma if a student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3 part technical assessment. Students should see their counselor or CTE teacher for details.

Mastery in Math or Science Endorsement meets all requirements for the Regents diploma with Advanced Designation AND earns a score of 85 or better on 3 math Regents exams and/or 3 science Regents exams.

HOMEWORK

A. Definitions:

1. Homework

Homework is any reading, research, or practice activity that is completed outside the instructional day.

B. Planning and Assigning Homework

1. Homework should be planned and assigned in such a way that it will:

- a. Help students see how homework is related to learning standards.
- b. Ensure that the assignments, procedures for accomplishing them, and the due dates are clear.
- c. Ensure that the amount of homework is appropriate to students' needs and abilities.

Consider:

The grade level of the student;
The level and degree of difficulty of the subject being studied;
The maturity level of the student;
The instructional needs of the student;
The total daily homework load of the student; and
The Individual Education Plan (IEP), 504 Plan.

2. Suggested Guidelines when assigning homework:

Grades Minutes per Day:

9th – 12th - no more than 20 minutes per subject or 30 minutes per block or 2 hours total.

C. Accepting, Evaluating and Returning Homework

1. It is expected that homework be completed by the due date.
2. All homework completed and handed in will be evaluated and returned within one week of when the assignment was submitted.

D. Calculating Grades

Homework may not count for more than 10% of a student's quarterly grade.

INCOMPLETES

A student may only receive the grade of incomplete if there is an extenuating circumstance.

All Incompletes must be approved by the student's House Principal in advance.

All Incompletes must be made up within two weeks after the end of the marking period. At that date, the teacher will change the Incomplete to an actual grade, whether the work has been made-up or not. If there are extenuating circumstances, additional time must be approved by the student's House Principal.

MAKE-UP WORK

Students who are absent or suspended from class have the responsibility of completing make-up work or tests within two days to two weeks, depending on the length of the absence (there should be a one to one correlation). Students must take the initiative, contact the teacher to ask about make-up work or tests, and make the necessary arrangements immediately upon returning to school. Students must understand that they may be required to stay after school to make up this work.

MID-TERMS/REGENTS EXAMS/SCHOOL FINALS

Regents Exams:

If a student is absent from a Regents Exam, it cannot be made up. If the absence is excused (medical emergency), the teacher is to calculate the final average by averaging the quarters. If the absence is unexcused and the Regent's Exam is also the course final the teacher will enter a "0" in the final exam box (not the Regent's Exam box) of the report card. *Electronic devices including but not limited to cell phones, i-pods, smart watches, fitness trackers, earbuds, etc. are not permitted in the testing site. Possession of these may result in a non-score.

School Final and Mid-Term Exam:

If a student is absent from a local final or mid-term exam, it can be made up. Excused or unexcused absence does not need to be determined. Either way, a student must be given the opportunity to come in to take a make-up exam to be scheduled by the teacher.

If a student does not take the make-up exam, they can be given a "0" for the exam grade. (There may be a few extenuating situations where a student legitimately cannot attend the make-up test and needs one more opportunity for a make-up date. Teacher can consult with their house principal.) Electronic devices including but not limited to cell phones, I-pods, smart watches, fitness trackers, earbuds, etc. are not permitted in the testing site. Possession of these may result in a zero on the exam.

NATIONAL HONOR SOCIETY

Cicero-North Syracuse High School is a member of the National Honor Society of Secondary Schools. The objective of this chapter is to create enthusiasm for scholarship, service, leadership, and to encourage development of character among students at C-NS.

To be eligible for membership, candidates will be evaluated by a faculty committee in the areas of scholarship, service, leadership and character. Membership will be based on a cumulative average of 90% calculated at the end of the sophomore and junior years. In order for a transfer student to be eligible for election, the candidate must be in attendance at C-NS for a period equivalent to one full semester. The annual induction ceremony is usually held in December. Membership dues are \$10 per year, collected as a \$20 fee during the student's senior year. Dues may be offset by participating in fundraising activities.

Guidelines for rating students in the areas of Leadership, Service, and Character are as follows:

Leadership

The student who exercises leadership:

Is resourceful in proposing new problems, applying principles, and making suggestions.

Demonstrates leadership in promoting school activities.

Exercises influence on peers in upholding school ideals.

Contributes ideas that improve the civic life of the school.

Is able to delegate responsibilities.

Exemplifies positive attitudes.

Inspires positive behavior in others.

Demonstrates academic initiative.

Successfully holds school offices, or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.

Demonstrates leadership in the classroom, at work, and in school activities.

Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

Is willing to uphold scholarship and maintain a loyal school attitude.

Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.

Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.

Works well with others and is willing to take on difficult or inconspicuous responsibilities.

Cheerfully and enthusiastically renders any requested service to the school.

Is willing to represent the class or school in inter-class and inter-scholastic competition.

Does committee and staff work without complaining.

Shows courtesy by assisting visitors, teaches, and students.

Character

The student with character:

Takes criticism willingly and accepts recommendations graciously.

Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).

Upholds principles of morality and ethics.

Cooperates by complying with school regulations concerning property, programs, office, halls, etc.

Demonstrates the highest standards of honesty and reliability.

Shows courtesy, concern, and respect for others.

Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.

Has powers of concentration and sustained attention as shown by perseverance and application to studies.

Manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and shows unwillingness to profit from the mistakes of others.

Actively helps rid the school of bad influences or environment.

We encourage all students to strive for the high goals established by the National Honor Society.

PHYSICAL EDUCATION POLICY

All students must pass four years of PE in order to graduate.

1. All pupils shall be required to attend, change into appropriate, safe attire and to participate in physical education unless he/she has a physician's excuse.
2. For safety, all students must wear acceptable athletic gym shoes (sneakers) in physical education classes and, where possible, a change of clothing suitable for the activity being participated in. Not acceptable because of lack of foot support are: fashion sneakers, slip-on sneakers, boot sneakers. Turf shoes are not acceptable because they mark and ruin the finish on the gym floors.
3. Students who do not comply with item #2 will be considered **unprepared** and not allowed to participate in the activity on that particular day.

PHYSICAL EDUCATION CLASS MAKE-UP PROCEDURE

When a student has a **legal** absence from physical education class he/she must make up the absence by attending PE make up classes. PE make up classes will be held in the weight room, Mondays and Wednesdays from 2:10-3:00. All students staying to make up a class must change, with a pair of sneakers, and be in the weight room on time. Students will have the responsibility of signing in on the make-up sheet, putting down the correct block and their original teacher. Each class period missed due to an absence is worth 20 points.

Whenever possible, classes should be made up on the next available make-up class after the absence. However, all classes must be made up no later than 1 week past the end of the 5-week unit in which the absence occurred. If time remaining during the unit does not afford the opportunity to make up the number of classes missed during that unit, **it is the student's responsibility** to make prior arrangements with his/her teacher to address the missed classes.

