

# Cincinnati Central School

STUDENT/PARENT HANDBOOK  
2016-2017



**Meeting Students' Needs  
Awakening their Minds  
Touching their Hearts**



**Cincinnati Central School**  
**2809 Cincinnati Road**  
**Cincinnati, NY 13040**  
**(607) 863-3200**

**STUDENT IDENTIFICATION**

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

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

City/Town/Zip: \_\_\_\_\_

Telephone/email: \_\_\_\_\_

Grade/Homeroom: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

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## **PERSONNEL**

### **BOARD OF EDUCATION**

Peter Bush  
Richard Dodge  
Jessica Latta - Vice President  
Nathan Metzler  
Margaret Peri - President  
Charles Winters

### **2016-2017 Board of Education Meeting Schedule**

Thursdays, 6:30 P.M., Wilbur Auditorium  
July 7, 2016 (Reorganization Meeting)  
August 11  
August 25 (Tax Warrant Meeting @5:30PM)  
September 8  
September 22  
October 13  
October 27  
November 10  
December 8  
January 12, 2017  
January 26  
February 9  
March 9  
March 23  
April 13  
May 9(Tuesday/Budget Hearing at 7 pm)  
May 11  
May 16 (School Budget Vote & Board Elections at 12 noon - 8:00 pm)  
May 24 (Wednesday)  
June 8  
July 13, 2017 (Reorganization Meeting)

### **ADMINISTRATION**

Superintendent of Schools .....Steven V. Hubbard  
Business Manager .....Troy Bilodeau  
Elementary Principal.....Thomas Durkot  
Secondary Principal .....David Phetteplace  
Director of Special Education.....Brittanie Gibbons  
Superintendent of Buildings and Grounds .....Michael Aiken  
Cook Manager.....Gregory Bilodeau  
Head Bus Driver.....Jennifer Fox

## FACULTY AND STAFF

### District

Attendance .....	Melissa Hummel
Athletic Director .....	Teresa Merihew
Buildings and Grounds .....	Robert Enright
.....	Kim Gorton
.....	Don Hull
.....	Charles Loomis
.....	Martin Perkins
.....	Gail Standish
.....	Sean St. John
Cafeteria.....	Bobbie Elwood
.....	Madison Hyer
.....	Catherine McUmbert
.....	Jamie Pickell
.....	Sylvia Stith
.....	Christine VanWagenen
CPSE/CSE Chairperson .....	Brittanie Gibbons
CPSE/CSE Secretary .....	Angela Eichorst
District Office Secretary .....	Andrea Dawson
Family Health Network.....	TBD
Library.....	Michele Reakes
Nurse .....	Megan Potter
Personnel.....	Carolyn Nowalk
Psychologist .....	Maxine Gage
Social Worker .....	Cathy Aitchison
Technology Coordinator .....	Nicole Rice
Transportation.....	Paula Beckwith
.....	Mike Clark
.....	Jessie Delavan
.....	Mitchell Eccleston
.....	Richard Fowlston
.....	Michael Gerber
.....	Donna Kula
.....	John Maricle
.....	Samantha Peterson
.....	Sherline Strough
.....	Wade Tomlinson
.....	Philip Totman
.....	Albert (Joe) Waffner
.....	Bernice White
.....	Frank Wyns

**UPK – 6<sup>th</sup> Grade**

Principal UPK-6.....	Thomas Durkot
Secretary .....	Dannette Tomlinson
Universal Pre-Kindergarten .....	Sheryl Lamphier
.....	Bobbie Wilbur
Kindergarten .....	Jennifer Haskins
.....	Chrystal Loomis
Grade 1 .....	Denise Hartnett
.....	Tracy Poli
.....	Debra VanGundel
Grade 2.....	Robyn Eaton
.....	Lorelei Rice
.....	Lisa Schuyler
Grade 3.....	Ellen Batzer
.....	Rebecca Gardner
.....	Kristi Miller
Grade 4.....	Kimberly Brown
.....	Charles Corsi
.....	Heidi McMahan
Grade 5.....	Lauren Lanning
.....	Deborah Latta
.....	Tammy Pierce
Grade 6.....	Tina Knickerbocker
.....	Alessia Kurtz
Academic Intervention Services .....	Lisa Allen
.....	Patricia Diaz
.....	Pamela Roelen
Reading Specialists .....	Melissia Custer
.....	Jennifer Prindle
.....	Kayla Raut
Art .....	Nicole Fabian
Computer Skills .....	Jonathan Stacey
Counselor/Social Worker.....	Cathy Aitchison
Music.....	Amanda Nauseef
.....	Elizabeth Welling
Physical Education.....	Teresa Merihew
.....	Katrina Wagner
.....	Leigh Wright
Special Education.....	Teresa Darn
.....	Terry Hiller
.....	Julia Marion
.....	Marcella McGrath
Speech/Language .....	Hannah Spencer
Occupational Therapy.....	Amy White
Physical Therapy.....	Paul Gugerty
Teacher Aides .....	Pillar Allis
.....	Kerri Brown
.....	Marie Carman



.....	Kathleen Cihocki
.....	TBD
.....	Kathy Heath
.....	TBD
.....	Lacole Langer
.....	Cynthia Nogva
.....	Kelley Root
.....	TBD
.....	Alta Waltz
Teaching Assistants .....	Patty Clements
.....	Linda DeLapp
.....	Elizabeth Eaton
.....	Dana Steiner
.....	Lonnelle Yale

**7<sup>th</sup>-12<sup>th</sup> Grades**

Principal 7-12.....	David Phetteplace
Secretary .....	Amber Bonham-DeLarm
Academic Intervention Services .....	Michelle Hardler
Art .....	Nicole Fabian
.....	Macksi Warner
Computers .....	Carol MacDowell-Dristle
.....	Lori Tankalavage
.....	Mary Warner
English .....	Erin Gray
.....	Christopher Fleet
.....	Maureen Holtmart
Guidance Counselor.....	Jodi Carey
.....	Kimberly MacDonald
Guidance Secretary .....	Christine Aiken
Health.....	Cheryl Knickerbocker
Home & Careers .....	Ashley Miller
LOTE .....	Amanda Silva
.....	TBD
Mathematics .....	Michael Goforth
.....	Linda Laudig
.....	Lisa Sustad
.....	Chad Walls
.....	Shelby Wright
Music.....	Elizabeth Welling
Physical Education.....	Teresa Merihew
.....	Katrina Wagner
.....	Leigh Wright
Science .....	TBD
.....	Scott Kozak
.....	Mark Morrell
.....	Kurt Schmidt

Social Studies.....	Ashley Miller
.....	Jeff Kaltenbach
.....	Jacquelyn Corbett
.....	Danielle Sandberg
Special Education.....	TBD
.....	Juliana Beaumont
.....	TBD
.....	Julia Marion
.....	Issac Maslyn
Teaching Assistants .....	Kimberly Diaz
.....	Annette Januszka
.....	Sandra Randall
Technology .....	Jonathan Stacey
Teacher Aide.....	Beatrice Smith



# Cincinnati Central School

## Core Beliefs

*We believe...*

- *Students come first.*
- *Strong connections are vital.*
- *High expectations drive high achievement.*
- *We share accountability for student and school success.*
- *Learning is for all; it is continuous and forever.*

## Mission Statement

*Cincinnati Central School: A community striving to meet all students' needs, awaken their minds and touch their hearts*

***SCHOOL COLORS***  
**Red and White**

***MASCOT***  
**Lion**

**ALMA MATER**

Hail, O Hail  
To Cincinnatus Alma Mater  
Hail, O Hail  
And May Her Sons All Do Her Honor  
Hail, Her Girls  
May Theirs Be Loyal Spirits Bright  
We'll Fight for the Right of the  
Alma Mater  
Hail to Cincinnatus High

**PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag  
Of the United States of America  
And to the Republic for which it stands,  
One nation, under God, indivisible,  
With liberty and justice for all.

## **DAILY TIME SCHEDULE**

Warning bell	8:05	5 <sup>th</sup> period class	11:26-12:10
Homeroom	8:08-8:15	5 <sup>th</sup> period lunch	11:26-11:56
1 <sup>st</sup> period	8:18-9:02	6 <sup>th</sup> period class	11:59-12:43
2 <sup>nd</sup> period	9:05-9:49	6 <sup>th</sup> period lunch	12:13-12:43
3 <sup>rd</sup> period	9:52-10:36	7 <sup>th</sup> period	12:46-1:30
4 <sup>th</sup> period	10:39-11:23	8 <sup>th</sup> period	1:33-2:17
		9 <sup>th</sup> period	2:20-3:04

Buses arrive at 8:00 a.m. Students should not be in the building prior to 8:00 a.m. as there is no one to supervise them. Breakfast is available, for those who wish to participate, beginning at 8:00 a.m. when school begins.

School ends at 3:00 for students in grades UPK-6; students in grades 7-12 at 3:04 p.m. Buses leave at approximately 3:10 p.m. Walkers are dismissed at 3:00 p.m. and 3:04 p.m., and are expected to go directly home. Students in grades UPK-6 who will be regularly picked up from school will be dismissed from the Visitor Center at 2:55 p.m. Students are not permitted to remain after school without proper supervision. If they wish to attend athletic or other events, they must go home and return to school under the supervision of a responsible adult at the time the event is scheduled to begin.

### **ACADEMIC INTERVENTION SERVICES**

Academic Intervention Services (AIS) are services designed to help students achieve the New York State learning standards in English Language Arts, Mathematics, Social Studies, and Science. These services include additional instruction that supplements the general curriculum (regular classroom instruction) and/or student support services needed to address barriers to improved academic performance. The intensity of such services may vary, but must be designed to respond to student needs as indicated through State assessment results and/or the district-adopted procedure. Parents will be notified in writing if their students are receiving academic intervention services.

### **ASSEMBLIES**

The purpose of assemblies is to educate, inform, and entertain the students and faculty of Cincinnatus Central School. Rules for assemblies are as follows:

- Good sportsmanship should be displayed at all times. This means no whistling, shouting, booing, or other harassing noises.
- Courtesy shall be extended at all times to performers and speakers.
- Students are expected to show respect for school property.
- The procedure for reporting to the assembly will be by announcement. In most cases, students should not have personal belongings at assemblies.
- Students are to wait for directions regarding dismissal from the assembly. Grade levels will be dismissed one at a time.
- Teachers will accompany their class to the assembly and sit with them.
- Students will refrain from talking to each other during presentations.

## ASSESSMENTS, Grades 3-8

Standardized tests and State assessments are given to students throughout the year. The New York assessments will be administered on an annual basis to students in grades 3-8. ELA and Math State Assessments are given yearly to students in grades 3-8. Students in 4<sup>th</sup> and 8<sup>th</sup> grades will also take the State Science Assessment. All test scores and information will be recorded in the child's cumulative record.

## ATTENDANCE

There is a strong relationship between regular school attendance and academic achievement. Parents should make every effort to ensure that their children are in school every day and on time.

The objectives of the Cincinnati School District's Comprehensive Attendance Policy are: (1) to accurately track the attendance, absence, tardiness, and early departure of students to and from the school; (2) to ensure sufficient pupil attendance of classes so that pupils may achieve State-mandated education standards; (3) to track student location for safety reasons and to account to parents regarding the location of children during school hours.

The attendance aide records daily attendance, absences, instances of tardiness, and early departures for all students. Attendance is electronically taken during the homeroom period each morning (8:08-8:15 a.m.). Classroom teachers record attendance (including absence, tardiness, and early departure) for each period of scheduled instruction and study halls. Students who arrive at school after 8:08 a.m. must sign in at the Attendance Office and present their written excuse for the tardiness. **When a student is tardy or late to school, the pass from the Attendance Office will be marked unexcused or excused and also noted in SchoolTool.** School personnel will escort elementary students to their classroom.

Any absence, tardiness, or early departure that is due to the following reasons is recorded as excused: personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, approved college visits, military obligations, absences approved in advance by the Principal, and other reasons as may be approved by the Commissioner of Education. **All instances of excused absence, tardiness, or early departure require a written excuse by the parent/guardian. The excuse must identify the date, time, and reason for the absence, tardiness, or early departure, as well as parent/guardian signature.** An absence will be recorded as unexcused until a written note with parent/guardian signature is provided to the school.

Any absence, tardiness, or early departure for which a student has no valid school-approved excuse is recorded as unexcused. Such unexcused non-appearance includes family vacation, oversleeping, missing the bus, needed at home, babysitting, shopping, running errands, skipping class, appointments not listed in excused absences above, and any other absence that is not excused.

Parents and guardians are asked to notify the school in the morning if their child will be absent on any given day. **(A note is still required upon return to school.)** If a student has not been marked as present for the first period of scheduled instruction, and the school has not been previously notified of the absence, the school will attempt to contact the student's parent/guardian to learn the nature of the student's absence and notify the parent that the student has not arrived to school.

For every **five (5)** unexcused absences, tardiness, or early departures, or any combination thereof, a

student's parent/guardian will receive a notice containing the dates, times, and the nature of the absences, tardiness, and/or early departures. The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extracurricular privileges, as described in the Student Code of Conduct. **Such discipline for frequent tardiness or late to school will usually be after-school detention. If they skip the detention, two will be assigned. If the student skips again, a full day of in-school suspension (ISS) will be assigned.** According to New York State Law, parental consent to an unexcused absence does not relieve the student from the consequences of an unexcused absence, tardy, or early departure.

