



SODUS JR./SR. HIGH SCHOOL

REGULATIONS AND PROCEDURES

“Every Minute Matters”

Nurtured by the influence of a diverse community, our district is committed to the success of every student. We will support our students in developing the skills and strategies needed to achieve academic excellence and to become respectful, responsible, kind citizens of a global society. We are dedicated to sustaining an environment that fosters a joy for life and continued learning.

Name: _____

Home Telephone: _____

Principals' Message

On behalf of the teachers and staff at the Sodus Jr./Sr. High School, we would like to welcome you to the 2019-2020 school year. We will work closely with your teachers and counselors to ensure your academic and behavioral success. We are committed to maintaining an educational atmosphere that is safe, respectful, and comfortable for learning.

*During your 7-12 grade school years you will create memories that will be among your most cherished. We hope you take advantage of the many opportunities that Sodus Jr./Sr. High School offers all students for personal growth through strong programs in academics, athletics, and extracurricular activities. **Be an active participant in your school community. The friends, skills, and memories that you make will last a lifetime!** We want to provide you with the best education possible; however, we cannot do this without your help. You need to accept personal responsibility for your education by attending school daily, completing assignments on time, studying for exams, taking advantage of extra-help or test review opportunities, and behaving appropriately.*

***Be Kind (help others, be a good friend, use nice words, etc.), Be Respectful (use appropriate language, treat school property with care, be honest, etc.), Be Responsible (follow directions and school rules, try your best, complete assignments, etc.), and Celebrate Success (recognize and enjoy the successes you and others around you experience while in school, build a strong school community)** are phrases that you will hear and see daily over the course of the 2019 - 2020 school year. Developing these positive habits will not only ensure a successful school experience but will help ensure your continued success after you graduate and leave our school.*

*It is important for you to become familiar with this agenda book. It provides information on rules, procedures, activities, and services in our school. I encourage you to read this handbook and review it with your parents. **All students are responsible for knowing the contents of this handbook.** This agenda also serves as a valuable study skills and organizational tool. By using this agenda book to record assignments, projects, tasks, exam dates, etc., you will find yourself more successful with the academic challenges you will face this year.*

We want your time here at the Sodus Jr./Sr. High School to be enjoyable as well as educational. If there is anything your teachers or we can do to help you, please let us know. We will do everything possible to make this your best school year yet.

Sincerely,

*Arkee Allen, 7-12 Principal Mr. Hassall, 7-12 Assist. Principal
Mr. Dastyck, 7-12 Building Support Dean*

Be Kind, Be Respectful, Be Responsible, Celebrate Success

STRATEGIC PLAN

Spartans – Learning, Advancing, Proud

BELIEFS

We believe:

- community depends on the cooperation of its members.
- learning is the tool that shapes our future.
- acceptance of all people strengthens a community.
- individual potential is unlocked by working toward a goal.
- the best education results from family, school and partnership.
- individuals are responsible for their actions.
- all people need nurturing.
- the essence of our diverse community must be embraced and promoted.

OBJECTIVES

- 100% of our students will be skilled in developing and achieving their personal goals.
- 100% of our students will be academically competent as demonstrated by successful completion of their cooperatively developed personal academic plans.
- 100% of our students at all levels will identify, develop, and pursue their particular passion(s) for learning.

PARAMETERS

- We will not accept or continue any program without assuring:
 - its contribution to our mission and objectives;
 - provision for adequate staff development;
 - a process to determine if it is successful in achieving its intended results.
- We will not tolerate any action or circumstance that degrades any person or group.
- We will not tolerate any action or circumstance that is counterproductive to our mission and objectives.
- We will not retain any employee or volunteer whose behavior is not contributing to the achievement of our mission and objectives.

THE REGENTS BILL OF RIGHTS FOR STUDENTS

- I. All children have the right to a healthy, secure, nurturing infancy and early childhood.
- II. All children have the right to live in circumstances, which permit healthy intellectual, emotional, physical, and moral development.
- III. All children have the right to a free, sound, basic education.
- IV. Each child has the right to an education appropriate for his or her individual needs.
- V. All children have the right to an education, which respects their culture, race, socioeconomic background, and the language of their home.
- VI. All children have the right to school and educational programs which are effective.
- VII. All children have the right to educational programs, which prepare them for jobs, for college, for responsible family life, and for citizenship in a self-governing society.
- VIII. All children have the right to pursue their education without fear.
- IX. All children have the right to the resources needed to secure their educational rights.
- X. All children are entitled to an education, which involves responsibilities as well as rights.

REGULATIONS AND PROCEDURES - GRADES 7 - 12

Absence Procedures

When a student is absent or tardy, parents/guardians should telephone the Jr./Sr. High School main office at 483-5285 as early as possible. Students should bring a written note upon their entrance or return to school. The school will contact the student's home each day the student is absent unless prior notification from the parent/guardian occurs.

Academic Eligibility for Participants in Interscholastic Athletics and Extra-curricular Activities

ACADEMIC ELIGIBILITY

Interscholastic athletics and extra-curricular activities are an integral part of the total school program through which students develop as a whole person mentally, physically, socially and emotionally. Interscholastic athletics and extra-curricular activities function as extensions of the academic environment. Participation in interscholastic athletics and extra-curricular activities is a privilege, not a right, granted to any student who meets the standards set forth by the Sodus Central School District. In addition, students participating in interscholastic athletics shall meet the standards set by the New York State Public School Athletic Association.

These procedures apply to any Jr./Sr. High School student involved in or planning to attend interscholastic athletics and/or extra-curricular activities. Extra-curricular activities are defined as any club or organization that meets after the end of the regular school day (currently 2:13 PM) and is noncredit bearing.

1. **Participation in Physical Education is Required for Athletics** - In order to participate in a practice or game, a student must participate in Physical Education class on the day of a practice or game.
2. **Academic Warning List (Level 1)** – Students who are failing one subject at the end of the interim/marking period are automatically placed on the Academic Warning List for participation in interscholastic athletic/extracurricular activities. Students will need to meet with their coach and/or advisor. Students will still attend and participate in practice, rehearsals, and games. If a student is still failing the same class at the end of the reporting time, they will be automatically placed on the ineligibility list (level 2).
3. **Academic Ineligibility List (Level 2)** - A student on the Academic Ineligibility List that is failing two or more classes must meet with the teacher(s) of the failed class(es) before he/she will be permitted to begin or continue participation in athletic/extracurricular activities. Academic Contracts are available to you under certain circumstances. Students will still attend and participate in practice, rehearsals and meetings. However, they will not be allowed to attend or participate in games, performances or school functions.
4. **Academic Contracts and Pass/Fail Sheets** – Academic Contracts and Pass/Fail Sheets will be available in the Athletic Office. Each teacher must report a current pass/fail and sign the sheet before it can be submitted. All paperwork must be submitted to the Athletic Director (AD) or AD's Secretary in the Athletic Office ONLY. If a student is currently passing the class(es) based on teacher signature, the ineligibility list and reinstatement of athletic/extracurricular privileges will be posted immediately.

5. Athletic coaches, drama/musical directors and all other extra-curricular club and activities advisors are responsible for monitoring and enforcing students' eligibility status. Any oversight in the application of these procedures should be brought to the attention of the building administration.

A student on the Academic Ineligibility List...

- Remains active for athletic practices and drama/musical rehearsals.
- May not attend school activities (school dances, concerts, non-academic field trips, etc.) with one exception; Students may still attend class activities such as the prom, senior trip, awards ceremony, or events approved by Building Administration.

Ineligibility

Level 1 - Failing one class:

- Still eligible
- Must meet with coach
- Will move to **level two** if failing the same course during the next report.

