Welcome to North Syracuse Junior High School.

This planner has been prepared to give you some information about North Syracuse Junior High School. This is a valuable resource to help you be successful at the Junior High School. We all want to create the best possible atmosphere for the education of all our students. Your good use of this planner will be to your advantage, and will also help to maintain the high standards we all expect.

Every staff member at the Junior High wants each of you to have a good year. Remember your main responsibility is to take advantage of the educational resources made available to you in a safe, respectful, and responsible manner.

The NSJHS community offers you many opportunities to make this a great year. The choices you make and the attitude you have will determine your successes. Make good decisions and choose wisely.

North Syracuse Junior High School Staff

All pages must remain in the planner for the planner to be valid.

How Do I Use My Student Planner?

Your student planner allows you to have passes in the building during the school day. **It is your responsibility to carry your planner at all times.** No student will be given a pass without a planner. When you need a pass, you must make a reasonable request to a staff member, have your planner signed, and present it to the receiving staff member. You are also responsible to present your planner as proof of your whereabouts to any staff member upon request.

- It is the student’s responsibility to treat this planner like a textbook. All pages must remain in the planner. No pages are to be torn out.
- You have up to 20 passes for each month. Be reasonable in your requests for a pass; remember teachers do not have to sign the planner.
- Only you can use your planner.

Should you lose your planner, see the Dean to purchase a replacement at the school Bookstore. Replacement cost of the planner is $5.00.

Your student planner also is a device for you to keep track of your daily homework as well as long-range assignments. Planners may also be utilized for correspondence with teachers and your parents.
North Syracuse Central School District

Board of Education
Paul Farfaglia, President
Michael A. Mirizio, Vice President
Robert Crabtree
George Harrington
Matthew Hermann
Terri Krueger
Erin McDonald
Mary Scanlon
Mark Thorne

Central Administration
Daniel D. Bowles
Superintendent of Schools
Donald F.X. Keegan
Associate Superintendent for Business Services
Jason Nephew
Assistant Superintendent for Human Resources
Christopher R. Leahey Ed.D.
Associate Superintendent for Teaching and Learning

Principals
Building Principal           Ms. Constance L. Turose
Secretary    Mrs. Udey Hanschu
House I (A – L)               Mr. Charles P. Yonko Jr.
Secretary     Ms. Brooke Knobel
House II (M – Z)    Mrs. Kristen M. Hill
Secretary Ms. Debby Dudzinski

Dean / Attendance
Dean        Ms. Joanne Burns
Attendance (A - L)        Mrs. Lynn Fairchild
Attendance (M - Z)         Mrs. Mary Cali-Rachetta

Counseling
Student                                                 Counselor
A-Col Mr. Scullion
Com-Ha Mr. Whittico
He-Mem Mrs. Cisson
Men-Ru Mrs. Gadsden
Ry-Z Mr. Kulakowski

Career Center
Mrs. Ciarico

Health Office
Mrs. Barnes

Library Media
Mrs. Villeneuve
Mrs. Rodriguez

SCHOOL CALENDAR 2019-2020

September  5       First Day of Classes
           11-16  School Pictures Taken
           25     1/2 Day for Stud./Staff Work.
           25     PTO Mtg.
October    2       Open House
           11     5 Week Progress Report
           14     No School/Columbus Day
           TBD    Student Picture Make-ups
November   5       No School/Supt. Conf. Day
           11     No School/Veterans’ Day
           15     1st Report Card
           20     PTO Mtg.
           27-29  Thanksgiving Recess
December   4       9th Band/Orchestra Concert
           5/6    Honor Roll Celebration
           11     8th Band/Adv. Orch./Chorus Conc.
           11     PTO Mtg.
           20     15 Week Progress Report
           23-31  Christmas Recess
January    1-3     Christmas Recess
           17-18  NSH Musical
           20     No School/M.L. King Day
           22     PTO Meeting
           28     1/2 Day for Stud./Staff Work.
           31     2nd Report Card
February   12      NSH/CNS Band Concert
           13/14  Honor Roll Celebration
           17-21  Mid-Winter Recess
March      6        25 Week Progress Report
           11     Orchestra/Chorus Concert
           11     1/2 Day for Stud./Staff Work.
           11     PTO Meeting
           25     String Fest
           26     Honor Society Induction
           24-31  State ELA 8 Test
April      6-13     Spring Recess
           17     3rd Report Card
           22     PTO Mtg.
           22     Small Ensembles Concert
           20-27  State Math 8 Test
           30/May1 Honor Roll Celebration
May        8        Talent Show
           15     1/2 Day for Students/Staff
           15     35 Week Progress Report
           19     Evening of Excellence
           25     No School/Memorial Day
           27     Band Concert
June       1        State Science 8 Test
           3       Orchestra Concert
           3       School Report Card Night
           3       8th Grade Awards Convocation
           5       Class of 2021 Semi-Formal
           10      Chorus Concert
           11      9th Grade Awards Convocation
           12      1/2 Day for Stud./Staff Work.
           17-26   Regents Examination Days
           26      Final Report Card
NON-DISCRIMINATION POLICY

The North Syracuse Central School District does not discriminate on the basis of race, color, age, national origin, military status, marital status or sexual orientation in the employment and educational opportunities it offers, including vocational educational opportunities. The District is committed to adhering to the non-discrimination 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:**
Ms. Valerie DiFlorio
Executive Director for Diverse Learning and Student Supports
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

The complete grievance procedures applicable to the District’s Non-Discrimination Policy are available for review in the offices of each of the above-named persons, and the office of each District Director and Supervisor, and in the front office of each school building within the District. Copies will be provided upon request.

AHERA NOTIFICATION

The District has been inspected for building materials containing asbestos as required under the Asbestos Hazard Emergency Response Act (“AHERA”). Copies of the Management Plan and the three year re-inspection are available in the main office of each building. AHERA requires the District to appoint a “Designated Person” for asbestos-related concerns. Jon Ward, Director of Facilities, has been appointed as the “Designated Person” for asbestos-related concerns in the North Syracuse Central School District.
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Introduction

The purpose of this planner is to familiarize you with the organizations, activities, and functions of North Syracuse Junior High School. Also, we hope that it will help you to understand better the responsibilities which you have as a citizen in our school. Changing from a middle school to a junior high school is both an exciting and frightening experience.

In the world of today, our success or failure is often determined by how well we learn to live and work in close relationship with other people. In school you have an opportunity to develop and practice honesty, trustworthiness, cooperation, respect, loyalty, courtesy, and other qualities which help to make our society function successfully.

Always keep in mind that this is your school, and that the building, equipment and program have been designed to give you every opportunity to grow - intellectually, physically, and socially. Take advantage of this opportunity you have and make every day count.

Students and parents are urged to read this planner and develop a better understanding of the educational programs available to your child. It is also our goal to help our students and parents make the transition from middle school to junior high and from junior high to high school a happy, smooth, productive and safe one.

School Spirit

School spirit is very difficult to define. It is something you sense as you walk through a school; it is something you notice about students. When a student body has a high degree of school spirit, you notice that pupils are neatly dressed and that the building and grounds are kept clean and attractive. Boys and girls in this type of school are interested in both academic work and after school activities. They respect their fellow students and help them when help is needed. The students show respect for their teachers, the custodial staff, the bus drivers, the secretarial personnel, the lunchroom staff and themselves. Everybody works as a team and the students say with pride, "This is my school!"

The team concept will be a slogan; a battle cry and our overall school motto this year. We all need to work as a team, at school, at home and at our place of employment. You are the most valuable entity that we have. You are very, very important to the school, the district, your parents and to the entire staff at North Syracuse Junior High School. I know that through our cooperative efforts, we, in working as a team, will develop and expand our school spirit.

Pride

The North Syracuse Central School District has a rich heritage. Its programs, facilities, staff and students are among the finest in this part of the country. Because we are rich in tradition, we take great pride in the school and hope that the student body will do likewise.

We ask you to show your pride: in your dress, because a school's image is reflected by its student body; in your care of the facility in keeping it clean and attractive; in your behavior in school, at school functions, and in the community; in the respect and consideration which you show for others.
**NSJHS Block Schedule**

<table>
<thead>
<tr>
<th>Block</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>1 or 5</td>
<td>7:30 – 8:58</td>
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<tr>
<td>2 or 6</td>
<td>9:02 – 10:26</td>
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<tr>
<td>3 or 7</td>
<td>10:30 – 11:00</td>
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<tr>
<td></td>
<td><strong>Lunch</strong></td>
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<tr>
<td></td>
<td>11:00 – 11:30</td>
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<td></td>
<td><strong>Lunch</strong></td>
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<td></td>
<td>11:34 – 12:30</td>
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<td></td>
<td><strong>Class</strong></td>
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<td></td>
<td>11:00 – 11:30</td>
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<td></td>
<td><strong>Class</strong></td>
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<td></td>
<td>12:04 – 12:30</td>
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<tr>
<td>4 or 8</td>
<td>12:34 – 2:00</td>
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<tr>
<td>Afterschool</td>
<td>2:05 – 2:45</td>
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**Special Situations**

**Half Day Schedule**

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<tr>
<th>Block</th>
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<tr>
<td>1 or 5</td>
<td>7:30 – 8:14 (44 minutes)</td>
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<tr>
<td>2 or 6</td>
<td>8:18 – 8:58 (40 minutes)</td>
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<tr>
<td>3 or 7</td>
<td>9:02 – 9:42 (40 minutes)</td>
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<tr>
<td>4 or 8</td>
<td>9:46 – 10:26 (40 minutes)</td>
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**Two Hour Delay**

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<tr>
<td>2 or 6</td>
<td>10:21 – 11:06</td>
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<tr>
<td>3 or 7</td>
<td>11:10 – 11:40</td>
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<tr>
<td></td>
<td><strong>Lunch</strong></td>
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<td>11:40 – 12:10</td>
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<td></td>
<td><strong>Lunch</strong></td>
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<td>12:44 – 1:10</td>
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<td>4 or 8</td>
<td>1:14 – 2:00</td>
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### My 1st Semester Schedule

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<tr>
<td><strong>Block 1/5</strong></td>
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<td>7:30 – 8:58</td>
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<tr>
<td><strong>Block 2/6</strong></td>
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<td>9:02 – 10:26</td>
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<td><strong>Block 3/7</strong></td>
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<td>10:30 – 12:30</td>
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<tr>
<td><strong>Lunch Time</strong></td>
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<td><strong>Block 4/8</strong></td>
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<td>12:34 – 2:00</td>
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### My 2nd Semester Schedule

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<td><strong>Block 4/8</strong></td>
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# NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
## 2019-2020 SCHOOL CALENDAR
Approved March 18, 2019

### LEGEND
- ☐ No School for Students/Staff
- ☑ 1/2 Day for Gr. Pre-K-12
  - Students Staff Workshops
- ❌ No Students - Superintendent's Conf. Day/Staff Workshops
- [ ] 1/2 Day Gr. Pre-K-6 Students
  - Parent Conferences
- < > 1/2 Day Gr. Pre-K-4 Students
  - Parent Conferences
- # Regents Test Days
- + Depending on snowday usage
  - these days may be shortened for
  - Pre-K-7 Students

### Totals
- Instructional Days - 186
- Staff Days - 186

### Calendar

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| 25 | 26 | 27 | 28 | 29 | 30 |

| S - 15 | 2 | 3 | 4 | 5 | 6 |
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| S - 19 | 6 | 7 | 8 | 9 | 10 |
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**Aug. 27-29**  New Teacher Orientation  
**Sept. 2**  Labor Day  
**Sept. 3**  Superintendent's Conf. Day  
**Sept. 4**  Superintendent's Conf. Day  
**Sept. 5**  First Day of School  
**Sept. 25**  1/2 Day Gr. Pre-K-12  
**Oct. 14**  Columbus Day/Indigenous People's Day  
**Oct. 31**  1/2 Day Gr. Pre-K-12  
**Nov. 5**  Superintendent's Conf. Day  
**Nov. 11**  Veterans’ Day  
**Nov. 14**  1/2 Day Gr. Pre-K-6  
**Nov. 27-29**  Thanksgiving Recess  
**Dec. 23 - Christmas Recess**  
**Jan. 3**  Christmas Recess  
**Jan. 20**  Martin Luther King Day  
**Jan. 21-24**  Regents Exam Days  
**Jan. 28**  1/2 Day Gr. Pre-K-12

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**Feb. 17**  President's Day/Winter Recess  
**Feb. 18-21**  Winter Recess  
**Mar. 11**  1/2 Day Gr. Pre-K-12  
**Apr. 2**  1/2 Day Gr. Pre-K-4  
**Apr. 6-13**  Spring Recess  
**Apr. 10**  Good Friday  
**May 15**  1/2 Day Gr. Pre-K-12  
**May 25**  Memorial Day Recess  
**Jun. 2**  Regents Exam Days  
**Jun. 12**  1/2 Day Gr. Pre-K-12  
**Jun. 17 - 25**  Regents Exam Days  
**Jun. 25**  Last Day - Students Pre-K-7  
**Jun. 25**  C-NS Graduation  
**Jun. 26**  Rating Day/Superintendent's Conf. Day  
**Jun. 26**  Last Day - Staff
North Syracuse Junior High School Faculty and Staff

**2019-2020**

### Main Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Ms. Constance Turose</td>
<td>218-3602</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mrs. Udey Hanschu</td>
<td>218-3602</td>
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### House I (A-L) Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>House I Principal</td>
<td>Mr. Charles P. Yonko Jr.</td>
<td>218-3613</td>
</tr>
<tr>
<td>Secretary</td>
<td>Ms. Brooke Knobel</td>
<td>218-3613</td>
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</tbody>
</table>

### House II (L-Z) Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>House II Principal</td>
<td>Mrs. Kristen M. Hill</td>
<td>218-3614</td>
</tr>
<tr>
<td>Secretary</td>
<td>Ms. Debby Dudzinski</td>
<td>218-3614</td>
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### School Resource Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Deputy Betsy Lehmann</td>
<td>218-3638</td>
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### Deans’ Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Dean</td>
<td>Ms. Joanne Burns</td>
<td>218-3621</td>
</tr>
<tr>
<td>Attendance (A-L) Guidance</td>
<td>Mrs. Lynn Fairchild</td>
<td>218-3620</td>
</tr>
<tr>
<td>Attendance (M-Z) Rm 184</td>
<td>Mrs. Mary Cali-Rachetta</td>
<td>218-3621</td>
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### School Counseling Staff

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Name</th>
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<tbody>
<tr>
<td>A — Col</td>
<td>Mr. Patrick Scullion</td>
<td>218-3626</td>
</tr>
<tr>
<td>Com — Ha</td>
<td>Mr. Wil Whittico</td>
<td>218-3627</td>
</tr>
<tr>
<td>He — Mem</td>
<td>Mrs. Alexandra Cisson</td>
<td>218-3631</td>
</tr>
<tr>
<td>Men — Ru</td>
<td>Mrs. Laurie Gadsden</td>
<td>218-3628</td>
</tr>
<tr>
<td>Ry — Z</td>
<td>Mr. Mark Kulakowski</td>
<td>218-3630</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mrs. Emma Bradley-Hunt</td>
<td>218-3622</td>
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### Health Office

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Nurses</td>
<td>Mrs. Theresa Rodriguez</td>
<td>218-3637</td>
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<tr>
<td></td>
<td>Mrs. Jody Barnes</td>
<td>218-3636</td>
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### Library

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Librarian</td>
<td>Mrs. Kathy Villeneuve</td>
<td>218-3604</td>
</tr>
<tr>
<td>Library/Audio Visual Aides</td>
<td>Ms. Marybeth Slocum</td>
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<tr>
<td></td>
<td>Ms. Susan Coleman</td>
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<td></td>
<td>Ms. Nancy Stagnitta</td>
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### Custodial, Food Service Bookstore

<table>
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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Custodial Office</td>
<td>Mr. Rick Miles, Head Custodian</td>
</tr>
<tr>
<td>Food Service Office</td>
<td>Ms. Stephanie DiLucchio-Ambriati, Cook Mgr.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Mr. Todd Cook, Store Manager</td>
</tr>
<tr>
<td>Career Center</td>
<td>Mrs. Tiffany Ciarico</td>
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</tbody>
</table>
Department Chairpersons

Art                       Mrs. Tracy Liberman
Business                  Mr. Todd Cook
Counseling Office         Mrs. Laurie Gadsden
English                   Mrs. Meg Brown
Family & Consumer Sciences Mrs. Danielle Todisco
World Languages           Mr. Shane Kelsen
Health                    Mrs. Heather Yakowec
Mathematics                Mrs. Kiersten Klem
Music                     Mrs. Darcie Bowden
Physical Education        Mrs. Danielle Licata
Science                   Mr. Kevin Eager
Special Education          Mrs. Liz Cannella
Social Studies            Ms. Katherine Carr
Technology Education      Mr. Timothy VanBeveren

Special Services

School Psychologist       Mrs. Heather Pellegrino  218-3606
School Psychologist       Mrs. Bonnie Marini    218-3634
Social Worker             Mrs. Elizabeth Blatt  218-3632
Speech                    Mrs. Noelle Raymond   218-3625

District Administration

Director of Athletics & Co-Curricular    Mr. Tim Bednarski
Executive Director for Diverse Learning & Student Support Ms. Valerie DiFlorio
Director of Response to Intervention    Ms. Lisa Goldberg
Executive Director for Data, Accountability, Social Studies, 
& Music                                 Ms. Donna M Norton
Director of Educator Effectiveness & Math Ms. Alicia Pizzuto
Director of Science, Technology Education, & Art Mr. John Rice

Other Supervisors

Assistant Director of Maintenance and Operations T.B.D.
Director of Food Services             Ms. Wendy Swift
Director of Transportation           Mr. Matthew Conti
**PROBLEM SOLVER**

<table>
<thead>
<tr>
<th>If you:</th>
<th>Then go to:</th>
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</thead>
<tbody>
<tr>
<td>If your last name begins with A – L and you need to speak with your Principal</td>
<td>House I Principal’s Office – Mr. Yonko 218-3613</td>
</tr>
<tr>
<td>If your last name begins with M – Z and you need to speak with your Principal</td>
<td>House II Principal’s Office – Mrs. Hill 218-3614</td>
</tr>
<tr>
<td>Are late to class</td>
<td>Report directly to class</td>
</tr>
<tr>
<td>Are late to school</td>
<td>Security Desk</td>
</tr>
<tr>
<td>Become injured or ill</td>
<td>Health Office</td>
</tr>
<tr>
<td>Have a hall locker problem</td>
<td>Counseling Office</td>
</tr>
<tr>
<td>Have a Physical Education locker problem</td>
<td>Physical Education Teacher</td>
</tr>
<tr>
<td>Have a Physical Education question</td>
<td>Physical Education Teacher</td>
</tr>
<tr>
<td>Have a problem with another student</td>
<td>The Dean — Ms. Burns (Room 184)</td>
</tr>
<tr>
<td>Need to use a phone</td>
<td>Counseling Office</td>
</tr>
<tr>
<td>Lost your agenda</td>
<td>The Dean — Ms. Burns (Room 184)</td>
</tr>
<tr>
<td>Lost personal items</td>
<td>Security Desk / Lost and Found Closet</td>
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<tr>
<td>Must be dismissed early</td>
<td>Attendance Office (Guidance/Room 184)</td>
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<tr>
<td>Need a bus pass/want to ride a different bus</td>
<td>Library</td>
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<tr>
<td>Need advice about schedules</td>
<td>Counseling Office</td>
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<tr>
<td>Need a room for a meeting</td>
<td>Principal’s Office — Mrs. Hanschu</td>
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<tr>
<td>Need career planning</td>
<td>Counseling Office or Career Center</td>
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<tr>
<td>Need to leave early for an appointment</td>
<td>Attendance Office (Guidance/Room 184)</td>
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<tr>
<td>Need to report an absence</td>
<td>Attendance Office (Guidance/Room 184)</td>
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<tr>
<td>Need to take medication in school</td>
<td>Health Office</td>
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<tr>
<td>Need working papers</td>
<td>Counseling Office</td>
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<tr>
<td>Recover or report lost books</td>
<td>Counseling Office</td>
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<tr>
<td>Return from suspension</td>
<td>The Dean — Ms. Burns (Room 184)</td>
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<tr>
<td>Want “extra” help in a subject</td>
<td>Your Teacher or Counselor</td>
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<tr>
<td>Want a morning announcement made</td>
<td>Email Junior High TV Studio</td>
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<tr>
<td>Will be attending another school</td>
<td>Counseling Office</td>
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The Role of the Student Is To:

1. Be sure you understand the assignment before leaving class. If you don’t ask the teacher to explain it.
2. Use your student planner to write down the class name, the assignment, and the due date.
3. Do the assignments as soon as possible after class while the material is still fresh in your mind.
4. Use your time in school effectively. Make use of your study hall time to work on your assignments.
5. Check your student planner before leaving school so that you take home all the materials you will need to do the assignment.
6. Set aside a certain time each day for homework. If you have no homework, use the time to review earlier assignments.
7. Choose a certain place to do your homework each day that is comfortable, has good light, and few distractions.
8. Take short breaks when you feel tired or your mind begins to wander.
9. Pace yourself for long-range assignments, and don’t try to complete the entire assignment the night before it’s due.
10. Be responsible for turning in the homework assignments when it is due.
General Information

Attendance Policy Procedures
Attendance is linked with academic success. Our attendance procedures have been devised to identify attendance patterns and to develop effective intervention strategies to improve student attendance.