PROMOTION PROCEDURE

10th to 11th Grade

Student must possess these minimum credits to be promoted to junior status:

1 Math Credit

1 English Credit

1 Science Credit

1 Social Studies Credit

.5 Physical Education Credit

and

8 credits completed overall

11th to 12th Grade

Students will be able to fulfill **all** graduation requirements by **June**.

STUDY HALL PROCEDURES

Study hall is a formal, quiet setting where scheduled students must:

1. Arrive on time and study in their assigned area, based on the teacher's seating chart.
2. Refrain from talking, except with permission.
3. Refrain from playing card games, electronic games, etc.
4. Refrain from sleeping – no pillows or blankets.
5. Students who are late to study hall will not have passes from Study Hall.
6. Students who cut study hall will have consequences that range from revoked pass privileges to OSS.

Pass Procedure:

1. All students allowed out of study hall must sign out on the study hall pass list.
2. Pre-signed passes will have priority.
3. No passes will be issued to telephone, lockers or other teachers' rooms
4. No passes will be issued during the last 10 minutes of the period.
5. Passes are a privilege, not a right.

SUMMER SCHOOL

There is no guarantee that summer school will be offered every year. Not all courses are available in summer school; course offerings are dependent on enrollment and budgetary constraints.

Summer school is for the purpose of recovering credits needed to meet graduation requirements. Students must meet teacher expectations and comply with all summer school rules of conduct.

To be eligible to enroll in summer school, a student must pass the course during the regular school year in 2 of the 4 quarters, or have a final average of 55% or better, or pass the final/Regents exam. Half-year courses require at least 1 passing quarter or a final average of 55% or better. Students who pass the final exam in the course are eligible for summer school.

TESTING OUT

To allow students the opportunity to be on cohort, the district has implemented a policy on testing out. Students in Studio Art, English (10, 11, 12), Social Studies (Global 10 and US History), Geometry, Algebra 2, Intermediate Algebra, College Algebra, Financial Algebra, Regents Chemistry, Applied Chemistry, Earth Science, Living Environment, Science Explorations and World Language Level 3 classes will be able to test out of a full year course if they are repeating the course and meet the following criteria:

1. Students must have completed the course previously.
2. An average of 65 for the first two marking periods combined as well as a final average of 65 (computed as a semester course is done, 40/40/20) must be achieved. The score from a school-developed mid-term, final, previous or current Regents exam may be used to compute the final average. If the Regents exam is one of the five mandated Regents exams (English, Global, US History, Algebra, Science), the student must pass the Regents exam. Any student enrolled in the Algebra 1 course at C-NS High School will not be eligible to test out.
3. Students who fail any one of the five mandated Regents exams will remain in the class. They may be placed in credit recovery and/or exam remediation at the discretion of the Executive Principal. Other students who do not test out will either remain in the class or will be placed into credit recovery also at the discretion of the Executive Principal.
4. Students who test out should be scheduled for a spring semester course in late January. Otherwise, a study hall will be scheduled.
5. Students testing out from a Regents Science course must have completed the 1,200 minute laboratory requirements for the respective course.

ATTENDANCE PROCEDURES

The attendance office is open from 7:15 a.m. – 1:00 p.m.

All students are required to be in their Block 1 or Block 5 class by 7:35 a.m.

Attendance will be taken in each block every day. Parents will be notified by an automated call service if the student is absent.

Please note: Excuses for absences will only be accepted up to 48 hours from the date of student's return to school. Phone calls and/or notes must be from a parent or guardian (not the student).

Lates to Class Block 1/5 - Students who arrive after 7:35 a.m. without a pass from the Attendance Office will be admitted to class and subject to the classroom teacher's process for lates to class.

Lates to School – Excused Late - Students who arrive late to school will report to their Attendance Office, provide excuse, and obtain an "Admit to Class Pass" that will be given to their teacher as they enter the class.

Lates to School – Unexcused Late - Students who arrive late to school will report to the Attendance Office, sign in and report to class with a pass from the office. Student is subject to the classroom teacher's process for lates to class.

Students who are to be excused from school early must present a note from their parents or guardian to their Attendance Office before 7:30 a.m. All excuses should include a telephone number in case parental verification is necessary. Students must obtain an "Early Dismissal Pass" from the Attendance Office before leaving the building.

Students are required to provide the Attendance Office with their home telephone number, parents' work numbers, and an emergency number (relative, neighbor, etc.) at the start of the year. They must also notify the attendance office if any of these numbers change during the school year.

All student absences from school must be accounted for. It will be the parent's responsibility to notify the school with-in at least **48 hours** of the student absence, tardiness or early departure from class or school or to provide a written excuse upon the student's return to school.

Excused Absence

An excused absence is one in which the student is not in school, but has an excuse that is within the district's acceptable excused absence regulations. Excused absences include:

Sick	Dental/Orthodontic/Doctor Appointment
Injury	Counseling/Social Service Visit*
Family Emergency	Family Death
Religious Observance	Incarceration*
College Visit*	School Suspension
Military Obligations*	Attendance at Health Center
Hospital*	Quarantine*
Surgery*	Attending a Funeral
Attending Career Center*	Take Your Child to Work Day*
School Event/Field Trip	School Approved Work Program
Power Outage	

Unexcused Absence

Unexcused absences are defined as occurrences where a student is not in school with parent's knowledge or consent but not within the district guidelines for acceptable absences. Unexcused absences include:

Car Trouble	Employment
Family Vacation	Babysitting
Missed Bus	Overslept
Truant/Skip School	Shots Incomplete
Non School Sporting Event	Half-Day Session of School
Road Test	Parents Thought There Was No School
No Excuse Submitted	Away
Personal	

Excused Tardies

The attendance policy also delineates between excused and unexcused tardiness. Excused tardies include:

Attendance in Court	Attendance at Health Center*
Attending a Funeral	Counseling/Social Service Visit*
Dental/Orthodontic/	Roads Impassable/Weather
Doctor Appt.	Power Outage
Family Emergency	

Unexcused Tardies

Employment	Failure to Sign into School Late
Car Trouble	Arriving Late to School
Missed Bus	Overslept
Road Test	

*Certain student absences will require written verification from a physician, health care provider, dentist, social service agency, court, or college. In the absence of such written official verification, student absences will be considered unexcused. A student whose absence is “unexcused” will not be allowed to participate in any afterschool activity.

Disciplinary consequences may be the result of truancy, unexcused absences, and unexcused tardiness. Students may be in jeopardy of losing course credit, early dismissal/late arrival, and/or parking privileges because of excessive absences or tardiness.