A student's attendance in class may be included by their teacher as part of their participation grade. Opportunities to make up class work missed during absences will be clearly communicated to the students by all teachers at the beginning of the school year. **It is the student's responsibility for getting all the work from the classes they missed by being excused or unexcused tardy or late to school.**

**Any student who is absent unexcused or tardy for 10% or more of the days of school prior to a field trip will not be allowed to attend the trip; including the senior trip.**

**Cincinnatus Central School has a closed campus during school hours. Students are not allowed to leave for lunch, to run errands, etc.**

**Early Departure Procedure** (The following procedures are in accordance with Cincinnatus Central School policy.) Parents are urged to make appointments with physicians, dentists, etc., after school hours. Parental requests for release during school hours must include the date, time, and reason for the release. Examples of acceptable reasons for early release are noted in the ATTENDANCE section above. Students cannot be excused without request by the parent/guardian, and must be released in the care of a parent/guardian, unless otherwise noted.

All releases must go through the attendance office and students must be picked up at the attendance office. The person seeking the release must sign the register in the office. Students in grades UPK-6 who leave school before the end of the day must have a written excuse prior to the dismissal. If parents want to pick up their child before the end of the day, they will need to sign out the student out at the attendance office. The classroom teacher will be called to have your child released to the attendance office. For students in grades 7-12, if a parent/guardian requests that his/her child be released for an acceptable reason, and notes that the student may walk to a particular destination, the student must sign out at the Visitor Center. Students are required to sign in upon return to school.

A student may be released to either parent unless a custodial parent supplies the Superintendent of Schools or his/her designee with a certified copy of a court order or decree of divorce, separation, or custody that indicates that the non-custodial parent does not have the right to obtain such release. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child, shall be maintained by the building Principal, the attendance person, and the Transportation Supervisor.

The building Principals, attendance aide, nurse, and Head Bus Driver maintain a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears on the list. If an individual on the list seeks release of the student, the attendance person

will attempt to notify the parent that this request has been made, and will document the phone call.

In the event of an emergency as determined by the building Principal, or his/her designee, a student may be released to some individual not appearing on the approved list, only if the parent or guardian has been contacted by the building Principal, or his/her designee, and has approved the release. The school official who contacts the parent/guardian will document the fact of the call, the date and time of the call, the person to whom the official spoke, and what the person said.

If any individual seeks the release from school of a student, he or she must report to the school attendance aide and present identification deemed satisfactory by the building Principal, or his/her designee, who must check the authorized list and relevant court orders or divorce decrees before a student may be released.

If a student becomes ill during the school day, he/she should report to the nurse's office. The nurse can assess concerns and notify parents to make arrangements for the student to go home, if that is determined to be necessary. Students leaving school because of illness will sign out with the attendance person. **Only the nurse may release a student from school for illness.** After picking their child up from the nurse's office, parents must sign their child out with the attendance aide.

### **Late Arrivals**

Students who arrive at school after 8:08 a.m. must sign in with the attendance aide and present a written excuse for the tardiness. From here, students will be given a pass to report to their classrooms. A staff member will escort elementary students to their classroom.

### **BUS INFORMATION**

Students intending to ride a bus other than their assigned one must have a signed note from parents requesting this change in normal procedure. Since we are legally responsible for transportation to and from the regular bus stop, students without a signed note will have to ride their regular bus. Video/audio cameras are located on each bus.

## **CURRICULUM AND COURSE REQUIREMENTS**

### **GRADES UPK-4**

Resources may include the following:

English Language Arts\*:

Units of lessons are based on the Common Core Standards for ELA.

The research-based STAR benchmarking and Fountas and Pinnell Benchmark Assessment Systems are utilized to document each student's reading development.

Macmillan/McGraw-Hill *Treasures*.

Students engaged in daily writing activities.

Mathematics\*: Units and lessons are based on the Common Core Standards for Mathematics and the McGraw-Hill Math series.

Social Studies: NYS Social Studies Frameworks

Science: BOCES Science kit program

Health & Safety: BOCES Science Health Central Program



\*STAR Enterprise (i.e., STAR Reading, Math, and Early Literacy) benchmark assessments provide skills-based testing for students in **grades UPK-12**. The benchmark assessments provide educators valuable information to better understand student performance and improve instruction. Educators use STAR data to identify students' academic strengths and weaknesses and plan for interventions and differentiated instruction. The STAR benchmark assessments are also used for student progress monitoring to track individual student's progress to determine the effectiveness of interventions and instruction.

## **GRADES 5-8**

Cincinnati Central School provides students in grades 5 through 8 with instruction to enable them to achieve the intermediate-level Common Core Learning Standards (CCLS) by the end of grade 8. Included are units of study in English Language Arts (ELA), Social Studies, Mathematics, Science, Technology Education, Health Education, the Arts, Languages Other than English (LOTE), and Physical Education. The social studies curriculum will use NYS Social Studies Frameworks. The following intermediate-level assessments are aligned to the CCLS are administered: ELA and mathematics in fifth, sixth, seventh, and eighth grade. Students in eighth grade are also administered the NYS science assessment.

### **Merit Roll and Honor Roll (Grades 5-8)**

Merit Roll and Honor Roll are published after each marking period. To be eligible for the Merit Roll, a student must have an average of at least 84.5%. To be on the Honor Roll, a student must have an average of at least 89.5%. Any student with an Incomplete on the report card will not be eligible for Merit or Honor Roll during that marking period.

### **Incompletes**

Students who fail to complete course requirements by the end of a marking period may receive an "incomplete" on their report card, depending on the reason(s) for the missing work. An example of a reason for an incomplete is a long-term illness. Work must be made up before the next grade reporting period. The specific due date will be determined by the teacher.

### **Promotion Guidelines**

To be promoted to the next higher grade, students in grades 7 and 8 must meet the following requirements:

(1) Pass three of the four major subjects (English, Social Studies, Math, and Science);

**AND**

(2) Earn a final average of 65 or greater. This average will include the four major subjects plus Foreign Language, Art, Music, Technology, Health, and Physical Education.

If a student does not meet both of the above criteria, retention or promotion will be the judgment of a committee of teachers, the guidance counselor, and the building Principal.

Students in 5<sup>th</sup> and 6<sup>th</sup> grade must pass three of the four core subjects to be promoted to the next higher grade. Summer school may be an option in which 7<sup>th</sup> and 8<sup>th</sup> grade students may participate to be promoted when academic concerns do exist.

Communication between the classroom teachers, Guidance Counselor, and parents will occur to discuss promotion of students when a concern exists.

## GRADES 9-12

Instruction in grades 9 through 12 is designed to help students achieve New York State commencement-level learning standards and fulfill diploma requirements. A variety of required courses and electives are offered. Course descriptions can be found in the *Course Description Handbook 2015-2016*, available in the guidance office. In order to earn a high school diploma, students must earn a minimum of 22 units of credit, in the following manner:

English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Health	0.5 credit
Art or Music	1 credit
LOTE (Languages Other Than English)	1 credit
Physical Education	2 credits
Electives	3.5 credits

Beginning with students entering 9<sup>th</sup> grade in 2009-10, Cincinnatus Central School requires all students to take and pass **Computer Applications** (1 credit). The credit for this course is included in the credits for electives.

Two of the three required units of credit in Science must reflect the following: (1) at least one unit of credit in life science (aligned to the State's living environment standards); (2) at least one unit of credit in physical science (aligned to the State's physical setting standards).

In addition, students opting for a Regents diploma *with advanced designation* must earn EITHER three units of credit in one language other than English OR five units of credit in art, music, or career and technical education (workforce prep courses or computer technology courses).

### **New York State Assessment Requirements**

#### Regents Diploma

A score of 65 or above on the following Regents examinations:

**Comprehensive English**

**Common Core Algebra 1**

**Global History and Geography**

**One core Science\***

**U.S. History and Government**

#### Regents Diploma with Advanced Designation

A score of 65 or above on the five Regents examinations listed above **plus** a score of 65 or above on the following Regents examinations:

**Common Core Algebra 1, Geometry and Algebra 2/Trigonometry**

**Two core Sciences\*\***

Students who earn three units of credit in a language other than English (**LOTE**), as a requirement for an **advanced designation Regents diploma**, must also score 65 or above on the Regents exam in that language.

Students who achieve an average of 90 percent in all **required** Regents examinations will receive their Regents diploma or **advanced designation Regents diploma with honors**.

\* Core sciences: Earth Science, Living Environment (Biology), Chemistry, Physics

\*\* One life science (Living Environment) and one physical science (Earth Science, Chemistry, or Physics)

**General education students who entered 9<sup>th</sup> grade in 2008 and thereafter must score 65 on all five required Regents exams to graduate.**

The 65 Graduation Standard phase-in plan also established an appeals process (beginning with students entering 9<sup>th</sup> grade in 2005) for students who score within three points of 65 on a required Regents exam they have taken twice. Criteria for an appeal include a passing course average, a 95 percent attendance rate, evidence that the student took advantage of academic help provided by the school, and teacher recommendation.

### **NYS CDOS Commencement Credential**

There are two options available for students with disabilities to earn this credential:

#### **OPTION 1:**

- The student must have developed a Career Plan that includes documentation of the student's self-identified career interests; career-related strengths and needs; career goals; and career and technical coursework and work-based learning experiences that the student plans to engage in to achieve those goals; and
- The student must have demonstrated achievement of the commencement level CDOS learning standards in the areas of career exploration and development; integrated learning; and universal foundation skills; and
- The student must have successfully completed at least 216 hours of CTE coursework and/or work-based learning experiences (of which at least 54 hours must be in work-based learning experiences); and
- The student must have at least one completed employability profile that documents the student's employability skills and experiences; attainment of each of the commencement level CDOS learning standards; and, as appropriate, attainment of technical knowledge and work-related skills, work experiences, performance on industry-based assessments and other work-related and academic achievements.

#### **OPTION 2:**

In lieu of a student meeting the requirements of option 1 to be awarded the NYS CDOS Commencement Credential, a district may award a student this credential if the student has met the requirements for one of the nationally recognized work readiness credentials, including but not limited to:

- National Work Readiness Credential;
- SkillsUSA Work Force Ready Employability Assessment;
- National Career Readiness Certificate WorkKeys - (ACT); and
- Comprehensive Adult Student Assessment Systems Workforce Skills Certification System. (<http://www.p12.nysed.gov/specialed/publications/CDOScredential-memo-613.htm>)

## Promotion Guidelines

- To be considered a 10<sup>th</sup> grader, a student needs to have passed English 9 or Global History and Geography I and earned a minimum of 4 ½ credits.
- To be considered an 11<sup>th</sup> grader, a student needs to have passed English 10 or Global History and Geography II and earned a minimum of 9 ½ credits.
- To be considered a 12<sup>th</sup> grader, a student needs to have passed English 11 or United States History and Government and earned a minimum of 15 credits.

Students may need to take any failed courses again, either during the summer or during the next academic year.

Students in grades 9-12 who fail a course during the school year must have attained a minimum average of 55 in the course to be eligible to attend BOCES summer school. The student's final grade for a course, which will be computed in the student's GPA, will be the average of the student's year-long final grade and the summer school final grade. As an example, a student who earns a final grade of 55 in the year-long course would need to earn a minimum final course grade of 75 in summer school to earn credit for the course  $[(55 + 75) / 2 = 65]$ .

In most cases, students who fail courses during the school year, and do not attend summer school or are not successful in summer school, are not allowed to “double up” – take courses of different levels in the same core subject – during the next school year. For example, if a student fails English 9 and does not attend summer school, or does not attain the required minimum final course grade in summer school to pass English 9, that student cannot be enrolled in both English 9 and English 10 the following school year. Students must attain a minimum level of knowledge and skill competency to be successful at the next level.

Students who fall behind in English course requirements during high school are allowed to be enrolled in both English 11 and 12 at the beginning of their 12<sup>th</sup> grade year. However, beginning with students entering 9<sup>th</sup> grade in 2008 and thereafter, students in this situation will be monitored for their progress in both courses. At the end of the first semester of 12<sup>th</sup> grade, a meeting will be scheduled with the student, parent, English teachers, and guidance counselor. If the student is failing both English 11 and 12 at that point, he/she will be required to drop English 12. The student will need to take English 12 the following September to repeat the course, in order to fulfill this graduation requirement. Students who are enrolled in English 10 during their 11<sup>th</sup> grade year, and fail the course, must attend summer school and be successful, in order to be enrolled in English 11 and 12 the following school year. Under no circumstances are students allowed to be enrolled in three English core courses during one school year.

## DANCES, ROLLER SKATING and OTHER EVENTS

During the course of the school year several activities, including but not limited to roller skating and dances, are made available to Cincinnati District students. In order to ensure smooth operation of these events, the following guidelines will be in effect:

- Events and activities have specified beginning and ending times. **Parents are expected to pick up their children in a timely manner.** Failure to do this may result in the student being prohibited from similar events in the future.
- An adult should accompany all students in grades UPK-6 who are attending school-related functions unless it is stated otherwise.
- Students should dress in a socially acceptable manner. Some dances may require a special dress code otherwise; the school's Dress Code should be followed.

- All students are expected to remain in the building until it is time for them to depart. No one will be allowed to re-enter the building once they leave.
- All school rules and regulations in the Student-Parent Handbook apply at a dance, roller-skating and other school related functions.
- Appropriate behavior and a good time should be everyone's goal. Students violating school rules will be assigned appropriate consequences.
- If anyone is suspected of being under the influence of drugs or alcohol, the activity advisor will notify the parents, and arrangements will be made for the student's immediate transportation home. The same procedure will be followed for students or guests involved in fights, or disorderly or disruptive incidents. As in all other school-related cases, these violations will also be dealt with through the student discipline program.