All student absences, tardiness, and early departures from class or school must be accounted for. **It will be the parent’s responsibility to notify the school within 24 hours of the student’s absence or tardiness, or to provide a written excuse when student returns to school.**

Disciplinary consequences may be the result of unexcused absences and tardiness. Please see complete policy at the end of this planner.

Late Arrival/Leave Early Procedures
What to do when your child comes in to school late?
Please send in a note with your child with a reason when they arrive late to school.

What to do when your child leaves school early?
Please send in a note with your child with the reason they need to be released early with a phone number that will reach the parent.

Unexcused Absences

**Truancy** - a student absent from school without knowledge of the parent or guardian.

**Unexcused absences** - a student absent from school for a non-excused reason with the knowledge of the parent or guardian (this includes, but is not limited to, vacations, babysitting, missing the bus, oversleeping, etc.).

Students who cut a class are subject to a "zero" grade in class work due to be handed in or performed in class that day and will not be permitted to make-up work missed. An unexcused absent student may not perform or participate in school events on the day of the absence nor on a non-school day following an absence.

Late To Class
Teachers will contact parents and keep the student for teacher detention before referring to the dean. Chronic lateness is defined as a student who has been late to class three times. Teachers will take the first steps in dealing with lateness to class by contacting parents and keeping the student for teacher detention. If the problem persists, teachers may refer student to the Dean.

Class Attendance Definition
Students will attend all assigned classes, including BOCES, during both the regular and/or extended school day for the entire time the classes are in session. A student shall be considered in attendance if that student is (a) physically present in the classroom and/or working under the direction of the classroom teacher, (b) working pursuant to an approved independent study program, (c) receiving homebound instruction, or (d) scheduled to be in two classes during a single class period, or in one class and a required curricular activity (including testing), and is physically present in the class or activity which the building principal has determined to be the assigned class or activity for that class period.

Counseling Services
The counselor's function is to continue, and intensify, the process of "guiding" our students to higher levels of maturity and understanding. The goal is to help them assess their interests, aptitudes and personality characteristics more accurately. It is expected that new insights will result, which will inspire new questions about their world. At that time, the counselor's will become central figures in providing materials and educational/career planning sessions. . . "guiding" them in the early "sorting-out" stages of decision-making. To provide structure to this "sorting-out" each student is seen individually to begin development of a four-year plan. Such topics, as sequences, credits, career possibilities, required courses, diplomas, and general graduation requirements, are covered.

The counselors act as consultants to parents and teaching staff, helping to interpret test results, anticipate levels of achievement, and determine appropriate level placements. The counselors also facilitate communication between parents, teachers, and students, and are available to help students deal with personal and academic concerns. When appropriate, the counselors provide referral information for outside agencies.
We invite you to make use of our services. In order to make good use of your time, as well as that of your counselor, we suggest the following procedures for appointments:

1. See your counselor's secretary for an appointment (sometimes counselors can see you right away).
2. Students will need a pre-signed pass to see counselors during class time. Please limit appointments to study halls or lunch periods, unless an emergency arises.
3. Be sure to keep your appointment and be prompt.
4. EMERGENCIES are handled immediately.

Come in and get acquainted!

**Hall Locker and Locks**

Hall lockers are available to all students. Students are to use only the locker assigned to them unless otherwise directed by Administration. Lockers are not to be shared or traded. No locker number or combination will be given out to anyone except the student it is assigned to. Students are NOT allowed to decorate lockers. It is recommended that only necessary items are kept in lockers and that they be kept clean and neat at all times. Locker problems are to be brought to the attention of Mrs. Bradley-Hunt in the Counseling Office.

Lockers in the classroom wings should be opened only during the passing periods and before and after school. Students entering school late or leaving school early must follow this same procedure; plan ahead.

Only students with a teacher-signed pass are allowed to quietly open their lockers during a class block in the classroom wings.

When lockers are assigned, a card is placed on file with the student's name, locker number and lock combination. If any changes in assignments are necessary, Mrs. Hunt will make them in the Counseling Office.

**STUDENTS ARE RESPONSIBLE FOR THE SECURITY OF THE CONTENTS OF THEIR ASSIGNED LOCKERS. THIS CANNOT BE STATED STRONGLY ENOUGH.**

**How to Open Lockers**

Be sure you have found the locker assigned to you. The following is an example on how to open your locker. If your combination is 26-34-32:

1. Turn the dial Right two or more whole turns and stop at 26.
2. Then turn Left one whole turn past the above number and stop at 34.
3. Now turn Right and stop directly at 32. (Please note that some lockers have a new style lock. With these locks, you must continue right past the last number until the dial stops! Only then, will it open. The only way you will know if you have a new lock, is to experiment with it, until it opens.) Do not use force. NOTE: RIGHT, then LEFT, then RIGHT!
4. Lift locker handle. (This releases the lock on both the lower locker and the upper locker door) and pull door open.
5. To close locker door, lift handle, making sure that both handle and door are in a STRAIGHT LINE. When closed, bring down handle, and turn dial. To insure a lock on the new locks, the dial MUST be turned to the LEFT.
6. After closing locker always be sure to close the door, spin the lock, and make sure it is locked.

**Locker Pass**

Students are expected to have all required materials with them when they enter class. Students are to be excused from class settings on an emergency basis only and then only with a pass. No locker passes are given during lunch periods.

**Homeroom Procedures**

1. Flag Salute Procedure - All students are to show proper respect for the flag during the Pledge of Allegiance each morning following the beginning of the homeroom block. Students do not have the right to disrupt the ceremony in any way.
2. All students are to remain seated, quietly, during the morning announcements.
3. All students present in homeroom are to remain in homeroom from 7:30 a.m. through the announcements. Then only those who have received notices or passes may be released to report to the sending office, e.g., Dean, Library or Principal. Students are not to be released to go to lockers or the telephone during homeroom block.
Library Media Center

The library is a place to read, learn, wonder, and create. We feature a great collection of fiction, non-fiction, and graphic novels as well as a wealth of online resources for research. We also have Makerspace activities such as board games, coloring, origami, Cubelets, and robots. The library is also the place to visit to get your NSCSD computer password reset or if you are having technology trouble.

The library is open Monday through Friday from 7:15 - 2:00 and **after school on Monday, Wednesday, Thursday, and Friday from 2:00 - 2:45**. To stay after school in the library, students must get a pre-signed pass from the library before the end of the school day.

Students may visit the library:

- Before homeroom – stop by the library to print out a project or select a book.
- During lunch – just pick up a pass from the hall monitor at the auditorium junction.
- During study hall – ask your study hall teacher for a pass.
- After school – stop by the library before 2:00 to pick up a pass to stay after school on Mondays, Wednesdays, Thursdays, and Fridays.

When visiting the library, students are expected to be actively engaged in academic learning for research or homework assignments, reading, playing a board game, or using Cubelets or robots.

General policies:

- Students may borrow up to 3 items for a two week period.
- Students may visit the library during their study hall once per day.

Career Center

The North Syracuse Junior High School Career Center offers a variety of informational resources readily available to all students, parents, and staff. Students may use the Choices software, the Occupational Outlook Handbook, Vocational Biographies, college catalogs, or any of the other resources during their visit. These resources are accessible to students either independently or as part of a class project during the year. One of the objectives of the Career Center is to provide an opportunity for students to explore career options, develop career interests and values, and relate skills, aptitudes, and abilities to future career decisions. To support this process, students learn to identify their personal interests, values and abilities. In addition, they learn about career clusters, career planning, and educational options. Exploring a variety of careers will help the students learn about the world of work and how to prepare for the future.

The workplace is increasingly becoming more global and technologically advanced with change happening everyday. Many of the career exploration projects integrate the usage of technology along with a student’s own creativity. Students will learn and identify the skills needed to perform required tasks in specific occupations and how these skills are applied in the workplace. Guest speakers from the community are invited to share their experiences in the workplace with the students. This helps the students make the connections between school and the world of work.

Freshmen are always welcome to start exploring different educational options by researching post-secondary education information using the Choices software, college catalogs, or the Internet.

The Career Center welcomes anyone interested in learning more about a career and educational options.

Lost and Found

When an item is missing or lost, the student should check with the security guard at the front desk as soon as possible, describing the circumstances under which the loss occurred. The names of students or staff who may have knowledge of the loss should also be reported.

The student should check with the front desk again later in the day or the next day to see if the lost item has been turned in. In the meantime, the student should reconstruct the circumstances surrounding the loss and search the immediate area.

The school district does not assume responsibility for a student's personal items, nor items borrowed by a student from the school. The responsibility lies totally with the student.
Taking common sense precautions with one's belongings will go far toward preventing loss. (For ex., lock lockers securely; keep locker combination private; mark all belongings with name; not leaving possessions unattended are all ways to insure the safety of personal belongings.)

Provisions for School Closings

Contingent School Days

In the event that classes have to be cancelled for more than (6) days, school will be in session beginning April 13th, then April 9th, April 8th, April 7th, and April 6th if needed. As a result, students are cautioned not to commit themselves to any irrevocable plans for these days in the event that any or both of these days will be required to make up for lost instructional days.

Emergency School Closings

When schools are to be closed, Syracuse radio/TV stations will announce this information on their early morning programs. PLEASE, DO NOT CALL the Principal, Associate Principals or staff members for this information. REMEMBER that the rotation of A/B/C/D days continues, no day is skipped. When schools are closed or dismissed early due to weather or emergencies, ALL after school and evening activities are also cancelled.

In 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 a central location to provide information to parents. The media will be provided those numbers, at that time, for parents to call regarding the safety and location of students.

Social Work Services

A Social Worker is available to students and parents to assist with issues which may interfere with a student's education. Services include confidential individual and group counseling; parenting information; and referrals to community agencies if desired. The Social Worker may be reached by contacting the Main Office or Counseling Office.

School Breakfast / Lunch Program

Breakfast is served each day from 7:00 a.m. to 7:25 a.m. The cost of breakfast is $1.90. Students who receive free lunch also qualify for free breakfast. In order to get off the bus and go to breakfast as soon as it arrives at school, you must have your planner stamped by the main office staff. (See page 89 for breakfast stamp location)

Lunch is served from 10:30 a.m. to 12:30 p.m. The cost of lunch is $2.90. Additional a la carte items will be available (cold sandwiches, hot entrees, salads, and desserts).

Meal applications must be filled out every year. Only one application per family is necessary with all the student names. The Board of Education does not endorse the practice of charging payment for meals. The Food Service Department encourages the prepayment of meals. Prepayment options consist of web site payments, cash or checks made out to “School Lunch Fund”. To prepay with credit or debit cards go to www.myLunchMoney.com. You can prepay for breakfast, lunches, and a la carte items. Prepaying for meals results in faster lines and more time for students to eat. Specify when you prepay if the money is for breakfast meals, lunch meals or a general fund, which can be used for anything. If you do not specify, your money will be applied to your general account. Your student can bring the prepayment to school or you can mail a check with your student's name and student number to North Syracuse Junior High School Cafeteria, 5353 West Taft Road, North Syracuse, NY 13212-2799.

Working Papers

Students seeking a working certificate may obtain an application from the Counseling Office. All students between 14 and 18 years of age must have a working certificate if they have a job. However, it is not necessary to be employed in order to obtain a certificate.

The application must include:

1. Parental consent
2. Proof of a physical examination within the previous 12 months (ask for form AT-16). School physical examinations are given at announced times through the year.
3. Birth certificate
Health and Safety

Accidents

All injuries to students or staff occurring at school must be reported to the Health Office as soon as possible after the occurrence. The school nurse will assess the injury and take the necessary steps, including the filing of an accident report. In emergencies, an ambulance will be called and the parent will be notified along with the family physician, if necessary. Students who have working parents must file the parents' work phone number or that of a close relative with the Health Office and Dean's Office each September as requested; this should be updated by the student if there are any changes.

Athletic Physical

- Students who wish to participate in an interscholastic sport or selected co-curricular activities (Winter Guard, Color Guard, Marching Bands, Dance Ensemble) must have passed an athletic physical and the physical must be turned in to the School Nurse only.
- Athletic physicals for Fall sports are given prior to the start of the season. Listen to announcements in the building for day, time, and location or call the Athletic Director’s Office for information.
- Athletic physicals for Winter and Spring sports are scheduled prior to each season at North Syracuse Junior High School.
- Students who miss the athletic school physical or who wish to obtain an athletic physical with their own physician must have a white athletic physical form completed by their physician. These forms may be obtained in the Health Office and at the District's Health Service Department. The school physician has the final decision on determining a student's fitness to participate in a sport.
- Re-approval must be obtained from the school physician or a private physician before a student may resume a program or play, if the student has been absent from school five or more consecutive days, or suffers a significant injury.

A working paper physical or regular school physical is not an athletic physicals.

Emergency Bus Drills

We are required by law to have three emergency bus drills during the year. The purpose of these drills is to practice evacuating buses in the event that there is a fire or an accident, and to learn the location and use of various emergency equipment, such as the first aid kit, fire extinguisher, emergency doors and windows, and road flares.

The following rules should be followed:

1. Two responsible students should sit near the emergency door to open the door when the driver signals and to help students out of the bus
2. All students will leave their lunches and books on the bus during the drill.
3. Students should keep their arms bent at the elbows and knees slightly bent when exiting through emergency doors. a) Buses with side emergency doors: Students are to go around the rear of the bus after leaving emergency door and at least 50 to 75 feet away from the bus onto the school lawn. (This is the only time students will cross behind the bus.) b) Buses with rear emergency doors: Students are to move away from rear of bus after exiting through the emergency door and move at least 50 to 75 feet away from the bus.

Emergency Evacuation Procedure

In 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 a central location to provide information to parents.

Fire Drill Procedures

1. Wait for teacher directions.
2. Quietly leave the room and line up double file in the hall.
3. Remain standing in the hall; wait for teacher instructions.
4. Walk down the stairs and out of the building in an orderly fashion; no running, talking. Some directions may have to be given on the P.A. in case of a true emergency, so being quiet is important.
5. Move away from the building as directed by the teacher and remain with your class. Teacher will check class attendance.
6. Remain outside until directed by the teacher to re-enter the building.
7. Return to classes in a quiet, orderly fashion.
8. Disabled students in the PE, TECH or MUSIC wing will exit per routine exits. Disabled students in the academic wing will move to the following Rescue Assistance Rooms:
   
   Second Floor - Room 212
   Third Floor - 312
9. Elevators cannot be used during a fire drill.
10. Students exiting through the front doors must walk to the rear of the former student parking lot.

**Health Office**

The Health Office provides many services, which center around the health, safety and well-being of the student. These services which are provided by the school nurse include:

1. Attend to the daily medical needs of students and staff.
2. Vision, hearing, and scoliosis screenings.
3. Scheduling and supervising athletic and school physical exams.
4. Administering prescription and over-the-counter medication to student with written permission from the physician and parents.
5. Maintaining student health records.
6. Attending to all accidents and emergencies.
7. Contacting physicians concerning emergency health problems and to implement necessary modifications in the educational program for students with chronic or acute health problems.
8. Serving as a resource for parents, students, and staff on health issues, concerns, community resources.
9. Membership on the Student Support Team.
10. Membership on Special Education Review Team (SERT).

**Illness**

If a student becomes ill at school, the student should report to the Health Office immediately after obtaining permission of the staff member in charge. Student visits are written in the Health Office daily log and time of the visit appears on the afternoon attendance report. This is the only proof that a student was in the Health Office.

The school nurse will make arrangements for ill or injured students to leave school.

**ILL STUDENTS MAY NOT LEAVE THE SCHOOL WITHOUT HEALTH OFFICE AUTHORIZATION.**

Being ill in a lavatory or in any other place except in the Health Office is not an acceptable excuse for missing a homeroom, class, or study hall assignment.

**Immunization Policy**

New York State law requires that new students provide evidence of immunization for the following diseases: measles, rubella (German or 3 day measles), polio, diphtheria, and mumps. They will not be admitted to school until such evidence is produced. Please be advised that on June 13, 2019, the law that allows parents to request and obtain an exemption from immunization requirements based upon statements of religious belief was repealed.

**Medication**

Students who need to take medication (prescription or over the counter) during the school day must provide a physician’s statement and written parents’ permission to take medication in school.

The physician's statement must include the name of the medication, the dosage, frequency of administration, and the duration.

The medication is to be delivered to the school nurse by the parent/guardian. Students should not transport medications on the school bus.

Asthmatic/allergic students who need to self-medicate and carry an inhaler for acute symptoms must have written authorization from both the student's physician and parent in their health record specifying the need to carry their inhalers.

Students who do not follow the above procedures may be subject to the disciplinary procedures of the District (see Alcohol and Drug).
Academic Program

Academic Intervention Services

The A.I.S. at North Syracuse Junior High School is designed to meet the needs of students who have been identified as having weak skills in reading, writing and/or math through either standardized testing, state testing, or teacher recommendations. A.I.S. teachers, through on-going communication with classroom teachers and school counselors, share information, concerns and progress regarding their students. A.I.S. teachers coordinate their program objectives to support the goals and objectives of the content area. Such cooperative strategies provide additional academic support to students at risk. In addition, this program attempts to equip the student with reading, writing and/or math skills necessary to demonstrate competency. All instruction is provided in a small group setting with a supportive climate for learning.

Auditing a Course

In some special cases students will be allowed to audit a course (enrollment in a course without earning Carnegie units or credit toward promotion). In these instances students will be expected to sign an auditing contract which indicates that they understand the objective of auditing is to acquire the skills necessary to succeed in the next level course and that they realize they will lose the privilege of auditing immediately if they fail to follow the guidelines set forth in the contract. These guidelines cover attendance, work and behavior expectations.