ATTENDANCE/PARTICIPATION IN CO-CURRICULAR ACTIVITIES

A student who has been placed in ISS or has been suspended from school will be **ineligible** for participation in all school activities, including practice sessions during the term of his/her suspension. All participants of interscholastic and co-curricular activities who expect to participate in a scheduled game, practice or activity must be signed into school by 8:00 a.m. and attend a full schedule of classes on the day of or in the case of a weekend game, the day before the event. They cannot perform/participate in school events on the day of the absence nor on a non-school day following an absence. (In case of physical education, student athletes must dress and participate.) Exceptions to these guidelines are to be cleared in advance through the student’s House Principal. Students who are truant or an unexcused absence cannot perform/participate.

COUNSELING SERVICES

CONFLICT MEDIATION

The mediation process is designed to encourage people in a variety of conflicts to directly and positively confront their differences and reach an agreement. All mediations are voluntary and confidential. For more information, see your Counselor, Administrator, or House Principal for a confidential referral.

COUNSELING DEPARTMENT

The Counseling Department is located on each floor. Counselors work with students concerning scheduling, graduation requirements, college and career decisions and personal matters. Students who need to see their counselor during the school year should schedule an appointment.

Counselors are here to help students requesting assistance with their high school program, post high school plans and social emotional concerns. We invite students to make good use of their services. The following are procedures for appointments: 1) a pre-signed pass is required, 2) keep the appointment and be prompt, and 3) emergencies are handled immediately.

SCHEDULE CHANGES

Student change request can be made up until June 1st for the following school year. Any request after that date must be made within the first 2 weeks of the semester only if an extenuating circumstance applies. Students are to continue attending classes as scheduled until the schedule change, if granted, has been completely processed.

Dropping a Course:

No courses will be dropped until the completion of a 4 day letter cycle at the beginning of the semester. Full year courses may be dropped until the 5th week. Half year courses may only be dropped within the first 2 weeks of the semester. Parent, counselor and teacher permission must be obtained before a student can drop a course. If a course is dropped within the first five weeks, no grade is computed into the student’s average. **Required courses for graduation may not be dropped at any time. Dropping an AP course will not be considered until after the first 5 weeks.**

Reminder: All students must carry at least six classes per semester plus a physical education class.

Adding a Course:

Half-year elective courses may not be added after two weeks without teacher permission. Full year elective courses may not be added after the 5th week.

Teacher Changes

A student may request a teacher change **ONLY** if the student or sibling previously had that teacher and there were documented problems. These requests must be made prior to the first day of the school year or they will not be honored.

SOCIAL WORKER

A Social Worker is available for students and/or parents to assist with concerns, which may interfere with a student’s education. Services include personal counseling and referral to community agencies as desired.

STUDENT ASSISTANCE COUNSELOR

The Student Assistance Program provides confidential services to students who are experiencing alcohol and/or drug related problems or who may be at risk of developing such problems due to personal; school, peer or family situations. Help is also available to individuals who are feeling depressed or experience stress, due to personal, family, peer relationship issues, or school and academic concerns. The program especially focuses on early identification of students in need of an assessment for short-term individual or group counseling, or a referral to an appropriate agency or practitioner in the community. Students may refer themselves or may be referred by parents, school personnel, or friends.

DISCIPLINARY PROCEDURES/ STUDENT CODE OF CONDUCT

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary is administered promptly and fairly. In addition, the district has the legal authority and reserves the right to discipline students for “off-campus conduct” which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The district also has the legal authority and reserves the right to discipline students for cyberbullying, and other off-campus speech that actually causes, or is reasonably forecast as being likely to cause, a material and substantial disruption to the work and/or discipline of the school.

For further information, please see the entire Board of Education Policy on Student Code of Conduct (5311.1).

DIGNITY FOR ALL STUDENTS ACT – (DASA)

Under the Dignity Act, there are currently eleven protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Individuals in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived:

Race	Religion/Religious Practice
Color	Sex
Weight	Gender/Gender Identity or Expression
National origin	Sexual Orientation
Ethnic group	Disability

Protection is not limited to the groups or characteristics listed above. For example, individuals are protected if they are harassed because of their socioeconomic status even though “socioeconomic” is not explicitly listed. An individual harassed for their height in either direction or their accent or speech style would be considered protected even though “height” and “accent” are not explicitly listed. The intent of the Dignity Act is to protect ALL individuals in schools.

Cyberbullying can be understood in a variety of ways, but all include the following: it is deliberate; harmful; uses electronic technologies; and is usually repeated over time. An imbalance of power is usually involved, but may be more difficult to describe since it may come from having proficiency with technology, or due to having possession of some information or content that can be used to harm someone else. The most common forms of cyberbullying include: harassment, flaming, cyber stalking, denigration, impersonation, sexting, happy slapping, outing and trickery.

Harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse including cyberbullying, that either (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her safety or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student, or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying

shall include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. **To report any instances of harassment, students should see their teacher, counselor, or principal. All DASA reports will be investigated and appropriate action will be taken. For further information, please refer to the Parent-Student Handbook for the entire Board of Education Policy (4201.2).**

DEFINITION OF DISCIPLINARY CONSEQUENCES

Detention (DT) – Students may be assigned after school detention as a disciplinary action. In most cases first offenses will be assigned by the teacher in their classroom after school. Detentions assigned by an administrator will be held Monday, Wednesday and Thursday. Transportation will be provided following detention, which dismisses at 3:00 p.m. There is no talking, sleeping, eating or use of any electronic equipment other than a calculator. More severe or repeat infractions will result in further disciplinary consequences.

Consequences for failure to report to detention on time or at all will result in further disciplinary consequences. – RL – OSS

In-School Suspension (ISS) – An in-school restriction room is located at Cicero-North Syracuse High School. Students may be placed in this room for disciplinary reasons. Students are responsible for gathering their work prior to serving ISS and will be expected to use this time for study. There is no talking, sleeping, eating or use of any electronic equipment other than a calculator.

Further Consequences may be assigned by an administrator for any code of conduct violations that occur in ISS.

Out of School Suspension (OSS) – Parents will be contacted by the administrator before a student will be suspended during the school day. Suspensions by building administrators cannot exceed five days. A suspended student may not be in or on school property during the period of suspension. Students are prohibited from participation in any school activities, including spectator attendance, during suspensions. The guidance office may be contacted for homework assignments. A parent or guardian must accompany a suspended student upon his return to school for a meeting with an administrator. Suspensions of longer than five days from school are determined by the superintendent of schools. Students who face this consequence must attend a formal hearing.

Restricted Lunch (RL) – Students should report to the assigned location within the first ten minutes with their lunch and sign in. Students must remain until the end of the lunch period. There is no talking, sleeping, eating or use of any electronic equipment other than a calculator.

Consequences for not attending restricted lunch range from warning to OSS.

Administrative Review Meeting – If a student is suspended for three days, the student will meet with the House Principal.

Informal Administrative Hearing – If a student is suspended for five days, the student's parent will be required to meet with school administration to review discipline, attendance and grades and create a plan for future success.