Level 2 - Failing two or more classes or failing one class for two consecutive lists

- Must practice
 - Must meet with coach
 - Ineligible to attend or participate in all extra-curricular contests, games, dances, etc. until pass/fail sheet is signed and returned to the Athletic Director's Office or a new report is run
6. Students who fail any courses at the end of the school year shall automatically be on the Academic Probation List for the next fall season. If the student successfully earns course credit for failed courses by attending summer school or by retaking the Regent's Exam(s) prior to the start of school, his/her status may change.
 7. Any student participating in interscholastic athletics or any extra-curricular activity may appeal an eligibility status decision by notifying, in writing, the building principal of his/her appeal indicating the basis for the appeal. The appeal process will follow these parameters:
 - a) The appeal will be heard by an "Appeals Board" within 24 hours.
 - b) The Appeals Board will consist of the building principal or designee, the Assistant Principal or designee, and one other neutral staff member who has agreed to serve on the Board.
 - c) The student's coach or advisor and parents will be invited to attend the appeal.
 - d) At least one varsity student athlete will be included on the appeals board
 8. If a signature is forged, the student will be immediately placed on the ineligibility list. This may include a suspension into the next activity or sport season and will be referred to the Jr./Sr. High School Administration for further review and possible additional consequence.

9. At the end of each school year the staff will review the academic contract process and determine what types of intervention are most effective.
10. **Arrival to School** – To be eligible to participate in a practice, game, or other extra-curricular activity, students must be in school by 8:00 am. Students will not be allowed to participate in their game, practice, or other extra-curricular activity for any unexcused absence or tardy. Students that go home sick from school may not be in attendance at practices, games, or other extra-curricular activities. Students who leave school without permission will not be allowed to practice, play in games, participate in or attend other extra-curricular activities. ***Students missing school for legal medical appointments who wish to participate in after-school activities must submit verification from their doctor’s office of the appointment when signing in at school. Students who are not able to provide verification of the medical appointment will be ineligible to participate in after-school events that day.**

Academic Integrity

Sodus Jr./Sr. High School has high expectations for all students regarding the integrity of academic achievement on homework assignments, quizzes, and tests. In all cases where it is determined by school administration that a student cheated or plagiarized on all or part of an assignment, quiz, or test, the student may receive a zero and be subject to further corrective actions. If this happens on a final exam, this could result in failure to earn course credit and may impact graduation for seniors. Giving or receiving assistance outside of the directions of a teacher, including plagiarism, will be considered cheating. When working together with peers on an assignment, there should be a clear understanding of which parts should be done together, and which parts should be done independently.

Accidents

All injuries that result from accidents that occurred during a school-sponsored activity are to be reported to the school nurse as soon as possible. If the student is unable to come to school, the parents should notify the school nurse. The parents/guardians are responsible for all expenses incurred.

In the event that a student receives a concussion either in school or at home, that student must follow the “Concussion Return to Play” protocol in order to participate in PE, athletics, or lunch activities. The “Concussion Return to Play” protocol can be found in the Health Office, on the SCS website and in the Extra-Curricular expectations packet. Students recovering from a concussion will also be subject to “Return to Learn Protocol” and consultation with his/her physician.

Alcohol and Other Drugs

The Sodus Jr./Sr. High School is committed to the prevention of the use of alcohol and other drugs. No person may manufacture, use, possess, or distribute alcohol or any other drug or drug paraphernalia on school grounds, in school vehicles or at school-sponsored events. No person may arrive at school under the influence of drugs or alcohol.

For the safety of all students, random sweeps by law enforcement canine units will be conducted in the school building and in staff and student parking lots.

If school administrators or law enforcement have reasonable suspicion that a student may be in possession of drugs or alcohol, they may conduct searches of lockers, their persons, their property, and/or vehicles parked on school property.

Possible infractions may include, but not limited to:

- a) Use of an alcoholic beverage, drugs, illegal or controlled substance on school grounds, in school vehicles, or at school sponsored events.
- b) Possession of an alcoholic beverage, drugs, illegal or controlled substance on school grounds, in school vehicles, or at school sponsored events.
- c) Sale or distribution of an alcoholic beverage, drugs, illegal or controlled substance on school grounds, in school vehicles, or at school sponsored events.
- d) Use of an alcoholic beverage, drugs, illegal or controlled substance off school grounds but subsequently entering school grounds, a school vehicle or attending a school-sponsored event while under the influence.

If a student manufactures, possesses, distributes, or is under the influence of alcohol or other drugs on school property, in a school vehicle, or at a school sponsored activity, the following will occur:

- 1) Law enforcement authorities will be called as necessary. Other medical or social agencies will be contacted as necessary.
- 2) Parent(s) or guardian(s) will be contacted, asked to come to school to meet with their child and the principal or his/her designee to review re-entry procedures.
- 3) The student will receive up to a five-day out-of-school suspension and a recommendation for a Superintendent Hearing. A suspension may be reduced if the student and parent/guardian agree to a chemical-use assessment performed by a licensed treatment agency. The student will have to provide written documentation that this assessment was completed.
- 4) The student's school counselor will be informed of the plan by the Principal's office or Assistant Principal's Office.

Additionally, the following situation applies to students involved in interscholastic sports and extracurricular activities:

- a) Use, possession, sale or distribution of an alcoholic beverage, drugs, illegal or controlled substance off of school grounds.
 1. **Students who are present at a location (party, event, etc.) where alcohol and/or drugs are being consumed will be considered in violation of our "alcohol and other drugs" policy.**

2. Students must safely remove themselves from any location when drugs or alcohol are present. This determination shall be made by the Athletic Director based on an athlete's admission of guilt or on reasonable and reliable evidence.

E-Cigarettes / Vaping / All other electronic vaporizers

E-Cigarettes, Vapes, and Tobacco products have no place in our school. If caught with an e-cigarette, vape, et al., the item will automatically be tested for THC (marijuana). Possession of any of these items is an automatic in-school suspension, use of an e-cigarette, vape, or vaporizer is a suspension, distribution of any of these items will result in a long term suspension, and if an item contains THC, then it will result in a longer term suspension with the likelihood of arrest. All e-cigarettes, vapes, and other vaporizers will be confiscated by administration and given to the School Resource Officer. If any item is found to have THC in it, it will become evidence in a legal matter.

Smoking

Vaping or Smoking, **including use of e-cigarettes, vaporizers, and chewing tobacco**, by anyone is prohibited anywhere in the building or on school grounds and during any school-sponsored function. Violations will result in a referral to the School discipline office. Students are not to carry smoking materials and/ or e-cigarettes on their person in the school building or on school grounds. Smoking on school grounds is prohibited by everyone at all times. Violators may be subject to fine. If caught with an e-cigarette, vape, or any other type of vaporizer, the item will automatically be tested for THC (marijuana).

Procedure for Violations of Drug/Alcohol Policy for Participants of Extra-curricular Activities (In Season/ or Out of Season)

The use, sale or distribution of an alcoholic beverage, tobacco products, drugs, illegal or controlled substances by students while either actively participating in an extra-curricular activity or while out of season is prohibited. **Guilt by Association: Students who are present at a location (party, event, etc.) where alcohol and/or drugs are being consumed must make every effort to remove themselves from the location as safely and quickly as possible. Students who fail to remove themselves from these situations will be considered in violation of the drug and alcohol expectations and will be subject to the previously stated consequences.**

Each suspension is determined by the number of offenses the student has incurred. The suspensions are cumulative over the course of the individual student's Jr./Sr. High School career. Offenses have been differentiated by in/out of season offenses. (*In the case of activities and clubs, out of season refers to any point of the year when the activity or clubs are not actively meeting.*) Out of season offenses have community service options that students may *choose* to complete in place of game suspension time. It is important to note that community service must be completed prior to the first day of the next season of participation.

IN-SEASON/PARTICIPATION:

- **First Offense** – A student found guilty of violating the drug and alcohol rule while in season will be suspended from 25% of the remaining contests/events. (This must equal a minimum of 2 games/events. In the event that the remaining season does not equal at least 2 games/events the remainder of the penalty will be served during the next available season or activity in which the student participates.) A student who has been found guilty

must continue to attend practices and meet team/activity expectations. If the student fails to attend practice and meet team/activity expectation he/she will be subject to further consequences. The student will also be required to serve and complete 10 hours of community service prior to being allowed to re-enter extra-curricular activities. Students must submit a completed community service form to building administration.