Bonafide Student

Each student shall carry a minimum of 5 units plus Physical Education each year.

Celebrating Success

The Junior High is a nice place to learn. There is much to celebrate and throughout the year we recognize our students’ successes and achievements.

Honor Roll Breakfast

Three times a year the Junior High hosts a breakfast for students who have achieved honor or high honor roll. Parents and other family members are invited to join us. A short program is held in the auditorium before attendees move to the dining rooms for bagels, donuts and juice.

Merit Roll Celebration

During the first three marking periods students who achieve merit roll status are invited to gather and be recognized for their accomplishment. Students enjoy a frozen treat and also receive a recognition gift.

Students of the Month

Each month a celebration is held for students worthy of special recognition. Nominated by their teachers or other staff, these students exemplify many different qualities that go beyond academic achievement. Integrity, character, improving the school culture are characteristics that may cause a student to be nominated. A celebration is held in the library right after morning announcements. Students hear who nominated them and why. They receive a certificate and have their picture taken for the display case. Tasty treats are also shared.

8th Grade Awards Ceremony

This is an informal celebration of some of the successes of our first year Junior High students. This end-of-year event recognizes students chosen by teachers for a variety of reasons, including academics, attitude and effort. Held immediately after dismissal, students gather in the auditorium to receive their certificate and/or medal. A reception occurs after in the South Dining Room for students and parents in attendance.

9th Grade Honors Convocation

A formal celebration for the Junior High’s best and brightest. “Excellence in” awards are given by subject area as determined by department/teacher criteria. The Principal’s Award, the Presidential Award for Educational Excellence and the Triple “C” Award are presented. Scholar/Athletes are recognized. The student with the highest overall academic average is also
named. This evening event is for students and their families. After the program, attendees are invited to a cookie and punch reception in the South Dining Room.

Evening of Excellence

This is a true celebration of all things good at North Syracuse Junior High. Held in May, this event is designed to showcase student work and performance. Aspiring musicians, thespians, poets, scientists, artists, cooks and fashionistas are just some of the students sharing their talents during this family oriented evening. Family and friends are invited to come early for a spaghetti dinner sponsored by the Junior High’s Community Builder’s Club.

College Bound High School Programs

Students who are interested in college and who earn good grades throughout junior high school should consider the possibility of attending college upon graduation from high school. To be competitive with other students applying to four-year liberal arts colleges, it is advisable to complete at least three years of Mathematics, Science and Language. Colleges, in general, place particular emphasis for admission purposes on subjects within the five academic areas of English, Social Studies, Mathematics, Science and Foreign Languages.

Course Placement and Review Policy

Student schedules at the secondary level will be made in accordance with district graduation requirements and State Education regulations. Students, parents, and instructional staff will have an opportunity to influence initial course selection.

When a student, parent or instructional staff member believes that a course placement is inappropriate, contact should be made with the student's school counselor to resolve inappropriate placement. If resolution cannot be obtained at this step, the next level would be the administrator in charge of the subject area.

The final review of course placement and the final decisions regarding placement shall be the responsibility of the Superintendent or his designee.

End of Day Tutoring

Teachers will identify those students that need to stay after school for extra help. Parents and students will be notified of this via the comment codes on the student progress report. These students will be tutored in their areas of concern. Teachers will indicate whether a student: consistently stays for extra help, inconsistently stays for extra help or never stays for extra help, again via the comment codes. Teachers will post the dates on which they will be tutoring after school.

Afterschool Extra Help

Teachers are available after the regular school hours to offer extra help. Students wanting to stay after school with a faculty member should obtain a pre-signed pass from that faculty member prior to 2:00 p.m. Any student staying with a teacher after school must report by 2:05 to the teacher's room. Students are required to have a pass from a teacher in order to move between locations after school.

Final Examinations

Final examinations are mandatory except for reasons beyond the student's control such as illness or emergency, and cases determined by Administration. Failure to take the examination, except as indicated above, will result in failure of the course. In this case, a zero is to be recorded as the examination grade and "F" is to be recorded as the School Final Average grade.

Grade Computation - School Final Averages (SFA)

In most courses:

- Full Year Subjects: SFA = Sum of the 4 quarters + Final Exam (Regents)
- Half Year Subjects: SFA = 2 X sum of 2 quarters + Final Exam

Grade Reports and Grades

Students are encouraged to reach a high scholastic average as well as to perform to the utmost of their capabilities. Grade reports are issued periodically 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 examinations and unit test scores.

- High Honor Roll Average is 94.5 to 100
- Honor Roll Average is 89.5 to 94.49
- Merit Roll Average is 85.0 to 89.49
- The school passing grade is 65.0 or better
To calculate an average divide the total number of credits into the sum of the numerical grades. A grade of 70, or lower, on any quarter grade automatically eliminates a student for selection to High Honor, Honor or Merit Rolls.

**Homework Requests**

If your child is ill and out of school two or more days, you may call the Counseling Office early in the morning, prior to 9:00 a.m. in order to pick up the homework later that day, around 2:30-3:00 in the Counseling Office or from 3:00 p.m. to 7:00 p.m. at the Security desk.

- Please call the appropriate Counselor’s secretary to process your request for homework. The parent understands that teachers require 24 hour notice and may not be able to provide work on the day it is required.
- Students should also check their teacher’s individual classroom webpages for assignments they may miss while absent.
- Upon the student’s return to school, he/she needs to check with teachers about missed work, which may necessitate staying after school, as well as asking about due dates.

**Music Program**

**Large Ensembles — Concert Band, Orchestra, Girls' Chorus, and Mixed Chorus**

These are regularly scheduled classes that meet during the school day and satisfy State graduation requirements. Attendance at evening performances is mandatory (including after school rehearsals for chorus), which is the purpose for participating in a musical ensemble. Unexcused absence from a performance will result in an automatic failure for the marking period. Parade Band is a co-curricular activity. Students in Concert Band are encouraged to participate in Parade Band but they are not required.

**Instrumental Music Lessons**

According to the North Syracuse School District Policy, all Concert Band and Orchestra members will take weekly instrumental music lessons, on a 5-week rotating schedule 30 minutes in length. The quality of music performance during lessons affects the student's proficiency ranking, and large ensemble grade. Each student is responsible for any missed class work or assignments.

Any student who is interested in learning to play a musical instrument may be scheduled for lessons. It is expected that each student will attend one individual lesson per week and, when he/she has attained the necessary degree of proficiency, will be scheduled for Concert Band. The length of each lesson will be 30 minutes. All students must maintain steady forward progress on their instruments to remain a part of this program.

**Physical Education Program - North Syracuse Junior High School** (Board Policy #4316 – Physical Education / Grades 8-12)

**Participation**

All students are required to attend class, change into appropriate and safe attire, and participate in all activities, unless excused, in writing by a physician.

**Dress**

Appropriate and safe attire
- T-shirt
- Shorts or sweatpants
- Athletic sneakers and sock

**Unprepared and Absent from School**

**Unprepared**
- Total points will be lost for the day and individual will be sent to the P.E. holding room for that class period. The student will have an opportunity to make up class as per the make-up policy of completing either a written assignment or a physical activity.

**Absent from School**
- Students who miss physical education class due to an excused or unexcused absence from school will have the opportunity to make-up the class as per the make-up policy rules explained under the section “Make up Class”.

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Lockers

1. All students will be assigned a physical education locker.
2. All locker assignments will be kept on file in the physical education locker book in the appropriate Physical Education Office.
3. No student will share a locker with any other student unless no other lockers are available for his/her class.
4. No locker numbers or combinations will be given out to anyone, except the student the locker was assigned to.
5. The Physical Education Department is not responsible for those things not locked in your locker.
6. Students are allowed to use a “sling” bag to transport their physical education clothes to and from their physical education locker to their regular locker. Outside of this explicit use, all bags are subject to building’s “Backpacks, Bags, Purses” policy.

Medicals

1. Students who have a physician’s statement excusing them from all physical education activities are excused from dressing and participating in class. The statement must indicate the date that the medical will begin and the date it will end. This statement will be given to the student’s Physical Education teacher.
2. When physician’s medical excuse does not have a date to return to Physical Education class or does not specify the exact amount of time the student will be excused, the student will be responsible for bringing in an updated excuse to his/her Physical Education teacher every 30 days.
3. Students excused on a medical will be assigned to a study hall or will remain in class and will receive a medical grade, provided, however, that the District shall provide appropriate activities adapted to meet the needs of the pupils who are temporarily unable to participate in the regular program of physical education.
4. Students who have parent notes cannot be excused. Those students must dress for class and make arrangements with their physical education teacher to make up any time/participation as per the make-up policy rules explained under the section “Make up Class”.
5. Students missing PE class due to an unexcused absence or being unprepared cannot participate in interscholastic sports, lunch recreation, intramurals, or co-curricular activities such as winter guard, marching band, majorettes, dance ensemble, cheer leading, and drum line on day(s) they do not participate in PE class. In the case of students not participating in PE class on Friday, participation in any of the above listed activities is prohibited on that day, as well as for the following weekend.
6. Students spending their physical education period in the health office will be marked unprepared and will not receive credit for their physical education class that day, unless they make-up the missed class in accordance with rules explained under the section “Makeup Class”.
7. Students will need a medical release if the student abstains from going to see medical services. Students will need a medical release to return to PE class following treatment.

Medical: Short Term

1. Students missing physical education class due to a short term medical excuse (1-4 consecutive medical absences from physical education during the semester), will have the opportunity to make-up the class(es) as per the make-up policy rules explained under the section “Make up Class”.
2. Students may participate on a limited basis in physical education class by physician’s recommendation on the limited participation form or at the discretion of the physical education instructor.

Medical: Long Term

1. Students receiving a medical grade for two or more marking periods during the school year will receive a medical grade for the entire year, which results in no Physical Education credit earned.
2. Students with long-term medical excuses (5 or more consecutive medical excuses) may be permitted to recover missed credit by completing an alternate study assignment or will have the opportunity to make-up the classes as per the make-up policy rules explained under the section “Make up Class”.
3. Students may participate on a limited basis in physical education class by physician’s recommendation on the limited participation form or at the discretion of the physical education instructor.

Make up Class

1. All students shall be afforded the opportunity to make up physical education classes. To receive make up credit, students must stay after school to make up a physical education class. This is based on the amount of missed instructional time. The make-up must take place sometime during the current 10-week marking period. Permission to make up missed physical education by completing an alternate written assignment instead of attending after-school physical education classes shall only be granted in exceptional circumstances by the
student’s building principal and only if recommended by the student’s physical education teacher. Students who neglect or refuse to avail themselves to the opportunity to make up physical education classes shall forfeit academic credit proportionate to the number of days of missed instruction.

2. Students must be in the locker room at 2:10 p.m. or they will not be allowed in the make-up class.
3. Students will sign in with the physical education teacher after getting prepared for the class.
4. The class will be released to the locker room at 2:55 p.m.

Progress Reports

Student Progress Reports will be available online via SchoolTool. Teachers will issue a Progress Report for any student with an average of 80 or lower for the five-week mid-quarter periods. Teachers are also encouraged to use Progress Reports to report the progress of their outstanding students, improvement, or severe grade reduction. A copy of the Progress Report will be filed with the School Counselor.

Progress Report Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>END OF MARKING PERIOD</th>
<th>REPORTS AVAILABLE ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10/4/19</td>
<td>10/11/19</td>
</tr>
<tr>
<td>15</td>
<td>12/13/19</td>
<td>12/20/19</td>
</tr>
<tr>
<td>25</td>
<td>2/28/20</td>
<td>3/6/20</td>
</tr>
<tr>
<td>35</td>
<td>5/8/20</td>
<td>5/15/20</td>
</tr>
</tbody>
</table>

Report Cards

Student Report Cards will be available online via SchoolTool every ten weeks.

Report Card Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>END OF MARKING PERIOD</th>
<th>REPORTS AVAILABLE ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11/8/19</td>
<td>11/15/19</td>
</tr>
<tr>
<td>20</td>
<td>1/24/20</td>
<td>1/31/20</td>
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<tr>
<td>40</td>
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<td>6/26/20</td>
</tr>
</tbody>
</table>

Student Schedules / Schedule Changes

Schedule changes will be kept to a minimum. Only the following schedule revisions will be processed between the third Monday in August and the third Monday in September:

1. The repair of obvious errors.
2. Changes resulting from a previous failure.
3. Changes resulting from the passing (or failing) of a summer school course.
4. The development of schedules for students new to the District.
5. The correction of "garbled" schedules.
6. Appropriate administrative approval.
7. Elective changes.

Requests for elective changes will be allowed until the end of the first full week of that semester. (September 15th for the first semester, February 9th for the second semester). After this time a student may drop an elective for a study hall only.
Students are to continue attending classes as scheduled until schedule changes have been completely processed. Students will not be allowed to drop a course after the second week of the course.

Schedule Change Guidelines

The following procedures will be followed in processing student schedule changes:

If a student changes level in a course, drops a course to take another course, or enters a study hall, he/she must complete the following procedure:

a. Obtain a "Request for Schedule Change" card from the School Counselor.

b. Obtain the required signatures and comments of persons listed on the request card, following the directions on the back of the card.

c. "Request" cards not approved by the teacher, the counselor, or the parent should be returned to the counselor for consultation. A conference may be necessary at this point to determine the outcome.

d. All cards must receive final approval from the Building Principal.

e. Students remain in the current class until they receive their new schedule in homeroom and the teacher receives the "notification of schedule change" sheet.

f. Once the notification process has been completed, the student is subject to class cut penalties in the new class or study hall.

Structured Study Halls

Structured study hall is a formal, quiet setting where scheduled students must

1. Arrive on time and study in an assigned area.
2. Leave only with a signed pass and return before the block ends, signing out and in.
3. Refrain from talking, except with permission.
4. Arrive prepared to do school work all block.
5. Refrain from using cell phones.

Note: Pre-signed passes will have priority. Passes are a privilege, not a right.

Summer School

For a student, grades 9 - 12, to be eligible for Summer School, he/she must have a: (1) school final average of 55 or better or (2) passing grade in two of the four marking periods or (3) have a passing final exam grade.

Textbooks

Basic textbooks are issued to each student at the beginning of the semester without charge. Each book is numbered and a complete record of issued books is maintained. Students are responsible for taking good care of their books and must pay a fee for any book lost or mutilated. The required fee should be paid in the Counseling Office. If a lost book that was paid for is found and turned in, the money will be refunded.

Student Activities

Athletics

The North Syracuse Junior High School athletic teams are members of the New York State Public High School Athletic Association. We compete in the Central New York Counties League and also in Regional, Sectional and State Tournaments when qualified. We are located in Section 3 of the State Athletic Association.

Among the athletic activities that students may participate in are the following: baseball, basketball, bowling, cross country, track, football, golf, hockey, indoor track, lacrosse, outdoor track, soccer, softball, swimming, tennis, weightlifting, wrestling, and volleyball

Clubs/Activities

Among the activities that students may participate in are the following: Alliance, Announcement Broadcast Team, Chess Club, Class of 2023, Coding Club, Community Builders’ Club, Cryptography Club, Drama Club, Language Learners Club, Media Arts Club, MICA Club, Mural Art Club, National Junior Honor Society, Optimist Club, Science Olympiad, Spelling Bee, Student Ambassadors, Student Government, Success Club, 4D Productions Tech Crew, Yearbook, and Young Life Club.
Our school has a professional award-winning production team that puts on all the shows and events that take place in the district’s largest auditorium – right here at NSJHS! The team consists of 8th-12th grade students who take part on individual crews: Lighting, Sound, Backstage, and Video. Applications are available the first week of school and tryouts usually happen the second or third week of school. No experience is required, but you will need a lot of time, good grades, and a willingness to work hard. This club will change your life for the better. More information about this Tech Crew can be found at www.4dproductions.org

Co-Curricular Programs

Besides offering a full range of curricular pursuits, the North Syracuse Junior High School offers a wide choice of co-curricular activities in which students can participate after the regular day school hours. Intramural and interscholastic athletic programs for both boys and girls are plentiful. Opportunities to participate in Music, Art, Drama, Journalism and many other activities and clubs are widespread. Every student is urged to consider the co-curricular program offerings and to participate in as many as he/she may desire. For further information consult with your School Counselor. Students are to stay out of the physical education areas after school unless accompanied by a coach who is supervising. At no time should students be in the gyms or locker rooms without supervision or specific permission.

Code Of Conduct - Athletic, Band and Other Co-Curricular

All students will receive a copy of the Code of Conduct from their coach or advisor.

School Regulations

Note: The Principal has the right to request a formal Superintendent's 3214 hearing for any disciplinary infraction. The purpose of the hearing is to determine whether the student should be suspended in excess of five days. The Superintendent renders a decision following such a hearing and determines whether an additional period of suspension shall be imposed and the conditions under which the student returns to school.

Student Conduct and Discipline (K-12)

See Board Policy (page 47).

National Junior Honor Society

Selection to National Junior Honor Society is a privilege, not a right. Students do not apply for membership in the National Junior Honor Society. Instead, they provide information to be used by the Faculty Council for review. Members will be selected on the basis of scholarship, leadership, service, character, and citizenship.

Membership to the North Syracuse Chapter of the National Junior Honor Society is granted to those students who meet all the requirements established in the constitution and by the Faculty Council. How do I know if I qualify for a STUDENT ACTIVITY INFORMATIONAL FORMS packet?

Students in eighth and ninth grade, who earn an overall average of 90 or better and have attended North Syracuse Junior High School in the first two marking periods, will receive a National Junior Honor Society Information and Application packet in homeroom the week that report cards go out for the 2nd quarter. If a student does not receive an application and believes he/she meets the grade requirement then please bring your report card to Mrs. Beebe in Room 139.

How is membership granted to any given student?

Membership to the North Syracuse Chapter of the Elizabeth Glies National Junior Honor Society is granted to those members who meet all the requirements established by the constitution and by the Faculty Council. The Faculty Council will review all completed applications and grant membership, by a majority vote, to students who prove themselves to be outstanding in each of the following areas: Scholarship, Leadership, Service, Character, Citizenship.

To be eligible for consideration a student must attend North Syracuse Junior High school for at least 2 consecutive quarters and have a minimum of:

- A cumulative GPA of 89.5 or above
- Participation in at least three extracurricular activities sports or clubs in and outside of school. There must be a combination of both school and community activities.
• Provide evidence of more than 15 service hours done for a verifiable organization
• Exemplary character and citizenship based on the letter of recommendation and teacher input.

Meeting the above minimum requirements DOES NOT guarantee acceptance.

The following guidelines should help clarify what is expected from the students in relation to each of the criteria listed above:

• Scholarship: The student must have a 90 (Honor Roll) average for the past two marking periods.
• Leadership: The student who exercises leadership
  • is resourceful in analyzing problems, applying principles, and making suggestions.
  • promotes school activities
  • exercises influence on peers in upholding school ideals
  • contributes ideas to improve the school
  • is able to delegate responsibility
  • exemplifies positive attitudes
  • inspires positive behavior in others
  • demonstrates academic initiative
  • successfully hold school offices
  • demonstrate leadership in the classroom and school activities
  • is dependable and responsible

• Service: The student who
  • maintains a loyal school attitude
  • participate in activities outside of school
  • volunteers service and is dependable
  • is willing to sacrifice to offer service
  • works well with others
  • is willing to take on difficult or inconspicuous responsibilities
  • renders requested service to the school in a cheerful and enthusiastic manner
  • shows courtesy to visitors, teacher, and other students

• Character: The student of character
  • takes criticism willing and accepts recommendations graciously
  • is personable and courteous
  • upholds principles of morality and ethics
  • is co-operative
  • is honest and reliable
  • respects others and their property
  • follows instructions and rules
  • is punctual and faithful both inside and outside the classroom
  • pays attention in class and shows perseverance in maintaining high academic standards
  • is truthful, does not cheat in written work, or take advantage of others
  • actively helps to rid the school of bad influences
  • protects the learning and physical environment of school

• Citizenship: The student who demonstrates citizenship
  • understands the importance of civic involvement
  • has a high regard for freedom, justice, and respect of the American form of government
  • demonstrates maturity and responsibility through involvement in such activities as scouting, community organizations and school clubs.