Formal Superintendent Hearing – Based on the student's disciplinary infractions a formal superintendent's hearing may be required at which the student, parent, or guardian, building administrator and Superintendent or Superintendent's designee are present and a determination may be made that additional sanctions may be brought against the student.

ACCEPTABLE COMPUTER, INTERNET, E-MAIL, AND TELEPHONE USE POLICY

As per North Syracuse Central School Board Policy #4201, computers and peripherals are to be used for educational/instructional purposes only.

In an effort to ensure all parties understand and agree to the rules and regulations established in this Acceptable Computer, Internet, E-mail, and Telephone Use Policy, it is mandated that all students must acknowledge the District's approved Computer, Internet, and E-mail policies and procedures each time they log onto the system.

Please note: Students who abuse their network privileges may lose credit in a course.

The following are examples of uses that are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Damaging computers, systems, or networks, including uploading or creation of computer viruses.
- Violating copyright laws.
- Using others' passwords-accounts.
- Trespassing in others' accounts, files, directories, or work and harming or destroying data of other

user.

- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Posting personal information such as address or phone number on off-campus servers.
- Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
- Posting any comments or information about North Syracuse Central School District Board members, staff members or students without proper authorization.
- Activities deemed to be a security risk to the network.
- Accessing or dissemination of adult-oriented materials.
- Unauthorized downloading.
- Gambling
- Connecting non-district equipment to the network without prior authorization
 - Use of any school resources, including e-mail, for distributing partisan information relative to political or school board member/budget elections.

Consequences Range From: Parent Contact / 10 – 20 days off the network / DT – minimum 5 days OSS / Network privileges suspended for up to 1 academic year / Superintendent Hearing

AUTHORIZATION TO LEAVE SCHOOL

All students will be required to be in school for the entire day. Students may not leave the campus at any time other than the normal school dismissal unless they have permission from the school administration, school nurse, or parent (through school personnel) **Students are to leave through the main entrance only.**

BOCES (Driving)

11th grade students are NOT allowed to drive to BOCES. 12th grade students are only allowed to drive to BOCES if they have completed all necessary forms from C-NS and BOCES. Driving privileges may be revoked at any time per administration.

Consequences are: Warning / Removal from BOCES

BUS REFERRALS

Consequences Range From: Parent Contact / Warning to minimum 5 days OSS suspension / Possible loss of riding privileges/Superintendent Hearing

CARD PLAYING/GAMBLING

There will be no playing cards or gambling on school grounds.

Consequences Range From: Parent Contact / DT-ISS / OSS / Superintendent Hearing

CLASS CUTS

No credit for any assignment or test given on that day. Daily class participation grade will be a zero.

Consequences Range From: Parent contact by teacher / Teacher DT/ Parent contact by administrator/
DT – OSS / Superintendent Hearing

CLASSROOM RULES

Each individual teacher shall establish appropriate classroom rules at the beginning of the course. Students are expected to follow these rules.

DISRUPTIVE BEHAVIOR IN CLASS

Consequences Range From: Parent Contact by Teacher / Teacher DT / Parent Contact by Administrator / DT – OSS / Removal from the class for a minimum five (5) consecutive days and placed in ISS for that block / Superintendent Hearing

DISRUPTIVE BEHAVIOR OUTSIDE OF CLASS

Consequences Range From: Parent Contact - OSS

DRESS CODE

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Students dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Must Wear: Clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments.

May Wear:

- Athletic attire, yoga pants, jeggings, distressed jeans and tank tops, cropped shirts, religious and cultural headwear.
- Hats, bandanas, and/ or hoodies may be worn in the classroom provided they do not interfere with learning and the classroom teacher provides consent.

MAY NOT WEAR

Students may not wear clothing, items, or accessories that:

- Conceal/disguise a student's identity
- Depict, advertise, or imply profanity
- Advocate violence, vulgarity, hate speech
- Promote drugs, alcohol, and tobacco
- Consist of undergarments or bathing suits as outerwear
- Denigrate another person's race, color, religion, ancestry, nation origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and exposed undergarments

A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code. If the student modifies their attire to comply with the dress code, the child is released to class with no disciplinary consequences.

DRUG AND ALCOHOL POLICY

No student may use, possess, sell, or distribute alcohol or other substances, nor may use drugs or possess drug paraphernalia, on school grounds, or at school-sponsored events. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state, and/or federal law enforcement agencies.

Any student who violates this policy will be suspended for a minimum of 5 days. The student may be referred to a Formal Superintendent's Hearing for further disciplinary action.

Consequence Range From: Parent Contact / minimum 5 days OSS / Superintendent's Hearing

For further information, please refer to the Parent-Student Handbook for the entire Board of Education Policy (5440).

ELECTRONIC DEVICES (cell phones, iPods, Smart Watches, Fitness Trackers)

Our electronic device policy is designed to promote responsible use of the devices while at school. Electronic devices are prohibited in the classroom unless explicit permission is granted by the classroom teacher for educational purposes only. The use of electronic devices is permitted in the hallways during passing time, and in the cafeteria. If worn, headphones should have at least one ear open for safety purposes. All electronic devices must be turned off and put away upon entering any classroom.

- Refusal to give the electronic device to administration is insubordination.
- Cell phones may not be used for taking pictures and/or videos at any time
- Use of cell phones for harassment, bullying, and/or assault, will result in disciplinary consequences, including loss of all phone privileges for remainder of year.
- Connections to school equipment by student is not permitted in school at any time (except for school iPads in the classroom in which they are used).

Consequences Range From: Parent Contact - OSS

FALSE ALARMS (FIRE/ARSON/BOMB)

Consequences Range From: Parent Contact / Minimum 5 days OSS / Superintendent Hearing / Criminal Prosecution

FIGHTING/STUDENT ASSAULT

Consequences Range From: Parent Contact / Minimum 5 days OSS / Superintendent Hearing / Criminal Prosecution

FOOD FIGHT

Consequences Range From: Parent Contact / Minimum 5 days OSS / Superintendent Hearing / Criminal Prosecution

FORGERY/ LYING

Consequences Range From: Parent contact / DT – minimum 5 Days OSS / Superintendent Hearing

HALLWAY RULES

1. All hallway traffic is to the right side of the hallway.
2. Do not run, shout or engage in horseplay in the hallways.
3. There should not be any inappropriate public display of affection.
4. No student should be in the hallways without a planner pass during instructional time. All students are expected to present a pass upon request

Consequences Range From: DT / ISS

HARASSMENT/THREATS TO STUDENTS

Harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm, or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. The foregoing definition includes acts of harassment or bullying that occurs: on school property, and/or at a school function, or off school property where such acts creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, * disability, sexual orientation, gender or sex. For the purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. **For further information, please refer to the Parent-Student Handbook for the entire Board of Education Policy (5010.2).**

Consequences Ranges From: Parent Contact /Warning – 5 Days OSS / Superintendent Hearing

HARASSMENT/THREATS TO STAFF

Definition of Harassment – Intentionally annoying, and/or irritating another person or group (racial, religious, ethnic, gender, etc.) with unwanted comments, looks, etc.