## **Middle School**

Dances are intended for the benefit of Cincinnatus Middle School students. In order to ensure smooth operation of dances, the following guidelines will be in effect.

Dances are from 6:00 to 8:00 p.m. unless other arrangements are made, and will be offered to differing grade levels depending on the organization making the arrangements. Students are expected to be at the dance on time and stay for the entire dance.

Only currently enrolled Cincinnatus students and approved guests will be admitted to dances. Students who are absent from school, suspended from school, or assigned to one-half day or more of in-school suspension – on the day of a dance – are not allowed to attend the dance that evening. Students who go home ill on the day of a dance, or are dismissed and do not return, are not allowed to attend the dance that evening.

Students must sign up their own guest by noon on the Friday of the dance. Guests must be enrolled in a middle school program. If guests are not signed up, they will not be allowed to enter the dance. During the dance, students are responsible for their own guest's behavior. If a student (or guest) causes a problem at a dance, (s)he will be asked to leave and may not be permitted to attend future dances. The host student must accompany the guest to the dance.

Students enter and leave the dance through the front doors only. Students or guests who leave the dance early will not be readmitted and must leave school property.

All school rules and regulations in the *Student-Parent Handbook* apply at a dance. Appropriate behavior and a good time should be everyone's goal for the evening. Students violating school rules will be assigned appropriate consequences.

If anyone is suspected of being under the influence of drugs or alcohol, the activity advisor will notify the parents, and arrangements will be made for the student's immediate transportation home. The same procedure will be followed for students or guests involved in fights, or disorderly or disruptive incidents. As in all other school-related cases, these violations will also be dealt with through the student discipline program.

## High School

Dances are intended for the benefit of Cincinnatus High School students. In order to ensure smooth operation of dances, the following guidelines will be in effect.

Dances are from 7:00 to 10:00 p.m. Students will be admitted to the dance until 8:00 p.m.

**Students who will arrive late because of work or team sport schedules must receive permission from the high school Principal by noon on Friday.**

Only currently enrolled Cincinnatus students in grades 9-12 and approved guests will be admitted to dances. Students who are absent from school, suspended from school, or assigned to one-half day or more of in-school suspension – on the day of a dance – are not allowed to attend the dance that evening. Students who go home ill on the day of a dance, or are dismissed and do not return, are not allowed to attend the dance that evening.

Students must sign up their own guest by noon on Friday. Guests must be enrolled in a high school program. If guests are not signed up, they will not be allowed to enter the dance. During the dance, students are responsible for their own guest's behavior. If a student (or guest) causes a problem at a dance, (s)he will be asked to leave and may not be permitted to attend future dances. The host student must accompany the guest to the dance.

**Alumni of Cincinnatus Central School will be allowed to attend all dances if they are signed up as a guest of a current junior or senior student, have graduated within the past two school years, and are approved by the Principal.**

Students enter and leave the dance through the front doors only. Students or guests who leave the dance early will not be readmitted and must leave school property.

All school rules and regulations in the *Student-Parent Handbook* apply at a dance. Appropriate behavior and a good time should be everyone's goal for the evening. Students violating school rules will be assigned appropriate consequences.

If anyone is suspected of being under the influence of drugs or alcohol, the activity advisor will notify the parents, and arrangements will be made for the student's immediate transportation home. The same procedure will be followed for students or guests involved in fights, or disorderly or disruptive incidents. As in all other school-related cases, these violations will also be dealt with through the student discipline program.

Mixers are for those students who have attended the basketball game prior to the mixer and students currently attending Cincinnatus Central School.

The Junior/Senior Prom is open to members of the Cincinnatus junior and senior classes and their dates, grades 9-12. All guests not in the Cincinnatus junior and senior classes must be approved by the high school Principal.

## ATHLETICS

Cincinnatus Central School offers a wide variety of interscholastic sports and activities. Cincinnatus is a member of the Central Counties League (CCL) and the New York State Public High School Athletic Association (NYSPHSAA) Section III. Competitive sports are scheduled for the purpose of giving our

students the opportunity to compete against young men and women from other schools.

**Student-athletes must be in school by 8:08am in order to practice or participate in an athletic contest that day. Student-athletes must follow the same attendance policy as all other students that is described in this Student/Parent Handbook.** In order to attend practice or to participate in an athletic contest on a Saturday, a student must have been in school by **by 8:08am** the preceding Friday. The coach reserves the right to refuse an athlete's participation in practice or contests where the athlete's health is in jeopardy. For health and safety reasons, when a student is returning to school from a long-term illness (absence of more than 5 school days), the student is to attend at least half the number of missed practices before playing a contest. Being on the injured list does not remove a student from his or her status as a team member in good standing.

Absences from practice or contests without prior notification to the coach may result in consequences ranging from a warning to dismissal from the team. Athletes who attend an academic extra help session with a teacher after school must bring a pass from the teacher directly to the coach for the practice or contest missed. This is considered an excused absence from a practice or contest.

Personal grooming is an individual preference. However, if health and/or safety are in question because of personal grooming habits, a coach must advise the person to take action to correct the situation.

**Athletes will travel to contests with the team via transportation supplied by the District.** Athletes will also return in this same manner, unless a parent / legal guardian wishes to transport his/her child. In this situation, the parent must sign a special alternate transportation form at the conclusion of the contest, in the presence of the coach. If a parent wishes his/her child to travel from the game with another responsible adult, the parent must provide a permission note to the Athletic Director and the building Principal twenty-four (24) hours prior to departure from school to the contest. The coach will be notified of the alternate transportation, and the responsible adult must sign the special form at the conclusion of the contest.

All obligations (returning equipment, paying for lost equipment, moving out of a team locker if not playing a sport the next season) must be honored within one week of the final contest of the season.

The Cincinnati Central School District's policy regarding student conduct and discipline is in effect at school and school-sponsored activities throughout the year. An athlete's behavior on and off the field is under the scrutiny of the coach. If an athlete is ejected from a game by a referee, the athlete cannot participate in the next game but is expected to sit the bench in street clothes. Poor personal conduct, unsportsmanlike conduct, and inappropriate locker room behavior will not be condoned by the coach. If an athlete is removed from a team by a coach for misconduct, the student is ineligible to play on any other team during that season. Students must comply with all CCL, Section III, NYSPHSAA, SED, and sport-specific rules and regulations. For more information, consult the *Student Athlete and Parent Program Information Booklet*.

## **ELIGIBILITY POLICY FOR INTERSCHOLASTIC ATHLETICS, EXTRACURRICULAR ACTIVITIES, AND SOCIAL ACTIVITIES**

In order to participate in extracurricular, social, and athletic activities, students must maintain passing grades in their classes as evidenced by their report cards and interim progress reports.

Students who are failing two or more courses as documented on their report cards or interim progress

reports will be placed on probation for a period of five school weeks. Report cards and interim progress reports are issued one week after the end of each marking period. The probationary period begins the Monday after the report card or interim progress report is issued. Students who receive two or more incompletes on their report cards or interim progress reports, or one failing grade and one or more incompletes (for example, students who fail to complete work because of illness at the end of a marking period), will be placed on probation until they make up the required work for the course(s) for which they received the incomplete(s). **Students who receive an incomplete must see their teacher to discuss a deadline for making up work. When a student makes up the work to the satisfaction of the teacher, and earns a passing grade, the teacher will immediately document the grade in a memo to the Principal. At that point, if the student has no more than one failing grade or one incomplete, the student will no longer be on probation. The Principal will notify the Athletic Director, or the class or club adviser, of the change. Students who do not make up work for incompletes will be on probation for a period of five school weeks.**

During the probationary period, the student will be expected to improve classroom performance, where needed. Students on probation for the first time are level one. Students on probation for the second time consecutively are level two. Students at level three have been on probation three consecutive times. The Building Principal is directed to develop participation guidelines for District activities and athletics pursuant to this policy. Those guidelines will be published annually in the Student Handbook.

Any student who fails two or more first semester courses and does not repeat the courses the following semester will be on probation for the first five weeks of the next semester. A student who fails two or more courses at the end of a school year will be on probation beginning the first day of classes in the fall, unless the student receives credit for the courses after attending summer school.

Student appeals regarding ineligibility will be addressed in the following manner:

Students will have an opportunity to request an appeal within the first three days of ineligibility. Such request will be made to the advisor or coach. Once the request has been made, the club advisor / coach, the teacher of the course regarding the ineligibility and the Appeal Committee will meet with the parent, for purposes of clarifying information or addressing concerns regarding extenuating circumstances. Such meeting is to occur within 24 hours of the request for appeal. The Appeal Committee will then render a decision within one school day of the meeting. Any parent or student who chooses to appeal the decision of the Appeal Committee shall appeal directly to the Principal.

**The Eligibility Levels apply to all clubs, extra-curricular activities, sports, and class meetings/class officers' meetings that take place after school for students in grades 5 – 12.**

## **REGULATIONS FOR INTERSCHOLASTIC ATHLETICS**

### **Level 1**

Student can participate in team practices. At the discretion of the coach, the student may be allowed to attend any contests held during the probationary period, but will not be allowed to participate in these contests. The student will wear Cincinnatus attire but will not participate in any warm-up activities before contests. At the end of the probationary period, students who are passing their courses will be fully reinstated to the team. A student at level 1 who fails two or more courses again anytime within the next two probationary periods, moves to level 2. A student at level 1 who is successful during the next two probationary periods, but later fails two or more courses anytime, moves to level 1.

### **Level 2**

Student will be suspended from all team activities and athletic participation. At the end of the



probationary period, students who are passing their courses will be fully reinstated to the team. A student at level 2 who fails two or more courses the next consecutive marking or interim period, moves to level 3. A student at level 2 who is successful the next marking or interim period, but later fails two or more courses within the next two probationary periods, moves to level 2. A student at level 2 who is successful during the next two probationary periods, but later fails two or more courses anytime, moves to level 1.

### **Level 3**

The student will be suspended from the team for the remainder of the season. A student at level 3 who fails two or more courses again anytime within the next two probationary periods, stays at level 3. A student at level 3 who is successful during the next two probationary periods, but later fails two or more courses anytime, moves to level 1.

### **End of the Year**

A student at level 1, 2 or 3 at the end of the school year who does not attend summer school (or who is not successful in summer school) will begin the school year at the same level. In this case, only students at level 1 can participate in practices during pre-season. Any student on probation or suspension at the end of the season will not be considered a “student athlete in good standing,” and will not receive a letter or certificate (see *Student Athlete and Parent Program Information Booklet*).

Coaches will encourage their athletes to do what is necessary to achieve passing grades, such as completing all homework and/or seeking extra help from their teachers after school before attending practices.

### **Appeal Committee**

The Appeal Committee for interscholastic athletics consists of the Athletic Director and two out-of-season coaches, both appointed to the Committee by the Athletic Director before the beginning of each season.

## **REGULATIONS FOR EXTRACURRICULAR ACTIVITIES**

### **Level 1**

#### **Art Clubs (High School and Middle School)**

Student can attend club meetings.

#### **Athletic Association**

Student can attend meetings.

#### **Yearbook Club**

Student can do work for the clubs after school.

#### **Drama Club**

Student can attend club meetings, rehearsals, and fundraisers. Student cannot attend field trips. Student will not be considered for a lead role in a play. If student is already in a lead role, he/she will lose that position and move to the understudy position. Student can practice a minor role in a play or can work “behind the scenes” (for example, stage crew).

#### **French and Spanish Clubs**

Student can attend club meetings.

#### **Jazz Band (If offered)**

Student can attend practices.

**Alpine Club (If offered)**

Student cannot use school transportation to ski area.

**Student Senate**

Student can attend meetings.

**Level 2**

Student cannot participate in the club at all during the probationary period.

**Level 3**

Student cannot be a member of the club for the remainder of the school year.

Club advisors will encourage their students to do what is necessary to achieve passing grades, such as completing all homework and/or seeking extra help from their teachers after school.

**REGULATIONS FOR SOCIAL ACTIVITIES**

Students on probation at any level are not allowed to attend dances, athletic contests, and/or any other after school activity (Junior-Senior Prom excluded) during the probationary period. Students on probation at any level are not allowed to play in Athletic Association tournaments.

**PROBATIONARY PERIODS FOR 2016-2017**

Marking period ends	Report card or interim issued	1 <sup>st</sup> day of prob. period	Last day of prob. period
October 7	October 14	October 17	November 20
November 10	November 18	November 21	December 25
December 16	December 23	December 26	February 5
January 27	February 3	February 6	March 12
March 3	March 10	March 13	April 16
April 7	April 13	April 17	May 28
May 13	May 19	May 29	June 24
June 13 (HS)	July 1	September 5	October 16
June 21 (MS)	July 1	September 5	October 16

**CAFETERIA INFORMATION**

- When money is sent to school for *Elementary students*, PLEASE put the following information on the envelope:
  1. Child's Name
  2. Teacher's Name
  3. Room Number
  4. Amount of money enclosed
  5. What the money is for

- Cafeteria prices are as follows:
  - Breakfast \$1.20  
Reduced \$ .25
  - Lunch UPK-6 \$1.90  
7-12 \$2.00  
Reduced \$ .25
  - Milk \$ .60
- If you feel your child(ren) may qualify for free or reduced lunch, please contact the Cafeteria Manager. This information is confidential.
- Elementary students: Snack arrangements will be made by your child’s individual teacher.