What happens after I earn a student activity information packet?

Students are asked to complete the application packet by providing information concerning their school activities, community activities AND volunteer hours. Ninth graders can only include all activities, projects and honors from Spring of eighth grade to the present. Eighth graders can only include all activities, projects, and honors from September to the present. Each form must be filled in correctly by your coaches and advisors and each item must be signed by the appropriate coach or advisor.
Students are also required to obtain a letter of recommendation from an adult who is neither a relative nor a staff member at the Junior High.

The application includes the date the application is due. The Faculty Council does not consider late applications.

The entire faculty and support staff is asked to rate the eligible students on the criteria of Leadership, Character and Citizenship.

The Faculty Council is convened to review the faculty rating sheets and the student applications. Participation in school and community activities and acquiring volunteer hours is required for membership. The National Junior Honor Society Advisor, who is a non-voting member, chairs the Faculty Council. The committee makes the final selection of inductees.

Students and parents are notified by mail of the final selections. The induction takes place at an annual induction ceremony held at North Syracuse Junior High School on Thursday, March 26, 2020.

All members of the National Junior Honor Society are expected to keep up the levels of scholarship, citizenship, service and character that were first required for initial membership.

Students accepted into the National Junior Honor Society are expected to attend monthly meetings, participate in all fundraising and service projects for the Society, and to maintain an academic average and participation level that enable them to be accepted into the Elizabeth Glies National Junior Honor Society.

When are Inductions?

The National Junior Honor Society Inductions will be held Thursday, March 26, 2020 at 7 p.m. in the Auditorium with a reception to follow.

Where do I go for additional help?

The advisor for Honor Society is Mrs. Beebe. Students who have questions or need help with their applications should see her in Room 139.

Music Department

The Music Department offers a large variety of musical ensembles and activities, for special school and community functions, that rehearse and perform after school and in the evening. Students are chosen for participation in these advanced organizations by teacher recommendation or audition. These co-curricular activities are: chamber orchestra, string quartet, select vocal ensemble, small ensembles, winter guard, select band, and CNS field band.

Student Government

Student Government is a service organization. Some of the purposes of Student Government are to:

1. Promote harmonious student-teacher-administrative relationships
2. Improve school spirit
3. Assist in school management by providing a place for student expression
4. Promote qualities of democratic government
5. Encourage wholesome student activities
6. Foster proper conduct
7. Provide a place for developing leaders
8. Promote the general welfare of the school

Student Government meetings are held bi-weekly. Officers must also attend an additional weekly meeting. Members are expected to set an example in behavior and citizenship. They must maintain an academic grade average no lower than a 75.

Some of the Student Government projects include dances and flower sales. They also sponsor the annual canned goods drive for the Salvation Army and help support the education of a student in Africa. The members listen to the many student suggestions and present many of them to the administration for consideration. They are dedicated to making North Syracuse Junior High School the best possible.
School Regulations

Alcohol and Drug - Administration

A student who is suspected of being under the influence of drugs or alcohol will be sent to the Principal immediately.

The Principal or Dean will contact the student's parents to explain the function and services of the Student Assistance Program and urge the parents to meet with the Student Assistance Counselor.

The student's parents will have the option of selecting the Student Assistance Program or an outside agency/resource at this time. The student will be released to a parent or guardian for the remainder of the day.

If the behavior continues and the parents have not involved the student in an outside agency/resource, the Principal will then mandate in-school suspension and a referral to the Student Assistance Program will be initiated.

Any student who is apprehended on school district property with drugs or alcohol in his/her possession will be disciplined as follows:

1. If the drug has been prescribed by a doctor for the student's consumption during school hours and is in a properly labeled container, the medication must be placed in the Health Office and the School Nurse will administer it to the student after receiving the physician's note and parental permission. The parent(s) or guardian(s) will be notified of this incident and told that any future violations of this sort will result in severe disciplinary action.

2. If the student is found to have over-the-counter or mail order drugs in his/her possession on school district property, the parent(s) or guardian(s) will be notified of this incident and the student will be immediately suspended for five (5) days.

If the student is found to have over-the-counter or mail order drugs in his/her possession on school district property, he/she:

(a) will be suspended immediately for five (5) days

(b) will have his/her parent(s) or guardian(s) called to come to school immediately and remove him/her from school.

(c) prior to the end of the five (5) days suspension period must attend a formal suspension hearing with his/her parent(s) or guardian(s).

(d) will be given six (6) months from the date of the Formal Suspension Hearing to successfully complete a district-approved drug intervention program.

Upon written notification of program completion from the agency, the initial infraction will be deleted from the student's school record but noted for future reference in the District Office. This opportunity will be offered only once, and only during the six (6) month period following the administrative review meeting.

If the student is apprehended on school district property at any time during his/her school career for possession of over-the-counter or mail order drugs, the Building Principal will recommend formal suspension to the Superintendent.

If a student is insubordinate while being questioned concerning a possible violation of this policy, such act of insubordination will receive the same disciplinary action as provided for the possession of drugs. The superintendent will formally suspend that student as follows:

a) If the student is 16 years of age or older, the suspension will be for an indefinite period of time.

b) If the student is under 16 years of age, he/she will be immediately removed from formal classroom instruction in the home school for the rest of the school year and be assigned to the formal suspension class at a non-school location. The student will be allowed to return to school in September unless he/she has reached the age of 16 during the formal suspension period. At the age of 16, the formal suspension becomes indefinite.

c) A student, under 16 years of age, who returns to school in September after being formally suspended for drug possession, will be formally suspended under the conditions stated in "1" or "2" if he/she is apprehended again on school property with over-the-counter or mail order drugs.
Definitions of Terms Connected To Drugs

Drugs
In general terms, a drug is any substance, including alcohol, that alters body function. Specifically, for the purpose of this policy, a "drug" will refer to any substance that has a potential for abuse because of its psychological mind-altering capability.

Sell
Means to sell, exchange, give or dispose of to another, or to agree to do the same.

Drug Abuse
Considered to be un-prescribed, unsupervised use of legal drugs** in a manner or amount not intended, and the use in any way of an illegal drug.

School District Property
Any property which is owned, operated or supervised by the school district or its personnel.

In Possession
Means the person has the substance on one's self, in his/her clothing, in an assigned locker or in a vehicle operated by the individual.

3. If the student is found to have alcohol beverages, illegal drugs and/or prescription drugs not in a properly labeled container in his/her possession on school district property, he/she:
   a) Will be immediately suspended from school for five days.
   b) Will have his/her parent(s) or guardian called to come to school immediately and remove him/her from school.
   c) Will be reported to the appropriate law enforcement agency.
   d) Prior to the end of the five days suspension period he/she must attend an informal Superintendent's hearing with his/her parent(s) or guardian.
   e) Will be given six (6) months from the date of the informal hearing to successfully complete an approved alcohol or drug intervention program. Upon written notification of program completion from the agency, the initial infraction will be deleted from the student's school record but noted for future reference in the District Office. This opportunity will be offered only once and only during the six month period following the informal hearing.

4. If the student is suspended a second time on school district property at any time during his/her school career for possession of an alcoholic substance or drugs, regardless of which substance was possessed during the first apprehension, the Building Principal will recommend formal suspension to the superintendent. If a student is insubordinate while being questioned concerning a possible violation of this policy, such act of insubordination will receive the same disciplinary action as provided for the possession of drugs or alcohol. The Superintendent will formally suspend that student as follows:
   a) If the student is 16 years of age or older, the suspension will be for an indefinite period of time.
   b) If the student is under 16 years of age, he/she will be immediately removed from formal classroom instruction in the home school for the rest of the school year and be assigned to the formal suspension class at a non-school location. The student will be allowed to return to school in September unless he/she has reached the age of 16 during the formal suspension period. At the age of 16, the formal suspension becomes indefinite.
   c) A student under 16 years of age, who returns to school in September after being formally suspended for alcohol or drug possession will be formally suspended under the conditions stated in "a" or "b" if he/she is apprehended again on school district property with alcohol or drugs.

** As defined by State Law

Back Packs, Bags, Purses
All backpacks and sport bags are to be placed in lockers upon arrival into the building. No backpacks or bags are to be carried during the school day. If a book, folder or notebook can fit into a backpack, bag or purse then the bag needs to be put into your locker.
**Bomb Scares**

The North Syracuse Central School District is entrusted with the health and welfare of all students in our school. With this in mind, all bomb scares 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.

**Bus Transportation**

Disruptive and/or reckless behavior cannot be tolerated on a school bus. The driver will deal with initial incidents of disruptive behavior with a parent notification letter. Students who are repeatedly disruptive or behave recklessly on the bus will be referred to the appropriate administrator for disciplinary action.

**Bus Discipline**

First Referral: Student conference held with the Dean or Associate Principal. Some form of disciplinary action may be taken depending on the situation.

Second Referral: 1 to 3 day suspension from bus transportation, parents contacted. If warranted, Detention, ISS, or EDS will be assigned.

Third Referral: 5 day to indefinite suspension from bus transportation, parents contacted.

Fourth Referral: Indefinite suspension from bus transportation, parents contacted.

**Electronic Equipment and Cell Phones on Buses**

Students may not use prohibited electronic devices (Including but not limited to cell phones, pagers, beepers, etc.) in school or on a school bus.

(B.O.E. Policy 8411.1 & 5311.1)

**Smoking on the Bus**

First Offense: 3 days out of school suspension

Second Offense: 5 days out of school suspension and Administrative Review Meeting

**To Ride or Not to Ride**

If a student normally does not ride the bus and the situation changes, causing the student to have to ride the bus, a note must be brought to the Main Office by 9 a.m. for a pass to allow the student to take the bus. The student will need to pick up the pass at the end of the day. Sudden and/or emergency situations will be dealt with through the Main Office. If a student leaves the school grounds at the end of the school day he/she will not be allowed to ride a bus.

**Cafeteria / Lunch Room Program**

Students will be assigned to lunch during the 3rd or 7th block. The Cafeteria, besides being a lunch room, is also a place where good human relations should be developed, in order to make the lunch period as safe, pleasant and relaxed as possible, each student is expected to practice the following rules:

1. Observe good dining room standards at the table and sit at the seats that you have selected and were recorded by the monitor.
2. Leave the table and the surrounding area clean and orderly.
3. Put trash in the proper containers.
4. Do NOT leave the Cafeteria while eating or carrying food.
5. Dispose of ALL trash in your area. The student nearest to a mess will be required dispose of it.
6. No arm wrestling, horseplay, "mooching" money, or card games are allowed.
7. Use of cell phones, Airpods, headphones or other electronic devices in the cafeteria is NOT permitted.
8. Twelve students to a table.
9. No line cutting or loitering around the doors.
10. Remain seated during the last ten minutes.

Penalties for violating the above rules include:

1. Assigned lunchroom and/or seat
2. Dean referral
3. Other
Lunch Room Activity Program

Dependent on appropriate student behavior, we will continue our lunch room activity program throughout the school year. After the first ten minutes of each lunch period, students will be allowed to move to designated recreation areas (outside or in a gymnasium) for lunchtime activities (e.g. basketball).

Students who are out of Physical Education classes are also not allowed to participate in the lunch recreation program.

Recreation Rules

1. Students should not line up for the Recreation Area until two (2) minutes prior to the time.
2. Students are not allowed to bring food or beverages in the Recreation Area.
3. Sneakers are required for active participation.
4. Students are not allowed to hang on rims or backboards.
5. Basketball games are limited by points or time when other students also want to play.
6. Students must stay in the assigned Recreation Area for the entire period.
7. Students who break the rules in the Recreation Area will be warned and then may be removed from recreation for the day, week, month, or longer.

Breakfast Program

Each school morning a breakfast program is available to students at NSJH. In order to participate, students must have permission indicated by a breakfast stamp. Participation in this program is contingent upon student behavior. Breakfast hours run from 7:00 – 7:25 a.m.

Candy Sales

Candy sales related to school programs must have the approval of the Building Principal.

Card Playing/Dice games

Card playing/dice games are not permissible anywhere in the building.

Cheating On Examinations

Students are expected to be honest in test situations. Definite cases of dishonesty on regular or final examinations will be treated as fraud. Students will receive a "zero" in definite cases of cheating on examinations. Attention is called to Section 225 of the Education Law, which makes fraud in an examination a misdemeanor (Regents exam).

Dances and Guests

Regular school dances will be conducted from 7:00 p.m. to 9:30 p.m. All such dances are closed dances, open only to North Syracuse Junior High School students. Students will not be admitted after 8:00 p.m.

In general, students are expected to conduct themselves in a socially acceptable manner. Students who give the impression that they have been drinking, who may be under the influence of an illegal substance, or who are not properly dressed shall not be permitted to attend a dance.

Students who engage in a public display of affection will be subjected to the normal discipline procedure.

Any student found to be in possession of or under the influence of any drugs and/or alcohol will be suspended from ALL future dances this academic year inclusive of the 9th Grade Dance in June. Additionally, any student on homebound instruction is not to be on school property at any time and cannot attend school dances.

Dangerous or Unsafe Items

Inappropriate chains or jewelry are not permissible in the building. They will be confiscated and dealt with according to the "Electronic Equipment and Games" procedures.

Display of Affection

Kissing, hugging, walking with arms about one another, and other such forms of behavior have no place in school. They are in poor taste here, as in any public place.
Teachers have been directed to report the names of students who continuously ignore the above rule to their respective deans. The Deans will impose discipline ranging from: warning, Detention, parent notification, ISS, EDS, OSS.

**Disruption of Quizzes, Tests and Final Examinations**

Students must remain completely quiet in all such test situations through the termination of the test or examination. Violators will receive a "zero" grade on the quiz, test, or examination, which is to be entered in the teacher's class book.

**Electronic Equipment and Cell Phones**

Due to the potential disturbance to the educational process and other students and teachers, as well as safety concerns, electronic devices and listening devices must be turned off and not in use upon entrance to the building (This includes during the morning breakfast program). Cell phones and other electronic devices must be placed in lockers during the school day (7:30 a.m. – 2:00 p.m.). If a cell phone or electronic device is seen between 7:30 a.m. – 2:00 p.m. students will be subject to progressive disciplinary consequences. Electronic devices include cell phones, Airpods, earbuds, etc.

**Fighting / Student Conflicts**

Physical confrontations (fighting) will not be tolerated at the Junior High School. Students involved in a fight will be assigned a minimum of five (5) days out of school suspension and a formal hearing may be held at the discretion of the Building Principal.

**Food and Water Bottle Policy**

For cleanliness and health reasons, eating is not permitted outside of designated areas. In accordance with nutritional guidelines, students are permitted to maintain hydration during the school day. Approved containers are limited to plastic water bottles/containers. The use of water bottles for hydration is restricted to the cafeteria unless a student is given permission within a specific classroom by the teacher. Possessing open beverage containers with anything other than plain water is not permitted in the halls. All containers are subject to inspection and/or confiscation in order to monitor this policy. Students may not take food or water into other areas of the building without teacher permission.

**Hair Equipment**

Curling irons, hair sprays, or hair dryers of any kind will not be allowed in school. From past experiences these items have disrupted classes and study halls, have been stolen from students, and represent a very real possible hazard to any student using or standing near a working unit.

First Offense: Confiscation of the equipment by the Dean or Teacher. The equipment will be returned at the end of the day.

Second Offense: Insubordination policy will be followed. Confiscation of the equipment by the Dean. The equipment will be returned only to the parent.

**Late To Class**

Teachers will contact parents and keep the student for teacher detention before referring to the Dean. Chronic lateness is defined as a student who has been late to class three times. Teachers will take the first steps in dealing with lateness to class, by contacting parents and keeping the student for teacher detention. If the problem persists, teachers may refer students to the Dean who will then use the step procedure.

**Late to Lunch**

Each class period begins at the time indicated on the Time and Period Schedule printed in this planner.

Consequences for being late to lunch range from: warning, student held from lunch 5 minutes, disciplinary referral.

**Leaving Building at End of the School Day**

Regular school hours end at 2:00 p.m. Students who are staying after school should report to their location upon dismissal by 2:05 p.m. Students leaving for the day must exit the building by 2:05 p.m.

Students who leave the building at the end of the school day without permission will not be allowed back into the school building. However students will be allowed to go home and return to school at 3:00 p.m. for extra-curricular activities.

Students who leave the school grounds unsupervised at the end of the school day will not be allowed to take district provided transportation.
T.V. Studio/Announcements

Announcements to the student body will be made using the T.V. studio at the beginning of the homeroom block. Teachers/coaches wishing to have a general announcement made should electronically submit the announcement on an Announcement Form via the building website by 2:00 p.m. the day before it is to be made. Announcements will be made at 1:57 p.m. only if necessary.

Pass Procedures

Students allowed to leave structured Study Halls or classes are to carry a privilege pass (in student planner) signed by the teacher in charge. All students are to return to that teacher prior to the end of the block with the pass signed by the teacher to whom the student has been sent. Passes will not be issued the last 10 minutes of the block.

Student Passes - Pre-signed passes (in student planner) must be obtained by a student before entering the room from which one wishes to be excused. Pre-signed passes should only be secured from a student's class teacher. A pre-signed pass is to be a request to be excused; it is not a pass to leave until signed by the granting teacher.

In the event that a student needs to telephone a parent, passes (in student planner) may be given to the Deans’ Office only, where the call will be placed for the student.

National Junior Honor Society pass - Members of the National Junior Honor Society may use their personalized National Junior Honor Society I.D. cards as passes. If a member misuses the pass, the teacher is to take the pass and refer the incident to that student's Dean. The I.D. card and the privilege of using it as a pass will be revoked at that time.

Library Passes — During study hall and lunch periods, students are encouraged to use the Library. Students may obtain a pre-signed pass (in student planner) from one of their subject area teachers or from their study hall teacher. To use the Library during lunch, students may obtain a pass from the hall monitor. Students are limited to using the Library to one block per day.

Late Bus Passes — Are required and must be secured from the staff member with whom the student remains after school. That teacher or administrator must sign them.

Locker Passes — Students are expected to have all required materials with them when they enter class. Students are to be excused from class settings on an emergency basis only and then only on a pass (in student planner).

Early Dismissal Passes — All students who leave the building before 2:00 p.m. must carry an early dismissal pass and must show it to any staff member who requests it.

Students are not to be excused for lunch outside the building, even with parental permission.

Parent Notification Regarding Student Images

During the school year, your son or daughter may have the opportunity to have his/her 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) and school work 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 their programming, i.e., backup and their news stories.

If you DO NOT want your child’s picture 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.

Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

A. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work,
B. Parts of the work were taken from another source without reference to the original author,
C. The whole work (e.g., an essay) is copied or downloaded from another source, and/or,
D. A student submits or presents work in one course which has also been submitted in another course (although it may be completely original with the student) without the knowledge of prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious offense. (From Red Hook School District Student Handbook)
World Languages – Translating Aids

In accordance with New York State’s Checkpoints as well as the North Syracuse Central School District’s Standards and Benchmarks, students are expected to communicate in World Languages without translating aids.