- **Counseling** – Any student found guilty of violating the drug and alcohol rule must participate in a minimum of 5 hours of drug and alcohol counseling. Any cost incurred from this counseling must be covered by the student and/or their family. Official documentation must be submitted to building administration for counseling that takes place off campus. Students are encouraged to undergo a drug and alcohol screening in order to ascertain if they have a substance abuse problem.
- **Second Offense** – A student found guilty of violating the drug and alcohol rule a second time while in-season will be suspended from participating in the remaining portion of the current season plus an *additional* 20% of the contests/events of the next extra-curricular activity in which they participate. A student who has been found guilty must attend practices at the start of the next season in which they choose to participate and meet team/activity expectations. If the student fails to attend practice and meet team/activity expectations he/she will be subject to further consequences. The student will also be required to serve and complete 20 hours of community service prior to being allowed to re-enter extra-curricular activities. The student must submit a completed community service form to building administration.
- **Third Offense** – A student found guilty of violating the drug and alcohol rule for a third time while either in or out-of-season will lose the privilege of participating in any extra-curricular activities for the duration of their Jr./Sr. High School career.

OUT-OF-SEASON/PARTICIPATION:

- **First Offense** – A student found guilty of violating the drug and alcohol rule while out of season will be suspended from 20% of the contests/events of the next season in which they participate. The student may *choose* to complete 12 hours of community service prior to the beginning of the next extra-curricular activity in which they participate. The student must submit a completed community service form to building administration.
- **Counseling** - Any student found guilty of violating the drug and alcohol rule must participate in a minimum of 5 hours of drug and alcohol counseling. Any cost incurred from this counseling must be covered by the student. Official documentation must be submitted to building administration for counseling that takes place off campus. Students are encouraged to undergo a drug and alcohol screening in order to ascertain if they have a substance abuse problem.
- **Second Offense** – A student found guilty of violating the drug and alcohol rule a second time while out-of-season will be suspended for 40% of the contests/events of the next extra-curricular event in which they participate. The student may *choose* to complete 50 hours of community service prior to the beginning of the next extra-curricular activity in which they participate. The student must submit a completed community service form to building administration.
- **Third Offense** - A student found guilty of violating the drug and alcohol rule for a third time while either in or out-of-season will lose the privilege of participating in any extra-curricular activities for the duration of their Jr./Sr. High School career.

Assemblies

When attending events in the auditorium, students must sit in their assigned seats for Forum and all other activities, unless directed otherwise. Students should be courteous, quiet, respectful, and attentive to performers and members of the audience. Hats, food, drinks, and personal music devices are not permitted during assemblies.

Athletic Physicals

Sports physicals are valid for one calendar year. However, after 30 days a sport physical form must be turned in for each team an athlete joins. Athletes can obtain a sports physical through their primary health care provider and will be finalized by the school medical professional. Athletes will not be allowed to practice without a sport physical.

All athletes who are seen by a doctor during their season must be released (signed statement) in order to resume participation with their team. This release must be filed with the school nurse.

All students shall complete registration on Family ID prior to the start of try-out practice sessions at the beginning of each season. Any pupil whose safe participation is in question will be referred to the school physician for re-qualification. All athletes must have the Family ID registration approved by the school medical professional prior to practice.

Attendance During Lunch

Sodus Central School does not have an open campus and students will not be allowed to leave school for lunch. Parents and/or guardians must be present in the Main office to sign out their child for a lunch time medical appointment. Verification from the medical office will be required.

Attendance - Philosophy and Legalities

Every student has a right to educational opportunities that will enable them to develop their fullest potential, and regular classroom attendance is a major component of academic success. Learning is often sequential and class discussions and lab experiences are hard to duplicate. Students who do not attend classes are at a serious disadvantage. By establishing an attendance policy and regulation, the administration and staff of the Sodus Jr./Sr. High School hope to encourage responsible habits that will carry over into future adult work and will help ensure increased academic performance at all grade levels. Therefore, students are expected to attend all sessions of the classes in which they are registered.

Documentation of a legal absence, tardiness, or early departure should be submitted or communicated to the main office from the parent or guardian within two school days of the absence, tardiness, or early departure. Failure to do so shall initially cause the absence, tardiness, or early departure to be classified as illegal.

Legal and Illegal Absences, Tardiness, and Early Departures:

The Sodus Central School District, recognizing local education and community needs, values, and priorities defines the following:

Legal Absences, Tardiness and Early Departures from School

- Personal illness
- Death or illness in the family
- Court appearance
- Religious observance
- Approved college visits
- Quarantine
- Medical appointment*
- Dental appointment*
- Mental health appointment*
- Military obligation
- Impassable roads
- Road tests/DMV appointments
- Student receiving approved home instruction
- Generally, all written excuses from parents that do not specify the exact reason shall initially be considered an unexcused absence, tardiness, or early departure. If these types of excuses become excessive (an amount determined by the Principal), then the excuses shall be reviewed by the Principal.
- Principal's approval for circumstances not covered by the above items.

***Students missing school for legal medical appointments who wish to participate in after-school activities must submit verification from their doctor's office of the appointment when signing in at school. Students who are not able to provide verification of the medical appointment will be ineligible to participate in after-school events that day.**

*To be eligible to participate in a practice, game, or other extra-curricular activity, students must be **in school by 8:00 a.m.** Students will not be allowed to participate in their practice, game, or other extra-curricular activity for any unexcused absence or tardy. If a student is tardy due to an appointment, the student must bring a form of confirmation from that appointment to the main office upon signing into school (a note from a parent will not be accepted). If a student is departing school early due to an appointment, the student must bring a form of confirmation from that appointment to the main office the following day (a note from a parent will not be accepted). Failure to bring a form of confirmation from the appointment will result in not being eligible to participate in the practice/event scheduled for the next day or next equivalent event day. Students that go home sick from school may not be in attendance at practices, games, or other extra-curricular activities. Students who leave school without permission will not be allowed to attend or participate in practice, games, or any other extra-curricular activities.

In order for the above stated items to be legal, there must be written communication between the parent/guardian with the appropriate school staff. The primary responsibility for this communication rests with the parent/guardian.

Early Departure

Early departure from school requires written communication from a parent/guardian indicating time, date, and reason to the main office. At the time of the departure, the student shall report to the main office to sign-out for the day. If the student returns later in the day, he/she shall report to the main office to sign-in. **Patterns of chronic absenteeism due to early departure will be reviewed by school administrators and may result in these absences being labeled as illegal.**

▪ **Legal Absences, Tardiness and Early Departure from Class**

The following legal items will pertain to students who are considered present to school but are not present in class for some or all of the class period.

- Music lesson
- School counselor appointment
- Any pass from administrative offices
- Any pass from a staff member (a pass for the purpose to merely facilitate a tardy student to the next class without a valid reason shall have the words illegal tardiness indicated on the pass)
- School sponsored field trip
- Approved interscholastic sports participation
- Approved class or specific group/organizational meeting
- Approved cooperative work program
- Student sent to time-out, counseling, administrative or nurse's office
- Student's presence at an alternative instruction site due to teacher removal
- Principal's approval for circumstances not covered by the above items

• **Early Departure Due to Illness**

-Any student who leaves school during the day because of illness **MUST SEE** the school nurse prior to leaving. Parents will need to sign their child out.

• **Illegal Absences, Tardiness and Early Departures**

- Vacations taken by families at times other than those scheduled by Sodus CSD
- Hunting
- Missed the bus
- Overslept
- Caring for a child (babysitting)
- Student's locker is too far from the classroom
- Went to the bathroom without prior permission
- No pass from staff
- Possession of a pass with "unexcused tardiness" written on it
- Hair appointment
- Truancy
- Leaving the building or class without permission
- Deliberately not attending or avoiding class
- Deliberately not attending or avoiding a consequence for a behavior

• **Tardiness to School**

- If a student is late to school, he or she will face discipline consequences. Chronic tardiness to school will result in escalated consequences.
- Students who drive to school and have a pattern of chronic tardiness (determined by the administration) will have their driving privileges suspended. Students who have lost parking privileges and continue to park on school property may have their vehicle towed at their expense.

The lists of legal and illegal absences, tardiness, and early departures are not meant to be totally inclusive. The status (legal or illegal) of situations not covered in the above lists shall be made by administration.

