

Cincinnati Central School

STUDENT/PARENT HANDBOOK
2023 - 2024



CONNECT

SUPPORT

EDUCATE

INSPIRE



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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Cincinnati Central School

Core Beliefs

We believe...

- In building relationships by collaborating with ALL Lions through academics, extra-curriculars, and community events.*
- In providing guidance and assistance to meet the needs of ALL Lions.*
- In prioritizing ALL Lions' social, emotional, and mental health while investing in thoughtful and enriching instruction.*
- ALL Lions can be empowered to explore and innovate so they may thrive in a larger, global community.*

Mission and Vision Statement

Connect, Support, Educate, Inspire
Cultivating a safe, engaging, and positive learning environment
that prepares ALL Lions for their future.

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.

PLEASE NOTE – This Student/Parent Handbook is a guideline of rules and expectations that Cincinnatus Central Schools has for all students, staff, parents, and community members to follow. The intent is to focus on the development of the whole child through an educational process, not simply a discipline and punitive process. This document may be modified or revised at any time during the school year for specific reasons and/or needs after a Code of Conduct Review Committee meeting and Board of Education approval of modifications or changes.

The Building Principals have full discretion in all instances pertaining to the type and quantity of disciplinary consequences issued to students.

DAILY TIME SCHEDULE

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

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

School ends at 3:00pm for students in grades UPK-4; students in grades 5-12 at 3:04pm. Buses leave at approximately 3:10pm. Walkers in grades UPK – 4 will be dismissed at 3:00pm and 3:04pm for grades 5 - 12 **from the Visitor’s Center**. Students are expected to go directly home after dismissal. Students in grades UPK-6 who will be regularly picked up from school will be dismissed from the **Auditorium Entrance** at **3:00pm**. 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, Reading, 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 etiquette 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 voice 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 **grades 5 and 8** 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 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 taken electronically during the homeroom period each morning (8:08-8:15am). 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 am must sign in at the Attendance Office and present their written excuse, unless a parent/guardian has called regarding the tardiness. School personnel may escort students in UPK and new students in Kindergarten to their classrooms.

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 verbal, electronic or 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 communication with parent/guardian 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 until a verbal (phone call), electronic, or written note with parent/guardian signature is provided to the school. 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. If a senior student accumulates 10 unexcused absences, senior lounge privileges will be revoked for 2 weeks. If a student in grades 7 – 11 accumulates 10 unexcused absences, they will lose library privileges for 2 weeks and will have to remain in study hall for those 2 weeks. Students will be allowed to go to a specific teacher during this time if they have a pre-signed pass from that teacher.

Parents and guardians are asked to notify the school in the morning if their child will be absent on any given day. 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 at school.

For every five (5) unexcused absences, tardiness, or early departures, or any combination thereof, a student's parent/guardian may receive a written 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 absences, 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. Additionally, more than three tardies in each 5-week marking period may result in a referral and issuance of a disciplinary consequence. Such discipline for frequent tardiness or lateness to school will usually be after-school detention. If the student skips 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.

Students' teachers, as part of their participation grade, may include a student's attendance in class. 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. **Students enrolled in AP courses and/or TC3 concurrent enrollment courses will have specific and stringent attendance protocols established by the classroom teacher in order to receive credit for those courses.**

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.

Cincinnati Central School has a closed campus during school hours. Students are not allowed to leave for lunch, to run errands, etc. Students may retrieve items they need for school such as clothing, lunch, books, money, etc. that parents/guardians bring in for them at the Visitors' Center.

Early Departure Procedure (The following procedures are in accordance with Cincinnati 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 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. The Building Principal, the Attendance Aide, and the Head Bus Driver shall maintain 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.

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 Aide 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 arrange 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 8:08am must sign in with the attendance aide and present a written excuse for the tardiness. Students will be given a pass to report to their classrooms. School personnel may escort students in UPK and new students in Kindergarten to their classrooms.

BACKPACKS

Middle School – The middle school established a procedure many years ago to keep backpacks in lockers during the day except for documented medical reasons for specific students (ex: a student who may need to carry diabetic testing equipment and medications). Generally, middle school students will not be allowed to carry their backpacks with them class to class.