Consequences Range From: Parent Contact / minimum 1 - 5 days OSS / Superintendent Hearing

INDECENT EXPOSURE

Consequences Range From: Parent Contact / ISS - minimum 5 days OSS / Superintendent Hearing

INSUBORDINATION

Refusal to follow a reasonable order or request by a staff member.

Consequences Range From: Parent contact by teacher / Teacher DT / Parent Contact by administrator / DT – minimum 5 days OSS / Removal from class for 5 days and placed in ISS for that block/ Superintendent’s Hearing

LATE TO CLASS

Students who arrive late to class without a pass will be admitted to class and subject to the classroom teacher’s process for lates to class.

Consequences Range From: Warning by teacher / Restricted Lunch / DT

LEAVING CLASS WITHOUT PERMISSION

Consequences Range From: Parent Contact / DT – OSS / Superintendent Hearing

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Consequences Range From: Parent Contact / ISS - minimum 5 days OSS / Superintendent Hearing

LOITERING IN HALLWAYS/STAIRWAYS

The free passage of students and staff through the hallways and on the stairways is a priority consideration. Loitering on landings and stairs and hallways is a safety hazard and is not permitted at any time.

MISUSE OF STUDENT PLANNER

Consequences Range From: Pass Restriction – ISS

OBSCENITIES – GENERAL

Consequences Range From: Parent contact / DT - minimum 5 days OSS / Superintendent Hearing

OBSCENITIES TO STAFF

Consequences Range From: Parent contact / ISS - OSS / Superintendent Hearing

PARKING VIOLATIONS

Consequences Range From: Parent Contact / Warning / Loss of parking permit for up to the rest of the school year/ Towing.

PLAGIARISM/CHEATING/ACADEMIC MISCONDUCT

1. You have cheated or plagiarized when you:
 - Copy sentences or paragraphs out of books, magazines, encyclopedias, etc. and present them as your own
 - Present someone else's argument or ideas as your own
 - Copy someone else's lab report, outline, essay, report or term paper, or any assignment or test.
 - Allow someone else to write your papers, reports, etc.
 - Borrow or buy someone else's reports or papers and submit them as your own.
2. How to avoid plagiarism:
 - Use quotation marks and footnotes when directly quoting someone else's words.
 - Give the author/source when paraphrasing-rearranging words, mixing them with your own or summarizing another's ideas.
 - Do not use another's ideas as though they are your own without documenting the source (parent, author, other authority).
 - Do not obtain research papers, outlines, reports, homework, etc. from another student or source and use it or part of it as your own.
 - Unless specifically directed to do so by the classroom teacher, use of any electronic devices during an in-class assignment or test.

When you submit your assignment, you must be able to:

 - a. Explain the vocabulary you've used.
 - b. Explain the ideas and arguments you've used.
 - c. Demonstrate your understanding of the work in the paper.
 - d. Submit your sources and rough drafts on request.
3. Penalties for submitting a plagiarized class assignment:
 - No credit for the assignment that was plagiarized.
 - Plagiarized assignment cannot be redone or made up.
 - Parents will be notified.
 - DT – OSS
4. Penalties for submitting a plagiarized article to a publication:
 - The student who plagiarized will write a letter of apology and a letter of retraction to the editor and staff of the publication.
 - The retraction will be printed in the next regularly scheduled publication. The student's parents will also meet with the Executive Principal. There may be further disciplinary actions taken.
 - DT – OSS / Superintendent Hearing

RESTRICTED AREAS

Students are not allowed to be in restricted areas, either inside or outside the building. During school hours, these areas include any location outside the building except the flagpole area.

Students are to exit the building only at the Security Desk. Staff rooms, staff bathrooms and use of the elevator without permission are examples of areas inside the building that are restricted at all times.

Consequences Range From: Parent Contact / DT - minimum 5 days OSS / Superintendent Hearing

SEXUAL HARASSMENT POLICY

It is the policy of the North Syracuse Central School District that all students be free from prohibited discrimination, including harassment and sexual violence, on school grounds, on school buses, in the Classroom, at co-curricular and extra-curricular activities, and at all school-sponsored activities and programs. Furthermore, through the enactment of this policy a grievance

procedure exists to deal with any allegations of prohibited discrimination or harassment. Allegations of sexual harassment will be investigated thoroughly and in a timely manner. The results of the investigation will determine the response to each allegation. Acts of sexual harassment will be met with appropriate remedial action.

Consequences Range From: Parent Contact / Warning to minimum 5 days OSS / Superintendent Hearing

Please refer to the Parent/Student Handbook for the complete Board of Education policy (5010.2) and reporting procedures.

SMOKING/VAPING

Possession, use of tobacco, or tobacco related products (matches, lighter, e-cigarettes, juuls, etc.) on school property or at school activities is prohibited and considered to be a severe violation of school regulations. Any act which is unlawful as indicated by local ordinances or state and federal law will not be permitted. Students who violate these regulations will be referred immediately to the administration for disciplinary action. Cigarettes and/or related products will be confiscated.

Possession – Consequences Range From: Parent Contact / ISS – OSS / Superintendent Hearing

Usage – Consequences Range From: Parent Contact / ISS - OSS /Superintendent Hearing

Please refer to the Board of Education Policy 9530.

STAFF ASSAULT

Consequences Range From: Parent Contact / minimum 5 days OSS / Superintendent Hearing

STUDENT SEARCHES, SEIZURES, AND INTERROGATIONS

A. Students Right to Privacy

In authorizing such searches, the Board acknowledges that both state and federal constitutional rights protect students from unreasonable searches of their person, as well as of their possessions (e.g., pocket contents, bookbags, handbags, etc.). The District, however, has a substantial interest in maintaining security and order in the classroom and on school grounds. Therefore, unlike police officers, school officials do not need to obtain a warrant prior to conducting a search of a student. School officials need only have “reasonable suspicion” that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the District.

B. Lockers, Desks, and Other School Storage Spaces

Students do not have a reasonable expectation of privacy with respect to school lockers, desks, or other school storage spaces. Rather, lockers, desks, and other school storage spaces are public spaces and remain the property of the District. Students may use these areas for the limited purpose of temporarily keeping items needed to participate in school instruction and activities.

Lockers, desks, and other storage spaces will be subject to inspection by school officials at any time, without prior notice, for any reason including, but not limited to, safety (e.g., bomb threat), administration (e.g., rotting food), and discipline (e.g., illegal or prohibited items). Two school officials shall conduct the search.