The following are considered translating aids:

- computer websites
- computer programs
- translators
- persons who speak the World Languages (native speakers)
- paper dictionary (excessive use)

The use of any of the above to complete assignments given to students at North Syracuse Junior High School defeats the goals outlined by the New York State Syllabus and North Syracuse Central School District’s Standards and Benchmarks.

Students who violate the intent of the goals described above by using translating aids will receive a grade of “0” for the assignment. In addition, multiple offenses will be reported to the Dean on a discipline referral citing insubordination and cheating.

School Sponsored Events - Discipline Guidelines

Any student who appears to be under the influence of drugs and/or alcohol or who is disruptive during school-sponsored events, either at home or an away site, will be disciplined as follows:

1. Asked to leave event and school property.
2. If the student becomes abusive and/or disruptive after being asked to leave, the student will be suspended immediately for 1 - 3 days. In addition, students who are suspended for this reason will be prohibited from attending school-sponsored events taking place within the next thirty (30) days. Students found in attendance at a school-sponsored event during the time they are prohibited from attending will have their prohibition extended to a minimum of ninety (90) school days.
3. The parent/guardian will be notified of the incident and told that further violations of this sort will result in further disciplinary action.

Smoking or Possession of E-cigarettes, Tobacco or Tobacco Products.

No student will be allowed to smoke or have possession of e-cigarettes, tobacco or tobacco products on school property. Smoking (e-cigarettes) in the building or on school property will result in consequences ranging from: a minimum three to five day out of school suspension, Administrative Review Meeting.

Any student turned into the Dean's Office and found to have lighters, cigarettes, e-cigarettes (vapor pens), cigars, pipe, or smokeless tobacco will have it confiscated and not returned and a discipline will be assigned.

Socializing In Corridors

The free passage of students and staff through the corridors and on the stairwells is a priority consideration. Students are not allowed to sit on the floor before homeroom, during blocks, or between blocks. Loitering on landings and stairs is a safety hazard and is not permitted at any time! Public displays of affection are not appropriate in school. Students engaging in such activities are subject to the progressive discipline process.

Student Searches

The purpose of these guidelines is to insure the rights of students, protect the district and its employees from civil rights violation liability and to maintain the health, safety and welfare of all students. Lockers and textbooks are considered to be the property of the school district.

1. Where students have been informed in advance that lockers are subject to search, such searches may be made for safety (bomb threat), administrative (rotting food) or disciplinary (illicit materials) reasons. Two persons should conduct the search with an inventory being recorded.
2. Illicit materials being observed in the open should be reported to the Principal and appropriate disciplinary measures instituted.
3. Possession of unobserved illicit materials must be supported by "reasonable suspicion" that a particular person possesses such materials.
Such suspicion may be based upon such facts as: an identifiable bulge under clothing, such as a knife, gun or pipe; unauthorized presence in an area known for drug trafficking; suspicious actions by a suspected student; confirmation by a credible informant of the specific location of such material, previous incidents involving a suspected student, characteristic odors on or about a student.

4. Prior to a search, the Principal must ascertain that reasonable suspicion is supported by facts and related to a specific student. No sweeping searches are permitted.

5. An attempt will be made to contact the suspected student’s parents who will be requested to immediately appear at the Principal's office. The school authorities will continue to conduct their investigation.

6. The suspected student should be confronted by the Principal in the presence of another Administrator or Teacher, preferably the person with supporting facts, and the parent(s), if possible.

Technology Guidelines

Classroom Issues

Computer/Technology issues which are not violations of the district AIUP - Acceptable Internet Use Policy and are not actions that could cause damage to the computer itself or to the network (i.e. disregarding classroom rules about computer use) will be dealt with by the individual classroom teachers with a warning and/or parent notification and/or teacher assigned detention. Repeat offenses of this type would then follow the step process for classroom infractions through the deans' referral system. The Dean or an Administrator may decide to take the Student's Computer Use Pass (and therefore suspend his/her privileges) for repeat classroom infractions of this type.

District Policy/Computer Use Issues

Computer/technology issues, which are violations of the AIUP and/or appropriate student use of computers will be dealt with according to the step process detailed below.

These infractions include, but are not limited to:

- downloading of any files or installing any programs to the U or C drives;
- downloading of inappropriate, non-educational, or pornographic material or games to any drive;
- changing or altering any settings, files, or profiles on desktops or within the computer or NT system;
- inappropriate use of the Internet such as: playing games, using chat rooms, or ordering any items:
- use of anyone else's or sharing of one's, "computer use page" or password:
- use of any email program (until trained by District staff);
- and violations of Federal, State, Local law, rules or regulations or District Policy.

Infractions which are already delineated (such as: theft, forgery, plagiarism, vandalism) will be dealt with according to the stated procedure. In addition to those consequences, there would be a suspension of computer privileges assigned by administration in line with the step process, detailed below.

Discipline Referrals

Consequences range from: Suspension of computer privileges, along with a warning, DT, ISS, a minimum of 1-5 days OSS, Administrative Review Hearing, or Formal Hearing

Toys

For a variety of reasons, including disturbance to classes, other students and staff, as well as damage to or theft of the item, students will bring no toys of any type to school. This includes but is not limited to items such as squirt guns, hacky-sacs, dice, balloons, stuffed animals, etc. These items will be confiscated and not returned.

Vandalism

All students should be aware that if they are found to have vandalized school buses, school equipment, school fixtures, school property or someone's personal property, they are subject to arrest, suspension from school, and making restitution for damage or loss. The District Billing Office will bill students. This includes defacing desk tops, tables, walls, floor covering or other surfaces with instruments or footwear. Students involved with unauthorized use of or misuse of computer equipment will be denied access to computer equipment in the building. These students will be subject to school disciplinary and/or legal actions. All staff members have the responsibility of reporting any damage or vandalism to the nearest Administrative Office immediately upon recovery. The names of the persons involved along with the conditions under which the event took place should be included in the report.
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.

Visitors

All visitors are to report to the Security Desk, sign-in and receive a visitor’s pass, upon entering the building. As a general rule, visitors are not permitted to visit the school as guests or friends of students. Under unusual circumstances, the Principal may 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.

Visitors to School Buildings Guidelines and Procedures

All buildings in the North Syracuse Central School District have an open door philosophy and encourage the visitation of all residents of the district, subject to the following procedures:

1. All visitors who drive to North Syracuse Junior High School must park in the parking lot on the East side of the building.
2. Parents may request a visit to their child's classroom(s) through the Building Principal. The purpose of the visit will be established at that time. The date and time of the visit shall be mutually agreed upon directly between parent and teacher. The Building Principal shall be notified, in advance, of the arrangements, which have been agreed upon for the visit.
3. Teachers may request a parent to visit the classroom by directly contacting the parent and establishing a mutually agreed upon date and time. The Building Principal shall be notified of the visit, in advance.
4. Parental visitations shall be limited to those situations which involve neither the placement or change of placement of a child into, or from, a specific classroom, nor any manner of evaluation of members of the District's classroom teaching staff.
5. Visitations by other than parents shall be arranged directly between the Building Principal and the individuals requesting the visit. The purpose of the visit shall be made clear in order for appropriate arrangements and scheduling to occur.
6. Visitations shall take place in such a way that no disruption of the normal classroom routine shall occur.
7. When a visitor arrives at a particular building, she/he (they) shall initially report to the Main Office.
8. Such visitations shall not be limited to parent conference days or other organized events.

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 for the purpose they are on school property.

Prohibited Conduct

No visitor, either alone or with others, shall:

1. Injure any person or threaten to do so.
2. 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.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. 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.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Violate the traffic laws, parking regulations or other restrictions on vehicles.
8. 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.
9. Smoke a cigarette, cigar, pipe or use chewing or smokeless tobacco in or on school property or at a school function.
10. 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.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Incite others to commit any of the acts prohibited by this policy.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Yearbooks
Presales for yearbooks will begin around September 15th and run until approximately November 15th. Questions about yearbooks should be directed to Ms. Delahunt or Mrs. Walsh.
I. PHILOSOPHY
   It is the belief of the North Syracuse Central School District that once a student becomes a member of an athletic/co-curricular team/group representing the North Syracuse Central School District that the student assumes a major responsibility. The student represents his/her school, his/her coach, his/her family and himself/herself. The student is expected to maintain the high standards, which are accepted along with the opportunity to represent the school.

II. POLICY
   All students must follow the Athletic/Co-Curricular Code of Conduct, beginning the first day of the first practice/meeting in the specific sport or activity. No student will participate or practice until ALL paperwork is complete (permission slip, physical examination, Athletic/Co-Curricular Code of Conduct). These rules and regulations are in effect for all students participating on any athletic team or co-curricular activity that represents the North Syracuse Central School District.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES
1.0 ATTENDANCE
   All students are required to attend school and classes regularly. All students must be enrolled in a minimum of five (5) subjects, including physical education.

   Rule:
   All students who expect to play in a scheduled game, practice or, activity/event must be signed into school no later than 30-minutes after the official start of the school day and attend a full schedule of classes on the day of, or in the case of a weekend game, or activity the day before the event. (In case of physical education, student athletes must dress and participate.)

   Excused Absences
   Medical reasons:
   Sick
   Attendance at Health Center*
   Dental/Orthodontic Appointment*
   Doctor Appointment*
   Counseling*
   Injury
   Quarantine*
   Surgery*
   Hospital*

   Family Related reasons:
   Emergency in family
   Attending funeral
   Religious observance
   Death in family
   Military obligations*

   Other:
   College visit*
   Incarcerated*
   Attending funeral
   Social Service visit*

   *This Excused Absence section is intended only to provide examples of excuses which, for purposes of this Athletic/Co-Curricular Code of Conduct, are sufficient to permit a student to participate in a scheduled event despite missing class on the day of the event.

   Penalty
   Failure to comply with this attendance rule will result in the student not being able to participate in the practice/meeting, game, or event of that day. In the case of a Friday or day before a holiday, the penalty will be imposed the next practice or event.

2.0 PARTICIPATION EXPECTATIONS
   It should be understood that the North Syracuse Central School District believes that representing the school is a privilege and not a right. We expect students to be willing to meet a higher standard of character and behavior.
Rule:

1. Students are required to travel on the school bus to and from athletic and co-curricular events, as long as a school bus is provided. Only under verifiable circumstances will a student be allowed to leave an event with only his/her parent/guardian (i.e., family medical emergency, funeral/wake, wedding). When leaving an event with a legal excuse, the parent/guardian must personally provide the coach/advisor with a signed note at the time of departure.
2. No student will use or smoke tobacco at any time during the athletic/co-curricular season.
3. No student will drink alcoholic beverages at any time during the athletic/co-curricular season.
4. No hosting or remaining at parties where illegal distribution of alcohol, drugs or other performance enhancing substances are present and/or used.
5. No student will use, take, ingest, swallow, rub or massage into the skin, or otherwise use any substance whose known or unknown quality is to, according to advertisements, supposedly enhance body size, strength or performance, at any time before, during or after any athletic/co-curricular season. These substances include, but may not be limited to anabolic steroids, “steroids”, “roids”, amino acids, human growth hormones, etc., except as prescribed by a physician to treat an illness or condition.
6. No student will use non-prescription drugs or medicine of any kind for reasons other than medicine for an ailment or illness at any time or place during the athletic/co-curricular season.
7. No student will be in possession of or distribute tobacco products, alcoholic beverages or any illegal drugs at any time during the athletic/co-curricular season.
8. No student will engage in indecent exposure at any time during the athletic/co-curricular season.
9. No student will engage in any illegal activity.
10. No student will commit offenses on or off school property which involves police or court actions. Due to the severity of this type of allegation the student(s) involved will have “rule infraction” applied from the date the allegation is known to school personnel.

Consequences for violations range from immediate dismissal from the program for that athletic season or for the balance of the co-curricular trimester, attendance of mandatory drug/alcohol counseling for a minimum of four (4) sessions with the student assistance counselor for any drug or alcohol violation, total prohibition for a minimum of one calendar year from all athletic/co-curricular activity/teams commencing on the date of the infraction.

The trimesters will be as follows:

1st - August 15 – November 20 (95)
2nd - November 21 – March 1 (89)
3rd - March 2 – June 1 (91)

Additionally – If any infraction occurs that is not specifically covered under these rules and regulations and a coach/advisor believes it warrants punishment, a committee comprised of the coach/advisor, director and a building administrator shall meet to determine the nature of the punishment.

3.0 SCHOLASTIC ELIGIBILITY

It is recognized that one of the fundamental reasons for a student’s attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

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 of all students.

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.

Criteria for Eligibility:

For participation in interscholastic, co-curricular activities, and clubs, an overall average of 70% must be reached in the previous quarter, with not more than one failing course. For participation in interscholastic, co-curricular activities, and clubs, an overall average of 70% must be reached in the previous quarter, with not more than one
failing course. Throughout the school year, eligibility will be determined quarter by quarter, not by final average grade. For example, eligibility for all fall activities will be determined by the previous year’s fourth quarter grades (in June); eligibility for winter activities will be determined by the first quarter grades (in November); eligibility for spring activities will be determined by the second quarter grades (in February). Summer school grades will not be considered. Students must meet the eligibility criteria in order to participate in a seasonal 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.

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.

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.

Coaches and advisors will be notified of students' interim cautionary reports at 5, 15, 25, and 35 weeks and, students' quarterly report card grades. Academic support is available for all students. It is the student’s responsibility to seek extra help.

There are no provisions for limited eligibility.

4.0 EQUIPMENT LOSS

Any loss of equipment, or locker damage must be paid for at the end of each activity season. Failure to pay by the end of the activity season will result in the student not being able to go out for another activity. Failure to pay by the end of the school year will result in the student’s ineligibility for future activities.

5.0 CHANGING SPORTS/ACTIVITIES

A student may change sports or co-curricular activity during the same season after a conference and approval of the two coaches/advisors involved and cleared with the Director/Principal.

6.0 ADDITIONAL GUIDELINES

6.1 CURFEW

Each coach or advisor may establish his/her own curfew and conditions. Such conditions must be approved by the appropriate Director prior to dispensing these conditions to the student.

Penalty - One (1) game/activity suspension.

6.2 CONTRACTS

In addition to any of the preceding information, a coach/advisor may add additional rules that are pertinent to a particular activity. These "extra rules" will be dealt with by the coach/advisor via a contract system. These extra rules must be approved by the appropriate Director or building administrator before they are given to the students. Rules must meet and be within District Policy.

6.3 PHYSICALS

Each student who wishes to participate in an interscholastic or athletic team or selected co-curricular activity must have a physical examination performed by a Primary Care Provider once each school year and return the properly completed and signed Physical Form to the Health Office. If a student is absent due to illness or injury for five (5) or more consecutive days, he/she must be given, and pass, another “school physical” in order to return to competition. (Co-curricular, Winter guard, Color Guard, Marching Bands, Dance Ensemble).

6.4 INSURANCE/PERMISSION

Students will only be allowed to participate when the advisor/coach has a properly signed permission slip.
*NOTE: The North Syracuse Central School District will provide limited secondary student/athletic medical insurance for each athlete.

6.5 MEMBERSHIP IN LOCAL CHAPTERS OF NATIONAL ORGANIZATIONS

Local chapters of national organizations may have more stringent requirements and standards of expected behavior. Failure to comply with these requirements may result in additional penalties and/or dismissal from the organization.

7.0 STUDENT HEARING PROCESS

The Athletic or Co-Curricular Director shall review the coach’s/advisor’s recommendation or in consultation with the principal (or designee) and will make the final decision on suspensions.

The student shall be given the opportunity to present his/her explanation to the appropriate Director (or designee), School Principal (or designee) and a Varsity Head Coach or Advisor that would not coach or advise the student. The hearing must be requested in writing within five (5) school days of the start of the suspension.

8.0 DISTRIBUTION OF THIS POLICY

All students will be provided a copy of these rules and they and their parents must sign an appropriate consent form that they understand and will follow these rules before they will be allowed to practice, participate or play.

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction, and guidelines to the appropriate administrators.

Comprehensive Attendance - 5100.1 (effective 6/18/18, next review 6/2021)

I. PHILOSOPHY

The North Syracuse Board of Education shares these common beliefs:

1. Regular class attendance is one of the most important aspects of a student’s educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The interaction between students and teachers in the classroom is an integral component of learning.
4. There is a strong correlation between consistent class attendance, parental involvement and academic success.

These beliefs support the need for daily attendance and are the basis for the comprehensive attendance policy.

The Board of Education recognizes its responsibility to maintain adequate attendance records on each of its pupils and to be able to keep track of pupils throughout the school day. Additionally, the Board of Education has the obligation to be able to notify parents where their enrolled children are throughout the school day.

The Board of Education directs the administration to identify patterns of behavior that may require school/parental attention. Furthermore, the Board of Education affirms positive student attendance as critical to maximizing the achievement of academic standards.

The North Syracuse Board of Education is responsible for the establishment and enforcement of a uniform attendance policy.

II. POLICY

The Board of Education adopts this comprehensive attendance policy in order to promote greater student attendance, to maintain detailed data regarding student attendance and absences, and to assure accuracy in accounting for all students at all times.
III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent or his/her designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the responsibility for enforcing this policy by communicating it to all relevant administrators, and by providing necessary guidelines and instructions to the appropriate personnel.

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Homework – 4730  
(effective 7/2017, next review 5/2020)

I. PHILOSOPHY

The Board of Education supports the use of homework as an extension of instructional activities initiated in the classroom.

II. POLICY

Homework is an important component of the learning process, designed as a reinforcement activity to confirm prior learning and build student confidence. Homework is also a means of communicating learning content and formatively assessing student understanding.

III. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

IV. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

V. REVIEW

This policy terminates three years after acceptance, unless reapproved by the Board of Education. A yearly review of relevant legal implications will be conducted.

VI. LEGAL REFERENCES

N.Y.S. Education Law, Article 55, Sec. 2801  
See Matter of Franz, 55 AD 2nd. 424; Matter of Thomas H., 78 Misc. 2nd 412; Matter of Baum, 61 AD 2nd 124:  
New York Supreme Court cases dealing with homework.  
Commissioner's Regulation No. 175.5; see Matter of Clark, Dec. No. 0786  
N.Y.S. Education Law, Sec. 3023

GUIDELINES AND PROCEDURES FOR IMPLEMENTING POLICY 4730 - 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:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Minutes per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>No minimum but home assigned activities should establish good homework habits</td>
</tr>
<tr>
<td>1st – 2nd</td>
<td>10-20 minutes – total for all subjects</td>
</tr>
<tr>
<td>3rd – 4th</td>
<td>30-40 minutes – total for all subjects</td>
</tr>
<tr>
<td>5th – 6th</td>
<td>No more than 15 minutes per period or 20 minutes per block or 1 hour total</td>
</tr>
<tr>
<td>7th – 8th</td>
<td>No more than 20 minutes per class period or 25 minutes per block or 1 ½ hour total</td>
</tr>
<tr>
<td>9th – 12th</td>
<td>No more than 20 minutes per subject or 30 minutes per block or 2 hours total</td>
</tr>
</tbody>
</table>

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.
Sexual and Other Forms of Prohibited Discrimination and Harassment - 5010.2 (effective 5/21/18, next review 5/2021)

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a school environment which is free of discrimination and harassment based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, and any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality educational environment that promotes respect, dignity, and equality. To that end, discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, sexual orientation, and/or disability, and any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

II. 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.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITION

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, or any other characteristic protected by law. Harassing behavior may take many forms, including but not limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
2. submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or
3. such conduct has the purpose or effect of substantially or unreasonably interfering with a student's education or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal education opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he has been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for students to report discrimination or harassment are attached to this policy and are published and distributed annually to students. To the extent that any discriminatory or harassing conduct
which is reported to the District occurs on school grounds and constitutes child sexual abuse, child abuse in an educational setting, or some other crime, it will be reported to local law enforcement agencies in accordance with the law and other District policies.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If a student reporting harassment indicates that he/she feels unsafe at school due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

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Student Conduct and Discipline (K-12) - 5311.1                                           (effective 4/22/19, next review 6/2020)

I. PHILOSOPHY

The Board of Education (the “Board”) 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 North Syracuse Central School District (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” (i.e., conduct that occurs off school property and not at a school function) 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. To this end, the Board adopts this code of conduct.