**EMERGENCY CONTACT/CHANGE OF ADDRESS**

You will be asked to fill out an emergency student data form. Please do this carefully. We must know how to reach you or an adult that you designate in case of an emergency. Please notify the Attendance Aide and your child’s teacher immediately if your address, telephone number, place of work, or child care provider changes during the school year.

**FIELD TRIPS**

Education occurs on and off the school campus. Field trips accomplish some of the educational goals of a course. Therefore, it is a day of learning in a different location and attendance is required. Students should complete and return a permission slip in advance of the trip and organize any other needed materials for an enjoyable learning experience. A written permission slip is required for all field trips. Students who fail to return the permission slip to school will not be permitted to attend the field trip. Alternate on campus arrangements will be made by the teacher for those students.

The District’s Code of Conduct remains in effect while students are off campus on a field trip. If a student’s behavior has been deemed inappropriate on a previous trip, the supervising teacher and building Principal will review the student’s eligibility for the next trip. A letter will be sent home, explaining the inappropriate behavior and consequences. **It is expected that students will be positive representatives of Cincinnati Central School.**

The district usually provides transportation for field trips. Students are required to ride school transportation to and from field trips. If it is absolutely necessary for you to transport your child to and/or from the field trip, you must provide advance notification in writing to the principal so that arrangements may be made.

**Any student who is absent unexcused or tardy for 10% or more of the days of school prior to a field trip will not be allowed to attend the trip; including the senior trip.**

Chaperone selection for school field trips are at the discretion of the teacher and administration. Please keep in mind that field trips are an extension of the school program and are not intended as family outings. Student safety is always our top priority.

## HALLWAYS

Students must **not** run in the hallways. Students are not allowed to consume food or beverages in the hallways. Hallways are shared by all staff and students K-12. When walking in the hallways in a large group (for example, when exiting the cafeteria), follow the “rules of the road” – keep to the right so that the hallway is clear for other students and staff.

## STUDENT MEDICAL SERVICES

An outreach medical program offered free to students is based in the health suite. SMS is staffed by a full-time Licensed Practical Nurse and a Nurse Practitioner. SMS serves the health and emergency needs of students registered in the program. If interested in registering your child in the program, please contact the health office.

## SCHOOL CLOSING

If school should be closed or delayed because of weather or emergency, it will be announced over the radio and television stations in the area.

### TV

WSTM-3 Syracuse

WTVH-5 Syracuse

WBNG-12 Binghamton

### Radio

WCHN (970 AM)

WKXZ (94 FM)

WHWK (98.1 FM)

WYYS (99.9 FM)

WKRT (920 AM)

In the event that it becomes necessary to close school during the instructional day, the radio/TV stations will be notified, and children in Grades UPK-4 will be sent home or to the home of the person designated by you on the student data forms, which you submit in early September. Please notify the Attendance Aide and your child’s teacher immediately if your address, telephone number, place of work, or child care provider changes during the school year. If school is delayed (one hour or two hour) no breakfast will be served.

## SCHOOL PROPERTY

Each year students are loaned textbooks, trade books, laboratory supplies, athletic uniforms and /or other school property. It is the students’ responsibility to see that school property in their care is kept in good condition. Parents/guardians of students must reimburse the school for any excessive damage or loss. To prevent excessive wear, students should cover their textbooks. To protect the bindings, students should not keep excessive amounts of homework papers or notes in their textbooks. Payment for lost or damaged books depends on the condition of the book.

## STUDENT CONDUCT AND DISCIPLINE

### Section 1: STUDENT RIGHTS AND RESPONSIBILITIES

**The school district is committed to providing a safe and productive learning environment within its schools. In accordance with New York State’s “Dignity for All Students Act” (“DASA”) the Cincinnatus Central School District is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students’ ability to learn. This includes cyberbullying that is defined by harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that**

**create or would foreseeably create a risk of substantial disruption within the school environment.**

In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- 1) Take part in all district activities on an equal basis regardless of **person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- 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.

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.
- 9) Dress appropriately for school and school functions.
- 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, and sportsmanship.

#### **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 extracurricular event or activity.

· **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.

· **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.

· **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.

· **Discrimination** and **Harassment** means an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal threats, intimidation or abuse, of such a severe nature that it:

(a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional physical well-being;

or

(b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

· **Cyberbullying**: Including, but not limited to, the use of cell phones, e-mail, YouTube, chat rooms or social networking (or other electronic modalities) to harass, threaten, or intimidate someone by means of video, pictures or words. Types of cyber-bullying may include but are not limited to: posting, sending or forwarding inappropriate or derogatory messages or images, viruses, humiliating messages, sharing private information, sending hateful or defamatory remarks.

• **Disruptive Student** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

• **Parent** means parent, guardian or person in parental relation to a student.

• **Violent student** means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school 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, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## Section 2: PROHIBITED STUDENT CONDUCT

A student shall be subject to disciplinary action in relation to the following:

- (1) Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.
- (2) The use, possession, sale or gift of any drug or controlled substance, including marijuana, **look-a-like drugs, designer drugs** or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school-sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by that particular student at the time in question.
- (3) Stealing, lying, cheating, plagiarism or other acts of dishonesty.
- (4) Verbal or physical intimidation.
- (5) Fighting or causing physical harm to another.
- (6) Disrespect toward a faculty member.
- (7) **Engaging in acts of misconduct while on the school bus.**

- (8) Possession or use of a weapon, which constitutes a firearm or destructive device, on school premises. School premises include school grounds, school buildings, or a school bus.
- (9) Possession or use of knives or other weapons not included in subsection (7) on school premises. A school premise includes school grounds, school buildings, or a school bus.
- (10) Failure to comply with the directions of a teacher, administrator or other school employee.
- (11) **Engaging in acts of sexual harassment, harassment, or discrimination as defined in this code.**
- (12) Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
- (13) Selling, using or possessing obscene material.
- (14) Lateness for, missing or leaving school or class without permission or an excuse given by a faculty member.
- (15) Any willful act which disrupts the normal operation of the school community.
- (16) Smoking a cigarette, cigar or pipe, or using or being in possession of tobacco, including chewing or smokeless tobacco, on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.

Examples of behaviors which warrant disciplinary action include, but are not limited to, the following:

- Violation of dress code
- Violent behavior
- Disruptive behavior
- Use of vulgar and abusive language
- Intimidation
- Violation of the Acceptable Use Policy
- Insubordination (refusing a reasonable request)
- Lateness, cutting class, truancy
- Skipping detention
- Acts of dishonesty (including lying, stealing, defamation, discrimination, plagiarism, copying, cheating, and complicity in the above behaviors)
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Includes violations of district policy **7552 – Bullying: Peer Abuse in the Schools.**
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club or team.
- Selling, using, possessing obscene materials
- Possession, use of tobacco products
- Possession, consumption, sale, distribution, exchange of alcoholic beverages or illegal substances
- Inappropriately using or sharing prescription and over-the-counter drugs
- Gambling
- Indecent exposure
- Public display of affection
- Willful and deliberate making of a false report of fire or other catastrophe, misuse of 911, discharging a fire extinguisher
- Failure to turn in homework / assignments



## 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. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. Students are also required to wear appropriate protective gear in certain classes (including, but not limited to: technology, physical education, science).

A student's dress, grooming and appearance shall:

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Extremely brief garments such as short skirts, (spandex mini-skirts), short shorts, tube tops, net tops, halter tops, spaghetti straps (straps must be at least two fingers in width), plunging necklines (front and/or back), see-through garments, and other garments that bare the midriff or back are not appropriate. Skirts, dresses, and shorts must to the mid-thigh area when standing. Students must wear pants, shorts, skirts, dresses, and shirts appropriately at the waist level to ensure that all abdomen (chest and stomach) and back areas are completely covered. Clothing worn for physical education classes or athletic purposes must be acceptable to the instructor and/or coach.
- Wear leggings only when wearing a top garment that covers the student's backside.
- Not wear tank tops/muscle shirts that have armholes that are more than the size of one's palm when placed under the arm.
- Not wear jeans with holes in them where skin is visible above the mid-thigh area when standing normally (i.e., arms are at rest at their sides).
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. Elementary students will wear proper footwear during physical education class and recess.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of a **person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.**
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- All hats, bandannas, sunglasses, and other head coverings, whether worn by males or females, will be removed upon entry into school and placed in students' lockers. Exceptions are hats worn for a medical or religious purpose. The school is a hat-free zone. No hats will be worn in the school building at any time, including school-sponsored events for students scheduled after school (excluding hats worn as part of a costume at extra-curricular events). Exceptions are public events, such as basketball games. The Principals may use their discretion for when students may wear hats as part of a costume during school (e.g., pilgrims at Thanksgiving time).

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. Determinations of what is appropriate / inappropriate shall be the decision of the administrator.

### **Public Display of Affection**

Although it is understood that school does provide an opportunity for social interaction, it is expected that students will conduct themselves in an appropriate manner. A public display of affection can make others uncomfortable.

Examples of appropriate public displays of affection are:

- Holding hands while walking down the hall
- A quick kiss or hug

Examples of inappropriate public displays of affection are:

- Touching each other inappropriately (other than holding hands)
- Holding bodies close to each other
- Prolonged kissing

If an inappropriate public display of affection is witnessed by any faculty member, staff member, or administrator, the students will be informed of their inappropriate behavior, and the issue will be addressed as per the District's discipline policy.

### **Bus Rules**

The conduct of each student while riding on the school buses to and from school is extremely important to the physical safety of everyone on the bus. All parents, as well as the students, should be constantly aware of the rules that guide behavior on the school bus. Students riding spectator buses or who are going on field trips are required to observe the same bus rules.

It is very important for the school and the home to work together to enforce bus rules and bus behavior. The following guidelines will govern student conduct on school buses:

- The bus driver is in charge of the bus. The driver's instructions are to be obeyed promptly by all passengers.
- Upon boarding the bus, students will select a seat and remain seated for the duration of the trip. Feet will remain out of the aisle. All parts of a student's body and all objects will remain inside the bus. Bus drivers may assign seats when they feel it is necessary.
- Students will not bring objects on the buses that are, in the judgment of the driver, potentially dangerous or distracting to other students or the driver.
- Students are to be at their bus stop prior to the bus's arrival. Students who are approaching the bus stop as the bus arrives and who make no effort to be on time may be left behind.
- Student actions that have the effect of distracting the driver or otherwise interfering with the driver's ability to operate the vehicle in a safe manner are prohibited. Such actions may include, but are not limited to the following:
  1. Throwing objects within or out of the bus
  2. Harassing or fighting with other passengers
  3. Extending head, hands, arms, or legs out of bus windows
  4. Operating or otherwise tampering with emergency exits
  5. Eating, drinking, smoking, and the possession or use of drugs or alcohol

6. Creating excessive noise, including verbal abuse of fellow passengers and the use of profanity
7. Causing damage to the vehicle (students responsible for damages will be billed for the repairs)
8. Tampering with the vehicle's operating or safety controls
9. Obstructing the driver's vision
10. Threatening, verbally abusing, attacking or swearing at the driver

### **Misconduct on School Buses**

If a student acts inappropriately on a bus, the bus driver shall issue a warning and/or bring such misconduct to the attention of the building Principal by filling out a bus referral form. Disciplinary measures for misconduct on school buses may include a Principal's conference with the student, and may also include a Principal's conference with the student's parent. The Principal will take disciplinary action deemed appropriate, up to and including suspension of riding privileges.

Building Principals are authorized to suspend students from bus riding privileges for extended periods of time when the nature of the offense or the recalcitrance of the student warrants such action. Parents will be informed by the building Principal of violations of the Code of Conduct and of disciplinary actions taken.

### **Cafeteria Rules**

The food people eat each day makes a difference in the way they look and feel, and how well they grow and learn. The Cincinnati Central School cafeteria provides breakfast and lunch for any student who attends our district.

A great opportunity exists for students to buy and enjoy a hot breakfast from 8:00 – 8:15 a.m. any morning. Students in grades 9-12 who eat breakfast in school report to the cafeteria immediately upon entering the building. Attendance is taken by the cafeteria monitors.

Cafeteria rules include the following:

- Cooperate with cafeteria staff and supervisors.
- Keep in a straight, orderly line while waiting to be served.
- Behave appropriately with no boisterous behavior such as shouting from table to table, making loud noises, hopping over tables and /or chairs, running, or pushing.
- Eat, clear the table and floor around you of all litter and spills, and return your tray.
- Place all waste materials in appropriate containers.
- Handle food and silverware appropriately. Any damaged cafeteria equipment will be paid for by the student(s) involved.
- Take no food or drink from the cafeteria. Food brought in from home is to be eaten in the cafeteria at appropriate times.
- Remain in the cafeteria for the entire lunch period unless a pre-signed pass from the teacher of your destination is presented to the cafeteria monitor.

Failure to follow the guidelines for the cafeteria may result in disciplinary action. We discourage students from bringing cans or plastic containers of soda (not nutritional) to the cafeteria – glass containers are not allowed.

## Food and Drink in Classrooms and Hallways

No food or drinks are allowed in classrooms or hallways, except water in clear plastic containers. (Exceptions are school- or staff-sponsored activities.) Food and drink in lockers, such as food and drinks brought in for lunch, will not be consumed in hallways.