C. Personal Searches and Searches of Student Possessions

Searches of a student's person or their possessions may be conducted based upon "reasonable suspicion" that a prohibited or illegal item is on a student's person or in a student's possession. The individual authorized to conduct the search must be assisted by another school employee, as he/she shall designate. The School Resource Officer will conduct all searches for weapons, especially firearms. If a School Resource Officer is not available, a building administrator will contact the local police. "Reasonable suspicion" to conduct a search of a student or a student's possessions, and the scope of the particular search shall be based upon such factors as: (i) the student's age; (ii) the student's history and record in school; (iii) the prevalence and seriousness of the problem to which the search is directed; (iv) the urgency necessitating the immediate search; and (v) the probative value and reliability of information used as justification for the search. The search shall be limited to the extent necessary to locate the illegal or prohibited items. The request for the search of a student or a student's possessions shall be directed to the building Principal or the Assistant Principal. The building Principal or Assistant Principal shall first attempt to obtain an admission from the student regarding the prohibited matter, or attempt to obtain voluntary consent to conduct a search. If there is reasonable belief that the health or safety of others is seriously and immediately threatened, then the search may be conducted immediately. Whenever practicable, searches should be conducted in the privacy of the administrative offices. If the school officials conclude that a more intrusive search is necessary (i.e., a search which requires a student to remove any or all clothing, other than the removal of outer coats or jackets), then the District shall attempt to notify the parents of the student by telephone. If the District is unable to contact the parents by telephone, then the district shall conduct the search of the student and shall notify the parents in writing thereafter. A search beyond the outer clothing shall be conducted only by a school official of the same gender as the student and in the presence of another school official who is also of the same gender as the student. The person conducting the search shall be responsible for the prompt recording, in writing, of each student search. Such writing should include the date and time of the search, the reasons for the search, information received that established the need

for the search, and, where appropriate, the name of any informant(s) from whom information was received (informants other than District employees will be considered reliable, among other reasons, if they have previously supplied information which was accurate and verified, if they make an admission against their own penal interest, or if the same information is received independently from several informants). The written record of the students search shall also contain the names of those persons who were present when the search was conducted, any items discovered or taken as a result of the search, and the disposition of such.

For further information, **Please refer to the Board of Education Policy 5711.7 in the Appendix.**

STUDY HALL CUTS

Consequences: No pass privileges – OSS

THEFT OR POSSESSION OF STOLEN PROPERTY

Consequences Range From: Parent Contact /ISS - 5 days OSS / Superintendent Hearing/Law Enforcement Contact

THREATS OF VIOLENCE

The North Syracuse Central School District is entrusted with the health and welfare of all students in our schools. With this in mind, all threats are treated seriously and dealt with in accordance with the standards set forth by the New York State Education Department. The North Syracuse Central School District will therefore prosecute any and all perpetrators to the fullest extent of the law. **For further information, please see the entire Board of Education Policy on Student Code of Conduct (5311.1 and entire Reporting of Crimes Committed on School District Property to Local Law Enforcement Agencies (5311.6)**

Consequences are: Parent Contact / OSS / Superintendent Hearing / Criminal Prosecution

TRUANCY

A student absent from school without knowledge of the parent or guardian is considered truant.

Consequences: Parent Contact / ISS

VANDALISM

Consequences: Parent Contact / DT - minimum 5 days OSS / Superintendent Hearing

VIOLATION OF CIVIL STATUTES

All students should be aware that if they are found to be in violation of civil statutes while on school property or in school buildings, they are subject to suspension from school and subject to suspension from all co-curricular activities for a period of time to be determined following such violations. In addition, law enforcement agencies will be involved.

WEAPONS

Pursuant to the Federal Gun-Free Schools Act of 1994, any student found guilty, after a Superintendent's hearing, of bringing a weapon (BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device instrument, material or substance that can cause physical injury or death) onto school property, or having a weapon in his or her possession on school property will be subject to a minimum of 5 days OSS and up to **at least a one year suspension** and subject to review on a case-by-case basis by the Superintendent of Schools. Students with disabilities will be disciplined in accordance with the requirements of the IDEA.

Possession/use/sale of other weapons, BB's, bullets, fireworks, pepper spray, chemical propellants or other dangerous instruments or contraband has **consequences ranging from a minimum 5 days OSS suspension to Superintendent Hearing.**

Detonation of an explosive device will involve a **minimum 5 days OSS and a Superintendent's hearing to consider a longer period of suspension or permanent suspension and law enforcement contact.**

HEALTH SERVICES

ACCIDENTS

All injuries to students and staff while at school must be reported to the Health Office as soon as possible after the incident. The school nurse will inspect the injury and provide nursing care as needed. An Incident Report will be completed and then filed with the district insurance carrier if indicated. **The school district does provide secondary insurance coverage for students who are injured.**

CHILD ABUSE

Our Board of Education has established a policy relating to child abuse and maltreatment.

Please refer to the Board of Education Policy 5461.

ILLNESS

If a student becomes sick at school, the student should report to the Health Office immediately after having their planner signed by the classroom teacher. This is the only proof that the student has been in the Health Office. Only the Health Office has permission to early excuse students who are sick from school during the day after parents/guardian have been contacted. Students are not allowed to walk home if they are sick.

Becoming sick in a lavatory or in any other school location besides the Health Office is not an acceptable excuse for missing a class or study hall. In case of an extended illness/injury, requests for homework assignments will be channeled through the Guidance Office.

MEDICATION

The school nurse, in conjunction with a medical regimen prescribed by a licensed prescriber, will administer medication only when the following circumstances have been satisfied:

1. A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted.
2. A written statement from a licensed prescriber has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration and the duration.
3. The medication has been delivered to the school nurse by the parent/guardian in its original container.
All medications, over the counter and prescription, must be kept in the Health Office. This includes ointments (such as Neosporin), eye drops, nasal sprays, inhalers, skin patches, pills, liquids, injections, etc.

Under special circumstances, students with life threatening health issues may be permitted to carry individual doses of emergency medication. This must be arranged with the school nurse and the student must also carry written permission from the nurse with the medication at all times. This includes inhalers.

A student carrying medication without following the above stated procedure is in violation of this policy and subject to disciplinary action/suspension.

Please refer to the Board of Education Policy 5601.

AFTER SCHOOL PROCEDURES

Students who stay in school from 2:10 – 3:00 p.m. should report to:

1. A teacher for extra help
2. The Library
3. Cafeteria 3 Study Hall
4. School sanctioned meeting/event

Students are expected to stay with the teacher until 3:00 p.m. If a student needs to leave prior to 2:45 p.m., a pass must be written and signed by a teacher and the student must leave the building or report to Cafeteria 3 Study Hall. Each C-NS teacher will be available two days per week during the school year from 2:10 p.m. – 3:00 p.m., for assigned tutoring of students in subjects within the teacher's current areas of preparation. Each teacher will announce times when extra help and make-up work can be completed.