High School – High school students may carry their backpacks with them throughout the day, but may need to store them in specific places in classrooms at the teachers’ direction. Many students feel more organized by carrying their backpack with them, but staff have concerns over the weight of the backpacks and how they clutter classrooms and the cafeteria. Teachers may develop designated storage areas in classrooms. Students may use the shelving in the kitchen hallway to store backpacks during lunch. Avoid taking backpacks to the restrooms except for specific medical or health reasons.

BLANKETS

Blankets are not allowed to be “worn” or carried by students during the school day. If students are cold, they are encouraged to wear extra layers such as a heavy sweatshirt.

BUS INFORMATION

Students intending to ride a bus other than their assigned bus 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 **Next Generation Learning Standards** for ELA.
 - The research-based AIMSweb benchmarking **will be conducted at least 3 times throughout the school year. Other assessment tools that may be used are the Phonological Awareness Screening Test (PAST), Quick Phonics Screener (QPS), and content specific assessments.**
 - **Core Knowledge Language Arts (CKLA)**
 - **Heggerty Phonemic Awareness**
 - Students engaged in daily writing activities.

Mathematics*:

- Units and lessons are based on the **Next Generation Learning Standards** for Mathematics
 - The research-based AIMSweb benchmarking **will be conducted at least 3 times throughout the school year.**

- **McGraw Hill Math Series or New York Common Core Math Curriculum**

Social Studies: NYS Social Studies Frameworks

Science: BOCES Science kit program

Health & Safety: BOCES Science Health Central Program

***AIMSweb (i.e. Reading, Math, and Early Literacy/Oral Fluency)** benchmark assessments provide skills-based testing for students in grades UPK-6. The benchmark assessments provide educators valuable information to better understand student performance and improve instruction. Educators use **AIMSweb** data to identify students' academic strengths and weaknesses and plan for interventions and differentiated instruction. These 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), Agriculture Education, and Physical Education. All core subjects will be taught following the current NYS Standards for the particular course (Common Core ELA and Math, Next Generation Science Standards, and New Frameworks for Social Studies). The following intermediate-level assessments aligned to the Common Core Learning Standards are administered: ELA and Mathematics in grades 5 - 8 Students in grade 8 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 core subjects (English, Social Studies, Math, and Science);

AND

- (2) Earn a final average of 65 or greater. This average will include the four core 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 school counselor, and the Building Principal.

Students in grades 5 and 6 must pass three of the four core subjects to be promoted to the next higher grade.

Summer school may be an option in which grade 7 and 8 students may participate to be promoted when academic concerns do exist.

Communication between the classroom teachers, School 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 2023-2024*, 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 grade 9 in 2021-2022, Cincinnatus Central School requires all students to take and pass a technology education course (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).

Beginning in the 2021-2022 school year, students taking 4 or more years of French will be eligible to receive the NYS Seal of Biliteracy if specific requirements are met. The French teacher will describe those requirements to students.

Beginning in the 2022-2023 school year, students will be eligible to earn the NYS Seal of Civic Readiness if specific requirements are met. The social studies teachers will describe those requirements to students.

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:

Common Core English
Global History and Geography
U.S. History and Government

Common Core Algebra 1
One core Science*

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, Common Core Geometry and Common Core 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 final 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 9th grade in 2008 and thereafter must score 65 on all five required Regents exams to graduate. Students who have an approved IEP or 504 plan may be able to pass the five required Regents exams with a safety net score of 55.

The 65 Graduation Standard phase-in plan also established an appeals process (beginning with students entering 9th 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.

Promotion Guidelines

- To be considered a 10th 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 11th 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 12th 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 yearlong 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. However, this will be handled on a case-by-case basis.

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 12th grade year. However, beginning with students entering 9th 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 12th 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 11th 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.

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 WorkForce 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>)

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 Cincinnatus Central School 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 8:00pm 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 in the High School Office 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 doors at the Visitors' Center entrance 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 9:00pm, unless otherwise advertised. Students will be admitted to the dance until 8:00pm, or one hour after the start time as advertised.

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 suspended from school or assigned to one-half day or more of in-school suspension – on the day of a dance or the Friday before a Saturday dance – are not allowed to attend the dance that evening. Students who are absent from school on the Friday of a Friday dance will not be allowed to attend the dance. Attendance at Saturday dances are considered on a case-by-case basis for students who were absent from school on the Friday before the dance. 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 in the High School Office by noon on the Friday of the dance. 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 doors at the Visitors' Center entrance 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.

The Junior/Senior Prom is open to members of the Cincinnatus junior and senior classes and their dates, grades 9-12. The High School Principal must approve all guests not in the Cincinnatus junior and senior classes.