## Senior Lounge

The Senior Lounge is a privilege extended to seniors who act as good role models for underclassmen in the school community. The seniors have two areas to use for this privilege including the bus loop foyer near Wilbur Auditorium and the quad area outside. The expectations are as follows:

- Seniors only
- If failing any class, not permitted in the lounge
- Only during study halls and lunch (seniors must sign out first)
- Sitting on the tables is prohibited
- No projectiles of any kind
- Low noise level
- Area kept clean - No garbage or food mess left behind
- Must be on time to next class
- Must remain in the area and not wonder unless signing out for another destination
- May use electronic devices/cell phones in Senior Lounge in compliance with the rules/restrictions\*
- Playing cards is permitted in Senior Lounge only, gambling prohibited

\*Seniors may use electronic devices /cell phones in the Senior Lounge given the following rules/restrictions:

- Electronic devices (including cell phones) must remain out of sight until seniors enter the lounge which begins at the double doors. No electronic devices or cell phones are permitted outside of the Senior Lounge.
- If students wish to listen to music while in the Senior Lounge, they must use headphones.
- Texting, Facebook, phone calls, and other ways of communicating are permitted unless contacting others who are in class or elsewhere in the building, outside of the Senior Lounge. If a senior is found communicating with others in the school building the senior will lose the Senior Lounge privilege for 5 school weeks.
- If it is discovered that electronic devices/cell phones are being used in the Senior Lounge for bullying, harassment or cheating purposes consequences will be carried out according to the Code of Conduct and the seniors involved will lose the Senior Lounge privilege for at least 5 school weeks.
- If seniors are caught outside of the Senior Lounge using their electronic device/cell phone, consequences will be carried out according to the Code of Conduct and Senior Lounge privileges will be revoked accordingly.
- If Senior Lounge privileges are taken away for the Senior Class, the electronic device/cellphone privilege is suspended until the lounge is reopened.
- All seniors must sign an agreement promising to abide by this set of rules/restrictions, posted in the lounge, prior to using this privilege and the Senior Lounge.

Acceptable behavior is an expectation or privileges may be revoked at any time. When a senior demonstrates behaviors that require disciplinary consequences this privilege will be revoked as follows: Lunch detention/detention (each detention = revoked for 2 school days), ½ day ISS (revoked

for 1 school week), full day ISS (revoked for 2.5 school weeks), OSS (per offense, revoked for 5 school weeks).

### **Elementary Philosophy/Behavior**

We all recognize Character Education as an important part of our children's lives. At Cincinnati Elementary we will be focusing on the social skills as outlined by our philosophy and expectations for our children. We hope to encourage students to live the adage, "*Character is doing what's right, even when no one is looking.*" We want our students to "have the courage to do the right thing" and to be young people of positive character.

Teachers are expected to be the first line of defense in handling student discipline issues. As an Elementary school, we embrace an approach to teaching and learning that fosters safe, challenging, and joyful elementary classrooms. This approach consists of practical strategies for bringing together social and academic learning throughout the school day. We foster learning environments where children thrive academically, socially, and emotionally.

### **Elementary Classroom Expectations**

Students are responsible for being familiar with and abiding by posted classroom expectations. Students who disrupt classroom instruction may be given a time-out. The procedure allows the student time to reflect on their inappropriate behavior while also allowing the teacher to continue instruction. Time-outs may occur in the student's classroom, another classroom, or the office, depending on frequency and severity. Repeated inappropriate and/or unsafe behavior will result in further disciplinary action as determined by the Principal. Please refer to the Student Rights and Responsibilities section.

### **Playground Expectations Grades UPK-4**

- We will play safely with our hands and feet to ourselves.
- We will follow the rules of games and swings.
- We will use kind words.
- We will respect property.
- Games that involve throwing are to be done safely. Potentially harmful objects shall not be thrown.
- Candy or gum is prohibited from the playground.

Repeated inappropriate and/or unsafe behavior will result in further disciplinary action as determined by the Principal. Please refer to the Student Conduct and Discipline section.

Students will go outside for recess when weather permits. The temperature must be 20 degrees or above (including wind chill). Use of the website [www.wunderground.com](http://www.wunderground.com) determines our local weather for recess purposes.

### **Cell Phone/Electronic Devices in School**

Instructional time in the classroom is essential for quality instruction and the learning of our students. Problems and distractions sometimes arise when students bring electronic devices to school for non-educational purposes. Thus, the use of electronic devices, for reasons other than classroom use (with permission of the teacher), is prohibited until dismissal. If there is a situation where individual

student(s) need to use electronic devices for educational purposes, prior permission must be sought from the Principal by filling out the Electronic Device Acceptable Use Form. Permission will be granted on an individual basis and at the Principal's discretion.

Hence, during the school day, students are NOT permitted to use or to have visible electronic devices (including, but not limited to cell phones, iPods, MP3 Players, headphones, ear buds, etc).

The school day begins when students enter the school building. The school day ends with dismissal at 3:04 or when students exit the building upon early dismissal. **All cell phone/electronic devices must be powered off and not visible.**

#### First Offense

- Item is confiscated and given to an administrator
- A phone call is made to the parent
- Item is returned to the students at the end of the school day or when the student is dismissed for the day
- Three (3) lunch Detentions

#### Second Offense

- Item is confiscated and given to an administrator
- A phone call is made to the parent by an administrator
- Item must be retrieved by the parent
- Five (5) lunch Detentions

#### Third Offense

- Confiscated item is taken away and given to an administrator
- A phone call is made to the parent by an administrator
- Item must be retrieved by the parent
- ISS (length of ISS to be determined by administrator) for each offense (cumulative)

Students may use the phones in the Guidance Office, Visitor's Center and/or the UPK-6 and 7-12 Offices with permission.

Parents/Guardians may call these offices at any time if there is an emergency and/or it is necessary to contact their children.

### **Plagiarism**

Plagiarism is an extremely serious offense. A person is guilty of plagiarism when (s)he uses someone else's facts, data, or ideas without telling where the information has come from. Simply put, plagiarism is stealing someone's work and passing it off as one's own.

A person is guilty of plagiarism when doing one of the following:

- Using someone's information word for word
- Paraphrasing someone else's work
- Changing the words in someone else's work
- Summarizing someone else's work
- Copying the results of lab calculations or mathematical problems without doing the calculations oneself
- Copying homework or using someone else's ideas on an assignment, unless specifically assigned to share
- Submitting a document without a "Works Cited" page.
- **Using an online translator for foreign language classes**

A student who plagiarizes will receive a zero (0) for the assignment **and a half day of in-school suspension (ISS) for the first offense. If there is a second offense, the student will receive a zero (0) for the assignment and a full day of in-school suspension (ISS)**, as well as other disciplinary consequences as per the District's discipline policy.

## 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 Principal, the Principal's designee or the Superintendent of Schools.

All district staff that 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, which may include permanent suspension and referral for prosecution.

The Principal or his/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/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.

## **Section 3: RANGE OF PENALTIES**

The range of penalties which may be imposed for prohibited student conduct is as follows:

- (1) Verbal warning;

- (2) Written warning;
- (3) Written notification to parent;
- (4) Counseling;
- (5) Probation;
- (6) Reprimand;
- (7) Detention;
- (8) Suspension from transportation;
- (9) Suspension from athletic participation;
- (10) Suspension from social or extracurricular activities;
- (11) Suspension of other privileges;
- (12) Teacher removal from a particular class;
- (13) Involuntary transfer; or
- (14) Suspension upon instruction (in accordance with Education Law 3214 and Board of Education Policy 7313).

Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Students assigned to after-school detention, lunch detention, or in-school suspension for violations of the code of conduct must work productively on a teacher-assigned task. Idle time will not be tolerated.

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. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

#### Minimum Periods of Suspension

1. Students who bring or possess a weapon on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property 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 or possessing a weapon on school property

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, 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 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.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes 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.

#### **D. Referrals**

1. Counseling

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

## **2. PINS Petitions**

The district may file 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.

## **3. 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 to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

## **Teacher Disciplinary Removal of 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 utilizing effective 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 another classroom by mutual agreement of both teachers, or in an administrator's office; (2) making arrangements for a student to receive counseling from a guidance counselor or social worker.

In instances when a student is sent out of the same classroom continuously, the appropriate administrator will review the situation with the teacher involved.

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 of 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. At this point, an administrator must be contacted. The teacher must 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 within one school day. The teacher must complete a district-established disciplinary removal form and meet with the Principal 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 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 prior to the beginning of classes on the next school day.

Within one school day after the student's removal, the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal, to discuss the reasons for removal. The teacher who ordered the removal will be expected to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal 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 two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and appropriate administrator.

The Principal may overturn the removal of the student from class if the Principal finds any 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 may overturn a removal at any point between receiving a referral form issued by the teacher and the close of school on the day following the two school day 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. Teachers must document all cases of removal of students from their classes. 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 a student's rights under state or federal law or regulation.

#### **Section 4: ROLE OF TEACHERS, ADMINISTRATORS, BOARD AND PARENTS**

Teachers, administrators, Board members and parents each have a role in the discipline code. The teacher shall report all violations of the code to the teacher's administrator. The teacher should be aware of the provisions of the code and, if in doubt regarding the code, explanations should be sought from the teacher's administrator. Teachers are expected to interpret the code for students and to give a consistent interpretation of the code.

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. 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.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

Guidance Counselors will:

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.

Administrators have first line responsibility to ensure that the code is followed and enforced. Administrators shall conduct the appropriate investigation to determine if the code has been violated and, if violated, shall act in accordance with this bylaw and the laws applicable to the situation. The administrator shall interpret the code for staff members and, where advisable, request the assistance of the faculty, district employees, students and parents of the student.

Administrators will:

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.

The Superintendent will:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of education 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.

Parents are requested to give assistance to the teaching staff and administration in administering the code when requested. Parents should be aware of the code.

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.
9. Build good relationships with teachers, other parents and their children's friends.
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.

Board members shall advise the superintendent of any suggested changes in the code and community feelings regarding the code. **The Board will review the code at least annually.** The members of the Board of Education shall be available to provide a speedy hearing of any appeal of a suspension under the provisions of Education Law 3214.

## **Section 5: PUBLICATION AND EXPLANATION**

The rights and responsibilities of students, the discipline code and the range of penalties shall be publicized and explained to students and provided in writing to all parents on an annual basis. The timing of the explanation and the manner of publication shall be determined by the superintendent.

## **Section 6: STRATEGIES AND PROCEDURES FOR THE MAINTENANCE AND ENFORCEMENT OF PUBLIC ORDER ON SCHOOL PROPERTY**

### **Purpose**

The following rules and regulations are adopted for the maintenance of public order on district property and provide a program for enforcement thereof in accordance with 2801 of the Education Law.

### **Prohibited Conduct**

No person, either singularly or in concert with others, shall:

- (1) Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or to do any act which he has a lawful right not to do.
- (2) Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
- (3) Willfully damage or destroy property of the district, or remove or use such property without authorization.
- (4) Without permission, express or implied, enter into any private office of an administrative officer, faculty member or staff member.
- (5) Other than student, employee or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his designee.
- (6) Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
- (7) Without authorization, remain in any building or facility after it is normally closed.
- (8) Refuse to leave any building or facility after being requested to do so by an authorized administrator.
- (9) Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- (10) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
- (11) Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
- (12) Possess, consume or exchange alcoholic beverages, drugs or narcotics on school properties.
- (13) Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
- (14) Urge or incite others to commit any of the acts herein prohibited.

## **Penalties**

A person who shall violate any of the provisions of these rules shall:

- (1) If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection.
- (2) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- (3) If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
- (4) If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
- (5) If he is a staff member entitled to the benefits of Civil Service Law 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

## **Procedure**

In the case of a violation of this section:

- (1) The superintendent or designee shall inform any licensee or invitee, who shall violate any provision of these rules, that his license or invitation is withdrawn and shall direct him to leave the district grounds. In the event of his failure or refusal to do so, the superintendent or designee shall cause his ejection from such property.
- (2) In the case of any other violator who is neither a student nor faculty nor other staff member, the superintendent or designee shall inform the violator that he is not authorized to remain on the property of the district, and direct him to leave such premises. In the event of this failure or refusal to do so, the superintendent or designee shall cause his ejection from such property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation, nor to affect his liability to prosecution for trespassing or loitering as prescribed in the Penal Law.
- (3) In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner provided in 3214 (3) of the Education Law.
- (4) In the case of a faculty member having tenure, charges for misconduct and violation of these rules shall be made, heard and determined in accordance with 3020-a of the Education Law.
- (5) In the case of a faculty member not having tenure, the superintendent shall conduct a hearing after written notice to the teacher of the charges and shall determine the punishment of the teacher if found guilty.
- (6) In the case of any staff member who holds a position in the classified Civil Service as described in 75 of the Civil Service Law, charges of misconduct for violation of any of these rules shall be made, heard and determined as prescribed in that section.
- (7) In the case of any staff member who does not hold a position in the classified Civil Service and is not covered by the provisions of 75 of the Civil Service Law, the superintendent shall conduct a hearing after written notice to such staff member of the charges, and shall determine the punishment if such staff member is found guilty.

## **Enforcement Program**

The responsibility for enforcement is as follows:

- (1) The superintendent shall be responsible for the enforcement of these rules, and he shall designate other administrative officers who are authorized to take action in accordance with such rules when required or appropriate.
- (2) The superintendent or designee may apply to the public authorities for any aid, which he deems necessary in causing the ejection of any violator of these rules, and he may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

### **Application of Rules**

These rules shall apply to all buildings and grounds of the district and shall govern the conduct of students, teachers, staff members, as well as visitors and other licensees and invitees.

### **Definition of Terms**

A *licensee* is defined as a person who enters the property of the school district for such person's own interests, without express or implied invitation (an invitee).