Cafeteria 3 Study Hall Procedures:

1. Students must be in sports study hall by 2:10 p.m. After 2:10 p.m. students must have a pass to enter sports study hall. If they do not have a pass they will be placed in silent sports study hall until 3:00 p.m.
2. Students may use the Cafeteria restrooms with a pass.
3. Once a student arrives at Study Hall they may not leave until 3:00 p.m. unless they have a pre-signed pass in their planner.
4. Students should be seated at all times.
5. The following are permitted: iPods, food, drinks, outerwear and cell phones. Board games are permitted. Dice and card playing are in violation of the BOE Policy.
6. Teams that need transportation before 2:45 p.m. will be dismissed by the Teaching Assistant or picked up by the coach.
7. Students will not be dismissed to be taped prior to 3:00 p.m. Students may report to the trainer first then return to sports study hall with a pass.
8. Students that are disruptive in either cafeteria will face disciplinary action in accordance with the student handbook.
9. At 3:00 p.m. students are to leave the building or report to their sport or activity.

All disciplinary procedures are the same for C-NS students during the school day as well as during after school events and activities. Students who have violated the District Drug & Alcohol Policy, smoking policy, and/or are disruptive will be required to leave the event and will be suspended. Parents will be contacted.

SPECIAL EVENTS/DANCES

Events must be approved by the school administration. Traditional activities are scheduled in the spring preceding the new school year. Other events are added to the calendar as they are approved throughout the school year.

Every school event must have school staff members in charge. In addition, police officers are present at school dances and many athletic events. Students who leave a dance, athletic event, or a special school event may not re-enter. Rules at school events are the same as during school hours. The use of abusive language or gestures is forbidden. The school dress code is also to be followed. Students are expected to adhere to reasonable requests of teachers, administrators, and chaperones.

Students attending the Senior Ball must be in attendance at school on the day of the Senior Ball. Students attending the Junior Prom must be in attendance at school on the day of the Junior Prom. Emergency absences must be verified and excused by the House Principal in order to attend either the Junior Prom and/or Senior Ball. All guests must complete a guest permission form before they are allowed to attend the dance. C-NS students are responsible for their guests. Guests must be in grades 9-12 and not over the age of 20 and must show a photo ID prior to being admitted to the event.

Dance tickets are pre-sale and are not available the night of the dance. Ticket prices are per person. The Junior Prom is from 7:00 p.m. – 11:00 p.m. and the Senior Ball is from 7:00 p.m. – 11:00 p.m.

Students can choose from a variety of special interest clubs. There is a Student Activity Fair in mid-September for students to sign-up for various clubs and activities. Students should feel free to seek out information from activity members or advisors. Many clubs hold open membership and welcome students who develop interest in the activity at any time in the school year.

Events will end at the scheduled time. Students should pre-arrange transportation from school events since the building will be closed at the end of the activity.

ATTENDANCE AND PARTICIPATION IN INTERSCHOLASTIC AND CO-CURRICULAR ACTIVITIES

A student who has been placed in ISS or has been suspended from school will be **ineligible** for participation in all school activities, including practice sessions during the term of his/her suspension. All participants of interscholastic and co-curricular activities who expect to participate in a scheduled game, practice or activity must be signed into school by 8:00 a.m. and attend a full schedule of classes on the day of or in the case of a weekend game, the day before the event. They cannot perform/ participate in school events on the day of the absence nor on a non-school day following an absence. (In case of physical education, student athletes must dress and participate.) Exceptions to these guidelines are to be cleared **in advance** through the student's House Principal. Students who are truant or have an unexcused absence cannot perform/participate.

All students involved in interscholastic, co-curricular activities, and clubs will be encouraged to succeed in every subject. High scholastic achievement is and should be the number one goal for all students.

II. POLICY

All students involved in district interscholastic, co-curricular activities, and clubs including athletics, band, and other activities, in grades 7-12 are expected to be doing satisfactory work in all subjects.

III. AMPLYFYING INSTRUCTIONS AND GUIDELINES

- A. **Criteria for Academic Eligibility - Interscholastic and Co-Curricular Activities or Clubs.** Students must meet the eligibility criteria in order to participate in interscholastic, co-curricular activity or club. Students who do not maintain eligibility criteria will be permitted to continue in the seasonal activity until that activity terminates, but would not meet eligibility criteria to enter a new seasonal interscholastic, co-curricular club or activity.
- B. **Beginning of Fall Activities:**
Eligibility will be determined using the fourth quarter marking period grades (Summer School may be used during the Appeal Process only). Such activities, which continue throughout the year, require a second

quarter report card average of 70%, and not more than one failing grade. **The last day to apply for an appeal is the first day of Fall sports tryouts.** (See Appeal Process).

C. Beginning of Winter Activities:

Eligibility will be determined using the first quarter marking period grades. A student must have a 70% average and not more than one failing grade. **The last day to apply for an appeal is the first day of Winter sports tryouts.** (See Appeal Process).

D. Beginning of Spring Activities:

Eligibility will be determined using the second quarter marking period grades. A student must have a 70% average and not more than one failing grade. **The last day to apply for an appeal is the first day of Spring sports tryouts.** (See Appeal Process)

E. Year-Long Co-curricular Activities or Clubs

In order to continue to participate in co-curricular activities or clubs, the student must maintain eligibility during subsequent marking periods during the course of the activity or club. Students who do not maintain eligibility status will be prohibited from continuing participation in the co-curricular activity or club and will be removed from that activity or club.

Throughout the school year, eligibility will be determined quarter by quarter. Student may enter or re-enter (at quarterly marking periods as eligibility is maintained or reacquired) year-long activities throughout the school year, in keeping with individual program criteria and schedule.

F. Summer school grades will not be considered in determining a student's academic eligibility.

Summer School grades may be used for an appeal for a fall activity (See Academic Eligibility Appeal Process).

G. During each ten-week quarter (at 5, 15, 25, and 35 weeks), the parent/guardian of each student will receive an interim cautionary report if the student is failing one or more courses. This report will inform students and parents that the student's continued eligibility may be in jeopardy.

H. Coaches and advisors will be notified of students' interim cautionary reports at 5, 15, 25, and 35 weeks and, students' quarterly report card grades.

I. Academic support is available for all students. It is the student's responsibility to seek extra help.

J. Academic Eligibility Appeal Process

1. A committee to review appeals related to academic eligibility will be created for each case.

Academic Eligibility Appeals should be directed to the Principal, who will convene the committee. The committee will conduct an academic eligibility conference and will review the facts, call witnesses, and make a decision. The committee will consist of:

- a. The Athletic Director
- b. Principal
- c. 3rd Administrator

2. The academic eligibility conference for any student must be conducted by the Committee.

3. For students participating in year-long activities, the academic eligibility of any student who fails to meet the academic eligibility requirements as listed above as indicated on a five week report, will have their academic eligibility reviewed by the committee.