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 giving our students the opportunity to compete against student-athletes 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 are 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 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.

Some students may be involved in a sport and another extra-curricular activity or club. Students, coaches, and club advisors must make every attempt to work together to split time between their club activity and their sports' team practice. Sports need athletes at practice for a minimum of 45 minutes to count as a practice.

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.

Student-athletes will travel to contests with their team via transportation supplied by the District. Student-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.

If a student-athlete quits a team, that student-athlete is not eligible to participate on another school team for the remainder of that sport's 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. The coach will not condone poor personal conduct, unsportsmanlike conduct, and inappropriate locker room behavior. 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 FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES (adopted Spring 2022)

Extracurricular, social (dances) and athletic activities not related to a credit-bearing class, are entered into at the student's choice. Students who participate in extracurricular activities should recognize that they have an obligation to themselves, their co-participants, and the school community to strive for excellence. It is hoped that participation in our programs will enable the students to value their learning experiences, instill self-discipline and self-control, and to exercise mature behavior and judgment. Students failing any course will be expected to attend after school/extra help sessions. Additionally, all students must perform satisfactorily in all of the following areas: Consistently arriving to class on time; Turning in all homework and classwork; Participating appropriately in class; and, Seeking extra help as detailed above.

Students in grades 7 - 12 are expected to adhere to the following general rules:

A. Academics: The mission of the Cincinnatus Central School is high academic standards for all students (Connect, Support, Educate, Inspire ALL Lions). Extracurriculars and interscholastic athletics are an integral part of the educational program at Cincinnatus. Our students must realize that the academic and extracurricular programs both strive to achieve this mission. The following Academic Eligibility Policy is established to ensure that the District's mission is being met.

1. Academic eligibility rules apply during the respective activity/sport season and include all social activities (dance) that may occur during that time frame as well. Eligibility levels will NOT be rolled over from the previous school year. Exceptions may be made on a case-by-case basis. Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for any student with a failing grade, except for the first five weeks of school in September. Eligibility lists will be prepared as soon as reports are issued. Students who failed one or more courses at the end of the school year will be expected to attend summer school for those classes. Determinations on summer school attendance will be made on a case-by-case basis. Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.
2. **Failing One Course:** A student failing **one** course must attend a minimum of two extra help/homework help sessions each week in that subject to stay eligible. Any teacher/teaching assistant is eligible to work with the student at mutual agreement between the teacher/teaching assistant and student. It is not necessary for the specific teacher of the failing course to provide the extra help/homework help, however, it is encouraged. Effort and progress must be demonstrated by completing and attaining passing grades on assignments. Students failing one course will be able to fully participate with the team/activity in all practices, games, or activity (including dances).
3. **Failing Two Courses:** A student failing **two** courses will be placed on probationary status for two weeks. The probation period starts at the date of notification, ideally being notified directly by the Principal, and via a letter that will be mailed home. Students will have this probationary period to bring their failing grades to a passing level by attending a minimum of two extra help/homework help sessions each week in those subjects to stay eligible. Effort and progress must be demonstrated by completing and attaining passing grades on assignments. Any teacher/teaching assistant can provide the extra help/homework help with the student, not just the teachers of the courses the student is failing. While on probation, students failing two courses will be able to practice with their team/activity but will not be allowed to play in games, have a lead role in the drama production, or participate in other

after-school activities, including dances, associated with their club. They will be allowed to attend games with their team, sit on the bench, but not dress in uniform.

4. **Failing Three or More Courses:** A student failing **three or more courses** will be **ineligible** to sign up for, try out for, or continue participation in athletics/activities, including dances. Students placed on ineligible status will have their status reviewed using the next five-week report and will be placed at the appropriate eligibility level using the new grade report (failing one course, failing two courses, failing three or more).
5. It is the student's responsibility to reestablish their eligibility. Eligibility is reestablished when they are failing one or no courses. They must use study hall and after school homework help times to get their grades to a passing level. Athletic/activity contest participation can be reestablished by having no more than one failing grade.

Failing One Course: Students failing **one** course will be able to practice/participate with their sport/activity as long as they are attending the after school extra help/homework help sessions and receiving documentation from the teacher, coach, and the student that they are doing the work. Students failing one course may still attend and play in games and participate in club activities with their team or club, and attend dances.