II. POLICY

The Board establishes a school conduct and student discipline policy which:

1. promotes personal responsibility, accountability, and self-discipline;
2. has clear expectations and consequences for student behavior, which are consistently applied;
3. provides corrective measures to modify inappropriate behavior; and
4. defines the role of the Superintendent, Board members, administrators, staff, parents and students, in a cooperative interrelationship with each of the parties bearing appropriate responsibility.
The Board further establishes student behavioral standards as required by Commissioner’s Regulations:

1. Student Code of Conduct
2. Student Rights and Responsibilities
3. Discipline Code for Student Behavior
4. Disciplinary Actions and Penalties as Consequences of Student Misconduct
5. Alternative Education Program
6. Procedures for Removal of Students from Class
7. Procedures for Disciplining Students with Disabilities

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent and/or his/her designee.

These guidelines have been established in collaboration with input from students, parents, teachers, administrators, support services staff, school safety personnel and community members in accordance with the mandates of the Project SAVES legislation (Education Law 2801(3)).

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the overall responsibility for enforcing this policy by communicating the policy to all relevant parties and by providing necessary guidelines and instructions to all appropriate administrators.

V. REPORTS

All necessary or required forms pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must also be on file in all school buildings as public information.

VII. LEGAL REFERENCES

Commissioner’s Regulations, Sections 100.2(l)(1); 100.2(jj); 100.2(kk); 200.4; 200.16; and 201.11.
Education Law, Sections 3214; 3214(3); 2801(3); 3020(a); 3031; 1709; 1709(3); and 3205
Civil Service Law, Section 75

Article 200 of the Penal Law

Chapter 280 of the Laws of 1986

Drug-Free Schools and Communities Act, 20 U.S.C., Section 1145(g)

Gun-Free Schools Act, 20 U.S.C. Section 7151

Board Policy 5010.1/9010.1 – Personal Privacy Policy

The Dignity for all Students Act, NY Educ Law § 11(7)

NY Educ Law § 15

8 NYCRR § 100.2(kk)

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee ______________________________  ______________
Chairperson       Date

Reviewed and Adopted
by Board of Education ______________________________  ______________
A. Definitions

For purposes of this policy, the following definitions apply.

“Cyberbullying” means harassment or bullying as defined below, where such harassment or bullying occurs through any form of electronic communication.

“Dignity Act Coordinators (DACs)” refers to one or more staff members in each school, appointed by the Board of Education, who are: (i) instructed about the provisions of the District’s Dignity Act, Policy 4201.2, and the Dignity for All Students Act (DASA); (ii) thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender gender, and sex; (iii) provided with training which addresses the social patterns of harassment, bullying and discrimination, including but 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, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or sex; (iv) provided with training in the identification and mitigation of harassment, bullying and discrimination; and (v) provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The following are the names and contact information for the District’s DACs:

Allen Road Elementary     KWS Bear Road Elementary
[David Lunden, 218-2300]    [John Cole, 218-2400]

Cicero Elementary      Lakeshore Road Elementary
[Kathleen Wheeler, 218-2500]    [John Lawrence, 218-2600]

Roxboro Road Elementary    Smith Road Elementary
[Matt Motala, 218-2700]     [Greg Stone, 218-2800]

Gillette Road Middle School    Roxboro Road Middle School
[David Cordone, 218-3000]    [Matt Motala, 218-3300]

North Syracuse Junior High School   Cicero-North Syracuse High School
[Constance Turose, 218-3600]    [Jamie Sullivan, 218-4100]

Main Street Early Education Program
[Dawn Hussein, 218-2200]

*Disability means, for purposes of the definitions of “discrimination” and “harassment and bullying” set forth below, the following:

• A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or

• A record of such an impairment; or

• A condition regarded by others as such an impairment, provided, however, that in all provisions of Article 15 of the New York Executive Law dealing with employment, the term is limited to disabilities which, upon the provision of reasonable
accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, status of being transgender or gender.

“Disruptive Student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Drug Paraphernalia” includes any device or instrument that on its face is used for the production, packaging, distribution, or ingesting of a controlled substance, illegal substance or prohibited substance. This includes but is not limited to vaping devices, pens, e-cigarettes, hash pipes, water pipes, clips, rolling papers, or any other items related to drug use or drug distribution.

“Emotional Harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means, for purposes of the Dignity for All Students Act (“DASA” or “Dignity Act”), any person receiving compensation from a district or employee of a contracted services provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provision of such title for the provision of services to such district, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and includes a person’s gender, self-identified or perceived sex, gender expression, gender identity, and status of being transgender.

“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 physical safety. The foregoing definition includes acts of harassment or bullying that occur: (i) on school property; and/or (ii) at a school function; or (iii) 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, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

“Manifestation Determination” is a meeting to review the relationship between a student’s disability and the behavior subject to disciplinary action. Its purpose is to determine whether the conduct in question was 1) caused by or had a direct and substantial relationship to the student’s disability or 2) the direct result of the school district’s failure to implement the student’s IEP or Section 504 Plan (“504 Plan”). Such determination must be based on a review of all relevant information in the student’s file, including the student’s IEP or 504 Plan, teacher observations, and relevant information provided by the student’s parents.

“Parent” means parent, guardian or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

“School Function” means any school-sponsored extra-curricular event or activity, no matter where such event or activity occurs, including any such event or activity that takes place in another state.
“School Property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Violent Student” means a student who:
1. Commits an act of violence upon a teacher, administrator or other school employee.
2. Commits, while on school district property or at a school function, an act of violence upon another student or any other person lawfully on school district property or at the school function.
3. Possesses, while on school district property or at a school function, a weapon.
4. Displays, while on school district property or at a school function, what appears to be a weapon.
5. Threatens, while on school district property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of a teacher, administrator or any school district employee or any person lawfully on school district property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket 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 could cause physical injury or death.

B. Student Rights and Responsibilities

1. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.

2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

2. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.

2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.

4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

6. Work to develop mechanisms to control their anger.

7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.


10. Accept responsibility for their actions.

11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, or sportsmanship.

12. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

C. Prohibited Student Conduct

The Board of Education (the “Board”) expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

1. Running in hallways.


3. Using language or gestures that are profane, lewd, vulgar or abusive.

4. Obstructing vehicular or pedestrian traffic.

5. Engaging in any willful act which disrupts the normal operation of the school community.

6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District’s Acceptable Use Policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.

2. Lateness for, missing or leaving school without permission.

3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.

2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

4. Displaying what appears to be a weapon.

5. Threatening to use any weapon.

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

7. Intentionally damaging or destroying school district property.

E. Engaging in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:

1. Lying to school personnel.

2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Engaging in acts of harassment, bullying and discrimination.

5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student’s willingness to participate.

6. Selling, using or possessing obscene material.

7. Solicitation for or selling items for non-school organizations.

8. Using vulgar or abusive language, cursing or swearing.

9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.

10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal Substance” include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”


12. Inappropriately using or sharing prescription and over-the-counter drugs.


14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism

2. Cheating

3. Copying
4. Altering records
5. Assisting another student in any of the above actions

D. Student Dress Code

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

A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, belly shirts, schimmel shirts, muscle shirts, rolled down pants (including one pant leg raised), bathing suits, half-shirts, short skirts, exposed underwear, bandanas (anywhere on the body and/or clothing), pajamas, clothing with letters across the rear of the clothes, gang related gear, droopy pants, and any midriff-exposing attire are not appropriate.
3. Ensure that underwear is completely covered with outer clothing. Exposed underwear, male/female, is not permitted.
4. All shorts, skorts, skirts, etc., must extend to at least the students mid-thigh.
5. Include footwear at all times. Flip flops, platform shoes, and clogs have presented safety hazard for students. Students wearing such shoes and their parents/guardians accept responsibility for their safety in the event of injury or personal harm caused by wearing inappropriate footwear.
6. Not include the wearing of hats, bandanas, head scarfs, or headbands in the classroom except for a medical or religious purpose.
7. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or disability.
8. Not promote and/or endorse the use of alcohol, tobacco, electronic cigarettes, weapons, illegal drugs and/or encourage other illegal or violent activities.
9. Jewelry (pendants, vials, etc.) associated with drugs or drug use, chains, spiked jewelry, or clothing and other clothing accessories that pose a potential threat to safety are prohibited.
10. Any clothing and/or accessories deemed disruptive to the educational environment will not be permitted in school.
11. Clothing that causes exposure of student’s stomach, back, or underwear when the student is engaged in everyday activities, such as bending, reaching, sitting, etc., will not be permitted.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

This dress code applies not only to all school instructional programs, but also to all co-curricular, athletic, and extracurricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

E. Student Searches, Seizures and Interrogations

School officials are responsible for maintaining order and discipline at school and at school functions. Towards this end, school officials routinely question students about violations of this code, other school rules and/or the law. School officials also have the legal authority to search students and to seize possessions that violate this code, other school rules and/or the law. The District’s rules regarding these matters are set forth more fully in District Policy No. 5311.7. Students and parents who have questions about the District policies and/or procedures pertaining to Student Searches, Seizures, and Interrogations should review and familiarize themselves with the provisions of Policy No. 5311.7. In addition, students and
parents are urged to take particular notice of the following provision which also appears in the administrative guidelines and procedures for implementing District Policy No. 5311.7:

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.

F. Role of Board, Superintendent, Administrators, Teachers, Support Staff and Parents

1. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the District.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Teach their child self-respect, respect for the law, respect for school property and respect for other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, self-identified or perceived sex, gender expression, gender identity, or status of being transgender.
14. Encourage their child(ren) to report known or suspected incidents of harassment, bullying and/or discrimination involving themselves or another district student.

2. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender self-identified or perceived sex, gender expression, gender identity, and status of being transgender or sex, so as to strengthen each student’s positive self-image and promote learning.
2. Promptly report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.

6. Communicate to students and parents:
   a) Course objectives and requirements
   b) Marking/grading procedures
   c) Assignment deadlines
   d) Expectations for students
   e) Classroom discipline plan

7. Communicate regularly with students, parents and other teachers concerning growth and achievement.

3. Counselors
   1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
   2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
   3. Regularly review with students their educational progress and career plans.
   4. Provide information to assist students with career planning.
   5. Encourage students to benefit from the curriculum and extracurricular programs.
   6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender.
   7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2.

4. Principals
   1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
   2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
   3. Evaluate on a regular basis all instructional programs.
   4. Support the development of and student participation in appropriate extracurricular activities.
   5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
   6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and status of being transgender or gender.
   7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2.

5. Superintendent
   1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
   2. Review with district administrators the policies of the Board and state and federal laws relating to school operations and management.
   3. Inform the Board about educational trends relating to student discipline.
   4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
   5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Board of Education

Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.

G. Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal’s designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made.

The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

H. DASA Complaint Process

1. All school employees must report harassment, bullying and/or discrimination to the principal, superintendent or DAC when reported (orally or in writing) to them or witnessed. Harassment, bullying and/or discrimination that must be reported includes but is not limited to the following examples:

   a. a report regarding the denial of access to school facilities, functions, opportunities or programs including, but not limited to, restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes self-identified or perceived sex, gender expression, gender identity, and status of being transgender), or sex; or

   b. a report regarding application of a dress code, specific grooming or appearance standards that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), or sex; or

   c. a report regarding the use of name(s) and pronoun(s) or the pronunciation of name(s) that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), or sex; or

   d. a report regarding any other form of harassment, bullying and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (self-identified or perceived sex, gender expression, gender identity, and status of being transgender), or sex.

2. It is important that a student who believes he or she has been subjected to discrimination, harassment, bullying, or retaliatory conduct, as well as any individual who is aware of and/or has knowledge of, or witnesses any possible occurrence, immediately report the same to a staff member, administrator, or DAC.

3. The District shall appoint an official to investigate the allegations.

4. If the District determines that a District official, staff member, volunteer, vendor, visitor and/or student has violated the District’s Code of Conduct or a material incident of harassment, bullying, discrimination and/or retaliatory conduct has
occurred, immediate corrective action will be taken as warranted. The District will take prompt action reasonably calculated to end the violation, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such violation was directed.

5. For additional information on DASA reporting requirements, refer to District Policy No. 4201.2.

I. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

1. Penalties

Students who are found to have violated the District's code of conduct or who are found to have engaged in disciplinary infractions, may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning any member of the District staff
2. Written warning bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
3. Written notification to parent bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention teachers, principal, superintendent
5. Suspension from transportation director of transportation, principal, superintendent
6. Suspension from athletic participation coaches, principal, superintendent
7. Suspension from social or extracurricular activities activity director, principal, superintendent
8. Suspension of other privileges principal, superintendent
9. In school suspension principal, superintendent
10. Removal from classroom by teacher teachers, principal
11. Short term (five days or less) suspension from school principal, superintendent, Board of Education
12. Long term (more than five days) suspension from school principal, superintendent, Board of Education
13. Permanent suspension from school superintendent, Board of Education
In addition, as is also set forth in the Article I. of district Policy No. 5311.1, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and/or not at school function) 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 for 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.

2. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with in the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to the parents are entitled to additional rights before the penalty imposed. These additional rights are explained below.

a. Detention

Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

b. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide, for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

c. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extra curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.

d. In school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in “in school suspension.” The in school suspension teacher will be a certified teacher.

A student subjected to an in school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in school suspension to discuss the conduct and the penalty involved.

e. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self control in an alternative setting. Such practices may include, but are not limited to: (1) short term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to
the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other
district staff member for counseling. Time honored classroom management techniques such as these do not constitute
disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a
student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over
the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority
occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly
violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the
class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must
provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version
of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student
from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately.
The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a
chance to present his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student
from class.

The teacher must complete a district established disciplinary removal form and meet with the principal or his or her designee
as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present
the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the
form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal (provided that if such 24-hour period does not end on a school day, it shall be
extended to the corresponding time on the next school day), the principal or another district administrator designated by the
principal must notify the student's parents that the student has been removed from class, and explain why. The principal or
principal's designee also must inform the parents that they and the student have the right, upon request, to meet informally
with the principal or the principal's designee to discuss the reasons for the removal.

The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges. The principal or the principal's designee must explain why the
student was removed and give the student and the student's parents a chance to present the student's version of the relevant
events. The informal meeting must be held within 48 hours of the student's removal, provided that if such 48-hour period
does not end on a school day, it shall be extended to the corresponding time on the second school day next following the
pupil's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one
of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the District's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the
teacher and the close of business on the day following the 48 hour period for the informal conference, if a conference is
requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom
until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational
programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her
class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement.
Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the
principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights
under state or federal law or regulation.
f. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the building administrator that a student be suspended. All staff members must immediately report and refer a violent student to the principal for a violation of the code of conduct. Any building administrator may recommend to the Superintendent that a student be suspended for a longer period of time. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared by the building administrator as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

g. Short term (5 days or less) suspension from school

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the students’ parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery; or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal and the right to question the complaining witness(es) against the student. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may established.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

h. Long term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings
of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

i. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Minimum Periods of Suspension

1. Students who bring a firearm or weapon to school or possessing a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing a firearm or weapon to school or possessing a firearm or weapon at school will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case by case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a firearm or weapon to school or possessing a firearm or weapon at school, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short term suspension. If the proposed penalty exceeds the minimum five day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five day suspension on a case by case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process; or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3 a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short term suspension. If the proposed penalty exceeds the minimum five day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five day suspension on a case by case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one year suspension for possessing a weapon.
4. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The District may obtain a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.

b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

c. Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

5. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

a. Any student under the age of 16 who is found to have brought a weapon or firearm to school, and

b. Any student 14 or 15 years old who is found to have brought a weapon or firearm to school if the student does not qualify for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer any student age 16 and older who is found to have brought a weapon or firearm to school and any student 14 or 15 years old who has been found to have brought a weapon or firearm to school and who qualifies for juvenile offender status, to the appropriate law enforcement authorities.

J. Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

K. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities have certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

A student is presumed to have a disability for disciplinary purposes if, prior to the time the behavior occurred:

1) The student had an IEP or 504 Plan in place;

2) the parent of such student expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, or an oral expression if the parent did not know how to write or had a disability that prevented a written statement;

3) the parent of the student requested an evaluation of the student pursuant to 8 NYCRR 200.4 or 8 NYCRR 200.16; or

4) a teacher of the student, or other personnel of the District, expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the director of special education of the school district or to other supervisory personnel of the school district.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.
1. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An “IAES” means a temporary educational placement for a period of up to 45 school days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A child who is placed in an IAES shall continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP. A student placed in an IAES shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior which precipitated the IAES placement and that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

a. The Board, the district superintendent (BOCES), superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non disabled student would be subject to suspension for the same behavior.

b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non disabled students would be subject to suspension for the same behavior.

c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student:

i. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function. For purposes of this subsection, “serious bodily injury” means “bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.”

ii. carries or possesses a weapon to or at school, on school premises or at a school function; or

iii. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or a school function.

1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930 (g) (w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except [for] a pocket knife with a blade of less than 2 1/2 inches in length."

2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

3) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.
2. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
   a. for more than 10 consecutive school days; or
   b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

   However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances.

3. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The District shall:
   a. Convene a manifestation team to review the relationship between the student's disability and the behavior subject to disciplinary action whenever:
      (i) a decision is made to place a student with a disability in an IAES for misconduct involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances
      (ii) an impartial hearing officer determines that the student with a disability must be placed in an IAES because maintaining the student in his current educational setting poses a risk of harm to the student or others; or
      (iii) a decision is made to impose a suspension that constitutes a disciplinary change in placement on a student with a disability.
   
   b. Where a manifestation team has determined that the conduct subject to the disciplinary action was a manifestation of the student’s disability, conduct a functional behavioral assessment (unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred).
   c. Implement a behavioral intervention plan if one has not already been implemented, or, if a behavioral intervention plan has already been implemented, review the plan and modify it as necessary to address the behavior.
   d. Hold a manifestation determination immediately, if possible, but no later than ten (10) school days after an authorized school authority decides to either place the student in an interim alternative educational setting or impose a suspension that constitutes a disciplinary change of placement.
   e. Implement immediate steps to remedy any deficiencies found in a student’s IEP or 504 Plan or placement, or their implementation identified during the manifestation determination review process.

2. Students with 504 Plans are also entitled to manifestation determinations when a student is subjected to a “significant change in placement.”
   a. A manifestation determination is to be conducted in the same way, regardless of whether the student has an IEP or a 504 Plan.
   b. The manifestation determination team must include individuals who are knowledgeable regarding the student’s disability and the meaning of his/her evaluation results.
3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability and:

1) the parent of the student has not allowed the District to evaluate the student, or
2) the parent has declined special education services; or
3) the District conducted an individual evaluation and determined that the student is not a student with a disability.

c. If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non disabled student who engaged in comparable behaviors.

d. However, if a request for an individual evaluation is made while such non disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension. If as a result of an expedited evaluation, the student is determined to be a student with a disability, the District shall provide special education services student, and the student shall be entitled to all the protections of a student with a disability.

4. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguard notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

a. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non disabled students under the Education Law.

b. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

c. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

d. During a period of suspension or removal that does not constitute a disciplinary change of placement, students with disabilities shall receive alternate instruction on the same basis as nondisabled students.

e. During suspensions or other disciplinary removals for periods in excess of ten school days in a school year that constitute a disciplinary change of placement where a manifestation team has determined that the conduct was not a manifestation of the student’s disability, the student shall be provided with the services that are necessary for the student to continue to participate in the general education curriculum, to progress towards meeting the goals set out in the student’s IEP, and to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The services shall be determined by the CSE.

4. Expedited Due Process Hearings
1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations 8 NYCRR 201.11 incorporated into this code.

a. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

1) During the pending of an expedited due process hearing, or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.

2) If school personnel propose to change the student's placement after expiration of an IAES placement during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall occur within 20 school days of the date the request for a hearing is filed. The impartial hearing officer must mail a written decision to the District and the parents within ten school days after the last hearing date.

5. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

L. Specially Treated Infractions

Disciplinary actions and penalties Pre-K - 4 will be at the discretion of the building administrator and may or may not include the following range of consequences.

M. Disciplinary Actions and Penalties Grades 5-12

Discipline shall be progressive but highly serious infractions may warrant more serious penalties even absent prior discipline. A formal hearing administrative review meeting may be provided for any disciplinary infraction.

Any student who files a false report by making, either verbally or in writing, a bomb threat, threat of fire, and/or causing the evacuation of a school district building or district vehicle due to inappropriate behavior, will be subject to the maximum disciplinary consequence possible in accordance to Education Law 3214 (3) following a Superintendent’s hearing.

Prohibited Behaviors Subject to Disciplinary Penalties

1. Possession/sale/abuse of Drugs & or Alcohol

2. Weapons/Explosives
   a. Possession of a Firearms (Gun-Free Schools Act) (See Board Policy 5312)
   b. Possession/Use/Sale of other weapons, fireworks, BBS, bullets, ordinance, or other dangerous instruments or contraband.
   c. Detonation

3. Possession/Use/Sale of Pepper Spray or Other Chemical Propellants
4. Making a False Alarm Fire/Bomb/Arson, Staff Assault or any physical contact resulting in injury to staff
5. Fighting
6. Student Assault
7. Reckless Endangerment (acts which endanger the safety of self/others)
8. Threatening/Menacing/Harassment/Verbal Abuse
9. Insubordination
10. Academic Misconduct
11. Obscenity to Staff/Disrespect to Staff
12. Sexual Harassment
13. Indecent Exposure
14. Theft/Vandalism/Destruction of School Property
15. Truancy
16. Forgery
17. Use of Obscenity
18. Misuse of Computers/Technology
19. Possession of tobacco, tobacco products electronic cigarettes, or vaping
20. Smoking (inside/outside of building)
21. Disruptive Behavior/Generally Inappropriate Behavior (not covered above)
22. Leaving School Building or Grounds without Permission
23. Cutting Assigned Classes
24. Being Unprepared for Physical Education Class
25. Possession of Drug Paraphernalia
26. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
27. Misuse of Student Planner/ Misuse of Student ID Card

N. Athletic Code of Conduct

In addition to complying with the Student Code of Conduct, all students who participate in any athletic program are required to comply with the standards and behavioral expectations detailed in the Athletic Code of Conduct (Appendix A).

O. Public Conduct -- Regulations Pertaining to the Conduct of Visitors on School Grounds

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

The following rules apply to all visitors to the schools:

A. General Rules/Expectations for Conduct
1. Anyone who is not a regular staff member or student of the school will be considered a visitor.

2. All visitors to the school must report to the reception desk, sign in to the visitors’ register, and present appropriate identification to security staff. A visitor’s identification badge will be issued and must be worn at all times while in the school or on school grounds. Visitors reporting to building destinations other than school offices will be escorted by school personnel. Upon leaving the building, visitors need to sign out in the visitors’ register and return the identification badge.

3. Visitors attending after-school, evening, or weekend school functions that are open to the public, such as concerts or public gatherings, are not required to register.

4. Teachers are expected not to take class time to discuss individual matters with visitors.

5. Any unauthorized person on school property will be reported to the building administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

7. Nothing in this code shall be deemed to give parents or other visitors to the District’s schools a legal right to visit classrooms during instructional time.

B. Prohibited Conduct

No person, either alone or with others, shall:

1. intentionally injure any person or threaten to do so.

2. damage or remove district property.

3. disrupt the orderly conduct of classes, school programs or other school activities.

4. distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, libelous, obstruct the rights of others, or are disruptive to the school program.

5. intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation, disability or other legally protected classification or characteristic.

6. enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

7. obstruct the free movement of any person in any place to which this code applies.

8. violate the traffic laws, parking regulations or other restrictions on vehicles.

9. possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, tobacco products, electronic cigarettes, or be under the influence of such substances on school property or at a school function.

10. possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray while 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.

11. loiter on or about school property.

12. gamble on school property or at school functions, except as authorized by law and in accordance with district policy (e.g. authorized raffles and/or games of chance conducted by charitable organizations during non-school hours).

13. refuse to comply with any lawful order of identifiable district officials performing their duties.

14. willfully incite others to commit any of the acts prohibited by this code.

15. violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. Penalties
Persons who violate this code shall be subject to the following penalties:

1. Visitors’ authorization, if any, to enter or remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to comply, they shall be subject to ejection and arrest.

2. Students shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in this code.

3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a and any other legal rights that they may have.

4. Staff members in the classified service of the Civil Service entitled to the protection of Civil Service Law section 75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 and any other legal rights that they may have.

5. Staff members other than those described above shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

P. Dissemination and Review

1. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Posting the complete code of conduct, including any annual updates and/or amendments to the code, on the District’s internet website.

2. Providing copies of a summary of the code to all students, in an age-appropriate version, written in plain-language, at a general school assembly held at the beginning of each school year.

3. Making copies of the code available to all parents at the beginning of the school year.

4. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.

5. Providing all current teachers and new teachers, upon employment, with a complete copy of the code and a copy of any amendments to the code as soon as practicable after adoption.

6. Making complete copies of the code available for review by students, parents, non-teaching staff, and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code’s provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the District’s response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.
I. PHILOSOPHY

School nurses, principals, and other school personnel are frequently asked to dispense medications to students. Compliance with such requests must follow statutory regulations, as outlined in the Nurse Practice Act, provisions of State Education Law, and the SED Guidelines for Administration of Medications in Schools, April 2002.

The North Syracuse Central School District recognizes that under certain circumstances it may be necessary for a student to receive medication during school hours. The school nurse (RN) may cooperate with the parents to provide such services, only in conjunction with a medical regimen prescribed by a licensed health care provider. The administration of medication in some circumstances may be considered a program adjustment to meet the health needs of the student. Such students, having either chronic or temporary medical impairments, will be able to maintain the continuity of their educational program with this type of modification.

II. POLICY

It is the policy of the North Syracuse Central School District to ensure the health and safety of any student receiving medication administered during the school day by either the Registered Nurse (RN) or Licensed Practical Nurse (LPN), under the direction of the school nurse. Cooperative communication is encouraged between parents, the school nurse and the family licensed health care provider in addressing the student's medication needs.

The RN/LPN, in conjunction with a medical regimen prescribed by a licensed health care provider, will administer medication including prescription and over-the-counter medications only when the following circumstances have been satisfied:

1. A written request from the parent/guardian to administer the medication, as specified by the licensed health care provider, has been submitted.
2. A written licensed health care provider’s statement has been submitted, indicating the name of the prescribed medication, the dosage, the frequency or administration, and the duration.
3. The medication in its original container has been delivered by a parent, guardian or adult designee, to only the school nurse. Prescription medication must have a pharmacy label and over-the-counter medication must be in the original packaging. Medication containers should be labeled with the student’s first and last name.
4. All medication is secured within the locked storage area of the Health Office.
5. Student’s identification has been verified prior to administration of medication.

EMERGENCY INDIVIDUAL HEALTHCARE PLANS will be written and in place for any student requiring potentially life-saving intervention such as epinephrine or glucagon. The RN, parent and student (if age appropriate) will participate in creating and monitoring this plan. It will be maintained by the school nurse and renewed at least annually.

III. EXCEPTIONS TO POLICY

There are times when it will be appropriate and prudent for students who are self-directed to carry and administer their own medication (Form A must be completed by the student’s physician and parent/legal guardian and returned to the Health Office). Whenever possible, medication needed during school hours should be kept in the Health Office. When arrangements need to be made for students to carry medicine for field trips, before/after school activities, or during school, the RN MUST be the one who determines if all criteria are met for this to occur. The School Administrator must notify the nurse early in the process of scheduling off campus events.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her designee.
V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.

VII. EXPIRATION

This policy is to be reviewed triennially, or as recommended by the Director of Athletics and Co-Curricular.

VIII. LEGAL REFERENCES

Education Law, Section 811
Commissioner's Regulations, Section 179
Commissioner's Regulations, Section 137
Public Health Law, Section 3395
Penal Law, Section 220.45
Nurse Practice Act
Education Law, Section 6900
Education Law, Section 6902(1)
SED Guidelines for Administration of Medications in Schools, April 2002

IX. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee ___________________________ __________
Chairperson Date
Reviewed and Approved by Board of Education ___________________________ __________
President Date
Received for Implementation ___________________________ __________
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTATION OF POLICY 5601 - STUDENT MEDICATION

Guidelines:

1. Medications and supplies will be safely stored in a locked cabinet. Access is limited to the nursing staff (RN/LPN). Keys to these supplies will be kept secure as deemed appropriate by the school staff. No medications should be kept in the Health Office during summer months, unless required for summer school students.

2. Controlled substances will be counted in the presence of the adult who delivers them. This will be recorded on the medication sheet by the RN/LPN.

Procedures:

1. The RN will create a medication sheet for each medication to be administered (example attached) when a medication is received by an adult, properly labeled and with written health care provider and parent permission (as per the policy).

2. Medication sheets will be kept in a labeled notebook, daily medications divided into time slots and PRN medications filed alphabetically behind the daily medications.

3. Prior to administration, the RN/LPN will follow standard protocol to insure the right student gets the right medication in the right dose, at the right time by the right route. Whenever possible, attach a current photograph
of the student to the medication sheet to further protect against error.

4. After the medications are administered, the RN/LPN will indicate the date and time on the electronic health record and electronically sign as administering the dose. The student visit should also be recorded and counted.

5. If the student is absent, indicate that on the electronic health record.

6. If the student refuses the medication or if the dose is missed because the student did not report and could not be located, indicate that on the electronic health record and call the parent. If the parent cannot be reached, notify the prescribing health care provider.

7. Completed medication, whether discontinued, expired or full dose received should be so noted on the electronic health record. Summarize information on the cumulative health record.

8. Medication remaining in the Health Office at the close of the school year should be picked up by the parent/guardian. If it is not, it should be discarded as its security cannot be guaranteed when school is out of session. Parents need to be made aware of this procedure by the RN in advance. Controlled substances will be destroyed with a witness. Syringes, needles and other medical sharps will be disposed of in approved containers and turned over to M&O staff for removal.

9. In the event of a medication error, contact the student’s parent and student’s health care provider. Provide any first aid or emergency care required. Then contact the Director of Athletics and Co-curricular Programs.

10. If a student has medication for a potential MEDICAL EMERGENCY (i.e., epi-pen, antihistamine), the RN needs to create an emergency care plan with the student and/or parent and share it with all appropriate staff. The parent should be encouraged to complete a Transportation Department Student Biographical Data Form that will be used to alert bus drivers to the medical condition and the Allergy Action and emergency plan (Allergy Action Plan is attached.)

11. The RN will be responsible to share information regarding student medication with school staff on a need-to-know basis, and in conjunction with the parent’s wishes. (FERPA legislation guides these activities).

12. The self-directed student is entitled to be taught to safely give medication to themselves. This is particularly important for emergency drugs, but can be extended to include other medications such as eye drops, inhalers, ointments and oral preparations. As time and circumstance permit, the RN will provide and document this teaching.

13. During field trips, before/after school activities, and even during the school day when the RN believes it to be a safe and necessary plan, only self-directed students who have written permission (Completed Form A) from their parent and health care provider may be allowed to carry and administer their own medication. This plan must be in place in advance of the field trip or activity, and before the medication can be carried. The student will have written permission from the school nurse in their possession with the medication being carried. Without this plan in place, any student carrying medication of any kind is subject to disciplinary action. Permission to carry and self-administer can be withdrawn by school officials at any time if it is deemed unsafe or unnecessary.

14. The Medical Practice Act and the Nurse Practice Act permit a trained, unlicensed staff member to administer epinephrine in an emergency, to an identified patient (known allergen/carry own medication). School nurses and nurse practitioners are permitted to do this training if requested. (June, 2002 EMSCE)

Acceptable Computer, Internet, E-mail, and Telephone Use Policy – 4201 (effective 6/2017, next review 6/2020)

I. PHILOSOPHY

The Board of Education of the North Syracuse Central School District recognizes that due to technological advances made in the district’s data network used by staff and students, access to devices and accounts, the Internet, E-mail, and telephones has become readily available. Through the use of devices, the Internet, E-mail, and telephones, network users are able to retrieve and share information, and communicate with others. The Internet and E-mail contain some defamatory, inaccurate, abusive, offensive, illegal and/or adult-oriented material. While the North Syracuse Central School District is able and willing to provide staff and student’s access to devices and accounts, the Internet, E-mail, and telephone users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner, as mandated by a clearly defined Acceptable Use Policy. To this end, it is imperative that the North Syracuse Central School District adopt and consistently apply a policy of Acceptable Device, Account, Internet, E-mail, and Telephone Use Policy.
II. POLICY
In order to effectively implement a comprehensive Acceptable Use Policy, all staff and students will be informed of the policy’s guidelines and standard procedures. Furthermore, policy guidelines will be monitored and modified as needed, and include user rights and responsibilities, disciplinary action for inappropriate use and/or actions, parent and student information on the District website. (See Administrative Guidelines for specific details.)

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES
The Superintendent of Schools or his/her designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY
The Superintendent of Schools or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS
All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel involved.

VI. REVIEW
This policy is to be reviewed triennially, or as significant legal decisions become available.

VII. LEGAL REFERENCES

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES FOR ACCEPTABLE COMPUTER, INTERNET, E-MAIL, AND TELEPHONE USE POLICY

A. PURPOSE
1. To define acceptable use standards as “rights and responsibilities” of the individual user of the North Syracuse Central School District Data Network.
2. To confirm that use of the North Syracuse Central School District Data Network will be for educational/instructional purposes only.
3. To confirm that this access is a privilege, not a right, and may be revoked in cases of unacceptable use.

B. RIGHTS
1. Access to the North Syracuse Central School District Internet connection shall not be denied except as decided by the Superintendent of Schools or his/her designee.
2. The privilege to access Devices, Internet, E-mail and telephone includes the right to appropriate training and tools required to effect access.
3. The constitutional concept of freedom of speech applies to all members of the educational community.

C. RESPONSIBILITY
1. It is the responsibility of the North Syracuse Central School District to provide approved users of the district’s Data Network with legally acquired computer resources (hardware, software, networks, accounts, databases, etc.).
2. It shall be each user’s personal responsibility to recognize and honor the intellectual/instructional work of others.
3. To access or disseminate information that is illegal, defamatory, abusive, offensive, and/or adult-oriented is strictly prohibited and may result in denial of access rights.
4. Each user of the North Syracuse Central School District Network is responsible:
   a. To respect and value the rights of privacy of other users.
   b. To recognize and respect the diversity of opinions in the educational community.
   c. To comply with legal/ethical restrictions regarding the use of information resources and electronic databases.
   d. To use the Network access for educational/instructional purposes.
   e. To maintain, private and secure, the password assigned to each individual, and to access the District’s Internet connection using only the individual’s assigned password.

5. The following uses are examples of uses that are not permitted:
   - Sending or displaying offensive messages or pictures.
   - Using obscene language.
   - Damaging devices, 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 another user.
   - Intentionally wasting resources.
   - Employing the network for commercial purposes.
   - Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
   - Using others’ passwords-accounts.
   - Trespassing in others’ accounts, files, directories, or work and harming or destroying data of another user.
   - Intentionally wasting resources.
   - Employing the network for commercial purposes.
   - Posting any information regarding the North Syracuse Central School District, District policies and/or District events 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.

7. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other files sent and received on the school devices, network or stored in his/her directory. The school computer network system operator, or other school employee, may, at any time, review the subject content and appropriateness of electronic communication or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.

8. Cyberbullying is not permitted within the North Syracuse Central School District’s Technology System. Cyberbullying includes but is not limited to the following: harassing, insulting, or attacking others, including racist or sexist comments and derogatory remarks.

D. ENFORCEMENT/VIOLATIONS

This Acceptable Technology Device and Account, Internet, E-Mail and Telephone Use Policy details the rights and privileges of all users regarding the utilization of the district’s data network. While the North Syracuse Central School District is able and willing to provide students and community members access to devices, accounts, the internet, e-mail, and telephones users must understand and agree to follow the rules and regulations set forth by the school district to ensure appropriate behavior(s) and actions(s) are demonstrated. With the privilege of accessing resources from the district’s data network comes the responsibility to act in a lawful, ethical manner.

In cases where the rule(s) and/or regulation(s) for operating devices, accounts, the internet, e-mail, or telephones are suspected of being violated, the involved user(s) will face disciplinary action. Instances of rule(s) and/or regulation(s) violations include not being an approved user, accessing information which is illegal, defamatory, abusive, offensive and/or pornographic, sending an excessive amount of non-work related E-mail, downloading files and/or programs to a computer’s C drive or any attempts at hacking into the network or changing any network or device settings without permission.
Suspected violations must be immediately reported to the school principal or his/her designee. The principal, or his/her designee, will, in turn, follow the established building guidelines for a discipline/technology referral. In cases involving a serious technology violation, as determined by the school principal or his/her designee, the details of the case will be forwarded to the Superintendent or his/her designee for final actions. Any electronic communications will be treated the same as printed communication and is therefore subject to existing Board of Education policy regulations.

It is the responsibility of each building principal to distribute to parents and students each September and include in their building handbook, a communication outlining the district’s policy’s rules and regulations regarding device, account, internet, e-mail, and telephone use.

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

SAMPLE LETTER

Complete Policy Located at http://www.nscsd.org/aup

September 2017

Dear Parent/Guardian:

The North Syracuse CSD Computer Services Department is pleased to offer the students access to the district’s electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the digital network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the North Syracuse Central School District electronic network, students must acknowledge the District’s approved technology, device, account, internet, e-mail and telephone use policy when logging in to the District’s systems. For more information on this policy, visit www.nscsd.org/aup.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that North Syracuse Central School district staff will make every effort to ensure proper access and usage of the Internet and the computer network.

The North Syracuse Central School District staff will be offering training classes to assist students on accessing the network. This will include materials educating students about appropriate online behavior, including interacting with other individuals on social networking and websites.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Name of Building Principal
School Building

Each student will acknowledge their agreement to this policy in connection with the acceptance of the student handbook.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Donald Keegan
Associate Superintendent for Business Services
I. PHILOSOPHY

The Board of Education recognizes its obligation to maintain a safe and secure learning environment in all facilities. The Board of Education further recognizes the occasional need to interview students, search students, their possessions and school facilities, and to seize contraband or dangerous items when investigating suspicious activities that potentially threaten school safety and security.