4. If an academic eligibility appeal is granted, a student may be put on academic probation until the end of the five-week mid-marking period. The student may practice and participate in the sport until the committee reviews the student's academic standing at the end of that period.

5. Notification will be made to the coach, parent, and instructional staff.

6. Parents/guardians must call the Principals office to set-up a hearing date. The cut-off dates are listed above.

**THERE WILL BE NO EXCEPTIONS TO THESE DEADLINES.
Parents must bring a current report card.**

ACTIVITIES LIST

Name of Activity	Activities Involved	Grade Level	Additional Qualifications	Advisor
Art Club/Gallery	Fundraise for Art Department Trips	10-12	Desire to participate	Mr. VanHoven
Business Honor Society	Community Service and Fundraising	10-12	Application process	Business Dept.
C-NS Business Club	Competitions, involvement in the business community	10-12	Desire to participate	Mr. Lucia Mr. Mancabell
Class of 2024	Fundraising and planning for Senior class events	10	Desire to participate	Ms. DeMauro Ms. McPhillips
Class of 2025	Fundraising and planning for Junior class events	11	Desire to participate	Ms. Leach Dr. Reed
Class of 2026	Fundraising and planning for Sophomore class events	12	Desire to participate	Mr. Root Ms. Ruso
Entrepreneurship Club	Learn to develop a business plan and understanding of running a business	10-12	Desire to participate	Ms. Dwyer
E-Sports	Compete in competition with other schools	10-12	Desire to participate	Mr. Brisson Mx. Leo
Fellowship of Christian Athletes	Meet before or after school for encouragement & empowerment to make a difference for a higher cause	10-12	Desire to participate	Mr. Moore Ms. Hurry
Girls Who Code Club	Learn computer programming & technology in the lab	10-12	Open to young women	Mr. Harbinger
GSA (Gay, Straight Alliance)	Promotes awareness acceptance of diversity	10-12	Desire to participate	Mx. Leo Mr. Greabell Dr. Reed
Human Rights		10-12	Desire to participate	Ms. Hayman
Math League	Learn more about math through problem solving	10-12	Desire to participate	Ms. Germain
National Honor Society	Community service and fundraising	11-12	Application Process	Ms. Capria
Positivity Project	Creating a Positive Culture within the school		Desire to participate	Ms. Bambino
Principal Cabinet	Discussing & reforming school policy, fundraising, involvement in school community	10-12	Desire to participate	Ms. Palmisano
Productive Actions for Change (P.A.C.)	Student run peer leadership group to assist and create a positive culture and create a closer community	10-12	Desire to participate	Ms. Heffron Ms. Couillard
Robotics	Competitions	10-12	Desire to participate	Mr. Miner
Star Shop	Work at the student bookstore	10-12	Application Process	Ms. Dwyer
Students Against Destructive Decisions (SADD)	Plans alcohol & drug free entertainment for school events & educational activities	10-12	Desire to participate	Ms. Bambino
Science Olympiad	Competitions	10-12	Desire to participate	Mr. Miner Mr. Glaub
Take a Look At Teaching	Looking at the teacher information	10-12	Desire to Participate	Ms. Stauffer Ms. Brownell
The Hidden Opponent	Mental Health Awareness for student athletes	10-12	Desire to Participate	Ms. Mills
Tri-M Honor Society	Community service and Fundraising	10-12	Application Process	Mr. Harnois
UMOJA	Celebrates diverse cultures and discuss present day issues	10-12	Desire to participate	Dr. Reed
Yearbook	Take photos, write articles and captions, and organize yearbook	10-12	Applications may be picked up in September	Ms. Furletti Mr. Farranto

ATHLETIC TEAMS

Sport/Activity	Boys/Girls	Season	Coach
Baseball	Boys	Spring	V: TBA JV: Mr. Marano
Basketball	Boys/Girls	Winter	VB: Mr. Martin VG: Mr. Siechen JVB: Mr. Wojcik JVG: Mr. Aldrich
Bowling	Boys/Girls	Winter	VB: Mr. Feeney VG: Mr. DeAugustine
Cheerleading	Co-Ed	Fall/Winter	V: Ms. Colombini V: Ms. Dunham JV: Ms. Sims
Cross Country	Co-Ed	Fall	V: Mr. Broton JV: Ms. Ross JV: Mr. Buchanan
Field Hockey	Girls	Fall	V: Mr. Kennedy JV: Ms. Smith
Football	Boys	Fall	V: Mr. Kline JV: Mr. Marzullo
Golf	Boys/Girls	B-Fall G-Spring	VB: Mr. Banks/Pallotti Mr. Aldrich VG: Mr. Banks Ms. Vinnette
Ice Hockey	Boys	Winter	V: Mr. Jones
Indoor Track	Boys/Girls	Spring	VB: Mr. Broton
Lacrosse	Boys/Girls	Spring	VB: Mr. Wilbur VG: Ms. Prentice JVB: Mr. Brimm JVG: Mr. Raymond
Soccer	Boys/Girls	Fall	VB: Mr. McCaffery VG: Mr. Lenchert JVB: Mr. Haight JVG: Mr. Siechen
Softball	Girls	Spring	V: Ms. Nandin JV: Mr. Heideman
Swimming	Boys/Girls	Fall Winter	VB: Mr. Gill VG: Mr. Ranieri
Tennis	Boys/Girls	B-Spring G-Fall	VB: Mr. Wojcik VG: Mr. Wojcik JVG: Ms. Delahunt
Track and Field	Boys/Girls	Spring	VB: Mr. Broton
Unified Basketball	Boys/Girls	Spring	Mr. Smith
Volleyball	Boys/Girls	Fall	VB: Mr. Lucia VG: Ms. Stonebarger JVG: Mr. June
Wrestling	Boys	Winter	V: Mr. Wise JV: Mr. Ciciarelli

MUSIC ACTIVITIES

Name of Music Activity	Activities Involved	Grades	Additional Qualifications	Advisor
Brass Ensemble	Performances	10-12	Enrolled in music program	Mr. Hover
Dance Ensemble	Performances	9-12	Tryouts	Ms. Pauldine
Fall Drama	Performances	10-12	Auditions	Mr. Nadler Ms. Rausa
Jazz Ensemble	Performances	10-12	Enrolled in music program	Ms. Rausa
Marching Band	Performances	8-12	Auditions	Ms. Seamans
Musical	Performances	10-12	Auditions	TBA
Pop Strings	Performances	10-12	Enrolled in music program	Mr. Harnois
Symphonic Band	Performance	10-12	Open to any instrumentalist	Ms. Seamans
Chamber Orchestra	Performances	10-12	Enrolled in music program	Mr. Harnois
Vocal Jazz	Performances	10-12	Auditions	Ms. Rausa
Winter Drumline	Performances	8-12	Participation in Marching Band	Mr. Fletcher
Winter Guard	Performances	10-12	Participation in Marching Band	V: Ms. Laris JV: Ms. Tolerico