Attire/Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The Principal or members of pupil services staff (Asst. Principal, counselors, social workers, nurse, school resource officer, crisis intervention specialist, etc.) shall make the decision on whether a student's attire conforms to the dress code.

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

- 1) Be safe, appropriate, and not disrupt or interfere with the educational process.
- 2) Recognize that extremely brief garments such as tube tops; net/mesh tops, plunging necklines (front and/or back), and see-through garments are not appropriate.
- 3) Tight apparel, short shorts, short skirts/dresses, pajamas, or swimwear are not appropriate.
- 4) All students must cover the midriff and upper chest area.
- 5) Ensure that underwear is covered with your shirts, pants, shorts or skirts. (Underwear is defined as any article of clothing under your outermost layer of clothing, and include undershirts, "A-shirts," boxers, shorts worn under pants or outer shorts, etc.)
- 6) Proper footwear should be worn at all times. Footwear that is a safety hazard will not be allowed (ie: slippers and "heelies").
- 7) Headwear (hats, hoods, scarves, head wraps, and bandanas) should be placed in student lockers prior to 1st period. While attending Forum in the auditorium, hats must be removed at all times. All headwear should remain in the locker for the duration of the school day (7:48 a.m. to 2:55 p.m.). On Fridays only, students will be allowed to wear headwear, excluding bandanas and hoods.
- 8) Gang-related jewelry, logos (i.e. crowns), symbols (such as bandanas), or headgear are banned from school property. Items of this nature that are confiscated must be picked up from school by a parent.
- 9) Chains in excess of 8 inches or spikes of any length are inappropriate for school.
- 10) Attire that is vulgar, obscene, libelous, or offends others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability is not appropriate for the school setting.
- 11) Attire that promotes and/or endorses the use of alcohol, tobacco, or illegal drugs and/or encourages other illegal or violent activities is inappropriate.
- 12) Coats, jackets, blankets and other types of outer wear must be removed and stored in lockers during the school day.
- 13) Sunglasses (unless medically advised) must be removed while in school.

Any item that violates the above regulations must be picked up by a parent.

The School Principal and or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an

acceptable item. Failure to modify or replace one's attire may result in the student being sent home. The student may return when dressed appropriately.

Backpacks, Book Bags, Tote Bags

Students will be allowed to carry small bags provided that they do not obstruct movement around the classroom. All book bags/tote bags/backpacks/drawstring bags **must fit under the student's chair**. If book bags/tote bags/backpacks/drawstring bag cannot fit under the chair it is too big for the classroom and must be stored in a locker. Searches of book bags/tote bags/backpacks/drawstring bags may be conducted by the administration if there is reasonable suspicion that it may contain items that violate the law or school rules.

Books, Lost and/or Damaged

School-owned textbooks and library books are distributed to students for their use and are to be returned to classroom teachers or the library at the end of the course or by their due date. Students are responsible for returning the book that was signed out to them. Students are expected to make restitution for books that have been damaged or cannot be returned.

Bus Rules

The District provides transportation for all students. Riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth by the District. On those days when a student is suspended from transportation, the parents/ guardians of the student become responsible for seeing that their child gets to and from school safely.

Bus rules are as follows:

- 1) Obey driver at all times
- 2) The bus driver may assign seats to students as the driver feels necessary
- 3) Once seated, stay seated
- 4) All body parts are to remain in the bus
- 5) No shoving or loud talking
- 6) No eating or drinking on the bus
- 7) Stand behind the white line
- 8) Student conduct rules on the bus are the same as those for school
- 9) Keep hands and feet to yourself
- 10) Use appropriate and respectful language at all times
- 11) Skateboards are not allowed on buses
- 12) Students who leave school property during 10th period will not be allowed to take the 3:00 bus.

Cafeteria Rules

Students are *expected* to remain in the cafeteria during the entire period. Students may exit the cafeteria *only* with prior approval from a staff member. Students must present their pre-signed pass and sign out of the cafeteria. Students are expected to speak at a conversational voice level, throw away trash, return trays and utensils to their respective places, be respectful of others and of school property, and remain seated. **Students may use personal electronic devices appropriately during lunch provided they use headphones. The volume on devices should not be loud enough for others to hear. Use of the device without headphones and use of speakers is prohibited.** Lunch activity time (lunch basketball, long base, ping pong, etc.) is a privilege that will be available most days during half of the 30-minute lunch period, provided there is adequate staff and space available. **Students will lose this privilege if they fail to**

follow all adult directions during lunch, or if they become overly competitive/ aggressive during these activities. The activity provided will be at the discretion of the staff supervising the lunch activity period.

Cafeteria Computerized Point of Sale System

Every student at Sodus Central School District has an account set up in our computerized, pre-paid point-of-sale system. All students are issued a personal identification number (PIN) to access their account. Parents will receive a letter in August stating their child's PIN. Student PIN numbers will not change from year to year. Students in grades 3-12 are encouraged to memorize their PIN number. The point-of-sale system is a debit or pre-paid system, NOT a credit system. Parents can pre-pay in any amount to their child's account. Checks should be made payable to Sodus Central School Lunch Fund. Lunch charges will be recorded directly on the students' account. Reminders of low account balances and meal charges will be sent home at various times during the school year. Students who have outstanding lunch charges will not be allowed to purchase snack items until their charges are paid in full.

Charging Meals

- 1) All categories of paying students (full price and reduced) will be allowed to charge lunch or breakfast.
- 2) Students will not be allowed to charge for a la carte items. This includes French fries, cookies and second meals.
- 3) Lunches will have a charge limit of \$7.20. This amount is equivalent to four (4) meals. Once this limit is reached students will not be allowed to charge meals, however; the option of students charging a peanut butter and jelly sandwich is always available.
- 4) A student shall make the request for charging a meal at the cash register. The charge will be entered on the students' lunch account. The student will not be allowed to charge a meal if there are four (4) previous charges that have yet to be repaid.
- 5) Students that have unpaid meal charges will not be allowed to purchase a la carte items until the charges are paid in full. This policy includes second meals and French fries.
- 6) Students that have not repaid the charges by the end of the school year are recorded on the general "Monies Owed" list. Notification of parents/guardians shall take place at this time and the students' end of the year field trips and ID cards are withheld. Periodic notification of parents/guardians shall occur at other times throughout the school year.

Cell Phones and Other Electronic Devices

Students bring any electronic device to school at their own risk. The school is not responsible for lost or stolen items.

Students may be in possession of cell phones and other electronic devices during the school day. Students may use cell phones or other personal electronic devices in the cafeteria provided they are used with headphones. Students may use their cell phones in the hallway provided they do not engage in phone or video conversations during passing time. Electronic devices can never be used in the bathrooms and locker rooms as recording devices or cameras.

Social Media - A student cannot video record, take pictures, or screen capture another student or staff member without that student or staff members knowledge. This may result in consequences. A student may not post another student or staff member's image or video onto social media (regardless of permission granted to take the image) without their direct permission

to post the image. A student may not post or share images or videos of violence, weapons, drugs, alcohol, vaping, or the innuendo of such items/things on school property. If students share these images or videos off school property, they may still be subject to the Code of Conduct if the images or video have the potential to cause a disruption to the school environment.

Use in the Classroom - The use of any electronic device during class periods is at the sole discretion of the staff member(s) in the room for educational purposes. Cell phones should not be visible in any classroom unless being used for instructional purposes. At the discretion of the staff member, if ear buds and headphones are not being used for instructional purposes, they may remain visible around a student's neck but must be turned off. At the same time, earbuds and headphones must be removed from around students' ears and earlobes and must be turned off at all times.

Students who violate room expectations by using electronic devices when not allowed will have the expectation that the phone or device will be confiscated by the staff member(s). Staff members who have possession of a student's phone or electronic device have a responsibility to safeguard that equipment:

- On the first offense, confiscated electronic devices will be returned to the student at the end of the class period.
- On the second offense, confiscated electronic devices will be returned to the student at the end of the class period and the staff member will communicate with the parent and a referral will be written.
- On the third offense, confiscated electronic devices will be delivered to the discipline office. The phone will be placed securely in the school vault. The staff member will communicate with the parent and referral will be written. A parent is required to pick up the phone through the discipline office.