An *invitee* is a person who enters the property of the school district with express or implied permission by someone who is authorized by the school district to give such permission.

## **Section 7: PROCEDURE IN THE EARLY IDENTIFICATION AND RESOLUTION OF DISCIPLINE PROBLEMS**

Pupil service personnel, administrators, teachers and others shall report students who are having problems or appear to be having problems regarding matters covered in the discipline code to the building principal. Parents also are invited to advise the building principal of concerns the parents may have regarding their children pertaining to the discipline code.

Students are expected to report to teachers or to the building administrator any student who appears to be having discipline problems. Students are expected to cooperate in any conference regarding the discipline of that student.

When the building principal is aware of, or has received a report from pupil service personnel, administrators, teachers, students or parents, the building principal shall conduct whatever inquiry the principal considers appropriate.

If the building principal, after such inquiry, considers there is a basis for concern, the principal shall arrange to have a meeting with the parents and custodians and appropriate staff members to review the matter and create a plan to resolve the discipline problems.

The purpose of the procedure is to identify early possible problems and to resolve these disciplinary problems. The district shall assign such support personnel to assist the parties, considering the resources available at any given time.



## **Section 8: CLASSIFIED STUDENTS**

If the student who is under review according to the provisions of Section 2, subsection 7, or if a student who has violated the disciplinary code is a student who has been identified as having a disability and suspension upon instruction is being considered, the matter shall be referred to the Committee on Special Education. The CSE shall review the matter with appropriate dispatch to determine if the conduct in question is the result of the disability.

If the conduct is the result of the disability, the CSE shall review and modify, if appropriate, the student's IEP. Such review shall be conducted in accordance with the procedures for meetings of the CSE, including notice to the parents. The building principal shall be kept informed of these proceedings.

If the CSE determines that the conduct is not the result of the disability and suspension upon instruction is being considered, the CSE Chairperson shall so notify the building principal. The building principal shall consult with school district counsel to determine whether the school district's normal disciplinary process can be followed in light of the then current state of the law regarding the discipline of students with disabilities.

## **Section 9: ALTERNATIVE EDUCATIONAL PROGRAMS**

The district has the following alternative educational programs available:  
Alternative Senior High School Program  
GED Programs and other sources

## **Section 10: GUIDELINES AND PROGRAMS FOR IN-SERVICE EDUCATIONAL PROGRAMS**

The superintendent shall solicit the recommendations of the teaching staff and administrators regarding in-service programs pertaining to the management and discipline of students. The Board then shall sponsor such in-service programs as may be appropriate, considering the various programs that have been previously offered or that may be offered in the future. These programs may be conducted after school hours or may be given during a superintendent's workshop day. Such programs may be offered separately or in conjunction with other school districts. Where appropriate, individual staff members may be sent to other programs outside of the district and these individuals may, thereafter, conduct appropriate in-service programs for members of the staff.

## **CORPORAL PUNISHMENT**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.

3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

## **STUDENT SEARCHES AND INTERROGATIONS**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

### **A. Student Lockers, Desks and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## B. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

### Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

### C. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or 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.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

### **Review of Code of Conduct**

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 of Education no later than 30 days after adoption.

### **COMPUTER LABS AND USAGE/Internet Acceptable Use Policy**

The computer labs are open to all students in grades 7-12 and staff throughout the day. Pre-signed passes from the computer teacher are required, and students are to remain in the computer lab until the end of the period. Students are expected to treat equipment with respect and clean up their area and return all working materials to their proper places.

See Internet Acceptable Use Policies for Grades UPK-4 and Grades 5-12 below.

## Internet Acceptable Use Policy Students Grades UPK-4

We are pleased to offer students of Cincinnati Central School, access to the district computer network and wireless devices such as iPads and Kindles. To gain access to the Internet, all students under the age of 18 must obtain parental permission and sign and return this form to the Network Administrator, Nicole Rice. The primary purpose of the District's Internet connection is educational, and that as such, educational purposes shall take precedence over all other uses. This includes (but is not limited to) the following when accessing the school network by any device such as a computer, laptop, handheld, tablet, cell phone, iPad, Kindle or any other online devices:

Safety on the Internet is just like everyday safety. You wouldn't walk up to strangers and tell them everything about yourself. You also wouldn't go into unfamiliar neighborhoods without permission. If you learn and use the following safety tips, you will enjoy your time on the Internet:

1. I will be a good online citizen, be polite and not do anything that hurts other people or is against the law.
2. I will tell my teacher right away if I come across and information that makes me feel uncomfortable.
3. I will not give out personal information such as my address, email address, telephone number, or the name and location of my school without parental permission.
4. I know that on the Internet people sometimes pretend to be "someone different" than they really are. Sometimes a grownup might pretend to be a kid. I need to be careful, and not always believe what people say.
5. I will never agree to get together with someone I "meet" online without first checking with my parent or guardian. If my parent or guardian agrees to the meeting, I will be sure that it is in a public place and bring my mother, father, or guardian along.
6. I will never send a picture of myself to another person without first checking with my teacher.
7. I will not type or respond to any messages that are mean or harmful. I will not type swear words or other bad words. I will tell my teacher right away if I gear a message or picture that makes me feel uncomfortable.
8. I will not give out my Internet password to anyone, even my best friends.
9. I will not visit our use blogs, live charts, or social networks such as Facebook, Instagram, or Twitter without teacher permission.
10. I will not attempt to access another's files or personal information.
11. The use of the Internet is a privilege, not a right. The primary purpose of the School's computer network is educational, and takes priority over all other uses. Inappropriate use of the Internet or school computers will result in cancellation of that privilege

**Parent Note:** The District runs an Internet filter on all online computers. This filter allows us to block sites and special services online. For example we can block by category or keyword such as – adults only, hate discrimination, nudity, pornography, violence. Games, gambling, free email, live chats and joke lists are also added to the block list. This is in compliance with the **Children's Internet Protection Act** signed into Federal law to protect minors against access to harmful content

\_\_\_\_\_  
My name (Please Print)

\_\_\_\_\_  
Year of Graduation

\_\_\_\_\_  
Grade

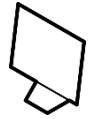
\_\_\_\_\_  
My signature (Grades UPK-3)

\_\_\_\_\_  
Date

\_\_\_\_\_  
My parent or guardian's signature

\_\_\_\_\_  
Date

# Acceptable Use Policy (AUP) © Students Grades 5 -12



We are pleased to offer students of Cincinnati Central School (CCS), access to the district computer LAN network and wireless devices such as iPads. To gain access, including email, the Internet, messaging, phones, and other devices, all students under the age of 18 must obtain parental permission and sign and return this form to the Network Administrator or a computer teacher. Students 18 and over may sign their own forms. The primary purpose of the District's network is educational, and educational purposes shall take precedence over all other uses.

The Internet **Acceptable Use Policy** is one way that we may work together to enforce safe travels on the Internet. The District is also in compliance with the **Children's Internet Protection Act** signed into Federal law by certifying that the district uses a filtering program to protect students against access to visual depictions that are obscene or other content harmful to minors on school computers.

- **Privilege:** The use of the district network is a privilege, not a right. Failure to comply with the CCS guidelines of technology use in this document, the Student Handbook, or the district's Board Policy will result in a cancellation of that privilege by the school's Network Administrator, Principals, or Superintendent at any time without warning. This includes (but is not limited to) the following:
- **Netiquette:** All users are expected to abide by the generally accepted rules of network etiquette. The student is ultimately responsible for his or her own actions accessing technology at CCS.
  1. Be polite. Never forget the person on the other end is human.
  2. Use appropriate polite language which also applies when using symbols and text abbreviations. Do not swear; use vulgarities or any other unacceptable language.
  3. Be careful with humor and sarcasm.
  4. Illegal activities are strictly forbidden and enforced by law.
  5. Do not use the network in such a way that you would disrupt its use by other users.
  6. Be brief to save cyberspace.
  7. Your postings reflect you, be proud of them.
  8. Print conservatively to save paper and the environment.
  9. Do not type in ALL CAPS it appears that you are shouting.
- **Security Issues:** Security on any computer system or device is a high priority, especially when the system involves many users. If you feel you can identify a security problem notify your teacher or the network administrator immediately. Security issues include (but are not limited to) the following:
  1. Do not use another's password nor give out your password to others, even your best friend.
  2. All communications and information accessible via email should be considered private property, but is not guaranteed private.
  3. Data files stored on the school server, USB drives, CDROMs, network drives, or other CCS equipment are not guaranteed private.
  4. Do not reveal your personal address or phone number, social security number, or those of others.
  5. Should you be required to give out your personal contact information such as in an online registration form, you must have parent or guardian written permission first. (A good example may be an online college application. A bad example would be a form to receive free merchandise.)
  6. Social networks such as Facebook, Twitter, and Instagram, are not to be accessed on school computers unless given permission by a teacher or network administrator for a school project.
  7. The school recognizes that students actively use Facebook, Twitter, Instagram, and other such social networking sites, blogging and messaging services. Students must not post material (including text, video, audio or images) which damages the reputation of the school or post material, which could be considered as inappropriate or harmful to others under any circumstances and in some cases criminal.
  8. Do not intentionally access, transmit, copy, or create material that violates the school handbook rules (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  9. Do not conduct online chats with others through live chats or Skype unless given permission by a teacher or the network administrator.
  10. Do not change computer files that belong to another user.
  11. Do not falsify your identity, be honest.

12. Do not send anonymous email messages, forge email messages, or use an account owned by another user.
13. Do not forward a message that was sent to you privately without permission of the person who sent the message.
14. Adhere to laws, policies, and rules governing computers including but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.
15. Users will not attempt to gain unauthorized access to the network or to any other computer system through the school network or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files even if only for the purposes of "browsing."
16. Cyberbullying is the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, intended to harm others and will be enforced by New York State law.

▪ **Using Resources:** Information networks have set limits for capacity. The more users there are on the network and wireless devices, the more congested the network becomes and access to information will take longer. The following guidelines will help ease the congestion:

1. Use your access time efficiently. Remember there are many students, teachers, and staff members who need to use the network.
2. Do not play online games with others on the network or on the Internet. Networks are not designed for computer games.
3. Do not download huge files unless approved by your Computer Teacher or Network Administrator. Download only information you need.
4. Do not download music unless approved by your Computer Teacher or Network Administrator for a school project.
5. Do not search for, read, email, or print joke lists of any nature unless given permission for a school project.
6. If you stumble across unacceptable materials while doing legitimate research, avoid this information by immediately leaving the web site.
7. If you have any question to the appropriateness of data or pictures you find online, ask the Computer Teacher or Network Administrator if it is acceptable for a school setting.
8. Check your email frequently, delete unwanted messages promptly, and stay within your email quota of 5000K.
9. Only use your school email account and not email provided by free services such as *gmail*.
10. Do not join list groups that generate several incoming email messages a day. An example may be Home and Garden Experts for garden enthusiasts. Many discussion groups are of high quality, however require more email space than the school server will allow.
11. Do not send email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
12. Do not use the computer to listen to music or radio stations unless approved by your teacher or Network Administrator for school projects. Headphone use must be approved by your teacher.
13. In creating web pages that are posted on the school server, no profane, abusive, or impolite language should be used to communicate or that would bring harm to others nor should materials be posted which are not in line with the rules stated on this AUP and in accordance with school rules.

▪ **Vandalism/Harassment/Unauthorized Access to Private Information or Files:** will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or Internet network. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes but is not limited to the sending of unwanted mail. Unauthorized access to private information means attempting to access the information of another individual of whom you have no legal authorization. Private information includes SSN, Driver's License number, other Identification numbers, account numbers, or security codes and passwords. Private information does not include publicly available information. In addition, you will be in Breach of the Security System if you attempt unauthorized access of another's personal files stored on the school server.

▪ **Commercial Services:** are available on the Internet. If you choose to download applications or access these additional services, you are liable for any costs that may be incurred.



**Student Acknowledgment of Responsibilities:**

By signing this document, I understand and will abide by the above terms and conditions for access to the CCS district's LAN and wireless network and any further amendments to the district's AUP, Student Handbook, or

related Board of Education policies. Likewise, I am expected as a teacher or staff member to set a good example for the students by upholding these regulations and helping to enforce these rules with all students UPK-12. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my Internet account may be closed and school disciplinary action may be taken and/or appropriate legal action.

Student's Name (please print): \_\_\_\_\_ Student's Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Student's Grade \_\_\_\_\_ Student's Year of Graduation  
\_\_\_\_\_

**Parent or Guardian:**

As a parent or guardian of \_\_\_\_\_, I have read the terms and conditions for Internet access. I understand that this access is designed for educational purposes and the Cincinnatus Central School District has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the Cincinnatus Central School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_ Parent or Guardian's Signature: \_\_\_\_\_  
Date \_\_\_\_\_



## **FIRE EVACUATION**

For safety, it is important to be familiar with fire drill instructions. These are posted in every classroom area. Twelve fire drills are required by law. The following rules are to be followed when a fire alarm sounds:

- Leave the building quickly and orderly through the designated exit with your class and teacher.
- Once outside, move well away from the building, keeping roadways clear. Remain with your class and teacher.
- Remain silent and attentive to further instructions.
- Do not return to the building unless instructed to do so.

If the fire alarm sounds between classes, leave the building through the nearest exit. Report to the teacher of the class to which you were going when the alarm sounded if you see him or her. If you cannot find the teacher, report to any other staff member. If there is a need to cross a driveway, stay close to the building; follow the directions of the staff members who monitor student/teacher traffic.