Failing Two Courses: Students failing **two** courses will be able to practice/participate with their sport/activity as long as they are attending the required after school extra help/homework help sessions and receiving documentation from the teacher, coach, and the student that they are doing the work. While on probation, students failing two courses will not be allowed to play in games or participate in club activities. They will be allowed to attend games with their team, sit on the bench, but not dress in uniform, may not have a lead role in the drama production, or participate in after-school activities, including dances, associated with their club.

Failing Three or More Courses: Students failing **three or more courses** will not be eligible to participate in any extracurricular activities, including dances, but must attend after school extra help/homework help sessions, study halls, and any other time that can be arranged between the teachers/teaching assistants and student to get to a level where failing no more than one course. At this time, eligibility is reestablished.

Appeals: An appeal committee will remain in place as it is in the existing protocol to discuss individual students' eligibility on a case-by-case basis.



Cincinnati Central School
2809 Cincinnati Road
Cincinnati, NY 13040
607.863.3200 ext. 5

Receiving Documentation to be filled out by students on probation to show completion of requirements to be removed from Eligibility Levels

Name:

Course(s):

Date:

Student's Comments:

Teacher's Comments:

The above named student is now passing the course(s) indicated above.

_____ (Teacher's Signature)

_____ (Teacher's Signature)

_____ (Student's Signature)

_____ (Coach/Advisor Signature)

Once all signatures are attained, please return this form to the HS Principal's Office.



Cincinnati Central School
2809 Cincinnati Road
Cincinnati, NY 13040
607.863.3200 ext. 5

Documentation to show participation in Extra Help/Homework Help Sessions

Student: _____

Date and Time: _____

Course(s) being worked on: _____

The above named student attended extra help/homework help on the date indicated above and worked productively on assignments for the courses indicated.

Teacher/Teaching Assistant Signature: _____

Student Signature: _____

The student will give the signed form to their coach/advisor to indicate they were involved in the required academic extra help to bring their failing grade(s) up to passing.

REPORT CARD AND PROGRESS REPORT DATES

| Marking Period | Period Ends | Report Cards/ Progress Reports Sent Home |
|---|-------------|--|
| 5 Week | 10/6 | 10/13 |
| 10 Week - 1 st Quarter | 11/10 | 11/17 |
| 15 Week | 12/15 | 12/22 |
| 20 Week - 2 nd Quarter | 1/26 | 2/2 |
| 25 Week | 3/8 | 3/15 |
| 30 Week - 3 rd Quarter | 4/12 | 4/19 |
| 35 Week | 5/23 | 5/31 |
| 40 Week - 4 th Quarter (HS) | 6/14 | 7/1 |
| 40 Week - 4 th Quarter (MS) | 6/25 | 7/1 |

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 childcare 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. The teacher for those students will make alternate on-campus arrangements.

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 necessary for you to transport your child to and/or from the field trip, you must provide advance notification in writing to the Building 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 in charge of the trip and administration. Chaperones must ride the school bus with the class. 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, except water. All staff and students K-12 share hallways. 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. A full-time Licensed Practical Nurse and a Nurse Practitioner staff SMS. 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) WYYS (99.9 FM)
WHWK (98.1 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 students 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 childcare provider changes during the school year. If school is delayed (one hour or two hours) 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.

FIRE EVACUATION/LOCKDOWN

For safety, it is important to be familiar with the fire drill and lock down instructions. These are posted in every classroom area. By law, annually, we must conduct eight fire drills and four lockdown drills.

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 roads 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.

If a lock down drill is called, students are to immediately become silent and follow the teachers' instructions to proceed to a safe area of the classroom. Students, who are in the halls or restrooms, should report immediately to their classroom or the nearest classroom. The teacher will lock the classroom door from the inside of the room and await further instructions from the administrators or law enforcement officers.

GUIDANCE / COUNSELING

Counselors:

| | |
|--------------|--|
| Grades UPK-4 | Ashley Bush, and Rebecca Barrows |
| Grades 5-8 | Jane Manning |
| Grades 9-12 | McKenzie Pietrowski |
| | Barb Englehart (all grade levels Wednesdays and Thursdays) |

School counselors provide assistance in educational advice, 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 students who are experiencing academic difficulties due to any form of stress. Early identification and intervention of student'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 student's educational experience. The school counselor may, at times, refer a family to community based counseling if ongoing, intensive therapy is needed.

Their teacher, parent, and/or administrator may refer students for counseling.