Chromebooks and Usage:

The Chromebook will be treated as a pseudo textbook and students will be issued devices at the start of each school year and collected prior to summer vacation. School-issued Chromebooks are considered a primary instructional resource. All parents/legal guardians and students are required to read and sign the Digital Conversion Student/Parent agreement before a Chromebook will be issued. While students will be issued a Chromebook for use during the school year, Sodus retains full and complete ownership of the device. As the property of the Sodus Central School District, Chromebooks will be collected at the end of the school year and examined for any damages.

Chromebook Usage - Chromebooks are essential for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook computer. Students must be responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

Inappropriate Media - Inappropriate media may not be stored or displayed on the device. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures, or other potentially offensive representation will result in disciplinary actions.

Decorations - Students may want to personalize their devices. All students are to refrain from writing or drawing on the devices with permanent marker or pen. If you add stickers or skins to the Chromebook only use vinyl and not paper backed stickers so that they can be easily removed. Anything that is added to personalize the student Chromebook must adhere to the student code of conduct and be appropriate for school.

Passwords - Students are expected to keep their school-issued passwords confidential. Students should notify their teacher the Jr./Sr. High Technology Teacher Assistant (Mrs. Masser), or a building administrator immediately if a password change is necessary for any reason

Network Connectivity - Sodus CSD cannot guarantee that the school district network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Accessing Non-District Networks - Students are allowed and encouraged to access other Wi-Fi networks on their Chromebooks, however, school personnel will not provide support for network issues away from school. Internet filtering and monitoring will still apply, regardless of where the connectivity is being obtained from.

Chromebook Software - Please do not add additional apps or extensions to the Chromebook that have not been approved by the district.

Inspection - Students may be selected at random or with reasonable suspicion to provide their Chromebook for inspection. If technical difficulties occur or illegal software is discovered, the device will then be re-formatted or re-imaged by a school IT technician. The student or students involved may be referred to the Discipline Office and consequences may occur.

Compulsory School Age

Students who have not yet reached the age of 16 or who turn 16 during the school year (July 1 through June 30) are considered to be of compulsory school age.

Computer Use

Use of school computers that violates any aspect of School District Policy, Student Discipline Procedures, or state, federal and local laws or regulations is strictly prohibited. Using the School Computer System to obtain, view, download, send, print, display, or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, or abusive is prohibited. Students should be aware that data files and electronic storage areas shall be considered to be the property of the school district and are subject to control and inspection. Students who engage in unacceptable use may lose access and be subject to further discipline.

Dances

School dances are sponsored by clubs, organizations, or grade levels and are usually on Friday or Saturday evenings. Students are required to leave outerwear and book bags in the designated area arranged by the school. Guests are to be registered in the School Main Office by the deadline given on the morning announcements. Guests are required to be registered secondary school students. Each Sodus student will be responsible for the behavior of his/her guest at the dance. Students and guests are to remain inside the building throughout the dance. Students who leave the dance without permission from school staff shall not be allowed to re-enter. **No student may attend a dance that has an attendance rate that is less than 75%. Reasonable exceptions may be made by the building administrator due to extenuating circumstances.**

- **Prom:** Only students who are currently enrolled juniors or seniors may purchase prom tickets. **Students who have dropped out of school may not attend the prom as a guest unless their cohort has graduated from high school. No student may attend the prom that has an attendance rate that is less than 75%.**

Detention/Restriction/Suspension:

- **Detention with Teacher**

Students are to report to the teacher's room from 2:15–2:55. During this time, the teacher and student are expected to problem-solve areas of concern and develop strategies for classroom success. **Failure to report to a teacher-assigned detention will result in additional consequences.**

- **Lunch Detention**

Students who are assigned a lunch detention **must** report directly to the designated lunch detention room with their lunch in a timely manner. Students are required to turn in their cell phones in order for their lunch detention to be valid. **Students who refuse to attend this detention will be required to make it up and may be assigned an additional consequence.** In addition, students who fail to attend an assigned detention will be prohibited from participating in all extracurricular activities and interscholastic sports occurring after 3:00 that day.

- **Administrative Detention (10th period)**

Students are to report to the Detention Room from 2:15–2:55 with academic work to be completed. This is a quiet and orderly period of time in which food and drinks are not permitted, and conversation is not permitted unless approved by the monitor. Students are required to turn in their cell phones in order for their detention to be valid. Students who fail to attend an assigned detention shall have that detention re-assigned and receive an additional one. Failure to attend the re-assignment and/or additional detention may result in additional consequences. **In addition, students who fail to attend an originally assigned detention will be prohibited from participating in all extracurricular activities after 3:00 and modified/interscholastic sports until the assigned detentions are served.**

- **Extended Detention**

Students will report directly to the In-School Suspension Room at 2:15 in order to check in for their detention. Extended Detention will usually be 2:15-4:00 or 2:15 – 5:00; or an equivalent amount of time in the detention room as assigned by an administrator. Students are required to turn in their cell phones in order for their detention to be valid.

- **Saturday Detention**

Students will report to the Jr./Sr. High School main office to serve detention with an administrator from 9:00 a.m. to 1:00 p.m. Students are required to turn in their cell phones in order for their detention to be valid.

- **Suspension In-School (ISS)**

ISS is to be a quiet and orderly period of time in which food, drinks, and conversation are not permitted. Students are required to turn in their cell phones in order for their ISS to be valid. Students may not sleep or put their head down. Students must be consistently engaged in

some form of learning. ISS shall be from 1st period through 9th period (2:15 p.m.). Students shall eat lunch in the ISS room. The administration may assign a half-day ISS for certain infractions. Half-day ISS will generally run from 1st period through 5th period or 5th period through 9th period.

Students assigned to ISS or half-day ISS will not be permitted to participate or attend any extracurricular activity that day; this includes attending Sodus athletic events or other school events at off-site locations.

▪ **Suspension Out-of-School**

During the period of suspension, the student is not allowed on school property at any time without the permission of administration and is not eligible to attend or participate in extracurricular activities; this includes attending Sodus athletic events or other school events at off-site locations. During the time of suspension, a student of compulsory school age shall be assigned a tutor. Whenever possible, tutoring for all suspended students will occur from 3-5 pm in the school building.

The principal or assistant principal will meet with the parents of a student who is suspended for five days or more prior to the student returning to school.

▪ **Superintendent Hearing**

A Superintendent's Hearing determines if a student shall be suspended in excess of five days. It is generally reserved for serious and/or persistent student discipline matters. Multiple suspensions within a school year may lead to a Superintendent Hearing at the Principal's discretion. Students and parents may be given the option of a Principal's Agreement Meeting in lieu of a Superintendent Hearing.

Field Trips

Students will be held to the same standard of conduct on field trips as would be expected in the school building and are subject to the same disciplinary measures. Attending field trips is a privilege above and beyond the normal school day, and the school reserves the right to limit participation in field trips subject to guidelines.

Fighting, Physical Altercation, and Assault

Respectful behavior and treatment of others is expected while on school property, on the school bus or at school events and athletic contests on or off-site. No student shall intentionally hit, push, or touch another person aggressively while in school or at a school function. A student who is attacked may use reasonable force in self-defense but only in the extent to free himself/herself from the attack. Staff should be notified. A student who exceeds this reasonable force will be disciplined even though he or she may not have provoked the fight.

Fire Drills

Drills are practiced in the event of an actual emergency. Students need to remain quiet and orderly. Walk as quickly and quietly as possible with their class to the nearest exit. Students are to remain with their classroom teacher as they exit the building.

After exiting the building, students are to report to their assigned station and line-up in alphabetical order to have attendance taken.

Lock Down Drills

Drills are practiced in the event of an actual emergency. Students need to remain quiet and orderly. Students must find the nearest location with a locked door to hide behind. If possible, students and staff should be in locked locations and perfectly quiet while waiting for room checks. For no reason should a staff member or student break the silence without permission from administration or law enforcement. In most cases, staff will be told that they can return to teaching once their room has been checked, however students must remain in their classrooms until an all clear signal has been made. Persons who violate this rule, may face serious consequences since this drill is extremely secure.