If a fire alarm sounds during breakfast or lunch, students should follow the directions of the monitors and/or teachers.

## **GUIDANCE / COUNSELING**

### **Counselors:**

Grades UPK-4	Cathy Aitchison
Grades 5-8	Kim MacDonald
Grades 9-12	Jodi Carey

School counselors provide assistance in educational advisement, college and career decisions and planning, as well as referral services for personal and social concerns. Counseling is also available for anything that affects a student's present and future well-being. Students or parents may make appointments by contacting the guidance and counseling office.

Students in grades 7-12 are required to obtain a pre-signed pass prior to reporting to the guidance and counseling office. In an emergency, the counselor's door is open to help with immediate problems. The guidance and counseling office is also a college and career center. Students are invited to utilize the materials on colleges, careers, scholarships, and financial aid. During the second semester, the guidance counselor will meet with each student to discuss educational planning and scheduling for the next academic year.

Counseling services are available to children who are experiencing academic difficulties due to any form of stress. Early identification and intervention of children's academic and personal/social needs is essential in removing barriers to learning and in promoting academic achievement.

School Counseling can address issues such as peer relations, social skills, anger management, test anxiety, grief/loss, divorce/separation, crisis intervention, etc. Counseling may be provided in an individual or group setting.

School Counseling Services are intended to be short term and deal with specific issues affecting a child's

educational experience. The school counselor may at times, refer a family to community based counseling if ongoing, intensive therapy is needed.

Children may be referred for counseling by their teacher, parent, and/or administrator.

## **SCHEDULE CHANGES**

Schedule changes will be made during August on days specified in a letter to parents. Additional course/schedule changes will be made during the first ten (10) days of school. All course changes after this time will need approval of parents, teachers, guidance counselor and the high school principal. A "Schedule Change Request Form" is to be completed properly. **Starting in the 2012-13 school year, there are new policies to dropping courses. A student cannot drop a full year course (40 weeks) after the first 10 weeks of school. A student cannot drop a half year course (20 weeks) after the first 5 weeks of that course. A student will need to remain in all courses and be held responsible for all classes after the aforementioned drop periods. There may be extreme exceptions to the above policy such as a medical emergency. If this occurs, a committee will be formed consisting of the student, parent, teacher, principal and guidance counselor to determine if the student can drop a course after the official drop period.**

**Students in grades 9-11 must take a minimum of 6 courses, in addition to PE, during each semester of the school year. Students in grade 12 must take a minimum of 5 courses, in addition to PE, during each semester. (Courses include resource and AIS.)**

## **REPORT CARDS**

Schedule for Elementary Report Periods

### 1<sup>st</sup> Report Period:

- 5 week marking period ends Friday, October 7, 2016
- Marking period ends Thursday, November 10, 2016
- Report cards are handed out on Friday, November 18, 2016

### 2<sup>nd</sup> Report Period:

- 15 week marking period ends Friday, December 16, 2016
- Marking period ends Friday, January 27, 2017
- Report cards are handed out on Friday, February 3, 2017

### 3<sup>rd</sup> Report Period:

- 25 week marking period ends Friday, March 3, 2017
- Marking period ends Friday, April 7, 2017
- Report cards are handed out on Thursday, April 13, 2017

### 4<sup>th</sup> Report Period:

- 35 week marking period ends Friday, May 19, 2017
- Marking period ends Wednesday, June 21, 2017
- Report cards are handed out on the last day of school (ES)

## Grades 7-12

At the beginning of the school year, teachers provide students with an explanation of their expectations and grading procedures, including information about making up class work missed during absences.

Report card grades are numerical. Report cards are issued every six weeks. Interim progress reports are sent to parents if a student is failing or if his/her average has dropped 10 points or more since the last report card, or if there are concerns about the student's behavior in class. The purpose of the contact is to verify that the parent is aware of the problem, explain the reason(s) for the poor performance, and enlist the parent's support in helping the student improve his/her grade.

Parents are encouraged to contact teachers regarding their student's progress. Parent-teacher conferences can be scheduled by contacting the guidance office.

**Ending dates of the marking periods for the 2016-2017 school year are listed below.**

Marking Period	Period Ends	Report Cards/ Progress Reports Sent Home
5 Week	10/7	10/14
10 Week - 1 <sup>st</sup> Quarter	11/10	11/18
15 Week	12/16	12/23
20 Week - 2 <sup>nd</sup> Quarter	1/27	2/3
25 Week	3/3	3/10
30 Week	4/7	4/13
2 <sup>nd</sup> Semester/3 <sup>rd</sup> Quarter		
35 Week	5/19	5/26
40 Week - 4 <sup>th</sup> Quarter (HS)	6/13	7/1
40 Week - 4 <sup>th</sup> Quarter (MS)	6/21	6/30

In order to receive credit for a course, a student must earn a final course average of 65 or better. In order to receive Regents credit, a student must pass the Regents examination for the course and earn a final course average of 65 or better.

Students who fail to complete course requirements by the end of a marking period may receive an "incomplete" on their report card, depending on the reason(s) for the missing work. An example of a reason for an incomplete is a long-term illness. Students who receive incompletes must see their teacher to discuss deadlines for making up work.

**Merit Roll and Honor Roll** are published after each marking period. To be eligible for the Merit Roll, a student must have an average of at least 84.5% and no failing courses or incompletes. To be on the Honor Roll, a student must have an average of at least 89.5% and no failing courses or incompletes. To be eligible for the Merit or Honor Roll, a student must be enrolled in a program leading to a Cincinnati Central School diploma.

Class rank is determined at the end of the 3<sup>rd</sup> (30 week) marking period. In determining class rank, beginning with students entering 9<sup>th</sup> grade, the following courses will be weighted with a weight factor of 1.1: AP US History, AP Government & Politics, College Writing, College Literature, Pre-calculus, Calculus I, Calculus II, College Algebra, Music Theory, Physics, French 4 & 5, and Spanish 4. **Global Studies Honors I and II will be weighted at 1.05.** Weighted averages for these courses will not be

included on the student's transcript, but will be used in the calculations to determine class rank.

### **Incentive Trips**

**Students in grades 5 – 8 who have made Honor Roll three out four marking periods will be eligible to go on the Middle School Incentive Trip. Typically, this trip has been to Knoebel's Amusement Park in Elysburg, PA. The trip is funded by Middle School Student Council, is open to the students who meet the specific requirements noted above, and is dependent on available Middle School Student Council funds.**

**Students in grades 9 – 12 who have made Honor or Merit Roll for three marking periods are eligible to go on the Student Senate Incentive Trip. The destination of this trip is determined annually, is funded by, and is dependent on the available funds of the Student Senate.**

### **TASC REGULATIONS**

- 1) When an enrolled Cincinnatus Central School student transfers to a **TASC** preparation program at BOCES, the determination of that student's grade level will be made by the Principal after consultation with the high school guidance counselor and, in the case of a special education student, after consultation with the Director of Special Education. This determination will be based on the following:
  - (a) In general, if a student enters the **TASC** program at the very beginning of the school year, or is on the waiting list at the beginning of the year and enters later that year when a slot is available, the student's grade-level assignment will be the next higher grade level from that of the previous school year. Course credit status at the conclusion of the previous year will not be used to determine the grade-level assignment.
  - (b) In general, a student who decides to enter the **TASC** program during the school year, and was not on the waiting list at the beginning of the school year, will retain his/her current grade level for that year. The student's grade-level assignment would then progress to the next grade level the following year if the student continues to be enrolled in school.
- 2) The high school guidance counselor will give the student and parent a copy of these regulations, which will include the grade level assigned to the student. The student and parent will sign the document, and a copy of the document will be placed in the student's permanent record folder.
- 3) Cincinnatus Central School students enrolled in a combined **TASC** and BOCES Career and Technical Education program, or a combined **TASC** and approved work site program (special education students only for this second option, as approved by the CSE), will be allowed to participate in all extracurricular and school activities, including class-specific activities, if eligible under: (a) the Code of Conduct; (b) the Eligibility Policy for Interscholastic Athletics, Extracurricular Activities, and Social Activities; and (c) grade-level assignment. Students who are enrolled in the **TASC** program only, with no additional BOCES Career and Technical Education program or approved work site program, will not be allowed to participate in the school activities described above.
- 4) Students who exit the **TASC** program during the school year, and are no longer enrolled in a BOCES Career and Technical Education program or approved work site program (approved by the CSE for special education students), are no longer enrolled in school and, therefore, are not eligible to participate in interscholastic athletics, extracurricular activities, social activities, or any

other school-sponsored activities for students. Exceptions would be activities that are open to the public as spectators, such as basketball games.

Students who complete the **TASC** program but subsequently enroll in Cincinnatus Central School to earn credits toward a diploma, within the age range established by the Commissioner's Regulations, are allowed to participate in student activities, as are any other enrolled students.

## **HEALTH OFFICE INFORMATION**

**Illness:** For the protection of your child and others, students who have a fever, are too ill to go outside for recess or to participate in Physical Education classes should stay at home. If a student becomes ill during the day, the nurse will call the parent and/or the person designated on the emergency student data form. Arrangements will then be made to pick up your child with the School Nurse. Before you pick up your child, you must sign in at the Visitor Center and go to the Attendance Office to sign your child out. The Attendance Aide will call the Health Office to have your child released.

**Medication:** Students should not carry over-the-counter medications with them or keep them in their lockers. If a student needs to receive a prescription medication during school hours, or needs to take any over-the-counter medication on a more regular basis, these are the steps that **MUST** be followed:

- (1) The parent needs to provide to the nurse a written order from the health care provider for the medication
- (2) The parent needs to sign a permission form, which is available in the nurse's office
- (3) The parent must deliver the medication to the nurse in the original labeled container
- (4) Students may then come to the nurse's office at the appropriate time of day for their medication
- (5) Medication orders must be renewed annually or when there is change in medication, dosage or frequency

**HIV/Infections/AIDS:** Students diagnosed with HIV infection/AIDS have a right to privacy, a free, appropriate public education and confidential treatment of their HIV status. **No disclosures** can be required or may occur without the students and/or parent signing the "Authorization for Release of Confidential HIV Related Information" form available from the school nurse, principal or the Cortland County Health Department. Following exposure to another individual's potentially infectious body fluid, it is highly recommended that HIV testing be sought and prophylactic treatment begun within **36 hours** in indicated cases.

**Head Lice:** Head lice is a perpetual problem. It can happen to anyone who comes into close contact with another infested individual. The school nurse performs head checks, attends referrals and conducts follow-ups. However, it is impossible for her to check every student every day. Therefore, we ask that you check your child's head regularly for head lice or nits (eggs). While head lice can be difficult to get rid of, it is not impossible. It is necessary to purchase a special shampoo, use it according to the directions and to comb hair thoroughly with a fine tooth comb to remove all nits. Please contact the school nurse if you suspect your child has head lice or nits.

Cincinnatus Central School has a "no nit" practice. Students with live lice and/or nits will not be permitted to return to school until cleared by the Nurse.

## **LIBRARY MEDIA CENTER**

The goal of the library media center staff is to provide a centralized location of quality resources in an atmosphere of quiet study. The library media center is available each school day for student use from 8:00 to 3:00 p.m. and later by arrangement with the librarian. The library media center serves as a center for reading, research, and viewing audio-visual materials. The group instruction room is available for teacher-classroom use, as arranged with the librarian. Our library can borrow items from 100 schools in the OCM Schools Library System and all the public libraries in the Finger Lakes (Kellogg Library) System, and the System Catalog can be accessed through the school homepage.

General school rules apply in the library. Students not following these rules or behaving in a disruptive manner so that it interferes with the educational process will be asked to leave for that period. Continued or repeated disruptions will result in a loss of library privileges for a longer time.

It is expected that all books borrowed from the library will be returned within the stated period of time. Students with long-overdue materials will lose their borrowing privileges, and lost items are charged to the parent mid-year or at the end of the year. Every effort is made to detect items taken from the library without sign-out permission. Students taking materials without permission will lose library privileges.

Computer privileges will be at the discretion of the library staff. E-mail and surfing the web are discouraged as a purpose for coming to the library, as computers will be reserved for research and word processing.

Feet should be kept off all furniture. Anyone who sabotages library computers or vandalizes anything in the Library Media Center may have their library privileges revoked for the remainder of the year.

The library media center staff appreciates your cooperation, and we look forward to serving you this school year.

## **LOST AND FOUND**

All articles that are found should be taken to the Lost and Found area at the bottom of the ramp (to the custodial area). Children losing articles should check in the Lost and Found area. It is helpful if the child's name and grade are plainly marked on all clothing, books, book bags, lunches, etc. The last Friday of each month will be clear off day. All items which are left unclaimed will be discarded.

## **STUDENT PHOTOGRAPHS**

Throughout the school year, photographs of students may be taken for use in District publications or by news media. Parents who do not want to have their children photographed for these purposes are asked to send a note to the building Principal.

## **STUDENT PLACEMENT (Grade UPK-6)**

Please be aware that our practice is to not accept parental requests for specific teachers. Student placement is the responsibility of the principal. In determining placement, the principal is guided by student performance in class, past records, teacher input and recommendation and parent input as given on the *Parent Input Form*. Parents may provide input about their child's areas of academic, social, emotional need and/or strength, learning style, and interests, by completing the provided *Parent Input Form*.

It is the purpose of the Cincinnati Central School District to offer a quality educational program. Every effort is made to develop classrooms that are balanced taking into consideration the special needs, interests and abilities of students, boy/girl ratio, and students receiving special services. Much care and attention is given to this process. Once again, your cooperation in this matter is appreciated.