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, school counselor and the high school principal. A "Schedule Change Request Form" is to be completed properly. Starting in the 2012-13 school year, 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 room and AIS.)

REPORT CARDS

Schedule for Elementary Report Periods:

1st Report Period:

- 5 week marking period ends Friday, October 6, 2023
- Marking period ends Friday, November 10, 2023
- Report cards are handed out on Friday, November 17, 2023

2nd Report Period:

- 15 week marking period ends Friday, December 15, 2023
- Marking period ends Friday, January 26, 2024
- Report cards are handed out on Friday, February 2, 2024

3rd Report Period:

- 25 week marking period ends Friday, March 8, 2024
- Marking period ends Friday, April 12, 2024
- Report cards are handed out on Friday, April 19, 2024

4th Report Period:

- 35 week marking period ends Thursday, May 23, 2024
- Marking period ends Tuesday, June 25, 2024
- Report cards are handed out on the last day of school (ES)

Grades 5-12

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 five 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.

| Marking Period | Period Ends | Report Cards/ Progress Reports Sent Home |
|--|-------------|--|
| 5 Week | 10/6 | 10/13 |
| 10 Week - 1 st Quarter | 11/10 | 11/17 |
| 15 Week | 12/15 | 12/22 |
| 20 Week - 2 nd Quarter | 1/26 | 2/2 |
| 25 Week | 3/8 | 3/15 |
| 30 Week - 3 rd Quarter | 4/12 | 4/19 |
| 35 Week | 5/23 | 5/31 |
| 40 Week - 4 th Quarter (HS) | 6/14 | 7/1 |
| 40 Week - 4 th Quarter (MS) | 6/25 | 7/1 |

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 Cincinnatus Central School diploma.

Class rank is determined, and the valedictorian and salutatorian are determined, at the end of the 3rd (30 week) marking period. In determining class rank, beginning with students entering grade 9; 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 of 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 the 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.

GED REGULATIONS

- 1) When an enrolled Cincinnatus Central School student transfers to a GED preparation program at BOCES, the determination of that student's grade level will be made by the Principal after consultation with the high school counselor and, in the case of a special education student, after consultation with the Director of Pupil Personnel Services. This determination will be based on the following:
 - (a) In general, if a student enters the GED 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 GED 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 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 GED and BOCES Career and Technical Education program, or a combined GED and approved work site program (special education students only for this 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 GED 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 GED 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 GED program but subsequently enroll in Cincinnati 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 SchoolTool. 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 sign your child out with the Attendance Aide. 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 steps **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 a 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 student 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 infected individual. The school nurse performs head checks, attends referrals and conducts follow-ups. However, it is impossible for the nurse 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.

Cincinnati Central School has a "no nit" practice. Any student who is found with live head lice and/or live nits within ¼ inch of the scalp will be sent home from school. If less than 5 live nits are present, the school nurse will remove the nits and the student will be sent back to class. Students who are sent home will need to be cleared by the school nurse before returning to class.

Further information regarding the Cincinnati Central School's head lice procedures can be found on the district web site or in the Health Office.

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 3:00pm 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 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 a clear off day. All items that 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 the 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)

Frequent communication between parents and teachers is strongly encouraged. However, we will not accept parent requests for student placement for the following school year. Student placement is the responsibility of grade-level teams and the principal. In determining placement many factors are taken into consideration that may include but are not limited to relationships and student performance. Much care and attention is given to this process. Changes will not be made once the lists have been finalized and students' teachers have been communicated with families.

STUDY HALLS

- Students will report to the study hall with enough work to stay busy for the entire period.
- Students will be in the 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 the study hall with pre-signed passes only. Students who are failing one or more courses will **not** be allowed to leave the study hall for the library, computer labs, or senior lounge. Students who are failing may leave the 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 the 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 the 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-4 and 5-12 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. Cincinnatus 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 arrange 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 Cincinnatus student would not be allowed to visit for the purpose of going to classes/lunch during the day with the Cincinnatus 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 nametag, which must be worn while in the building. Visitors will then report to the appropriate office. If needed, a Building Principal will escort visitors to their destination.

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.

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 5-12 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.