Grading Period and Interim Notice

There are four grading periods that are approximately ten weeks in length. At the middle point of each grading period, interim reports will be sent home to update progress for every student, in every course. Parents who would like to be updated at times other than interim or grading periods should contact the teacher directly or call the school counselor. Parents may always see “in progress” grades for their student through the Parent Portal or SchoolTool. SchoolTool is our student database system and may be accessed through the District’s website. Parent Portal login information for the first time user may be obtained by calling the District Office.

Incomplete Grades

Teachers may assign an “Incomplete” (I) rather than a grade when the teacher believes that the student is able and willing to make up class work that he/she failed to complete during the marking period. Any student with an “I” will be notified by his/her teacher of the policy for eliminating this deficiency. No “I” grades will be recorded on the final report card in June.

Grade Computation

Grades for the marking period average will be weighted by the credit to be earned per class as well as the weight of the class.

Weighted Coursework

In an effort to encourage students to challenge themselves, grades in advanced classes will be weighted. The student’s actual grade will show on the report card, however when used for 10 week report card averages and cumulative averages, these grades will be multiplied by 1.05. This will raise the assigned grade when used in these calculations. For example: A grade of 90 multiplied by 1.05 would equal 94.5. The 94.5 would be used in the honor roll and cumulative average calculations instead of the original grade of 90. Weighted courses include:

- Spanish 3
- Algebra/Trigonometry
- Chemistry
- Physics
- All college courses

Academic Acknowledgment

Students who have achieved a marking period average at or above a certain level will be acknowledged by having their name placed on one of the following lists. However, if a student

received an “I” (incomplete) or a “U” (unsatisfactory) on that report card, they become ineligible for designation to one of these lists.

Principal’s List	Average of 95+
High Honor Roll	Average of 90+
Honor Roll	Average of 85+
Improvement Roll	A student improves their overall grade point average by 5 points or more in two consecutive Marking Periods
On A Roll	Consecutive growth between any three consecutive Marking Periods and a passing GPA

Hall Passes

Students are required to have a pass to travel through the hallways after classes have started. A teacher has the right to deny the use of a pass if that teacher feels it is not an appropriate time for the student to leave the classroom. Students are expected to show the pass to any staff member who requests to see it. When students are given a pass to a destination, it is expected that the shortest path shall be taken to reach that destination; and the trip shall be completed in a timely manner.

Harassment

Students are expected to respect each other and respond appropriately to each other. Using inappropriate or intimidating language including remarks intended to demean a person’s race, religion, sex, national origin, sexual orientation, gender identity, lifestyle, handicapping condition, or intellectual ability is specifically prohibited. Threats of violence and physical force are considered to be a serious offense and will result in serious consequences. Students are encouraged to seek assistance from an administrator, counselor, or teacher if another individual is harassing them.

The DASA (Dignity for All Students Act) empowers school personnel to deal effectively should incidences of harassment or bullying arise. If a student is subject to such treatment, they are encouraged to anonymously report it to the school’s DASA Coordinator, or the Dean of Students. An investigation into the matter will then begin. **The DASA Coordinator for the 2019-2020 school year is Assistant Principal Scott Hassall.**

Insubordination

It is the responsibility of SCS to provide a school climate in which learning and working together successfully are a priority. Therefore, while on school property, attending classes, on the bus, and attending school functions students are expected to comply with lawful directions of teachers, administrators, or other supervisory personnel. Failure to comply is considered insubordination.

Intimidation

Students shall not take any action or make verbal or written comments which are perceived by others as being intimidating, intending to cause physical aggression, or threatening force or violence while on school property or at a school function. If a student is subject to such treatment, they are encouraged to anonymously report it to the school’s DASA Coordinator, or the Dean of Students. **The DASA Coordinator for the 2019-2020 school year is Assistant Principal Scott Hassall.**

Library

The library and its collection support the school curriculum. Students come to the library from class or study hall to do library research, choose books, do leisure reading, or use library computers. They are to bring sufficient work and materials for the entire time they spend in the library. Books are signed out for 15 school days (or longer with permission). Students are expected to take good care of library materials. Lost or damaged library materials should be reported to the library staff. Students are expected to pay for lost or damaged library materials. Students who are failing one or more subjects need the library and should only be in attendance in order to support their learning. When in the library these students should attend to their schoolwork for the duration of the time present. Students failing one or more subjects may have additional restrictions as deemed appropriate by school administration.

Academic Halls

Students whose schedule indicates an Academic Hall are to report to the assigned room at the beginning of the period. They are to bring sufficient work and materials for the entire period. Since Academic halls are intended to provide an opportunity for students to meet classroom-related responsibilities, a quiet and orderly atmosphere is to be maintained. Students are to cooperate fully with the Academic hall supervisor. Students may leave the Academic hall with a pre-signed pass from a teacher or other staff member.

Lockers/ Hallway & Phy. Ed

Lockers are provided by the school for student use and the administration has the right to search lockers. Lockers remain property of SCS. Lockers can be and will be searched by school authorities for any reason. SCS is not responsible for lost or stolen articles. Students are to use only the lockers assigned to them. Sharing lockers or changing lockers is not allowed without permission from the Principal's office. The inside of the locker door may be decorated tastefully. Writing on the inside or outside of lockers is considered to be vandalism. Stickers are not to be placed on the outside of lockers. Each student is issued a lock and combination and is responsible for that lock. Locks other than school issued locks are not allowed without the permission of the Principal's office and will be removed.

Loss of Privileges

Students will be denied privileges as a result of not following school rules. The privileges may include the following: passes from a classroom, participation in or being a spectator at extracurricular activities, computer use and parking privileges, lunch activity.

Medication in School

The following procedures should be followed if it is necessary for a student to have medication while in school:

- 1) Medications will be given only upon written order of a physician for giving such medication in school. This order should be addressed to the school nurse.
- 2) Parents are requested to bring the medication to school and deliver to the school nurse. Parents signed permission is needed to administer medication.
- 3) The parent is responsible for an adequate supply of medicine in a drug store container, labeled properly with directions and the student's name.
- 4) No change in dosage or frequency can be made by the school nurse without the physician's order.

5) Specific guidelines also apply for medications on field trips and appropriate forms will be provided to parents and must be returned to the health office as directed prior to field trip. Questions regarding these procedures should be addressed to the school nurse.

National Honor Society

The National Honor Society recognizes and encourages academic achievement while also developing other characteristics essential to citizens in a democracy. Membership in the F.S. Hungerford Chapter of the National Honor Society is based on excellence in four areas: scholarship, leadership, service, and character. Each category is judged independently. To be eligible for membership as a junior or senior, a student must have a cumulative average of least 87.0. In addition to the academic requirement, participation and leadership in school and other activities is required. Eligible students must complete a questionnaire describing how they meet the criteria for leadership, service, and character. Students return the questionnaires to the N.H.S. advisers. The Faculty Council reviews the questionnaires as well as receives input from the school faculty. The Faculty Council then makes the final decision for membership.

Parking

Student drivers must park in a marked parking spot in the student parking lot only, unless the student has earned the privilege to park in a staff lot by being named a Student of the Month. All students must register their vehicle with the School main office in order to park on school property. **Students who do not comply with parking expectations may have their vehicle towed at their expense.**

Please note for the safety of all students, the students and staff parking lots may be subject to random sweeps by law enforcement canine units. Vehicles found to be in suspicion of having drugs may be searched by law enforcement or school personnel.

Prom: Only students who are currently enrolled juniors or seniors may purchase prom tickets. **Students who have dropped out of school may not attend the prom as a guest unless their cohort has graduated from high school. No student may attend the prom that has an attendance rate that is less than 75%.**

Public Display of Affection

Students shall not engage in behavior that is indecent, overly affectionate, or sexual in nature in the school setting.

Searches

The District reserves the right to search all school district property and equipment, including lockers, desks, cabinets, computers and other property in which items, records or data may be stored by students, staff members or others. This means that such property or places may be searched at any time, with or without prior notice to the user and with or without the user's consent. Users do not have a reasonable expectation of privacy with respect to such property or places and school officials retain complete control over them and should not expect that anything stored therein will be private.