II. POLICY

The Board of Education authorizes the Superintendent, Building Principals, Assistant Principals, and/or their designee to conduct searches of students and their possessions for illegal and/or prohibited items, or any item which would constitute a threat to the health safety, welfare, or morals of students.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent or his/her designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel involved.

VI. REVIEW

This policy is to be reviewed triennially, or as significant legal decisions become available.

VII. LEGAL REFERENCES

People v. Scott D., 34 N.Y. 2d 483 (1974)
People v. Singletary, 37 N.Y. 2d 310 (1975)
M.M. v. Anker, 607 F.2d 588 (2nd Cir. 1979)
In re Ronald B., 61 A.D. 2d 204 (2nd Dept 1978)
In re Gregory M., 82 N.Y. 2d588 (1993)
Tenenbaum v. Williams, 193 F.3d 581 (2nd Cir. 1999)
B.C. v. Pumas Unified School District, 192 F.3d 1260 (9th Cir. 1999)
Horton v. Goose Creek Independent School District, 690 F.2d 470 (5th Cir. 1982)
Zamora V. Pomeroy, 639 F.2d 662 (10th Cir. 1981)
People v. Dukes, 151 Misc. 2d 295 (Crim. Ct. NY County 1992)

VIII. SIGNATURE BLOCK

Reviewed and Approved  by Board Policy Committee ______________________________ ______________
Chairperson Date
Reviewed and Adopted  by Board of Education ______________________________ ______________
ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING POLICY 5311.7 - 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 items.

D. Metal Detector Scans
To ensure against the presence of weapons on the District’s property or in its schools, the District is authorized to conduct two types of metal detector screenings: reasonable suspicion screenings and random metal detector screenings.

1) Reasonable Suspicion Searches

Searches of a student’s person via handheld metal detector, or “scans,” 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 scan must be assisted by another school employee as he/she shall designate. If during a scan a metal detector indicates the presence of a metallic item, the individual performing the scan will ask the student to locate and produce the metal item him or herself. If the student is able to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will perform the scan again to ensure that the scan is negative and that no prohibited or illegal item remains on the student’s person. The scan will then be concluded. If the student is unable and/or unwilling to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will request the assistance of the Principal or Assistant Principal, who will then follow the procedure outlined in Section C, “Personal Searches and Searches of Student Possessions.”

2) Random Searches

The Superintendent or his/her designee may authorize random metal detector screenings to occur during specified periods of the day. In the event that a random search will not include a search of the entire student body, the Superintendent of Schools or his/her designee shall inform the Building Principal or Assistant Building Principal of the random number which will indicate the position in line of the student to be searched (i.e., a number 3 indicates every 3rd student will be searched). The officials conducting the search should only search those students whose position in the line corresponds to the designated random number. A school building at which a random metal detector screening may be authorized must post a sign outside the entrance of the building stating “Any person entering this building may be subject to search.”

Random metal detector screenings will be conducted by school officials (Principals, Assistant Principals, Administrators, Deans and Teachers), who may seek the assistance of School Resource Officers (SROs) and/or agents from the Onondaga County Sheriff's Office, through the use of any combination of walk-through metal detector units and/or handheld metal detectors. On the day of a random search, school officials and/or SROs will be assigned to each primary entrance in a manner such that student cannot bypass the search procedure. Any entrances not used for the metal detector screening will be locked so as to prevent students from entering from the outside, but such entrances shall remain operable from the inside to comply with the Fire Code. Students will be directed to separate lines for male/female students. Male school officials will be assigned to search the male students and female school officials will be assigned to search the female students.

Tables will be placed near the location of where students will be screened so that students may place personal belongings and/or metal possessions on the tables. Prior to being screened, the student will be asked to place any metal items in their possession on the table, and to place any personal items (such as coats, backpacks, purses, etc.) on the table for scanning with the handheld metal detector. The personal items may be subjected to physical examination by the individual conducting the search when the screening process or other basis for reasonable suspicion indicates the presence of a metal object or contraband therein.

If during a scan of the student's person the metal detector indicates the presence of a metallic item, the individual performing the scan will ask the student to locate and produce the metal item him/herself. If the student is able to produce the metal item without removing any or all clothing other than an outer coat or jacket, the individual conducting the scan will perform the scan again to ensure that the scan is negative and that no prohibited or illegal items remains on the student's person. The scan will then be concluded. If the student is unable and/or unwilling to produce the metal items, or doing so would require the removal of clothing other than an outer coat or jacket, the individual conducting the scan will request the assistance of another school official, which will then follow the procedure outlined in Section C, “Personal Searches and Searches of Student Possessions.” If a student refuses, for any reason, to be subjected to a random metal detector screening, he or she shall not be allowed to enter the school building and will be referred immediately for discipline. If a weapon or other unauthorized items are discovered during the course of a random metal detector screening, the weapon or item must be surrendered to an SRO immediately or if no SRO is available, held by the school official conducting the search until the property can be handed over to the Building Principal or Assistant Building Principal, who shall be responsible for the weapon as outlined in Section E, “Seizures.”

E. Seizures The Building Principal or Assistant Building Principal shall be responsible for the custody, control and disposition of any illegal, dangerous or prohibited items taken from a student, a student's possession, or a student's locker, desk or other storage space. The Principal or Assistant Principal shall remain in control of such item(s) until released to either the student's parents, or in the case of illegal or dangerous items, until released to police authorities.
F. Searches Pursuant to Warrant

It is the policy of the District to cooperate with law enforcement agencies. No police officer may enter the schools of the District for the purpose of interrogating, searching or conducting formal investigations of students unless accompanied by a warrant for arrest or search, unless a crime has been committed on school property, or unless invited by school officials. A search of a student's person, possession, locker, desk, or other school storage space, may also be conducted by law enforcement officials pursuant to a valid warrant or where the officer determines that "probable cause" exists and a warrant is not required. The requirement of a warrant or "probable cause" finding protects the privacy of the student and also helps assure that evidence seized is admissible in subsequent judicial proceedings. Whenever a police officer presents a search warrant to the District, the Principal or Assistant Principal shall attempt to inform the student's parent of the police demand to search, in order to afford the parent an opportunity to be present at the search. If the parent cannot be contacted prior to a police search, the parent shall be informed of the search in writing by the Principal or Assistant Principal as soon thereafter as possible.

G. Dog-Sniffing Searches

The District may use trained narcotics/explosives dogs to sniff objects that are not affixed to, or carried by, an individual student, such as, lockers, desks, student vehicles parked in school parking lots, or any articles of personal property that have been discarded or abandoned at any time, without prior notice. If the dog alerts District officials to a particular locker or vehicle, school officials will then have satisfied the reasonable suspicion requirement that justifies a more thorough search to determine whether in fact drugs or explosives are present.

H. Search by Breathalyzer or Alco-Sensor

To ensure the safety of students at District functions, such as proms and other school events, District officials may, upon reasonable suspicion of alcohol consumption, which may include visual signs of intoxication or by smelling alcohol on students, subject students to an AlcoSensor test to determine whether a student has consumed alcohol. District officials conducting such Alco-Sensor test shall be appropriately educated and trained on the use and functioning of the Alco-Sensor device to ensure the accuracy of the Alco-Sensor machine and the appropriate testing protocols.

I. Interrogation of Students by Police

While police do not have a general power to interview children in schools, or to use school facilities in connection with police department work, the police may enter the schools of the District if a crime has been committed on school property, if they have a warrant for arrest or search, or if they have been invited by school officials. When police have properly entered the school and desire to interview students in the school, the students must be afforded the same rights they have outside the school. They must be informed of their legal rights, may remain silent if they so desire, may request the presence of an attorney, and must be protected from coercion and illegal restraint. Within the framework of their legal rights, students have the responsibility to cooperate with the police.

J. Child Protective Services' Investigations

From time to time, Child Protective Services ("CPS") may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The Board encourages cooperation with CPS in accordance with applicable Social Services Law. Every reasonable effort shall be made to accommodate the request of CPS. All requests by Child Protective Services to interview a student of the district on school property shall be made directly to the building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.
I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. Harassment, bullying and discrimination of a student by another student or by a school employee is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off school district property. This prohibition includes, but is not limited to, harassment and bullying based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. This policy extends to acts of harassment, bullying and discrimination that occur off school property where such acts actually create or may foreseeably create a risk of substantial disruption within the school environment, or where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The Board of Education mandates that the prohibition against harassment, bullying and discrimination — along with the range of possible Intervention activities and/or sanctions for such misconduct — to be included in the North Syracuse Central School District Board of Education Policy 5311.1 - Student Conduct and Discipline for all grade levels.

II. POLICY DEFINITIONS

"School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.

“School bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

"School function" means a school-sponsored extra-curricular event or activity.

"Harassment" and “bullying mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical 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 be 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. For the purposes of this definition the term "threats, intimidation or abuse" include verbal and non-verbal actions.

"Cyberbullying" means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Gender” means actual or perceived sex and includes a person’s gender identity or expression.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.
“Report of harassment, bullying, and/or discrimination” includes, but is not limited to, the following examples:

- A report regarding the denial of access to school facilities including, but not limited to restrooms, changing rooms, locker rooms, and/or field trips, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding a dress code, specific grooming or appearance standards that is based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding the use of name(s) and pronoun(s) or the pronunciation of names that is based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding any other form of harassment, bullying, and/or discrimination, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex.

III. POLICY

A. Reporting of Allegations of Harassment and Bullying/Cyberbullying Behavior and/or other Forms of Harassment or Discrimination

Complaint Procedure Any student or parent who wishes to report an incident of bullying behavior and/or other forms of harassment or discrimination prohibited by this policy, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying and/or other forms of harassment or discrimination, shall report the behavior to any staff member, building principal, or Dignity Act Coordinator (DAC).

The staff member to whom the report is made (or the staff member who witnesses bullying behavior and/or other form of harassment or discrimination), shall inform the building principal, superintendent or Dignity Act Coordinator (DAC) both orally and in writing about the incident(s). The staff member shall provide oral notice within one (1) school day, and written notification within two (2) school days, of witnessing the incident or receiving the complaint or report.

The official designated by the District to investigate allegations of bullying and/or other forms of harassment or discrimination will investigate the allegations or oversee the investigation. The designated official may be the principal, a DAC, or another appropriate person selected by the District. Investigation of allegations of bullying and/or other forms of harassment or discrimination shall follow the procedures utilized for complaints of harassment or discrimination within the School District. Allegations of bullying and/or other forms of harassment or Discrimination shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The administrator will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, harassment, or discrimination, the administrator must complete appropriate written documentation concerning the incident and the District’s response.

Consequences for Violations

The District will take prompt, appropriate actions reasonably designed to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior, and ensure the safety of the student(s) at whom the behavior was directed.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student Code of Conduct. Where appropriate, the District will respond with a progressive model of student discipline that is age-appropriate and focused on education and intervention and preventing future incidents. In all cases, the District will take into account the nature and severity of the offense, the developmental age of the student who engaged in the behavior, the student’s previous disciplinary record, the impact of the student’s behavior on the student victim, and any other special, extenuating or mitigating circumstances, as may be appropriate.

A staff member who violates this policy will be subject to appropriate disciplinary action, consistent with applicable law and collective bargaining agreements.
In addition to the disciplinary consequences set forth in the District’s Code of Conduct, the Board and District are committed to implementing remedial responses to harassment and discrimination that are aimed at addressing the root causes of harassment and discrimination and correcting and preventing the recurrence of the problem behavior.

The District will promptly notify local law enforcement if it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.

Remedial Disciplinary Consequences

Appropriate remedial consequences may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment/evaluation;
- behavioral management plans, with goals for improvement that are closely monitored;
- student counseling and parent conferences.

Environmental Remediation

In addition to imposing appropriate disciplinary consequences and remedial efforts aimed at addressing bullying, harassment or discrimination by particular students, building-wide and/or school-wide environmental remediation can be an important tool to prevent such incidents. Environmental remediation strategies may include, but are not limited to the following:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research based systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and
- peer support groups.

B. Designation and Training of Dignity Act Coordinators

The Superintendent shall designate one or more staff members in each school building to be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethic group, religion, religious practice, disability, sexual orientation, gender and sex. The designated individual(s) in each building shall be referred to as the Dignity Act Coordinator(s). The designation of each Dignity Act Coordinator shall be approved by the Board of Education.

The District will provide during each school year, professional development training to raise staff awareness and sensitivity of harassment, bullying and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing and responding to
harassment and discrimination, as well as ensuring the safety of victims.

C. Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior and other forms of harassment or discrimination of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Further, training shall be provided to all staff to raise awareness of the problem of bullying and other harassment and discrimination within the schools and to facilitate staff identification of, and response to, such bullying behavior and other forms of harassment and discrimination of students.

Prevention and intervention techniques within the District to prevent against bullying behavior and other forms of harassment and discrimination and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to those who bully, those who are bullied and their parents to help ensure that the bullying or other harassment and discrimination stops.

D. Non-Discriminatory Instructional and Counseling Methods

The Superintendent is authorized and directed to cause administrative guidelines to be prepared relating to the development of nondiscriminatory instructional and counseling methods for use by District faculty and counseling staff.

The District will post on the District website statements acknowledging that NSCD does not harass or discriminate based upon a student’s race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.

E. Instruction in Civility, Citizenship and Character Education

In addition, the Superintendent or Superintendent’s designee(s) shall assure that the District’s curriculum provides for instruction in civility, citizenship and character education in accordance with the Education Law and the regulations of the Commissioner of Education. At a minimum this shall include instruction that supports development of a school environment free of harassment, bullying and discrimination, with an emphasis on discouraging acts of harassment, bullying and/or discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

F. Prohibition of Retaliatory Behavior

The Board of Education and the District prohibits any retaliatory behavior directed against complainants, those who are bullied, witnesses, and/or any other individuals who participate in good-faith in the investigation of allegations of bullying or another form of harassment or discrimination covered by this policy. Follow-up inquiries and/or appropriate monitoring of those who allegedly bully and those who are bullied or otherwise harassed or discriminated against shall be made to ensure that the behavior has not resumed and that all of those involved in the investigation have not suffered retaliation.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The principal shall provide an annual report on data and trends related to harassment, bullying and discrimination to the superintendent at a time and in a format that the superintendent shall direct.

The District shall provide annual notice to the Commissioner of verified, material incidents of harassment, bullying and/or discrimination.

V. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee will ensure that this policy and administrative guidelines are reviewed annually with students and staff members.

The District administration will provide the following information annually with the Safe School Report:

Report of verified incidents of harassment, bullying and discrimination

Information on the development and implementation of any bullying prevention, intervention or education programs.
Each staff member will be responsible to maintain an educational environment free of bullying, harassment, and discrimination.

Each student will be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying, harassment and discrimination.

Students will be encouraged to report bullying complaints and/or complaints about other types of harassment or discrimination to any staff member.

The administrator or his/her designee will inform the parents or guardians of the student who was bullied or otherwise subjected to harassment or discrimination and also the parents or guardians of the accused.

VI. REVIEW

This policy shall be reviewed annually.

VII. POLICY REFERENCES AND LEGAL REFERENCES

Policy 5311.1 - Student Conduct and Discipline Policy

Policy 9010.2 and 5010.2 - Sexual and Other Forms of Prohibited Discrimination and Harassment Policy - 9010.3 - Financial Accountability-Disclosure of Wrongful Conduct (Whistle Blowing & Protection from Reprisal)

Policy - 9100 - Staff Code of Conduct


NYS Dignity for All Students Act and implementing regulations: NY Education Law Article 2 – Sections 2-18; 8 NYCRR §100.2(jj); §100.2(kk).

NY Education Law §801-a and 8 NYCRR §100.2(c)

VIII. SIGNATURE BLOCK
I. PHILOSOPHY

The Board of Education values civility, respect for the individual and the privacy of students, visitors and staff. These values include safeguarding against inappropriate invasions of personal privacy rights. In addition to the privacy protections provided by applicable laws and regulations, other policies of the Board of Education, and reasonable regulations promulgated by building and District administrators, the following policy shall apply to photographs, video recordings and audio recordings on District premises.

II. POLICY

Except as specifically set forth in this policy, no person present on District premises shall make, publish or distribute any photograph, video recording, or audio recording (collectively, “Recordings”) capturing the image or voice of any other person on District premises (a “Recording Subject”) without the express prior permission of the Recording Subject. Violations of this policy shall be subject to the following potential consequences:

A. In the case of violations by staff, disciplinary action as permitted by law and subject to the terms of any applicable collective bargaining agreement;

B. In the case of violations by students, (i) confiscation of recording equipment until any unauthorized Recording has been erased, and (ii) disciplinary action pursuant to the District’s Code of Conduct;

C. In the case of visitors, ejection from District premises and other appropriate action.

III. EXCEPTIONS

The following Recordings may be made without the prior consent of a Recording Subject, subject to any further privacy protections provided by applicable laws and regulations, and provided, further, that no otherwise-permitted Recording shall be distributed or disseminated for the purpose of annoying, intimidating or harassing any Recording Subject:

A. Recordings made by or on behalf of the District for inclusion in District publications and newsletters, or for dissemination to the news media for the purpose of publicizing District programs or events.

B. Recordings made by representatives of news media, parents, and other persons lawfully on District premises to attend District events open to the public, including dramatic productions, athletic events, meetings of the Board of Education and other meetings open to the public on District premises; provided, however, that Recordings may be limited in the case of performances of copyrighted material.

C. Recordings made in connection with certification and other credentialing processes applicable to teachers and teaching assistants.

D. Recordings made with the prior approval of the Superintendent of Schools for the purpose of assessing or improving the quality of instruction.

E. Recordings made by faculty members for educational purposes, or for dissemination only in the faculty member’s classroom or school.

F. Recordings made for use in connection with class photographs, student publications and yearbooks.

G. Recordings (audio) made by a parent/guardian of their child’s Committee on Special Education proceedings.

H. Recordings made and maintained by the District for security purposes.

I. Recordings of interior or exterior scenes where the presence of Recording Subjects who have not given consent is merely part of an incidental background.

J. Such other Recordings as are approved in advance by the Superintendent of Schools.
IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

None.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

VI. REPORTS

None.

VII. REVIEW

This policy is to be reviewed every three years or as the Board of Education may deem necessary.

VIII. LEGAL REFERENCES

N.Y. Education Law §§1709(2) & (33); 2801
Appeal of Keller, 32 Ed Dept. Rep 47 (1992)
N.Y. Arts & Cultural Affairs Law §61.09
N.Y. Public Officers Law §103(d)

**Breakfast Stamp**

The follow area must be stamped in order to get off the bus and come in for breakfast each morning. Stamps can be done in both the Main Office and in the cafeteria breakfast line. Stamped handbooks should be shown to your bus driver in order to receive “permission” to get off the bus upon arrival to the junior high.

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<th>Items I should remember when in the classroom</th>
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After School Schedule

Use this chart to keep track of when your teachers are available to stay after for extra help. Write down what room they stay after in and check what days of the week they are available. Teachers stay after school from 2:00-2:45. There are usually meetings on Tuesdays so teachers will not be available on that day unless special arrangements are made ahead of time.

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If you need help creating a weekly after school schedule, please stop into the counseling office and talk to your counselor.

Pass Procedure

Students must obtain permission from the teacher. The student planner must be signed and carried to the destination. All students are to return to the teacher who initially signed the planner. Passes will not be issued the last 10 minutes of the period.
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