SENIOR EARLY RELEASE FOR WORK



Cincinnati Central School
2809 Cincinnati Road
Cincinnati, NY 13040
607.863.3200 ext. 5

SENIOR EARLY RELEASE FORM

Seniors who are in good standing may be excused for part of the regular school day, 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 *Senior Early Release* 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. OR to be released before 3:04 p.m.; (3) The student signs the attendance register upon entering school (for late entry) OR signs out in the register when leaving; (4) If early release is granted, the student acknowledges that to remain in the building past the time of early release, permission must be given by an administrator. *Senior Early Release* forms are available in the Secondary Office and the School Counseling Office.

STUDENT NAME _____

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PARENT/GAURDIAN PHONE/CONTACT NUMBER _____

RELEASE TIME (INDICATE: AM or PM) _____

PRINCIPAL'S SIGNATURE _____ DATE _____

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 transportation.

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 a blank application 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 is 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.

Some students may be involved in a sport and another extra-curricular activity or club. Students, coaches, and club advisors must make every attempt to work together to split time between their club activity and their sports' team practice. Sports need athletes at practice for a minimum of 45 minutes to count as a practice.

The following clubs and organizations are available:

Art Club

Athletic Association

eSports

Drama Club

Music Council

National Honor Society

Student Senate

Trap Shooting Club

French Club
Spanish Club

Weightlifting Club
Yearbook 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% of the net profit is added to the general account of the class treasury. The remaining percentage of the profit (95%) 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% 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 dinner, 5% 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. A class committee and the class advisor will determine use of said monies. 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 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. The Honor Society Advisor will notify students who meet these criteria.
- Eligible students must complete and submit their "**Student Activity Information Form**" to the Honor Society Advisor by the established deadline. The Faculty Council will consider those students' forms that are completed and submitted by the deadline. The Advisor will verify information submitted by the students.
- 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. The Faculty Council will consider those students' forms that are completed and submitted by the deadline.

- Eligible students may or may not be interviewed by the Faculty Council, at the discretion of the Council.
- The Faculty Council, who will determine by secret ballot the status of each eligible student's membership to the local Chapter, will seriously and carefully consider eligible students' character, leadership, and service qualities.
- The Advisor regarding the decisions of the Faculty Council will notify parents and students.
- 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 Cincinnati 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 Cincinnati Central School District BOE Policy Regulation 7240F.5)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Cincinnati 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. An 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 Cincinnati 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 Cincinnati 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 Cincinnati 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 September 25, 2020. The Cincinnati 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

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.

School 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.

PUBLICATION AND EXPLANATION

The rights and responsibilities of students, the discipline code and the range of penalties shall be publicized by being posted on the Cincinnati Central School website, explained to students, and provided in writing to all parents on an annual basis. The Superintendent shall determine the timing of the explanation and the manner of publication.

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 that he has a lawful right to do, or to do any act that 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 the student, employee, or Board member, enter a classroom or the building beyond the administrative office without written permission of the superintendent or his/her designee.
- (6) Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such a 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/her 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 (s)he is a licensee or invitee, has his/her authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he shall be subject to ejection.
- (2) If (s)he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- (3) If (s)he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
- (4) If (s)he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his/her employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.
- (5) If (s)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/her 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/her license or invitation is withdrawn and shall direct him/her to leave the district grounds. In the event of his/her failure or refusal to do so, the superintendent or designee shall cause his/her 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 (s)he is not authorized to remain on the property of the district, and direct him/her to leave such premises. In the event of this failure or refusal to do so, the superintendent or designee shall cause his/her 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/her 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 Section 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 Section 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 (s)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 (s)he deems necessary in causing the ejection of any violator of these rules, and (s)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 a 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.

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.

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 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.

ALTERNATIVE EDUCATIONAL PROGRAMS

The district has the following alternative educational programs available:

- Alternative Senior High School Program (Cortland Alternative School)

- GED Programs and other sources

- 7 Valleys New Tech Academy

- Other BOCES programs/placements as deemed appropriate through the CSE process

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 Conference 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 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" warnings 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.

C. 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 attempt 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.

D. 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 the 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.

PLEASE NOTE – This Student/Parent Handbook is a guideline of rules and expectations that Cincinnati Central Schools has for all students, staff, parents, and community members to follow. The intent is to focus on the development of the whole child through an educational process, not simply a discipline and punitive process. This document may be modified or revised at any time during the school year for specific reasons and/or needs after a Code of Conduct Review Committee meeting and Board of Education approval of modifications or changes.

The Building Principals have full discretion in all instances pertaining to the type and quantity of disciplinary consequences issued to students.