For the safety of all students, the student and staff parking lots may be subject to random sweeps by law enforcement canine units. Vehicles found to be in suspicion of having drugs may be searched by law enforcement or school personnel.

School Day

All students must leave the building at 2:13 unless under the supervision of an adult for extra help, clubs, activities, or attending a class. If involved in sports, students must report to the sports study hall. Students need to remain in the sports study hall or teacher's classroom until 2:55 PM. They are not to be in the halls between 2:15 and 2:55 P.M.

Senior Privileges

Senior privileges, including late arrival and early dismissal, will be agreed upon at an annual summer meeting with the Senior Class Officers, the Senior Class Advisors, and the Jr/Sr HS Administration. These privileges will include late arrival or early dismissal from school. **These privileges will be lost for a 5-week period for any senior failing a course required for graduation on interim reports or report cards.**

Students and parent/guardian must sign and submit the Late Entry/Early Dismissal form, which can be obtained in the Jr/Sr High school main office.

The school is willing to grant this permission based on the following stipulations:

- The late entry student is not to enter or roam the school prior to the requested time of late entry unless special permission has been given by the Dean of Students or a Jr/Sr high school administrator. The early dismissal students must leave the building at the time of early dismissal unless special permission has been given by the Dean of Students or a Jr/Sr high school administrator.
- A student may not apply for or participate in the late entry/early dismissal program if he/she is on the Academic Eligibility List. Late entry/early dismissal will be revoked until the student is passing all classes and is removed from the list.
- Should the student have any disciplinary difficulty, he/she will be expected to remain or return for detention. Repeated discipline will result in this early dismissal privilege being revoked. Parents and students will be notified.
- Students must provide his/her transportation at early dismissal. No special transportation will be arranged for late entry students.
- Failure to comply with any of these rules will result in late entry/early dismissal privilege being revoked.
- If the privilege is revoked and the student becomes eligible, then he/she may reapply.

Social Media - A student cannot video record or take pictures of another student without that student's knowledge. This may result in consequences. A student may not post another student's image or video onto social media (regardless of permission granted to take the image) without their direct permission to post the image. A student may not post or share images or videos of violence, weapons, drugs, alcohol, vaping, or the innuendo of such items/things on school property. If students share these images or videos off school property, they may still be subject to the Code of Conduct if the images or video have the potential to cause a disruption to the school environment.

Theft

On occasion, students discover that an item has been stolen from them in school. Available to them are the following procedures:

- a) report the item stolen to the Discipline Office
- b) fill out a statement form
- c) if the item stolen is of sufficient value to be covered by the homeowner's insurance, report the theft to a police agency

Vandalism

Vandalism is the willful destruction of property belonging to others. Vandalism will not be tolerated and students who vandalize will be addressed via the discipline system, and/or restitution, and/or a referral to the police.

Visitors

Adult members of the Sodus community are welcome to visit our schools. Upon entering, visitors are required to report to the Main Office, present identification for Raptor verification, sign in, and state the reason for their visit to the Principal or his/her designee. With approval from the Principal or his/her designee, the visitor will receive a pass and may precede to his/her destination. Student visitors from other schools are generally not allowed.

Alumni who return to visit staff should only do so after 2:15pm with prior arrangements made with that staff member. **Exceptions can be made (i.e. military alumni in full uniform).

For the safety of our students and staff, all entrances to school buildings are locked after student arrival in the morning. Visitors may enter the buildings through the main entrances. Each building has a video/buzzer system to allow access to school buildings. All adults must present identification to be “Raptored” for entry into the building.

Volunteers: All persons wishing to attend field trips or volunteer in the Sodus Central School District must initially complete an application and verify their valid state-issued ID through the Raptor system. The system will accept the following forms of ID: State Issued Driver License, Military Issued ID, Mexican Consulate Card, and Passport ID Card. All approvals will be valid for that school year only. New applications must be completed for each new school year.

1. Building office will verify that the application is completely filled out and signed.
2. Building office will run the applicant’s license through Raptor.
3. Once the applicant is cleared through Raptor the application will be submitted to the building principal for approval.
4. Upon the principal’s approval or denial, the office will notify the applicant of the acceptance or denial of their services.

Vulgar and Inappropriate Language

Students are expected to respect not only each other but also to respond appropriately to written and verbal directions given by all school personnel. Cursing and using vulgar or inappropriate language is specifically prohibited.

Student Management Systems

The Sodus Jr./Sr. High School administration believes that all people need nurturing and individuals are responsible for their actions. Operating from this belief, we have a proactive behavior support system. Schools are successful when they help students grow academically, socially, and emotionally. For this to happen, it is imperative that we have a safe environment that is supportive and conducive to growth. By setting forth clear social and behavioral

expectations and directly teaching students about those expectations, it is our goal to create this atmosphere for learning.

Our plan is based on PBIS – Positive Behavioral Interventions and Supports. PBIS supports students in developing personal responsibility through the establishment of standards that define acceptable conduct. These standards focus on our core beliefs in respect, kindness, responsibility, and celebration of success. These beliefs foster a school climate that facilitates both teaching and learning.

Discipline is most effective when it deals directly with the misbehavior at the time and place that it occurs, and in a manner that is viewed by the student as being fair and impartial. Therefore, before seeking outside assistance, teachers will use all the resources at their disposal to change inappropriate behavior in the classroom. Teachers may assign consequences or restrict student privileges, without first referring the case to building administration, provided that the teacher gives the student notice of the reasons for the penalty action. Every effort should be made to keep parents informed in such instances. When a teacher has exhausted these resources and been unsuccessful in creating positive behavioral change, the student will be referred to the Assistant Principal/administration. Once done, the administration assumes responsibility of deciding what further action will be taken. Administrative discretion will be used in those instances where extenuating circumstances exist or in an attempt to keep students connected with school.

STUDENT CODE OF CONDUCT GRADES 7 - 12

Teachers shall be responsible for addressing the following offenses:

- a) Wearing attire, displaying symbols, possessing items that interfere with the educational process (Staff members have the discretion to contact the office for assistance)
- b) Inappropriate display of affection
- c) Unexcused tardiness to class
- d) Minor instances of disrespect to staff
- e) Minor disruptive/disorderly conduct, horseplay
- f) Time out from class
- g) Misuse of pass system
- h) Inappropriate language
- i) Integrity (cheating, forgery, lying)
- j) Class cut (late to class 5 minutes or more)
- k) Failure to follow reasonable teacher directions/insubordination
- l) Insubordination and/or disrespect to substitute teachers

Range of Teacher Interventions

Problem solve with student, teacher assigned detention prior to 3:00, parent communication, consult counselor, consult administrator.

Administration shall be responsible for addressing the following Level 1 offenses

- a) Excessive unexcused tardiness to school in a semester
- b) Excessive unexcused absences to school in a semester

- c) Leaving the building without permission
- d) Truancy
- e) Destruction/damage to school property
- f) Misuse of computer or computer services policies
- g) Possession of obscene or indecent materials
- h) Failure to follow school procedures
- i) Safety and security issues in the cafeteria
- j) Hazing
- k) Physical altercation (pushing, shoving, no injury)
- l) Harassment to peers (verbal, physical, sexual)
- m) Theft
- n) Safety and security issues on the bus
- o) Possession, sale, use of tobacco products
- p) Refusal to leave a classroom or designated area
- q) Failure to attend Lunch Detention
- r) Continuing or repeating offenses addressed by teacher interventions

Range of Administrative Interventions

Problem-solve with student, meet with student/staff/parent, consult counselors, community service, bus suspension, restitution, loss of privileges, lunch detention, PM detention, extended detention, Saturday detention, ISS, and OSS, Up to five days suspension, Principal’s Agreement Meeting, Superintendent’s Hearing, contact law enforcement (automatic on #1, #4, #6, and #12), denial of attendance, and participation at extracurricular activities.