## **STUDY HALLS**

- Students will report to study hall with enough work to stay busy for the entire period.
- Students will be in study hall on time.
- Students will be actively involved in studying, not sleeping or playing cards.
- Talking will be restricted to conversations concerning subject-related work (at the discretion of the study hall teacher).
- Students will be allowed to leave study hall with pre-signed passes only. Students who are failing one or more courses will **not** be allowed to leave study hall for the library, computer labs, or senior lounge. Students who are failing may leave study hall to work with a teacher or to work on a specific assignment in the library or computer lab, if those resources are necessary. **However, a pre-signed pass from the student's classroom teacher is required.**
- All students will report to study hall prior to going to designated locations (pre-signed pass).
- Library sign-out will be as per designation from library staff.
- There will be no locker passes. Bring needed materials to study hall at the beginning of the period.

## **TELEPHONE USAGE**

Students may use the phones in the Guidance Office, Visitor's Center and/or the UPK-6 and 7-12 Offices with permission. Parents/Guardians may call these offices if there is an emergency and the office will contact their children.

## **VISITORS**

Parents and other community members are always welcome and encouraged to visit the school periodically during the course of the school year. Cincinnati Central School provides many opportunities for parents and families to visit the classrooms and school through various extracurricular activities and events. Whenever possible visitors seeking to go to the classrooms are asked to make arrangements with the teacher so as not to disrupt the learning process.

Student visitors from other schools, unless they have a specific reason and prior approval of the building principal, are not permitted to visit. For example, a student from another school who is on vacation and staying with a Cincinnati student would not be allowed to visit for the purpose of going to classes/lunch during the day with the Cincinnati student.

In the interest of security all visitors to the schools of the District must follow the procedure described below:

Visitors will enter the building at the main entrance (entrance to the lobby of the large gym). They will be asked to sign in and specifically identify their destination, including the name of the person they intend to visit. They will fill out a name tag, which must be worn while in the building. Visitors will then report to the appropriate office.

All visitors will sign out of the building at the Visitor's Center upon leaving.

## **PASSES**

A pass given to a student is a privilege. Students will go only where the pass gives them the privilege of going. During class periods, students are not to be in the halls without a pass. Passes will not be given during the last ten minutes of a period.

If for some reason a teacher detains a student for a short time after class, causing late arrival to the next class, it is the student's responsibility to obtain a pass from this teacher. No pass is valid unless the teacher issuing the pass has signed it, along with the date, time, destination and place where the student came from. It is the teacher's prerogative whether or not to issue a pass.

The middle school/high school office, guidance office, or nurse's office will not issue passes for tardiness to class that is within the student's control.

## **LOCKERS**

The school district loans a corridor locker to each student in grades 7-12 during the school year. Lockers and combinations are assigned in the fall. The school reserves the right to inspect lockers at any time. Plan ahead. Use lockers before and after lunch periods and immediately before and after school. Using lockers after every period is unnecessary and cannot be used as an excuse for tardiness to class.

It is the student's responsibility to maintain his/her own locker. The cost of repairing a damaged locker will be charged to the student at the end of the year. Students should use the lockers loaned to them and not exchange them with other students. The school cannot be responsible for articles that are reported lost or stolen from lockers, classrooms, or other areas of the building. **Storing valuables in lockers is not advisable.**

## **EARLY RELEASE FOR WORK**

**Seniors** who are employed may be excused for part of the regular school day to go to work, if all of the following conditions are met: (1) The student has a scheduled study hall(s) at the beginning or end of the school day; (2) The student completes the *Release for Work* form and attains signatures from his or her parent/guardian and the Secondary Principal, giving permission for the student to drop the study hall(s) and to arrive later than 8:00 a.m. (after work) OR to be released before 3:04 p.m. to go to work; (3) The student completes the *Release for Work* form and attains the signatures of his or her employer and the Secondary Principal, stating what hours the student is scheduled to work during the regular school day; (4) The student signs the attendance register upon entering school (for morning work) OR signs out in the register when leaving to go to work. *Release for Work* forms are available in the Secondary Office.

## **STUDENT DRIVING AND PARKING**

In the Cincinnati Central School District, permission for students to drive to school, BOCES, or the Alternative High School is the purview of the respective parent(s). The school district does not assume the responsibility or the liability for that decision if the family chooses transportation other than District busing.

If a student is in a morning program off campus and comes to the high school for afternoon classes, (s)he should sign in the attendance register upon arriving. If a student drives to a program off campus in the



afternoon, (s)he should sign out in the attendance register prior to leaving.

Due to the limited number of parking spots for employees, students (with the exception of seniors) who choose to drive to school are not allowed to park on school grounds, nor are they to park in the lots of neighboring businesses. Students can park on the street.

## **SENIOR PARKING**

Seniors have the privilege of parking on school grounds in the parking spaces directly behind the basketball court and to the far end of the parking lot **only with a school parking permit** assigned through the Secondary Office. The parking permit must be visible in the student's vehicle at all times. If seniors misuse or abuse this privilege, the permit may be revoked temporarily or permanently.

## **WORKING PAPERS**

Students who wish to work part time or during vacations should pay careful attention to the legal requirements for doing so. With very few exceptions, some sort of Employment Certificate is required for anyone to work before they reach the age of eighteen. To obtain an Employment Certificate, students must secure an application blank from the guidance office, which must be signed by parents. Before the actual certificate is issued, students must have a medical examination and present proof of age and their Social Security number.

## **EXTRACURRICULAR ACTIVITIES**

A variety of extracurricular activities are offered for high school students. It is hoped that all students will participate in some of the activities open to them. Events and activities have specified beginning and ending times. **Parents are expected to pick up their children in a timely manner.** Failure to do this may result in the student being prohibited from attending similar events in the future.

The following clubs and organizations are available:

Art Club	Music Council
Athletic Association	National Honor Society
Drama Club	Student Senate
French Club	Yearbook Club
Spanish Club	

## **CLASS FUNDRAISING INCENTIVE PROGRAM**

The fundraising incentive program is designed to offer all students the opportunity to participate in all class activities, and to encourage students to be active contributors to their class activities.

Students can earn money and points, toward the cost of their senior class trip, by participating in fundraising activities as described below.

- For a sales campaign, in which students sell products (magazines, cheese and sausage, fruit, etc.), 5 per cent of the net profit is added to the general account of the class treasury. The remaining

percentage of the profit (95 per cent) is added to the class treasury, with specific dollar amounts designated to the students who earned that profit. Strict accounting procedures will be used to record individual student accounts.

- For dances, booths, bake sales, dinners, and auctions, all of the net profit is added to the class treasury, with 95 per cent allocated to the students in their senior year according to the following point system:
- Each one-half (1/2) hour block of working time at an activity earns two (2) points.
- For items brought for a dance, bake sale, or dinner, one (1) point will be awarded for each item.
- For an auction, one (1) point will be awarded for each person that a student asks to donate items, and does donate.
- For the junior class spaghetti dinner, 5 percent of the net profit is added to the general account of the class treasury. After a certain percentage of the profit is set aside as future (senior year) payment for points earned by students who work at the dinner, the remainder of the profit will be allocated to the accounts of individual students who sold tickets, based on the amount of money each student brought in for the tickets they sold.
- For an activity in which students solicit and collect pledges (for example, a contest), the money collected is added to the general account of the class treasury. Students who solicited and collected pledges receive ten (10) points for collecting \$50 or more in pledges, or five (5) points for collecting less than \$50 in pledges. Students who participate in the actual activity receive additional points, the amount depending on the nature of the activity. The amount of points awarded to each participant will be determined in advance of the activity by the class officers and class advisor, and communicated to the participants.
- For wall decorating and homecoming, two (2) points will be awarded for each one-half (1/2) hour block of work. All monies will be added to the general account of the class treasury.

The first new student of each grade level for each academic year sets the standard for the amount of money, as a base amount, that each new student receives. The first new student, and the remaining new students who enter school during the same school year, are accredited one-half (1/2) of the average of the dollar amount of the entire class body. There is no awarding of points to new students upon entering school. The money accredited to new students is from the general account of the class treasury.

Students who leave the District, or decide not to go on the senior trip, do not receive the money they have earned. The money they have earned will be transferred to the general account of the class treasury. Students who leave the District, and then return at a future time, may have the same amount of money and points at the time of their leaving credited back to them, or they may have one-half (1/2) of the class's average dollar amount credited to them.

All points are tallied throughout the students' high school career (grades 9-12) and passed on from one advisor to the next advisor. Ultimately, the senior class advisor receives a list of students in the senior class, with points earned and monies accredited to them from the ninth through the eleventh grade.

A student in his/her senior year has a total amount of money accumulated for the senior class trip. In addition to this money, the student has money earned from the points he/she accumulated. This amount is based on a percentage of the total points earned by all the students in the senior class. The percentage of points a student has earned from the total points of the class is multiplied by one-half (1/2) of the amount of money in the general account of the class treasury. The other half of the money in the general account of the class treasury is used for class expenses such as the prom or senior class expenses for graduation.

No student can be accredited with more money than the amount of the cost of the senior class trip. Money

earned over and above the cost of the senior class trip is deposited into the general account of the class treasury. Use of said monies will be determined by a class committee and the class advisor. All bills will be paid from the amount of money listed under “general funds” for the class.

## **NATIONAL HONOR SOCIETY**

The **Cincinnatus Chapter of the National Honor Society** is an organization that recognizes and encourages academic achievement, while also recognizing and developing other attributes essential to becoming positive contributors to society.

The ideals of scholarship, character, leadership, and service make the National Honor Society a prestigious organization, ranking high among administrators, faculty members, students, parents, and residents of the school community.

Student membership in the local Chapter of the National Honor Society is determined by a majority vote of the five-member Faculty Council, appointed by the high school Principal. The Faculty Council will have the opportunity to review the “Student Activity Information Form” to judge a student’s character, leadership, and service accomplishments.

To be considered for membership by the Faculty Council, several steps must occur.

- Students in tenth, eleventh, or twelfth grade who have attended Cincinnatus Central School for at least one full semester and have attained an **overall grade point average of 85 or higher** are eligible for selection. Students who meet these criteria will be notified by the Honor Society Advisor.
- Eligible students must complete and submit their “**Student Activity Information Form**” to the Honor Society Advisor by the established deadline. Only those students’ forms which are completed and submitted by the deadline will be considered by the Faculty Council. Information submitted by the students will be verified by the Advisor.
- High School Faculty/Staff will complete and submit their “**Faculty/Staff Evaluation Form**” regarding eligible students. These forms are to be submitted to the Honor Society Advisor by the established deadline. Only those forms which are received by the deadline will be considered by the Faculty Council.
- Eligible students may or may not be interviewed by the Faculty Council, at the discretion of the Council.
- Eligible students’ character, leadership, and service qualities will be seriously and carefully considered by the Faculty Council, who will determine by secret ballot the status of each eligible student’s membership to the local Chapter.
- Parents and students will be notified by the Advisor regarding the decisions of the Faculty Council.
- Induction ceremonies will be held in a timely fashion.

Membership in the National Honor Society is highly regarded by many higher educational institutes and by Cincinnatus Central School. Strict guidelines for acceptance into the Honor Society, and high standards once accepted, exist to ensure this prestigious organization maintains its reputation of excellence. Should you have any questions, please contact the National Honor Society Advisor.

Descriptions of each of the criteria for membership in the NHS, as well as the rating system, are explained below.

**LEADERSHIP CRITERION for the student who exercises leadership:**

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

**SERVICE CRITERION for the student who serves:**

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

**CHARACTER CRITERION for the student who demonstrates character includes the qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship along with the following:**

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

**To be accepted into the Cincinnatus Chapter of the National Honor Society, eligible members must accrue seven (7) or more points according to the rubric below.**

	3 Points	2 Points	1 Point	0 Point
Leadership	Meets 10, 11 or 12 of the qualities listed for leadership	Meets 7, 8 or 9 of the qualities listed for leadership	Meets only 4, 5 or 6 of the qualities listed for leadership	Meets only 1, 2 or 3 of the qualities listed for leadership
Service	Meets 7 or 8 of the qualities listed for service	Meets 5 or 6 of the qualities listed for service	Meets 3 or 4 of the qualities listed for service	Meets 1 or 2 of the qualities listed for service
Character	Meets 8, 9 or 10 of the qualities listed for character	Meets 5, 6 or 7 of the qualities listed for character	Meets 3 or 4 of the qualities listed for character	Meets 1 or 2 of the qualities listed for character
Totals:				

GRAND TOTAL: \_\_\_\_\_

## **DIRECTORY INFORMATION**

**(from Cincinnatus Central School District BOE Policy Regulation 7240F.5)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cincinnatus Central School District, with certain exceptions, obtain written consent of the parent/eligible student prior to the disclosure of personally identifiable information from the student's education records. Eligible student under FERPA is defined as a student eighteen (18) years of age or older or who is attending an institution of post-secondary education. However, the Cincinnatus Central School District may disclose appropriately designated "directory information" without written consent, unless the parent/eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cincinnatus Central School District to include this type of information from the student's education records in certain school publications.

If you do not want the Cincinnatus Central School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2011. The Cincinnatus Central School District has designated the following information as directory information:

- 1) Student's name
- 2) Participation in officially recognized activities and sports
- 3) Weight and height of members of athletic teams
- 4) Photograph
- 5) Degrees, honors, and awards received
- 6) Major field of study
- 7) Grade level
- 8) The most recent educational agency or institution attended.