Administration shall be responsible for addressing the following Level 2 offenses

- 1) False reporting of a bomb, threat, fire, etc.
- 2) Sexual misconduct
- 3) Possession, sale, or use of alcohol on school property or at a school-sponsored event
- 4) Use, sale, or possession of illegal substance and or drug paraphernalia on school property or at a school sponsored event
- 5) Possession, sale, distribution, or use of prescription or over-the-counter drugs on school property or at school sponsored events
- 6) Under the influence of alcohol or illegal substances while on school property or at a school sponsored event
- 7) Possession, sale, use of a weapon, explosive, etc. on school property or at a school sponsored event
- 8) Physical altercation with staff
- 9) Harassment to staff (verbal abuse, etc)
- 10) Verbal or physical threat to staff
- 11) Fighting (hitting, punching, intent to cause injury)
- 12) Assault
- 13) Insubordination (major)
- 14) Teacher removal from the classroom (4th and each time thereafter in a semester)
- 15) Continuing or repeating level 1 offenses addressed by administrative interventions
- 16) Other serious infractions

DIPLOMAS

Advanced Regents Diploma: This is the highest level of diploma. Requirements for this diploma go beyond those for a Regents diploma.

Regents Diploma: To obtain this, students must pass all required Regents exams and pass the third year Regents exam in a foreign language. For students who do not elect to continue a foreign language, the substitution of a five-credit vocational major is possible.

Regents or Advanced Regents Diploma with Honors: Students can receive their diploma “with Honors” if their scores on the Regents exams needed for that diploma average together to be 90 or higher.

Math or Science Mastery

A student who earns an Advanced Regents Diploma and obtains three regents exam scores of 85 or higher in math will earn an Advanced Regents Diploma with Mastery in Math. Likewise, students who earn an Advanced Regents Diploma who score 85 or higher on three Regents science exams will earn an Advanced Regents Diploma with Mastery in Science. It is possible to earn a diploma with Mastery in both Math & Science.

Graduation Requirements

Graduation requirements are changing gradually. The year that students enter 9th grade determines the set of graduation requirements that they need to fulfill. Some students may need more than the traditional four years to complete the New York State graduation requirements.

GRADUATION REQUIREMENTS

New Sodus Graduation Requirements

Students who entered 9th grade in 2011-12 will need to complete the following prior to graduation:

- 10 hours of community service
- Senior Project

Students who entered 9th grade in 2012-13 will need to complete the following prior to graduation:

- Participation in a club (half year) or a sport (full season)
- 15 hours of Community Service
- Career & Money Management course with a 40-hour embedded internship
- Senior Project

Students who entered 9th grade in 2013-14 and thereafter will need to complete the following:

- Participation in a club (half a year) or a sport (full season)
- 20 hours of community service
- Career & Money Management course with a 40-hours embedded internship
- Senior Project

Course/Credit Requirements

- Four years (credits) of both English and social studies
- Three credits of math
- Three credits of science (also, meeting the lab requirement in 2 regents classes)
- Two credits in physical education (1/2 unit each year in high school)
- One-half (1/2) credit in health
- One credit of second language (or passing a proficiency exam)
- One credit of art/music study (which includes Engineering & Drawing I)
- Three and one-half (3 ½) credits of elective classes

Examinations

For a Regent’s Diploma, a score of 65 or higher is always required on all of the following Regents exams.

- English Regents exam
- One science Regents exam
- Global history Regents exam
- U.S. History & Government Regents exam
- Algebra or Integrated Algebra Regents exam

Advanced Regents Diploma

- Same as Regents except students would have to earn an additional two units of credit in a foreign language or five units in art, music or career and technical education plus the one credit in a language other than English
- Passing the Geometry and Trigonometry exams
- Pass one additional science Regents exam (thus, one in life science and one in physical science)

Regents Diploma with Honors

Students can obtain a Regents or Advance Regents Diploma with Honors if their scores on the Regents exams needed for that diploma average together to be 90 or higher.

Credits

A total of at least 22 units of credit are required for graduation

Schedule Changes

Over the summer a copy of the student's proposed schedule will be given to students. These schedules are considered tentative. Parents and students should scrutinize the schedules to verify accuracy. Students wishing to make class changes will be directed to do so at a designated period during summer vacation. Generally, changes will not be made based upon who the teacher is or what students are or are not in the class.

A student requesting schedule changes once class lists have been printed must make this request before the end of the second week of school. For the second semester, changes must be requested by the end of the first week of this semester. Students changing classes after the start of classes will be held responsible for all class work done since the first day of class.

When students request a schedule change, they must obtain the written permission of their parent and the head of the department who oversees the subject area to be changed. Course changes are

not complete until this documentation is returned to the counselor who will then authorize it. Changes in a student's schedule other than those made at the above stated times would need building administrative approval.

Grade Level Promotion and Determination

Grade level placement will be determined by the number of credits that a student has earned.

10th Grade - 4.5 or more

11th Grade - 10 or more

12th Grade - 15 or more

Grade Calculations:

Final Average for Course Work

Generally, the final average for a course will be determined by the following formula:

- each marking period is worth 20%
- if a midterm exam is given, the midterm is 5% and the final exam is 15%
- if a midterm exam is not given, the final exam is 20%

Cumulative Averages - Grade Point Averages

Cumulative averages will be figured at the end of 9th grade and at the end of 30 and 40 weeks for grades 10-12. This will be an average of the students' course work since entering high school or beginning high school course work. Physical Education is not counted in the calculation of this average.

Class Rank

Class rank will be determined at the time the cumulative averages are figured. This information will be available from the Guidance Counselor. Foreign exchange students and students receiving an IEP diploma will not be included in the ranking.

Grades for all credit bearing classes, except P. E., would be computed to determine class rank. Grades will be computed to determine class rank at the end of third quarter and the valedictorian, salutatorian and top 10 students will be identified and publicized at that time. Ranking will be computed again, at forty weeks, following the completion of all course work. This final ranking will be sent to post-secondary institutions, as part of the college application and acceptance process by the end of the first week in July.

Valedictorian and Salutatorian

The valedictorian will be selected after the third quarter of the senior year. The student with the highest overall grade point average will be named valedictorian and will be asked to deliver the valedictory speech at the commencement service.

The salutatorian will be selected after the third quarter of the senior year. The student with the second highest overall grade point average will be named salutatorian and will be asked to deliver the salutatory address at the commencement service.

Meritorious Achievement

In an instance where a difference of .030 or less in grade point averages exists among students being ranked and identified for the top honors of valedictorian and salutatorian, the Board shall

recognize an additional student(s) with a “Meritorious Achievement Award” at graduation. Any student selected for the meritorious achievement award will also deliver a speech at graduation.

Recognition of the Top Ten Seniors

In an instance where a difference of .030 or less exists among students near the top of the senior class, more than ten students shall be recognized.

Regents Credit for a Course

When a class has a required Regents examination, that test and the class must be passed in order to obtain Regents credit for a course. For credit in all courses where there is a Regents exam, passing the Regents exam is **not** sufficient to obtain credit. A final average of 65 must be obtained in the course.

Credit by Examination in Regents Courses Earned by Challenging a Regents Exam

The New York State Board of Regents has made provisions for a student to earn credit for a Regents diploma without completing units of study for such credit. This implies that a student may earn credit for knowledge or study that he/she has learned elsewhere. Our school will grant such credit based on specific requirements set by the NYS Education Department. Students must complete the following steps before the Superintendent, or his designee will award credit:

- Discuss the option of credit by examination with the School Counselor, who will determine if the student’s past academic performance supports a reasonable potential for success using credit by examination.
- Apply for credit through the Guidance Office by filling out a Credit by Examination Application.
- Meet with the Department Chair in order to obtain approval.
- Achieve a score of least 85% on the designated examination.
- Complete a special project approved by the High School Principal.

Please note: Students who earn credit by examination will have a final school grade for that course that is the equivalent to the score earned on the Regents exam. This will be the grade used in calculation of the student’s GPA and may impact a student’s class rank.

Repeating a Course

When a class has been repeated, only the highest final grade will be used in calculating the cumulative average. The highest exam grade and the highest grade earned in a corresponding marking period will be used to determine the highest final grade. However, all course grades will be displayed on the student's transcript.

Repeating a Regents Exam

When a student repeats only a Regents examination, the highest exam grade obtained will be used in recalculating the student's final course average. Again, all grades will be noted on the transcript. Only one unit of credit may be obtained for any class.